



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  
June 13, 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 – Bruce Mattare, Vice- Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item**
- 3. Approval of May 9, 2024, Meeting Minutes – Action Item**
- 4. Public Comments** (limited to 3 minutes per person)
- 5. KCATT Recap & Recommendations – Michael Lenz**
  - a. Recap of Activities – May 21, 2024 meeting
  - b. 2020 Rathdrum Urban Area Boundary Adjustment – **Action Item**
- 6. Administrative Matters**
  - a. May 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**
    1. #10 -KMPO request to amend current project KN 24398 Prairie Trail Underpass
    2. #11 -LHTAC request to amend current project KN 22875 & KN23285 Delaying activities to FY '25
    3. #12-ITD request to delay KN 24305 and KN 24306 funding for FY 2024 to FY 2025
    4. #13- ITD request to add KN 23614 I-90 Storm Water Drainage Alteration to the FY '24 & FY '25 program years
    5. #14- ITD request to include KN 20098 SH-41 Prairie Avenue to Boekel Rd to the FY 2024-2030 Transportation Improvement Program for program year 2024.
- 7. Other Business**
  - a. KMPO/ITD Draft Memorandum of Understanding (MOU) See attached Cover Memo and MOU
  - b. KMPO 2025-2031 Draft Program of Projects for the Transportation Improvement Program
- 8. Public Transportation (Informational Items Provided to KMPO) - Informational**

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 – 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 – July 11th, 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  
May 9, 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
Thomas Shafer	City of Hayden
Jeff Tyler	Post Falls Highway District
Phil Cooper	Worley Highway District
John Hodgkins	City of Rathdrum
Graham Christensen, Chairman	East Side Highway District
Steve Adams	Lakes Highway District
Damon Allen	Idaho Transportation Department, District 1

### **Board Members Absent:**

Dan Gookin	City of Coeur d'Alene
Jim Kackman	Coeur d'Alene Tribe
Nathan Ziegler	City of Post Falls

### **Staff Present:**

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kate Williams	Administrator

### **Attendees:**

Chad Ingle	Citylink - Kootenai County
Rob Palus	City of Post Falls
Angela Sieverding	East Side Highway District
Bill Brizee	Citizen
Monty Montgomery	Citizen
Donna Montgomery	Citizen

### **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 1:31 p.m.

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

No conflicts of interest were declared. Mr. Christensen called to approve the agenda as is, which passed unanimously.

### **3. Approval of March 14th, 2024, Meeting Minutes – Action Item**

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

Mr. Jeff Tyler, PFHD, called to amend the minutes to have the name of the citizen that had made a public comment to be recorded as "Jeff Coder". Mr. Tyler also asked to change a reference in his member report (page 5) to the "Associated Highway Districts of Kootenai County" not IAHD. The amendments were noted by Ms. Kate Williams, KMPO, to be made to the official minutes.

**Mr. Bruce Mattare motioned to approve the minutes with the amendments. Mr. Phil Cooper seconded the motion, which passed unanimously.**

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

Bill Brizee, Kootenai County resident, thanked ITD for resynchronizing the traffic lights on US-95, which has led to improved traffic flow. However, he noted there are still things that need tweaking based on comments he received in a Facebook group focused on voicing traffic concerns around the area. He provided one example at Hanley Avenue, where the northbound and southbound turn signals turned green simultaneously even though the left turn lane was empty, preventing continuous traffic flow. He believes more coordination is still needed to optimize traffic flow.

**5. KCATT Recap & Recommendations – Robert Palus, Vice-Chairman**

**a. Recap of Activities from April 23<sup>rd</sup>, 2024 meeting**– Mr. Palus, City of Post Falls, reported on the updates the KCATT members had given from their jurisdictions. ITD has several projects underway: SH- 53/Pleasant View Rd. Interchange project is almost ready for advertisement, with construction beginning in 2025; the I-90 TECM project (I-90 widening from SH-41 to US-95) is also almost ready for advertisement this fall, with construction starting in 2025, and taking three years to complete. Lakes Highway District will be moving their administration staff to their new operations center at Garwood in June. Post Falls Highway District has started their repair and maintenance work on the Spokane Street Bridge. The city of Post Falls is looking to start their portion of the Spokane Street project in July, in alignment with ITD and Post Falls Highway District; the project will include some additional paving up to Seltice Way and will not impact the I-90/SH-41 interchange project traffic flows.

Mr. Palus also reported that KCATT had discussed how to classify the 86 miles of US Forest Service roads that are classified as minor collector roads on the Federal Functional Classification map; the decision was made to leave these roads on KMPO’s map and see what the Federal Highway Administration’s final decision is on them being included. KCATT is anticipating having a final version of the FFC map to review at the June KCATT meeting. Mr. Palus reported that there will be a call for STBG Urban Projects from KMPO in July; project applications will be due in August. There was discussion to establish a 15% cap on project cost increases over the life of the project. ITD also announced that the ITD Board will be meeting at District 1 for their board meeting and a workshop in July. After the meeting, HDR gave a presentation to KCATT on the status of the Rathdrum Prairie PEL study and the level 1 alternatives that had been identified thus far in the study.

**b. Recommendation on limiting STBG Urban Projects to 15% Total Project Cost Increase**

Mr. Palus brought before the board for consideration the recommendation, which KCATT had unanimously agreed upon, to limit STBG Urban project increases to 15% of the total project cost. A memo by Mr. Miles was provided in the Board packet. The recommendation is for a policy that would set limits on project spending to no more than a 15% cost increase over the total project cost; anything more would be borne by the local jurisdiction. There would be some flexibility in this policy; the KMPO Board and Urban Balancing Committee will be willing to look at potentially funding up to 150% increase in project cost, above and beyond the annual inflation cost of 2% already assumed. This policy will be voted on by the board later on, under item 7c.

**6. Administrative Matters**

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

Mr. Miles presented the financial reports from March 2024 and April 2024 and stated that KMPO was in good standing for the month of May, as well. Reports were provided in the Board packet for transaction review. Mr. John Hodgkins, City of Rathdrum, inquired about a charge; Mr. Miles provided clarification. Chairman Graham Christensen asked for a motion to approve the financial reports as presented. **Mr. Bruce Mattare made the motion to approve the March and April expenditures; Mr. Steve Adams seconded the motion, which passed unanimously.**

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

**1. #5 - Request by ITD to Advance Construction on KN 21935 to FY 2024 and increase funding**

The amendment modifies KN 21935 (I-90 Coeur d'Alene River Bridge) to advance construction funding to FY 2024 in the amount of \$8,667,000 and increases the overall project in the amount of \$2,643,000 by using State Bridge funds for project construction. Funding adjustments for this project are being provided for FY 2024 action to match the detailed estimate for award of Contract No. 8877.

**2. #6- Request by ITD to add new project KN24395 U.S. 95/I-90 Interchange (See Item 7b)**

**3. #7- Request by ITD to modify funding source for design funds (PC) of KN 23607 I-90, SH41 to US 95**

The amendment for KN 23607 (I-90, SH 41 to US 95) modifies the funding source for design funding in FY 2024 from State of Idaho, State Expansion & Congestion Mitigation \$2,000,000 to TECM Restricted Funding (Bond funds) in the amount of \$2,000,000, with no change in overall project lifetime cost in the amount of \$20,650,000 for project PC.

**4. #8- KMPO request to create a Stand-alone Project KN 24398 Prairie Trail Underpass**

The amendment includes KN 24398 ((Prairie Trail Underpass of Prairie Avenue (NHS7045)) by moving the underpass project from KN 23028 into its own project Key Number. There are no changes in the current design, concept, scope, or budget to the original project.

**5. #9- KMPO request to amend current project KN 24398 Prairie Trail Underpass RW to PC**

The amendment includes KN 24398 Prairie Trail Underpass of Prairie Avenue (NHS7045) by moving the currently approved RW funds in the amount of \$100,000 to PC to cover the negotiated cost estimate and provide for contingencies during design. Due to recent developer agreements, no right of way funds will be required for this project. There are no changes in the current design, concept, scope, or budget to the original project.

**7. Other Business**

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

Mr. Miles reported that two projects were approved and are moving forward: City of Post Falls's Spokane Street Pavement Project; City of Coeur d'Alene's project will change out the traffic signals on Government Way, from Harrison Ave. to Prairie Ave., and will be replaced with ones that have progression capability.

**b. TIP Amendment #6 Request to add U.S. 95 Interchange Project to 2024 Program – Action Item**

ITD requested to add the US 95 Interchange Reconstruction project to the 2024-2030 program (KN 24395). The project scope includes US 95 from Emma Ave. to Cherry Lane as the north-south limits. In the packet, the board received the public comment notice that was posted online on the KMPO website, as well as in the CDA Press, twice. Some rights of way will need to be purchased. The project is estimated at \$80 million; engineering would begin in 2024, right of way acquisition in 2025, and construction somewhere between 2026 and 2028. Mr. Miles reported that there had been no comments made during the 30-day public comment period and thus KMPO makes a recommendation that Amendment #6 be approved and added to the program. There was some discussion on funding; Mr. Miles stated that the project will be funded through various federal and state funds. Mr. Tom Shafer, city of Hayden, asked how many private properties will be impacted; Mr. Miles said that's still to be determined, since there is not a finalized design of the ramps. There is still a lot of design consideration that needs to take place. Mr. Christensen asked for clarification that the board wasn't directly approving this specific design for the project, just approving to add the project to the program; Mr. Miles concurred. **Mr. Jeff Tyler made the motion to approve the amendment; Bruce Mattare seconded the motion. This motion carried, unanimously.**

**c. KMPO 2024 Call for STBG Large Urban Projects – Action Item**

Surface Transportation Block Grants (STBG) is a federal funding program that is based on population. There are six MPOs in the state of Idaho, which all work together to score and fund projects on a prioritization rating system within the urbanized areas. Mr. Miles made reference to the discussion that was had at the April KCATT meeting about how there needs to be tighter parameters on projects. A cap of 15% on the cost overruns of projects that come out of the large urban funding pool was proposed; after that, local jurisdictions would need to be ready to contribute. Mr. Miles reported on how the process works to fit projects into the program; for the long-term, local jurisdictions need to be more aware that they need to have a plan outside of the urban balancing committee. Mr. Mattare commented that it would force agencies to think more in the planning phase. Mr. Miles noted that in the planning phase they need to use pretty loose numbers, but then in preliminary engineering (PE), they are able to get more down to the nitty gritty. Mr. Tyler asked if there were any significant changes to this process from previous years, and Mr. Miles said putting a spending cap on projects would be a new policy. Mr. Miles then elaborated about the need to end the idea of endless money coming in. Mr. Steve Adams asked if this policy would be legally binding, and Mr. Miles clarified that this policy would be more of a way to deny projects languishing and asking for more money repeatedly; it gives the KMPO Executive director the discernment to say there is no endless well for projects taking more than their share away from other projects in the program. Mr. Christensen asked to clarify how often there is a call for projects; Mr. Miles replied about every 5 years. Chairman Christensen asked the KMPO Board if they accepted the KCATT recommendation. **Mr. Steve Adams motioned to approve all six stipulations outlined in the STBG Grant Application memo (item 7c, included in packet for review); Mr. Phil Cooper seconded, and the motion carried, unanimously.**

## **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 route system was up 19% month over month and up 3% from April of last year. Paratransit had a 3% decrease last month, and a 14% decrease for the fiscal year. Mr. Ingle reported that they had gotten approval from the Board of County Commissioners (BOCC) to donate the decommissioned paratransit bus to the Veteran services. He then reported that they had a public hearing for their Program of Projects (POP) for 2024-2029 approved by the BOCC; the final draft had been sent to KMPO to be included in the TIP. The Triannual review was completed April 17<sup>th</sup> and 18<sup>th</sup>; it went well. The draft report will be sent May 23<sup>rd</sup> for review; the final report will come back June 28<sup>th</sup>, 2024. Kootenai County's Transit Asset Management Plan (TAMP) and Public Transportation Agency Safety Plan (PTASP) have been completed for their annual update; those have been sent over to KMPO and ITD.

### **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 wanted to report that he will bring managers Chad Wells and Chris Biles to the next meeting for introductions.

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

Mr. Glenn Miles reported for the month of May that KMPO has had multiple requests for presentations to various groups in the area; six in the last two months. These public presentation opportunities are to inform and educate the public about transportation and its important role in our community. He reported the he and Ms. Marienau enjoy giving presentations and getting feedback about what the general public thinks the jurisdictions could be doing for the transportation system. KMPO is working on their MTP updates. KMPO is also working on the next Transportation Improvement Program (TIP) for 2025 through 2031, and should be getting a copy of a draft table of projects to the board in June. The KMPO TIP is currently around \$389 million over the next six years; that's probably going to go up around \$500 million by rolling up one more year, due to the projects on the interstate.

## **10. Board Member Comments**

Mr. Tyler gave an update about the senate bill, SB 1320, he was working on. It passed the senate but didn't pass the house; it might be delayed a few years. He also had a question for Mr. Miles about updated numbers from the Huetter Rd. and Poleline Ave. intersection. Mr. Miles told him that KMPO is now pulling those numbers for it, but it is not operating at a service level A.

Mr. Damon Allen, ITD, made a comment about the summer timing plan going into effect on May 17th on US 95. Once ITD gets some runtime on the summer timing regimen, they will get a performance report with some recommendations. The ITD Board will consider funding going north on Spokane Street paving, in addition to Post Falls' project. He then gave clarification on the US 95 & I 90 Interchange project: the intersection was a part of a bond project; ITD did some traffic analysis and some engineering, and replacing the interchange at I 90 and 95 was the next priority. There are no construction funds for that project yet, but they want it added to the program so that they can get the design going. He then encouraged anyone in District 1 with traffic comments to reach out to their office directly, via phone or email.

#### **11. Next Meeting – June 13th, 2024**

Chair Christensen motioned to adjourn the regular meeting of the Kootenai Metropolitan Planning Organization Policy Board on May 9th, 2024, and with no objections. The meeting was adjourned at 2:17 p.m.

*Signature on File*

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Recording Secretary



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

DATE: June 6, 2024  
 TO: KCATT  
 FROM: Ali Marienau, Transportation Planner  
 SUBJECT: 2020 Rathdrum Urban Area Boundary Adjustment

**Recommendation:**

KCATT has approved a recommendation for the Board to adopt the 2020 Rathdrum Urban Area Boundary Adjustment as depicted in Attachment A.

**Background:**

At the August 10, 2023 KMPO Board meeting, the Board approved the adjusted urban area boundary (Attachment B), for the Coeur d'Alene-Post Falls-Hayden Urbanized Area. 23 U.S.C. 101(a)(35) gives states and MPOs authority to adjust Census Urban Boundaries for transportation planning and funding purposes. The Census boundaries are computer-generated boundaries and do not take into consideration local land use decisions and the location of transportation infrastructure.

In 2020, the U.S. Census Bureau changed some of its criteria for defining urban areas for the 2020 Census, including the use of housing unit density instead of population density to define initial urban area cores, the reduction of maximum jump distance from 2.5 to 1.5 miles; and the exclusion of low density hop or jump corridors. These impacted the boundary of the Urbanized area and were addressed during the adjustment process.

Additionally, the Census removed the classification of "Urban Clusters," and instead, classified urban areas with populations between 5,000 and 50,000 as Small Urban areas. At the time of the 2020 Census, Rathdrum had a total population of 9,211, categorizing it as Small Urban. FHWA allows for the adjustment of urban area boundaries for all urban areas with populations greater than 5,000 for transportation planning purposes. As with large urbanized areas, this allows Small Urban agencies to make changes to their urban boundary to better align with existing planning boundaries, maintain functional classification of facilities for funding and maintenance, and address any changes that have occurred since the Census was completed. The city of Rathdrum has expressed the desire to adjust their urban boundary for these purposes.

FHWA recommends the following considerations when adjusting urban boundaries:

- Include entire municipal boundary or other physical features;
- Include areas with urban characteristics;
- Include large and/or significant traffic generators;



- Boundaries should not split roadways/ramps;
- Ensure one contiguous area;
- Simplify the boundary line, minimizing irregularities.

**Overview:**

KMPO staff reviewed the Census urbanized boundary for the city of Rathdrum and compared it with the existing city boundaries and transportation facilities. There are several areas where the Census boundary divides functionally classified roadways and does not fully include city boundaries. KMPO staff has made the following adjustments to Rathdrum's urban area boundary:

- Fully include the city of Rathdrum's city limits, which extends south to Hayden Ave., west to Idaho Road, east of Meyer Rd (future Hiawatha Rd.) and north to SH-41& Diagonal Rd. This would incorporate developments that have been constructed since the Census was completed, as well as lands identified for new development.
- Include local traffic generators, such as KTEC, KEC, and Interstate Concrete.
- Expand boundary to incorporate all of Greensferry Road.
- Expand southern boundary to incorporate an uninterrupted section of Wyoming Ave.

Attachment A shows the Census designated urban area boundary, the city boundary, and the adjusted urban boundary revised by KMPO. City of Rathdrum staff have reviewed and approved the adjusted boundary. KCATT has provided a recommendation that the adjusted boundary for the city of Rathdrum be adopted, as presented.

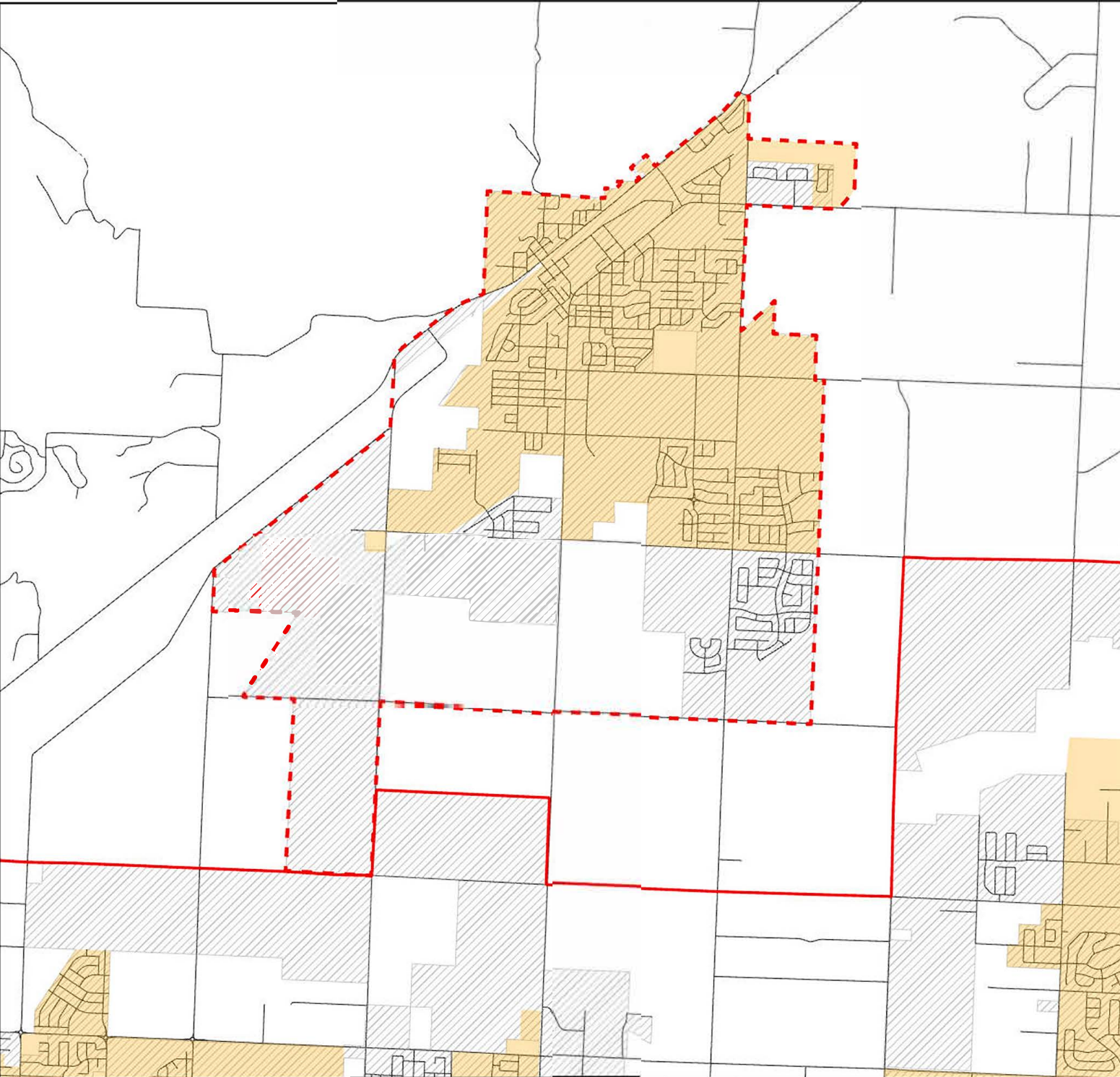
**Attachments:**







A- 2020 KMPO Proposed Rathdrum Urban Area Adjustment

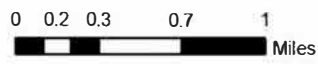
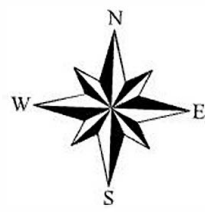
B- Approved Coeur d'Alene-Post Falls-Hayden Urbanized Area Boundary – August 2023



# Attachment A 2020 KMPO Proposed Rathdrum Urban Area Adjustment

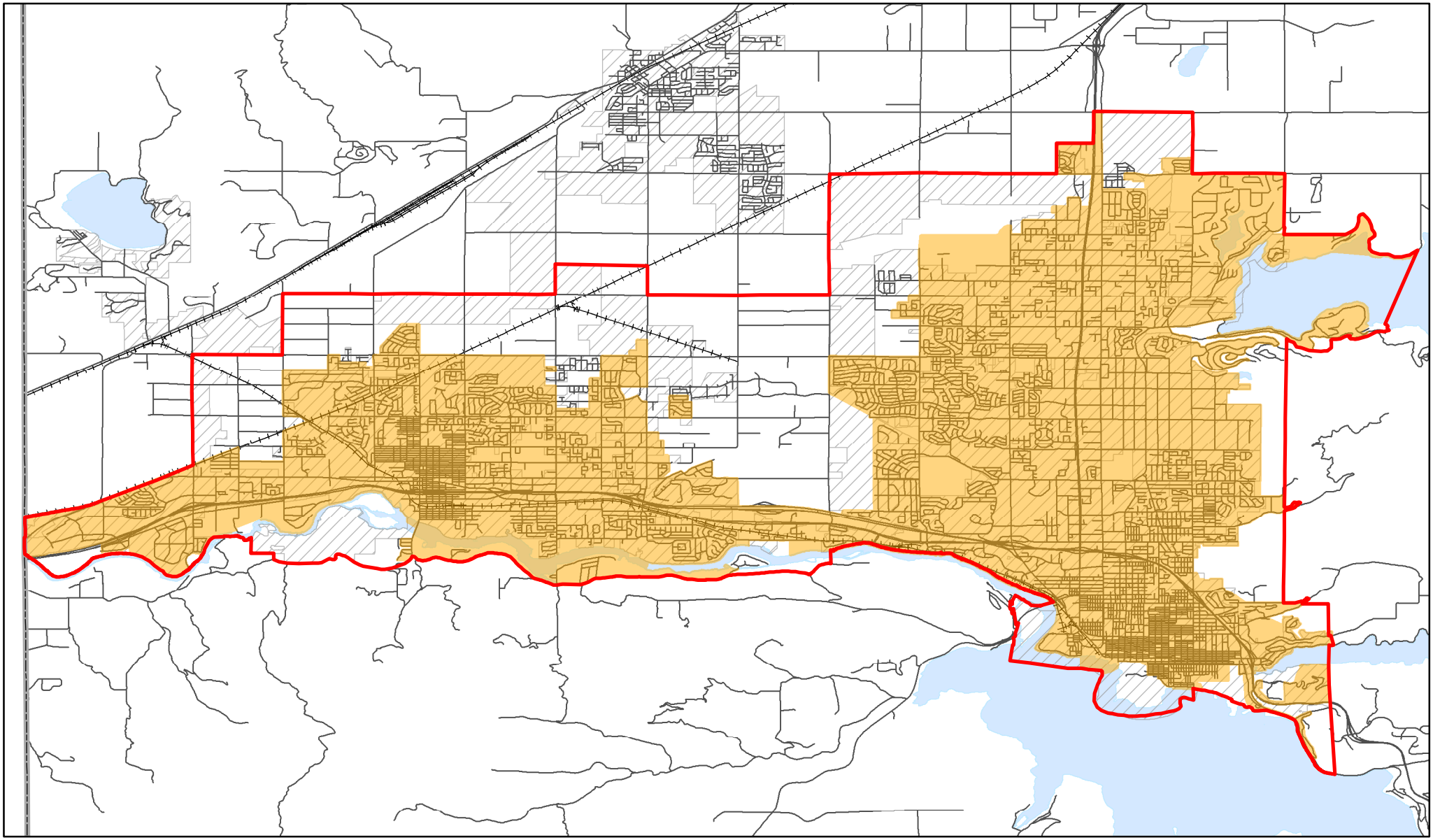








-  Proposed Rathdrum UA
-  Coeur d'Alene UZA - Board Approved 8/2023
-  Census Urban Areas
-  City Boundaries
-  Roads
-  Water Features

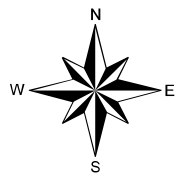


Created 5/7/2024

# 2020 KMPO Adjusted Urban Area Boundary



-  Adjusted KMPO Urban Area
-  2020 Census Urban Area
-  City Limits
-  Roads
-  Railroads
-  Water Features



Approved by KMPO Board August 10, 2023



**KOOTENAI METROPOLITAN PLANNING ORGANIZATION**

**EXPENSES**

**May, 2024**

As of this date **Jun 13, 2024** the Kootenai Metropolitan Planning Organization Board approves reimbursements and payments made for expenses in **May, 2024** included in the following list, in the amount of **\$ 31, 687.42**

Chair: \_\_\_\_\_

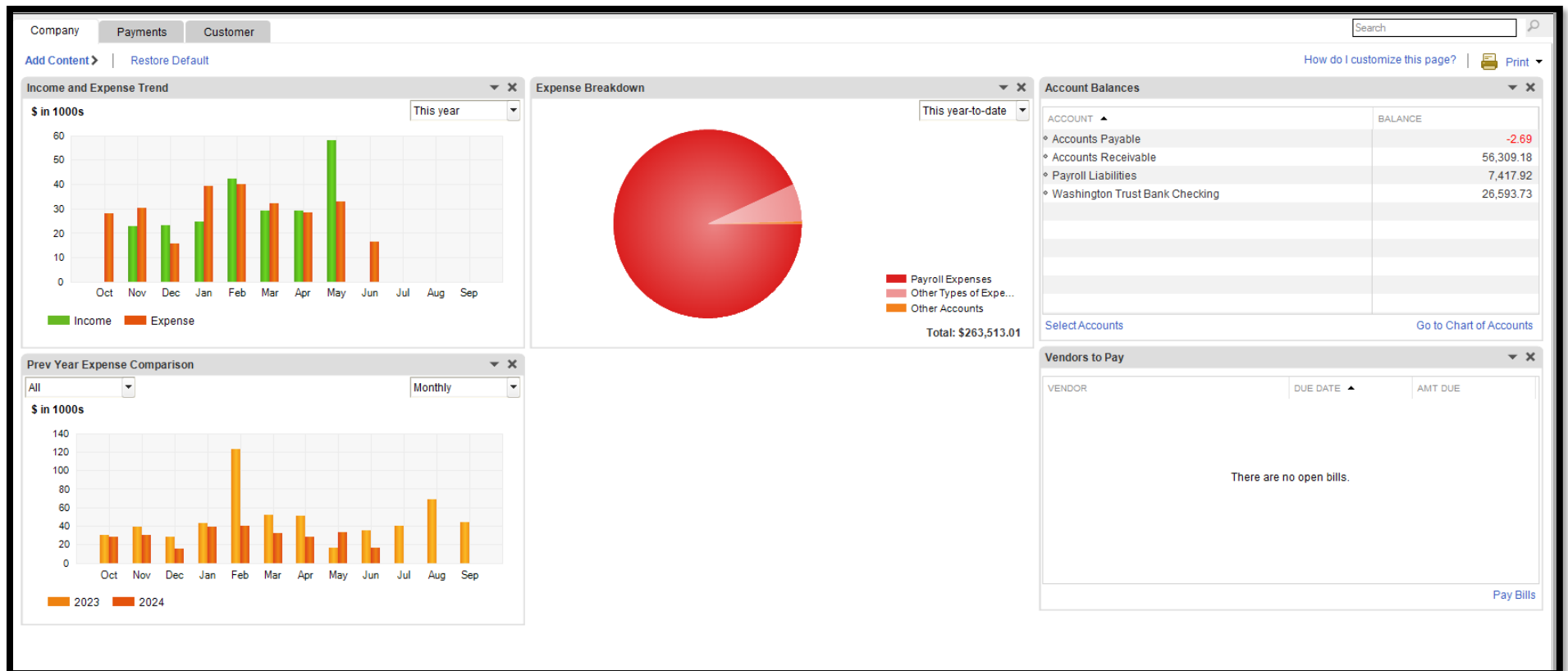
Kootenai Metropolitan Planning Organization						10:05 AM
Monthly Expense Report						06/06/2024
May 2024						
Type	Num	Date	Name	Memo	Paid Amount	
Check	Debit Card	05/01/2024	Rackspace Inc	Rackspace May 2024 Email and Archive Hosting	61.32	
Check	ACH	05/01/2024	Unum	217440001 May 2024 Premium	222.33	
Check	3618	05/06/2024	VOID	VOID: To Void a check number	0.00	
Bill Pmt -Check	3619	05/06/2024	Coeur d' Alene Press	TIP Amendment US 95 I/C	153.44	
Check	Debit Card	05/06/2024	Adobe Store North America	Adobe Acrobat Pro - 3 licenses May 2024	71.97	
Check	Debit Card	05/06/2024	Net Registry	Net Registry Domain Hosting 2024-2025	30.60	
Liability Check	E-pay	05/06/2024	United States Treasury	Federal Payroll Withholding	2,690.74	
Liability Check	ACH	05/06/2024	Regence Blue Shield of Idaho	May 2024 Premium	3,115.06	
Liability Check	ACH	05/07/2024	Idaho State Tax Commission	April 2024 Idaho Tax Withholding	613.00	
Check	3623	05/07/2024	AVISTA	AVISTA Utilities May 2024	52.48	
Liability Check	ACH	05/08/2024	PERSI Choice Plan	PERSI 401K Contributions NEXEN Transfer	1,285.00	
Liability Check	ACH	05/08/2024	PERSI	PERSI NEXEN Transfer	1,943.04	
Check	Debit Card	05/09/2024	Tilly's on Seventh	Monthly Pre-Board Meeting	62.04	
Check	3624	05/10/2024	Glenn F. Miles	GFM Advance Travel D.C. CAGTC	1,699.35	
Check	Debit Card	05/12/2024	TDS Telecom	TDS Phone Service May 2024	135.22	
Check	Debit Card	05/18/2024	Intuit	Intuit Payroll Monthly Usage Fee May	18.00	
Check	Debit Card	05/18/2024	Zoom Video Communications	Zoom Video Conferencing Service May 2024	15.99	
Liability Check	E-pay	05/23/2024	United States Treasury	Federal Payroll Withholding	2,683.46	
Liability Check	ACH	05/23/2024	PERSI	M043 - NEXEN Transfer	1,938.03	
Liability Check	ACH	05/23/2024	PERSI Choice Plan	PERSI 401K Contributions NEXEN Transfer	1,285.00	
Check	3628	05/28/2024	Glenn F. Miles	GFM CAGTC Meeting Reimbursement	187.16	
Liability Check	ACH	05/30/2024	Delta Dental	May and June 2024 Premium	334.06	
				Subtotal Operating Expenses	\$ 18,597.29	
				Subtotal Salary & Wages	\$ 13,090.13	
				<b>Total May 2024 Expenses</b>	<b>\$ 31,687.42</b>	



# Kootenai Metropolitan Planning Organization

May, 2024

## Monthly Financial Snapshot







June 05, 2024

TO: KMPO Board Members  
FROM: Glenn F. Miles, Executive Director  
SUBJECT: Draft FY 2024 KMPO Annual Budget

**Recommendation:**

FY 2025 KMPO Annual Budget. The draft budget is being brought before the Board in June for discussion on proposed changes from 2024 to 2025. Should you have specific questions, please feel free to contact me; otherwise, approval of the FY 2025 Budget is requested.

**Background:**

***Status of FY 2024 Budget:***

Annually, KMPO prepares the draft budget from May through June for the Boards consideration. To date, the FY 2024 budget as of May 31, 2023 stands at 41.8% expenditures overall, with 59% personnel and 18% in operations. The target level at eight months would be 66%. Personnel costs are below target, but within the anticipated amount in the budget. The lower maintenance and operations costs to date are primarily a result of less need thus far, of professional services related Regional Travel Demand Model Updates. There are however, upcoming expenses that are anticipated. This lower level was largely due to timing of projects activities during the course of the fiscal year. Based on the current expenditure levels, there may be a year-end amendment proposed to reconcile the FY 2024 Budget and update anticipated revenues and costs for FY 2025 between now and September 30, 2024.

***Draft of FY 2025 Budget:***

Revenues:

1. I currently anticipate that KMPO will have a cash carry-over into FY 2025 of \$75,600. This is slightly higher than our 2023 Financial Audit carry-over. This level of carry-over ensures KMPO has adequate cash reserves as ITD transitions from FY 2024 to FY 2025 based on Federal budget approvals, as well as the ITD State Budget transition in June/July of 2025. Federal Continuing Resolutions can have a big impact on funding availability and receiving reimbursements from ITD.
2. The annual assessment remains the same. The approved assessment by the KMPO Board is based on the 2020 Census numbers, which is \$54,721.00
3. The Federal Grant funds for FY 2024 KN 22439 was higher than previous years, as it incorporated funds that were being used to support the travel demand model update and ITD's Alt 95 corridor/Mobility Access Study. I anticipate there will be \$210,966 carried over to FY 2025. Since these funds are already obligated, they will be available on October 1<sup>st</sup> rather than after Congress adopts the FY 2025 appropriations bill.
4. The Federal Grant funds for FY 2025 KN22439 and KN 23315 will be \$486,381. These funds are already programmed and will be available after Congress approves the FY 2025 appropriations bill.

Expenditures:

Personnel

1. Personnel costs are tracked throughout the year and Advanced Benefits/Mineral do a good job giving insight to changes in items such as medical, dental, vision. PERSI had an increase in both employee and employer contribution rates effective July 1, 2024. The employer rate increased 7%. This increase is a result of an Actuarial study conducted on the three membership groups to balance contributions and maintain the required financial position established in State law.
2. While there has been talk about an increase in Social Security rates, no changes have been incorporated.
3. Pursuant to KMPO Board policy, I have contacted cities to get their anticipated Cost of Living Adjustment and/or Merit increases. Some have only one type, while some utilize both merit and COLA. Based on the responses which it appears 3.5% is the currently anticipated COLA level. I have included a 3.5% increase to the Salaries category, subject to the discretion and decision of the KMPO Board.

Maintenance and Operations

1. Contractual Services is expected be \$250,000. This line item is expected to cover services related to the travel demand model and updating the Metropolitan Transportation Plan (MTP) that will need to be completed in 2025. This is anticipated work, which has yet to be scoped in the Unified Planning Work Program
2. Rent is expected to have a 5% increase through 2025. KMPO's current lease expires in September, 2025
3. KMPO has received notification of an estimated 30% increase in the ICRMP annual premium. ICRMP noted a number of factors at the national and statewide level that have resulted in the increase.
4. The annual audit is expected to increase \$500.00

***Summary:***

The draft FY 2025 KMPO budget represents a 10% increase from the current budget for FY 2024, while supporting a 3.3% overall increase in personnel related costs (pool costs). The consultant services budget item was increased 25% to address anticipated consultant and data services, recognizing this may be increased or reduced by amendment by the Board as warranted. All anticipated revenue is either currently available or already programmed for obligation in FY 2025.

Feel free to let me let me know if you have questions or would like further information.



**Kootenai Metropolitan Planning Organization  
2025 Budget and FY 2024  
75% of FY 2024 Year Expenses**

Draft June 5, 2024

<b>Revenue Budget (2024 and 2023)</b>					
	2025 Funding Forecast	2024	Grant Funds	Local Match	Total Funds
<b>Revenues:</b>			92.66%	7.34%	100.00%
<b>FY 2024 Consolidated Planning KN 22439</b>	\$	600,187	\$ 600,187	\$ 47,543.38	\$ 647,730
CPG FY 2024 KN22439 Carry-over	\$210,966		\$195,481	\$15,485	\$210,966
2025 Consolidated Planning KN 23052	\$386,381		\$358,021	\$28,360	\$386,381
2025 Planning KN 23315	\$100,000		\$92,660	\$7,340	\$100,000
KMPO Local Contributions 2024/2025	\$54,721	\$54,721			
KMPO Local Carry over after Local Match	\$75,600	\$68,412			
Subtotal Local Funds	\$ 130,321	\$ 123,133			
<b>Grand Total</b>	\$ <b>827,668</b>	\$ <b>723,320</b>			
<b>Expenditure Budget (2024 and 2023)</b>					
	2025	2024	FY 2024		
<b>Personnel</b>			66 % Year		% To Date
Salaries	\$297,828.98	\$287,757.47	\$172,880.00		60%
Social Security	\$18,465	\$17,841	\$10,718		60%
Medicare	\$4,319	\$4,172	\$2,507		60%
Retirement (PERSI)	\$35,620	\$34,358	\$19,349		56%
Medical Insurance	\$45,120	\$45,120	\$22,037		49%
Vision/Dental Insurance	\$3,100	\$2,700	\$1,531		57%
Short/Life/AD&D	\$3,400	\$3,240	\$1,762		54%
Workmans Compensation ISF	\$1,169	\$1,169	\$1,169		100%
Unemployment Insurance	\$825	\$567	\$535		94%
<b>Personnel Subtotal</b>	\$ <b>409,848</b>	\$ <b>396,925</b>	\$ <b>232,487</b>		59%
<b>Maintenance and Operations</b>			66% year		% To Date
Utilities	\$900	\$900	\$537		60%
Ops. Software Updates and Maint	\$5,000	\$5,000	\$2,266		45%
Ops. Supplies, Copying, Postage	\$3,200	\$3,200	\$940		29%
Professional Services (Legal Financial)	\$15,000	\$15,000	\$8,000		53%
Contractual Services/Training	\$250,000	\$200,000	\$3,365		2%
Telephone/Internet	\$2,500	\$2,500	\$1,937		77%
Travel	\$13,170	\$13,170	\$4,902		37%
Advertising	\$2,100	\$2,100	\$815		39%
Rent	\$21,000	\$21,000	\$12,239		58%
Property Liability Insurance	\$4,700	\$3,617	\$3,605		100%
Equipment Maintenance	\$2,000	\$1,500	\$0		0%
Registrations	\$500	\$500	\$135		27%
Dues, Subscriptions, Membership	\$8,500	\$8,000	\$8,100		101%
Office Furniture/Equipment/Software	\$4,000	\$4,000	\$3,966		99%
<b>Subtotal</b>	\$ <b>332,570</b>	\$ <b>280,487</b>	\$ <b>50,806</b>		18%
<b>Total Expenditure Budget</b>			66% Year		% To Date
<b>Personnel</b>	\$409,848	\$396,925	\$232,487		58.6%
<b>Maintenance, Operations &amp; Contracts</b>	\$332,570	\$280,487	\$50,806		18.1%
<b>Grand Total</b>	\$ <b>742,418</b>	\$ <b>677,412</b>	\$ <b>283,293</b>		41.8%

Updated through 6-5-24

**Assumptions:**

**Funding**

All 2025 grant funds currently secured Yes

**Personnel**

Cost of Living Adjustment 3.50%

PERSI 7.00%

Medical Premium No Change

Vision/Dental 4.90%

STD/ADD/Life 4%

Unemployment Insurance 15%

**Operating Expenses**

Contractual Expenses will be increased 25%

Office Rent 5%





May 26, 2024

TO: Noah Ipaye, Senior Research Analyst

FROM: Glenn F. Miles, Executive Director

SUBJECT: 2024-2030 KMPO TIP **Amendment # 10 KMPO** request to amend current project KN 24398 Prairie Trail Underpass

The Kootenai Metropolitan Planning Organization (KMPO) is requesting modification to the approved 2024-2030 Transportation Improvement Program (TIP). The amendment includes KN 24398 Prairie Trail Underpass of Prairie Avenue (NHS7045) by moving the currently approved PL,PE,PC funds in the amount of \$250,000 to companion project KN 23028 to cover the negotiated costs for design. There are no changes in the current design, concept, scope, or budget to the original project.

**KMPO Amendment #9**

Route, Location			District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs		
Key No.	Mileposts	Work, Detail		Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match
Sponsor	Program	Fund	Ph	2024	2025	2026	2027	2028	2029	2030	PREL					
2	MP 5.762 - 6.762	Prairie Trail Underpass – Prairie Avenue @ Meyer Road	1	CN	-	1,450	-	-	-	-	-	-	1,450	1,362	108	
		New Construction on Existing RW		PE	250	-	-	-	-	-	-	-				
		STATE OF IDAHO (ITD) Carbon Carbon - Large Urban		RW	-	-	-	-	-	-	-	-				
This project will construct a Pedestrian/Bike Underpass as part of Prairie Trail crossing in conjunction with the widening of Prairie Avenue to 5 lanes from Meyer Road to SH 41 KN 23028																
23028	MP 5.762 - 6.762	NHS-7045, PRAIRIE AVE; MEYER RD TO SH 41, POST FALLS H	1	CN	-	-	-	4,474	-	-	-	4,474	4,145	329		
		RESRF/RESTO&REHAB, Pavement Reh		PE	250	-	-	-	-	-	-	-	1,330	1,232	98	
		POST FALLS HD STBG-LARGE (L) STBG-U		RW	720	-	-	-	-	-	-	-	720	667	53	
This project will complete the widening of Prairie Avenue to 5 lanes from Meyer Road to SH 41.																

**The 2024-2030 Transportation Improvement Program Amendment #10 provides** for the amendment by Administrative Modification where the does not materially change the design, concept, or scope of the original project, and conforms to approved existing plans and programs This project has been through the required and concluded public involvement processes prior to the original programming, and ITD has demonstrated funds are available in the current FY 2024 program years. Based on the representations by LHTAC, the Kootenai Metropolitan Planning Organization approves **Amendment #10** effective May 24, 2024



May 24, 2024

TO: Noah Ipaye, Senior Research Analyst

FROM: Glenn F. Miles, Executive Director

SUBJECT: 2024-2030 KMPO TIP **Amendment # 11 LHTAC** request to amend current project KN 22875 and KN23285 Delaying activities to FY 2025

The Local Highway Technical Assistance Council (LHTAC) is requesting modification to the approved 2024-2030 Transportation Improvement Program (TIP). This amendment includes moving KN 22875 Lancaster & Huetter Road Roundabout construction to FY 2025 and KN 23285 S Greens Ferry Guard Rail Project, delaying the right of way phase to FY 2025. There are no known changes in the current design, concept, scope, or budget to the original project.

**KMPO Amendment #11**

Route, Location				District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs		
Key No.	Mileposts	Work, Detail		Ph	Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match
Sponsor		Program	Fund		2024	2025	2026	2027	2028	2029	2030	PREL					
SMA-7218, LANCASTER & HUETTER ROUNDABOUT, LAKES H <b>22875</b>	MP 103.630 - 103.820	SAFTY/TRAF OPER, Traffic Roundabout	HRRR	1	CN		1,814	-	-	-	-	-	-	-	1,814	1,681	133
				PE		-	-	-	-	-	-	-	-	234	217	17	
				RW	80	-	-	-	-	-	-	-	-	80	74	6	
This project will install a roundabout at the intersection of Lancaster Ave and Huetter Rd to reduce/eliminate fatal and serious injury crashes for all roadway users.																	
STC-5742, S GREENSFERRY RD GUARDRAIL, WORLEY HD <b>23285</b>	MP 100.500 - 101.200	SAFTY/TRAF OPER, Metal Guard Rail	HSIP (L)	1	CN		959	-	-	-	-	-	-	-	959	889	70
				PE		-	-	-	-	-	-	-	-	182	169	13	
				RW	22	-	-	-	-	-	-	-	22	20	2		

The 2024-2030 Transportation Improvement Program **Amendment #11** provides for the amendment by Administrative Modification where the does not materially change the design, concept, or scope of the original project, and conforms to approved existing plans and programs This project has been through the required and concluded public involvement processes prior to the original programming, and LHTAC has demonstrated funds will be available in the FY 2025 program years. Based on the representations by LHTAC, the Kootenai Metropolitan Planning Organization approves **Amendment #11** effective May 24, 2024



May 24, 2024

TO: Noah Ipaye, Senior Research Analyst

FROM: Glenn F. Miles, Executive Director

SUBJECT: 2024-2030 KMPO TIP **Amendment # 12** ITD request to delay **KN 24305** and **KN 24306** funding for FY 2024 to FY 2025

The Idaho Transportation Department (ITD) is requesting modification to the approved 2024-2030 Transportation Improvement Program (TIP). This amendment includes delaying FY 2024 funding for KN 24305 I-90 Widening (Huetter Bridge) construction to FY 2025 and delaying FY 2024 funding for KN 24306 I-90 Widening (Atlas Rd Bridge, Prairie Trail Bridge) to FY 2025. There are no known changes in the current design, concept, scope, or budget to the original project.

**KMPO Amendment #12**

Route, Location				District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs		
Key No.	Mileposts	Work, Detail		Ph	Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match
Sponsor		Program	Fund		2024	2025	2026	2027	2028	2029	2030	PREL					
I 90, SH 41 TO US 95 - WEST, KOOTENAI CO (Huetter Bridge)				1	CN	27,900	55,800	24,240	-	-	-	-	-	Unfunded	80,040	-	80,040
<b>24305</b> MP 7.128 - 9.714 RECONST/REALIGN, Bridge Replacement					PE	-	-	-	-	-	-	-	-	Unfunded	-	-	-
STATE OF IDAHO (ITD)		EARLY	SF		RW	-	-	-	-	-	-	-	-	Unfunded	-	-	-
This project will widen I-90 to four lanes in both directions, replace the Huetter Rd Bridge and provide ramp improvements at SH-41.																	
I 90, SH 41 TO US 95 - EAST, KOOTENAI CO (Atlas Rd Bridge)				1	CN	23,400	46,800	22,400	-	-	-	-	-	Unfunded	69,200	-	69,200
<b>24306</b> MP 9.714 - 12.046 RECONST/REALIGN, Bridge Replacement					PE	-	-	-	-	-	-	-	-	Unfunded	-	-	-
STATE OF IDAHO (ITD)		EARLY	SF		RW	-	-	-	-	-	-	-	-	Unfunded	-	-	-
This project will widen I-90 to four lanes in both directions, replace the Atlas Rd and Prairie Trail Bridges and provide ramp improvements at NW Blvd and US-95.																	

The 2024-2030 Transportation Improvement Program **Amendment #12** provides for the amendment by Administrative Modification where the does not materially change the design, concept, or scope of the original project, and conforms to approved existing plans and programs This project has been through the required and concluded public involvement processes prior to the original programming, and ITD has demonstrated funds will be available in the FY 2025 program year. Based on the representations by ITD, the Kootenai Metropolitan Planning Organization approves **Amendment #12** effective May 24, 2024



May 30, 2024

TO: Noah Ipaye, Senior Research Analyst

FROM: Glenn F. Miles, Executive Director

SUBJECT: 2024-2030 KMPO TIP **Amendment # 13** ITD request to add KN 23614 I-90 Storm Water Drainage Alteration to the FY 2024 and FY 2025 program years

The Idaho Transportation Department (ITD) is requesting modification to the approved 2024-2030 Transportation Improvement Program (TIP). This amendment restores previously included KN 23614(FY 2022) to the Transportation Improvement Program in FY 2024 and FY 2025 for funding to reroute Interstate 90 storm drainage in the vicinity of Lakeshore Drive. There are no known changes in the current design, concept, scope, or budget to the original project. State funding comes from reallocation of funds KN 23613 located outside the KMPO area.

**KMPO Amendment #13**



**State Hwy - Supporting Infrastructure Assets**

SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route KeyNo	Project Location Milepoints	Work Type Program	District	Scheduled Costs (Dollars in Thousands with Match)									Lifetime Direct Costs All Programs Combined			Notes
				2024	2025	2026	2027	2028	2029	2030	PREL	Total	Federal	Match		
I 90, MP 18	STORM WATER DRAINAGE ALTERATION, KOOTENAI	1	CN	-	190	-	-	-	-	-	-	-	190	-	190	1
23614	18.000 - 18.150	PM	PE	12	-	-	-	-	-	-	-	-	12	-	12	
STATE OF IDAHO (ITD)	OTHER ASSETS	ST	RW	-	488	-	-	-	-	-	-	-	488	-	488	W

Reroute Interstate drainage to a new swale, exit the swale onto an existing easement that routes water under Lakeshore Dr.

The **2024-2030 Transportation Improvement Program Amendment #13** provides for the amendment by Administrative Modification where the does not materially change the design, concept, or scope of the original project, and conforms to approved existing plans and programs This project has been through the required and concluded public involvement processes prior to the original programming, and ITD has demonstrated funds will are available in the FY 2024 and FY 2025 program years. Based on the representations by ITD, the Kootenai Metropolitan Planning Organization approves **Amendment #13** effective May 31, 2024



June 5, 2024

TO: Noah Ipaye, Senior Research Analyst

FROM: Glenn F. Miles, Executive Director

SUBJECT: 2024-2030 KMPO TIP **Amendment # 14** ITD request to include KN 20098 SH-41 Prairie Avenue to Boekel Rd to the FY 2024-2030 Transportation Improvement Program for program year 2024.

The Idaho Transportation Department (ITD) is requesting modification to the approved 2024-2030 Transportation Improvement Program (TIP). This amendment restores previously included KN 20098 (TIP's 2019-2022) to the Transportation Improvement Program in FY 2024 funding for signal and intersection upgrades. There are no known changes in the current design, concept, scope, or budget to the original project. NHS funding comes from the Statewide balance.

**KMPO Amendment #14**

Route Key No Sponsor	Project Location Mile points	Wor< Type Program	Fund	District	Scheduled Costs (Dollars.in Thousands with Maleh)								Lifetime Direct Costs All Programs Combined			Notes	
					2024	2025	2026	2027	2028	2029	2030	PREL	Total	Federal	Match		
20098	SH 41, E PRAIRIE AVE TO BOEKEL RD, KOOTENAI CO 2.450 - 6.460	IRECONST/REALIGNMENT	NH	1	CN	4200	-	-	-	-	-	-	-	42.79B	3B,9'55	1,843	I 2
					PE	50	-	-	-	-	-	-	2.004	1,857	147	M p	
					RW	-	-	-	-	-	-	-	5,483	4,740	743	R	
This project will reconstruct SH-41 from MP 2.45 to MP 5.46 Improvements include a 4-lane divided roadway. upgrading the signal at Hayden Ave. installing a new signal at Wyoming Ave. upgrading a RR crossing signal. intersection turn bays and illumination. and adding shared-use path on one side of tile highway.																	

Phases: CN - Construction. utilities, construction engineering, purchases,  
 PE - Preliminary engineering, by state and/or consultant forces, RW- Right-OP,"1ay acquisition

Notes: 1 - Project is also shown in a Transportation Improvement Program.  
 2 -Project is being advance constructed with non-federal Funds.  
 A- Project utilizes am alternative contracting method,  
 M- Project included in multiple programs.  
 P - Project addresses Federal Pavement Condition PM.  
 R - Project addresses Federal Travel Time Reliability PM.  
 W - Work zone safety priority

**The 2024-2030 Transportation Improvement Program Amendment #14 provides** for the amendment by Administrative Modification where the does not materially change the design, concept, or scope of the original project, and conforms to approved existing plans and programs This project has been through the previously required and concluded public involvement processes prior to the original programming, and ITD has demonstrated funds will are available in the FY 2024 program year. Based on the representations by ITD, the Kootenai Metropolitan Planning Organization approves **Amendment #14**, effective June 5, 2024.



June 06, 2024

TO: KMPO Board Members  
FROM: Glenn F. Miles, Executive Director  
SUBJECT: ITD/KMPO MOU

**Recommendation:**

This is being provided to allow time for the Board to review the MOU. It will come before the Board in July for approval.

**Background:**

Since the fall of 2023, ITD has been working with the MPO's in Idaho to update the Memorandum of Understanding (MOU) that outlines the processes, procedures and responsibilities between ITD and in the seven MPO's in the State of Idaho; in this case KMPO. In January the draft MOU that had been agreed to, was withdrawn by ITD and another round of revisions took place to add more material sought by ITD management.

Since the May KMPO Board meeting, KMPO has been working with the other MPO's in Idaho, ITD District 1 and ITD Headquarters to review the updated the MOU. Recently, COMPASS the MPO serving Ada and Canyon Counties had Mike Stoddard, with Hawley-Troxel conduct two reviews of this draft MOU. This was done since the MOU is intended to be uniformly applied throughout the State to streamline implementation between ITD Headquarters, ITD's six Districts and the seven MPO's. The current deadline for completing the MOU with KMPO is July 30, 2024. COMPASS has an approval deadline of June 30<sup>th</sup> and Idaho Falls will be approving the MOU in June as well.

It is important to note that virtually all of the material within the MOU is derived from existing Federal and State Statutes and regulations. They are consolidated into the MOU so the parties can quickly address issues as they arise and have accountability for the timely performance of duties and responsibilities.

***Summary:***

The ITD/KMPO Memorandum of Understanding (MOU) is used to consolidate and simplify into one document, a myriad of Statutes and rules that guide and direct transportation planning activities between ITD and MPO's. These activities have been in practice since before KMPO was created in 2003. The Federal Highway Administration required ITD to update the MOU as part of ITD's routine management practice of working with MPO's in the State.

This will be brought before the KMPO Board in July for approval to be signed by the Executive Director.

Feel free to contact me in the interim if you have any questions or concerns with the MOU.

MEMORANDUM OF UNDERSTANDING  
Between  
THE IDAHO TRANSPORTATION DEPARTMENT (ITD)  
And  
KOOTENAI METROPOLITAN PLANNING ORGANIZATION (KMPO)

**PURPOSE:**

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the Idaho Transportation Department, hereinafter referred to as "ITD" and Kootenai Metropolitan Planning Organization hereinafter referred to as "KMPO." ITD and KMPO may sometimes be collectively referred to in this MOU as the "Parties" or the "Agencies."

The Parties desire to enter into a mutual agreement to efficiently and effectively implement the requirements of the referenced federal and state regulations for a comprehensive metropolitan transportation planning, programming, and project delivery process within KMPO's planning area.

Partnering is a commitment by both agencies to use teamwork and foster positive relationships to develop and deliver high quality plans and projects to improve the transportation system and meet the needs of Kootenai County residents. ITD and KMPO will coordinate on planning and programming activities within KMPO's planning area of Kootenai County. This MOU provides a formal framework for the agencies to collaborate and coordinate. However, this MOU should be regarded as describing the minimum level of partnership, with the goal of broader partnership as outlined herein.

The partnering process recognizes that each agency has a unique role to play and requires understanding and respect for each agency's specific goals, processes, and requirements. In addition to the overall goal of improving the transportation system, partnering, coupled with open, ongoing communication, leads to additional positive outcomes, including innovative solutions, stronger relationships among staff, and reduced delays.

**AUTHORITY:**

**State Department of Transportation**

ITD is the state's department of transportation pursuant to Title 40, Idaho Code, and any other provisions of state or federal law, regulation or policy pertaining to this MOU.

ITD has the legal authority to enter into this agreement per Sections 67-2326 through 67-2333 and 67-2339, Idaho Code, and any other provisions of state or federal law, regulation or policy pertaining to this MOU.

**Metropolitan Planning Organization (MPO)**

KMPO, a joint powers entity in accordance with Title 67, Chapter 23, Idaho Code, is the single metropolitan planning organization (MPO) designated by the Governor of Idaho for the Coeur d'Alene Urban Areas to fulfill the requirements of Title 23 USC 134 and Title 49 USC 5303 (23 CFR 450.310) to establish a planning entity for urban areas defined as "a geographic area with a population of 50,000 or more, as designated by the Bureau of Census" (23 USC 134(b)(7) and 23 CFR 450.310(a)). As of April 3, 2003, KMPO's recognized planning area encompasses all of Kootenai County. This MOU applies to activities within KMPO's full planning area.

KMPO has the legal authority to enter into this agreement per Section 67-2328, Idaho Code, and any other provisions of state or federal law, regulation or policy directly pertaining to this MOU.



## RESPONSIBILITIES AND PROCEDURES:

The purpose of this MOU is to outline the roles and responsibilities of ITD and KMPO in working collaboratively on transportation planning and programming within KMPO's planning area.

### Meetings

To help facilitate this process, ITD and KMPO will meet annually, in December or January, to jointly celebrate successes and review challenges from the past year, discuss anticipated projects for the upcoming year, share updates on projects or programs that impact both agencies, and provide an opportunity for team building and meeting new staff. Additional specific topics for discussion are provided in the project/program appendices, described below.

These annual meetings should include staff from ITD Headquarters, ITD District 1, and KMPO as appropriate based on the agenda. The agencies will take turns organizing, hosting, and facilitating the annual meetings, including developing the agenda and taking and distributing meeting minutes.

In addition, ITD District 1 staff and KMPO senior staff will meet quarterly to discuss current and upcoming projects, potential issues of concern, and other topics as needed. KMPO will take the lead in scheduling these meetings. The agencies will take turns organizing, hosting, and facilitating them, including developing the agenda and taking and distributing meeting minutes.

### Issue Resolution

ITD and KMPO share a commitment to adhere to the responsibilities outlined in this MOU and its appendices, and when needed, to address and resolve issues and problems promptly and at the lowest level possible. However, both agencies recognize that this commitment does not guarantee that all issues will be resolved easily. Therefore, the agencies agree on the escalation process outlined below to address issues in a timely manner, as needed.

An issue will be escalated to the next higher level when an agreement cannot be reached at the current level within the agreed-upon timeframe or by request of one or both of the parties at the current level, after first informing the other party. It is important to note that not all issues will be initiated at level 1. Depending on the topic, an issue may originate at any level and should proceed accordingly.

Escalation Level	Time Frame*	Level of ITD Involvement	Level of KMPO Involvement
1	1 week	Non-supervisory staff	Any staff member not a Director or Team Lead
2	1 week	ITD District 1 Planning Manager or ITD Planning and Development Manager, as appropriate	Team Lead
3	2 weeks	ITD District 1 District Engineer and/or ITD Planning, Programming, and Bonding Administrator	Executive Director
4	4 weeks	ITD Chief Deputy and/or Chief Operating Officer and/or IT Board	KMPO Executive Director and/or KMPO Board of Directors
5	4 weeks	Federal Highway or Transit Administration Assistance	

\* Time frames are specific to each level (not cumulative) and are the maximum times to be allotted prior to escalation. Earlier escalation may be warranted based on the nature of the issue.

If the issue is elevated, the lower levels will be kept involved on an as-needed basis. It is important that any resolutions made are communicated down to the originating level, including the rationale behind the decision made.

## **Roles and Responsibilities by Project and Program**

The appendices listed below, and attached at the end of this document, are summarized to outline the roles and responsibilities by program or project.

### **Adjusting Urban Area Boundaries**

Definition/Purpose: The US Census Bureau classifies areas by population – large urban (over 50,000), small urban (5,000 – 50,000), and rural (under 5,000). Urban areas over 200,000 are further classified as Transportation Management Areas by the US Department of Transportation (USDOT). These areas affect planning requirements and the types of federal funding available for use. Boundaries are updated by the US Census Bureau following each decennial census. These boundaries are often irregular. For the purposes of transportation planning and programming, USDOT allows metropolitan planning organizations to adjust, or “smooth,” the boundaries within their planning areas, within specific guidelines, to form more logical boundaries. See Appendix A.

### **Changes to Metropolitan Planning Area Boundaries**

Definition/Purpose: A metropolitan planning area is the geographic area in which the metropolitan transportation planning process is carried out, determined by agreement between the MPO for the area and the governor. The metropolitan planning area must encompass at least the urban area(s) and the contiguous area expected to become urban within a 20-year forecast period. It may encompass the entire metropolitan statistical area as defined by the US Census Bureau. See Appendix B.

### **KMPO’s Public Participation Plan**

Definition/Purpose: KMPO’s federally required Public Participation Plan guides all KMPO outreach and participation processes, including those for the long-range transportation plan and transportation improvement program. See Appendix C.

### **KMPO’s Regional Long-Range Transportation Plan (Metropolitan Transportation Plan (MTP))**

Definition/Purpose: KMPO develops a regional long-range transportation plan (LRTP) for Kootenai County every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies for the next five to twenty plus years in the KMPO planning area. See Appendix D.

### **KMPO’s Title VI Plan**

Definition/Purpose: As a recipient of federal funding, all KMPO’s programs and activities must be conducted in accordance with all federal law. See Appendix E.

### **KMPO’s Unified Planning Work Program (UPWP)**

Definition/Purpose: The UPWP is KMPO’s annual statement of work identifying the transportation planning priorities and activities to be carried out within KMPO’s planning area. See Appendix F.

### **Federal Aid Functional Classification**

Definition/Purpose: Functional classification is the process to group roadways into classes according to the character of service they are intended to provide. The functional classification of a roadway impacts its eligibility for federal funding, among other purposes. See Appendix G.

### **National Highway System**

Definition/Purpose: The National Highway System (NHS) includes the interstate highway system as well as other roads important to the nation’s economy, defense, and mobility. See Appendix H.

## **Planning Efforts, Studies, and Related Projects**

Definition/Purpose: ITD and KMPO conduct planning studies as part of their transportation planning processes. ITD and KMPO should consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit. See Appendix I.

## **Regional and Statewide Transportation Improvement Programs**

Definition/Purpose: Annually, in cooperation with ITD, KMPO develops a regional transportation improvement program (TIP), which is a six-year program of federally funded and regionally significant transportation projects in Kootenai County. The purpose of KMPO's TIP is to program the investment priorities identified in the region's LRTP. Therefore, transportation projects in the TIP should first be identified as priorities in the LRTP. See Appendix J.

## **Transportation Performance Management**

Definition/Purpose: Transportation Performance Management is a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. ITD sets statewide performance targets. KMPO can set its own targets or support ITD's targets. See Appendix K.

## **ADDITIONAL ROLES AND RESPONSIBILITIES (not included in the appendices)**

### **Intelligent Transportation Systems (ITS) Architecture**

KMPO will actively participate in the development and update of a statewide ITS architecture ensuring inclusion of metropolitan planned and funded ITS strategies and projects. The Parties will work in partnership to maintain and update the regional ITS architecture.

## **FUND AUTHORITY AND CONTROL**

### **Financing**

KMPO's federal funding sources for planning activities and projects are identified in the approved TIP and UPWP. Funds must be obligated before any reimbursable expense can be incurred. KMPO provides ITD a detailed request for reimbursement for each of the funding sources monthly, or as expenses are incurred if less frequently. The request for reimbursement includes payroll costs, direct costs, allocated indirect costs (if applicable) using the approved indirect cost rate, and the local match amount. ITD reviews KMPO's indirect cost rate annually based on the previous fiscal year's audited financial statements. Supporting documentation for these costs is included with the request for reimbursement. ITD staff reviews and verifies the request for reimbursement before processing payment.

### **Metropolitan Planning Funding**

The USDOT, under Title 23 USC and Title 49 USC, provides funds for transportation planning activities within metropolitan planning areas. As KMPO is the designated MPO to accomplish these activities, it is recognized that KMPO is eligible for such funds.

### **Fund Distribution**

ITD is the designated state agency responsible for the administration of Federal Highway Administration (FHWA) 23 USC 104(b)(6) metropolitan planning funds and Federal Transit Administration (FTA) 49 USC Section 5305(g) metropolitan planning funding. ITD will adhere to 23 CFR 420.109 and FTA C 8100.1C in the development of a distribution formula, communication of metropolitan allocations, and distribution of metropolitan planning funds.

All Idaho MPOs and ITD, with the approval of the FHWA Division Administrator, have developed a distribution formula. The currently approved distribution formula is the total available metropolitan planning funds divided by the percentage representation each MPO has of the total population of the urban areas within the State of Idaho with populations over 50,000. The population figures are taken from the most recent population established in the decennial census. The distribution formula will be updated with the release of the decennial census update and will be effective in the following budget year.

### **Consolidated Planning Grant**

To streamline the delivery of metropolitan planning funds, the Parties mutually agree to participate in the consolidated planning grant (CPG) program electing FHWA for the administration of all metropolitan planning funds. CPG funding will be contingent upon FHWA and FTA apportioned funding and successful adherence to all articles of this MOU.

Annually the ITD – Planning Division will communicate with each MPO and FHWA on the amount of anticipated CPG funds for the upcoming program year based on projected state apportionments and allocated to each MPO per the approved distribution formula. KMPO is responsible for meeting all local matching requirements associated with CPG funding.

### **Surface Transportation Block Grant Funds**

Title 23 USC Section 133 allows Surface Transportation Block Grant (STBG) funding to be expended on planning programs and tasks. Access to STBG funding will be contingent upon receiving an FHWA apportionment, an active MOU, funds being programmed in the TIP, funds being included in the UPWP and separated from CPG funds, and funds being tracked separately for each urban area.

### **Non-Binding**

This MOU shall in no way or manner be construed to bind or obligate ITD, the State of Idaho, or KMPO regarding funding. All funding is contingent upon the availability of federal funds and continued authorization of activities.

### **Reprogrammed Project (Capital) Funding**

After consultation with the affected MPO and STBG Urban Balancing Committee, excess amounts of STBG funds unexpended, unencumbered, or unobligated after August 1 of each year may be reprogrammed by ITD for use in the next fiscal year.

### **Contract and Fund Authority**

KMPO, under the authority of Title 67, Chapter 23, Idaho Code, is empowered to make and enter contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its purpose and functions.

## **TERMS AND CLAIMS FOR PAYMENT**

### **Terms**

In consideration of the terms and obligations of this MOU, ITD hereby agrees to compensate KMPO for the work performed in accordance with this MOU. KMPO is not authorized to request payment for any work that is not included in the current and approved UPWP. The use of CPG funds shall be limited to transportation planning activities identified through the UPWP. Only allowable costs will be reimbursed. Costs shall be determined according to 2 CFR 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. KMPO shall be responsible for the remaining local share of the actual allowable costs. As applicable, KMPO shall develop procedures to ensure proper payment of sales tax in adherence to Idaho State Tax Commission policy.

### **Program Income**

Program income shall be deducted from federal and non-federal outlays.

### **Claims for Payment**

Claims for payment are to be submitted monthly and include the following items:

- UPWP Progress Report - Corresponding to, and balancing with, the approved UPWP
- Billing information and invoices, with support documentation, including
  - ✓ Payroll costs
  - ✓ General and administrative costs
  - ✓ Out-of-pocket costs
  - ✓ Indirect costs

- Job Cost Report
- In-kind match documentation

KMPO shall submit claims for payment directly to the ITD – Planning Division for processing. All reimbursement payments made through this MOU to KMPO shall be processed through the financial records of the MPO and included within requirements outlined in the "Accounting, Controls, and Audits" section of this MOU.

## **ACCOUNTING, CONTROLS, AND AUDITS**

### **Accounting**

KMPO shall maintain an accounting system with the capacity to track accounting and project level information and provide detailed reporting. KMPO shall establish and maintain, within its accounting system, a separate account for each work task identified in the approved UPWP. All accounting records shall provide a current breakdown of costs charged to each task, and together with supporting documents, shall be kept separate from other documents and records. KMPO shall maintain an accounting system, records, and reports in accordance with uniform standards established by the Idaho State Controller, ITD, and 2 CFR 200 for work performed as outlined within this MOU that is to be partially or fully paid for by federal funds, regardless of the granting agency.

### **General Records**

KMPO shall maintain all records and documents relevant to this MOU for five (5) years from the date of final progress payment. If an audit, litigation, or other action involving records is initiated before the five (5) year period has expired, the records must be retained until all issues arising out of such action are resolved, or until an additional five (5) year period has passed, whichever is later. ITD and any persons duly authorized by ITD shall have full access to and the right to inspect, review, and audit any of these materials during the retention period.

### **Financial Controls**

KMPO is required to ensure that adequate and functional financial management and oversight controls are in place. Controls must ensure that no one person has authority or responsibility for the finances of the organization. The KMPO Board shall develop an authority mandate for financial expenditures that clearly stipulates who can authorize spending for what and within what limits.

### **Monitoring**

Regular and active monitoring will occur through the ITD – Planning Division and periodically by ITD Internal Review. The ITD – Planning Division shall develop an ongoing review schedule as well as develop and publish a final report that includes all review findings and schedule for correction.

### **Federal, State, and Local Audits**

It is acknowledged that additional federal, state, and local audits may occur over the course of this MOU. All records, reports, and documents are to be made available at the KMPO business office and its subcontractors' business offices for audit and inspection as needed by state and federal agencies.

### **Agency Audit**

KMPO must comply with the current terms of the "Single Audit Act." Funds provided under this MOU may be used to pay for compliance with this Act in proportion to other funding sources. KMPO must adhere to Idaho Code 67-450b, Independent Financial Audits of Local Government Entities.

All audits must be performed by independent auditors in accordance with generally accepted governmental auditing standards, as defined by the United States General Accounting Office. The auditor shall be retained through a written contract. One copy of each completed audit report must be filed in compliance with Idaho Code 67-1076. One copy of the report must also be filed with the ITD - District Office. KMPO is responsible for providing an action plan for the resolution of any audit findings or recommendations.

### **Cost Allocation Plan**

KMPO must have an approved cost allocation plan (CAP) if it intends to charge indirect costs to more than one program, state, or urban area. KMPO has the authority to develop a CAP in accordance with 2 CFR 200.

The CAP must be approved by the KMPO Executive Director annually and submitted to the ITD – Planning Division for departmental approval. The ITD – Program Management Office is responsible for ensuring the review and approval of the submitted annual CAP and/or the approval of indirect costs rates proposals. The Planning Division may engage the Office of Internal Review to assist in the review.

### **PROCUREMENT AND TRAVEL**

#### **Third Party Administrative Services**

Subject to the provisions of this MOU, KMPO may, at its discretion, negotiate for and contract with third-party service providers to carry out administrative services. Administrative services could include functions such as accounting, auditing, legal, etc. All administrative activities provided by or contracted through KMPO will be consistent with federal requirements identified in Title 23 USC, Title 49 USC, 23 CFR, and FHWA and FTA guidelines and directives as well as all requirements of the State of Idaho.

#### **Failure to Comply**

If an audit indicates that payments to KMPO fail to comply with applicable federal or state laws, rules, or regulations, KMPO shall refund any compensation paid arising from such noncompliance.

#### **Procurement Requirements**

KMPO shall follow the following procurement guidelines:

- Idaho Administrative Code, Rules of the Division of Purchasing covered in IDAPA 38.05.01.
- USDOT procurement regulations, policies, procedures, and directives as they may be amended or promulgated from time to time during the term of this MOU. FTA procurement guidance is provided in Circular 4220.1 F.
- 2 CFR 200 the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

#### **Equipment and Supplies**

Title to equipment and supplies acquired under this MOU vests with KMPO. KMPO will use, manage, and dispose of equipment and supplies in accordance with state and federal laws and procedures and 2 CFR 200.

Equipment acquired to perform work must be identified in the UPWP as direct costs and approved as part of the UPWP. For direct purchase of equipment with CPG funds, equipment must be identified in the UPWP. Property management of equipment should be in accordance with 2 CFR 200.

#### **Travel and Subsistence**

Compensation for travel and subsistence is allowed and shall be at the approved allowable rate for meals, lodging, incidental expense, and transportation established by KMPO, but shall not exceed rates as established by the Idaho State Board of Examiners through the "State Travel Policy and Procedures."

#### **Real Property**

The use and disposition of real property shall follow the procedures and requirements of 2 CFR 200.

### **GENERAL AGREEMENT REQUIREMENTS**

#### **Effective Date:**

This MOU shall become effective upon signature of the Director of ITD or delegate and the Executive Director of KMPO, whichever is most recent ("Effective Date"). This MOU shall remain in full force and

effect from the Effective Date for a period of five (5) years unless it is amended or terminated by either Party as provided in this MOU.

### **Limitations**

Nothing in this MOU shall be construed as limiting or expanding the statutory or regulatory responsibilities of ITD or KMPO in performing functions granted to them by law. Nothing in this MOU shall be construed as requiring either Party to expend any sum in excess of its respective appropriation. Each provision of this MOU is subject to the laws and regulations of the State of Idaho and of the United States. Neither Party shall be required to provide indemnification of the other Party.

### **Sovereign Immunity**

Nothing contained herein shall be deemed to constitute a waiver of ITD's or the state's sovereign immunity, which immunity is hereby expressly reserved.

### **Method of Termination:**

Prior to providing notice of termination of this MOU, the Parties shall follow the process described in the Issue Resolution provision of this MOU. In the event the issue resolution process fails to produce a resolution, either Party may terminate this MOU at any time, with or without cause, upon ninety (90) calendar days prior written notice to the other Party specifying the date of termination. Between the date written notice of termination is provided and the termination date, KMPO and ITD shall develop a written Termination Agreement to be signed by the Parties. The Termination Agreement shall (i) specify the amount of reimbursement due to KMPO from ITD for obligations or liabilities incurred prior to the termination date; (ii) specify the compensation, if any, to be paid by KMPO to ITD to avoid any ITD or state liability to FHWA, FTA, or other third parties; and (iii) identify and allocate between the Parties all responsibilities, obligations, liabilities, and procedures that must be honored up to and after the termination date. Disposition of assets due to project termination, if any, shall be in compliance with applicable federal requirements and the requirements of KMPO's joint powers agreement.

### **Allocation of Risk**

- Neither Party shall be required to provide indemnification of the other Party.
- ITD shall be responsible only for the acts, omissions, or negligence of ITD's own employees. The term "employee" is defined for the purposes of this section as set forth in Idaho Code section 6-902. Nothing in this MOU shall extend the tort responsibility or liability of ITD beyond that required by the Idaho Tort Claims Act, Idaho Code section 6-901 *et seq.* ITD shall be responsible for damage to property of KMPO caused by ITD's employees in the performance of the MOU to the extent funds are legally available therefore. If a claim or damage arises from more than one Party's performance of the MOU or is not allocable to any Party, each Party shall pay the costs to such Party arising from the claim or damage.
- KMPO shall be responsible only for the acts, omissions, or negligence of KMPO's own employees. KMPO shall be responsible for damage to property of ITD caused by KMPO's employees in the performance of the MOU to the extent funds are legally available, therefore. If a claim or damage arises from more than one Party's performance of the MOU or is not allocable to any Party, each Party shall pay the costs to such Party arising from the claim or damage.
- At KMPO's request, ITD shall provide confirmation of participation, including evidence of participation in workers' compensation provided by the State Insurance Fund. At ITD's request, KMPO shall provide evidence of participation in a self-insurance program or retained liability program or certificates of insurance evidencing liability and property coverage, including workers' compensation coverage.

### **Independent Contractor Status**

KMPO's status under this MOU shall be that of an independent contractor and not that of an agent or employee of ITD. KMPO shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions, and



similar items. KMPO shall indemnify ITD and hold it harmless from any and all claims for taxes (including but not limited to social security taxes), penalties, attorneys' fees, and costs that may be made or assessed against ITD arising out of KMPO's failure to pay such taxes, fees, or contributions.

### **Legal Compliance**

ITD and KMPO agree to comply with all applicable requirements of federal and state statutes, rules, and regulations.

### **Assignment**

Neither Party may assign its rights or delegate its duties, in whole or in part, without the prior written consent of the other.

### **Confidentiality**

ITD and KMPO shall maintain and protect all confidential information as may be required by state and federal law and regulations. KMPO and ITD mutually acknowledge that any records or documents shared between the two Parties may be open to public inspection and copying unless exempt under the Idaho Public Records Act (Idaho Code section 74-102 *et seq.*) The obligations under this section shall survive termination of this MOU.

### **Intellectual Property**

KMPO may prepare works of authorship or invent patentable subject matter (collectively, the "IP Rights") under this MOU as part of the work products and deliverables to be remitted to ITD pursuant to the services rendered by KMPO (collectively, the "Deliverables"). KMPO shall own all IP Rights in all Deliverables. To the extent IP Rights are embodied within any Deliverables, KMPO grants to ITD a nonexclusive, royalty-free right and license to use the Deliverables for government purposes. The rights, licenses, and obligations under this section shall survive termination of this MOU.

### **Administrative Procedures**

KMPO administrative procedures shall meet the requirements of 2 CFR 200 and will follow policies and procedures for administration of activities undertaken by states and their subrecipients, including metropolitan planning organizations, with FHWA and FTA metropolitan planning funds relating to the activities and studies funded as part of a UPWP or as separate federal-aid projects not included in a UPWP, and also relating to the approval and authorization of research, development, and technology transfer work programs. Requirements in 23 CFR Part 420 supplement the requirements in 2 CFR 200.

### **Disadvantaged Business Enterprise**

KMPO shall meet the requirement of 49 CFR Part 26, dealing with Disadvantaged Business Enterprises, and will follow specific procedures set forth in any ITD program.

### **Restrictions on Lobbying**

Influence: KMPO certifies to the best of its knowledge and belief that none of the federal funds provided by this MOU have been paid or will be paid by or on behalf of KMPO to any person for influencing or attempting to influence an officer or employee of any governmental agency, a member, officer, or employee of Congress or the State Legislature in connection with the awarding, continuation, renewal, amendment, or modification of any contract, MOU, loan, or cooperative agreement.

Standard Form LLL: If any funds, other than federal funds provided by this MOU, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any governmental agency, a member, officer, or employee of Congress or the State Legislature in connection with this MOU, KMPO shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

False Statement: KMPO understands that a false statement of this certification may be grounds for rejection or termination of this MOU, and that its signature upon this MOU is a material representation of fact upon which reliance was placed when this MOU was made or entered into.

**Previous MOU**

This MOU supersedes the MOU between KMPO and ITD dated April 11, 2016.

**Amendment**

This MOU may be extended, amended, changed, or modified upon written agreement of the Parties. However, no extension, amendment, change, or modification of this MOU shall be effective unless in writing and executed by the Parties.

**Periodic MOU Review and Update**

This MOU will be modified as necessary to address new laws, rules, and regulations, including but not limited to those promulgated by the USDOT.

**Force Majeure**

No Party will be liable for failure to perform any duty under this MOU where such failure is due to unforeseeable causes beyond the Parties' control and without the fault or negligence of the Parties, including, but not restricted to, acts of God or the public enemy, fire, flood, epidemics, quarantine, strikes, or other natural disasters. No Party shall be liable for any failure to perform resulting from any order of any court or state or federal agency.

**No Authority to Bind the Other Party**

Except as provided in this MOU or under applicable state or federal laws, one Party under this MOU shall have no authority to enter into contracts or agreements on behalf of the other Party. Absent such legal or contractual authority to bind the other Party, all contracts or agreements shall be entered on behalf of the executing Party or executed jointly by both Parties.

**Non-Waiver**

Each provision herein shall be treated as a separate and independent clause, and the unenforceability of any one clause shall in no way impair the enforceability of any other clauses herein. The waiver by either Party of a breach of any provision of this MOU shall not operate or be construed as a waiver of any subsequent breach. No waiver of any term of this MOU shall be valid unless it is in writing.

**Governing Law and Severability**

This MOU shall be construed in accordance with and governed by the laws of the State of Idaho. Any action to enforce the provisions of this MOU shall be brought in state district court in Coeur d'Alene, Kootenai County, Idaho. In the event any term of this MOU is held to be invalid or unenforceable by a court, the remaining terms of the MOU will remain in force and the Parties may re-negotiate the terms affected by the severance in accordance with the process for amendments and modifications provided in this MOU.

**Third Party Beneficiary Rights**

The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this MOU shall not be construed to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the Parties to this MOU and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU.

**Officials, Agents, and Employees of Client Not Personally Liable**

It is agreed by and between the Parties hereto that in no event shall any official, officer, employee, or agent of the State of Idaho or KMPO be in any way liable or responsible for any covenant or agreement, whether expressed or implied, nor for any statement, representation or warranty made in or in connection with this MOU. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of ITD or KMPO shall have any personal liability or responsibility under this MOU, and the sole responsibility and liability for the performance of this MOU and all of the provisions and covenants contained in this MOU shall rest in and be vested with the State of Idaho and KMPO.

## **Contacts for Each Party:**

### **KMPO**

Contact: Glenn F. Miles, Executive Director  
250 Northwest Boulevard, Suite 209  
Coeur d'Alene, Idaho 83814  
208-930-4164  
[gmiles@kmpo.net](mailto:gmiles@kmpo.net)

### **Idaho Transportation Department Planning Division**

Contact: Amy Schroeder, Administrator  
11331 W. Chinden Blvd.  
Boise, ID 83714  
208-334-8000  
[amy.schroeder@itd.idaho.gov](mailto:amy.schroeder@itd.idaho.gov)

### **Idaho Transportation Department District 1**

Contact: Damon Allen, District Engineer  
600 West Prairie Ave  
Coeur d'Alene, Idaho 83815  
208-772-1200  
[Damon.Allen@itd.idaho.gov](mailto:Damon.Allen@itd.idaho.gov)

## **Headings**

The headings have been inserted for convenience solely and are not to be considered when interpreting the provisions of this MOU.

## **Counterparts**

This MOU may be executed in two (2) or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**SIGNATURES:**

IDAHO TRANSPORTATION DEPARTMENT

Recommended By: \_\_\_\_\_ Date \_\_\_\_\_  
Amy Schroeder, Planning Division Administrator

Recommended By: \_\_\_\_\_ Date \_\_\_\_\_  
Damon Allen, District 1 Engineer

Concurred: \_\_\_\_\_ Date \_\_\_\_\_  
Dan McElhinney, Chief Deputy Director/Chief Operations Officer

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
L. Scott Stokes, Director

KOOTENAI METROPOLITAN PLANNING ORGANIZATION

By \_\_\_\_\_ Date \_\_\_\_\_  
Glenn F. Miles, Executive Director

## Appendix A. Adjusting Urban Area Boundaries

Definition/Purpose: The US Census Bureau classifies areas by population – large urban (over 50,000), small urban (5,000 – 50,000), and rural (under 5,000). Urban areas over 200,000 are further classified as Transportation Management Areas by the US Department of Transportation (USDOT). These areas affect planning requirements and the types of federal funding available for use. Boundaries are updated by the US Census Bureau following each decennial census. These boundaries are often irregular. For the purposes of transportation planning and programming, USDOT allows metropolitan planning organizations to adjust, or “smooth,” the boundaries within their planning areas, within specific guidelines, to form more logical boundaries.

Applicable Federal Regulations: 23 USC 101(a)35

Triggers for Review/Updates:

- Release of urban area boundaries following decennial census

Process and Responsibilities:

KMPO	Timing	ITD
Acquire data and analyze and report on implications of new boundaries	Upon trigger	
Prepare and document draft adjusted boundaries  Present draft adjusted boundaries to KMPO committees, FHWA – ID, and ITD for review	4 months	Review and comment on draft boundaries as submitted; review, discuss, and vote on recommendation/approval of revised boundaries as a member of the Kootenai County Area Transportation Team (KCATT) and KMPO Board of Directors
Submit letter of request, signed KMPO Board resolution, and PDF of map of proposed updated urban area boundaries to ITD for approval; copy FHWA - ID	1 week after KMPO Board approval	
	Within 2 months of receipt of urban boundary adjustment request	Receive submission, update appropriate ITD data/maps with proposed urban area boundaries, and present to IT Board for approval
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, and PDF of map of proposed updated urban area boundaries for all Idaho MPOs to FHWA – ID for approval; copy KMPO
Maintain all updated GIS files, data, and maps	15 days from receipt of FHWA approval	Prepare and send formal approval letter, signed by ITD Director, to KMPO  Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD staff

Final Products:

- Resolutions adopted by the KMPO and Idaho Transportation (IT) Boards approving the proposed adjusted urban area boundaries within KMPO’s approved planning area.
- Approval letter signed by the ITD Director, as governor’s designee.
- Approval letter from the Federal Highway Administration – Idaho Division, submitted to ITD Director (copy KMPO).
- Updated urban area map and related GIS files (ITD, KMPO, and FHWA – ID).

## Appendix B. Changes to Metropolitan Planning Area Boundaries

Definition/Purpose: A metropolitan planning area is the geographic area in which the metropolitan transportation planning process is carried out, determined by agreement between the MPO for the area and the governor. The metropolitan planning area must encompass at least the urban area(s) and the contiguous area expected to become urban within a 20-year forecast period. It may encompass the entire metropolitan statistical area as defined by the US Census Bureau.

Applicable Federal Regulations: 23 CFR 450.312

### Triggers for Review/Updates:

- Release of decennial census data
- Request by a local jurisdiction
- Corrective action or recommendation from KMPO's federal Certification Review
- Changes in federal laws

### Process and Responsibilities:

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
Perform technical analysis to determine if changes are warranted (if none, process stops)	Upon trigger	
Prepare and document proposed changes Present proposed changes to KCATT and KMPO Board of Directors for recommendation and approval	6 – 9 months	Review, discuss, and vote on recommendation/approval of proposed changes as a member of the Kootenai County Area Transportation Team and KMPO Board of Directors
Submit letter of request, signed KMPO Board resolution, and map of proposed planning area boundaries to ITD	1 week after KMPO Board approval	
	2 months	Receive submission, update appropriate ITD maps with proposed planning area boundaries, and present to IT Board for approval
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, and PDF of map of proposed updated planning area boundaries to FHWA – ID for approval; copy KMPO
Maintain all updated GIS files, data, and maps	15 days from receipt of FHWA approval	Prepare and send formal approval letter, signed by ITD Director, to KMPO  Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD staff

### Final Products:

- Resolutions adopted by KMPO and IT Boards of Directors approving the proposed updated KMPO planning area.
- Approval letter signed by the ITD Director, as governor's designee.
- Updated metropolitan planning area map and related GIS files (ITD, KMPO, and FHWA – ID).
- Updated KMPO Joint Powers Agreement reflecting new members.

## Appendix C. KMPO’s Public Participation Plan

Definition/Purpose: KMPO’s federally required Public Participation Plan guides all KMPO outreach and participation processes, including those for the long-range transportation plan and transportation improvement program.

Applicable Federal Regulations: 23 CFR 450.316

Triggers for Updates:

- New federal laws/regulations
- Significant demographic changes
- Significant changes to outreach best practices or technologies

Process and Responsibilities:

KMPO	Timing	ITD
Review federal requirements, analyze demographic data, and identify key and underrepresented populations	Ongoing	
Work with KCATT to: <ul style="list-style-type: none"> <li>• Review plan goals and key stakeholders</li> <li>• Identify portion(s) of the plan in need of update</li> <li>• Develop and/or update goals, objectives, best practices, etc., based on review and input</li> </ul>	Initiate upon trigger; 2 - 4 months duration	ITD D1 communication staff review and provide input into plan goals, stakeholders, best practices, and other plan elements as a member of KMPO’s KCATT
Write plan with iterative feedback from KCATT and ITD Communications staff	2 – 4 months	ITD D1 communication staff review and provide feedback on draft plan as a member of KMPO’s Public Participation Workgroup
Develop outreach plan for the Public Participation Plan	Minimum 30 days prior to public comment period	ITD D1 communication staff review and provide input into the outreach plan as a member of KMPO’KCATT; identify areas where ITD can assist with outreach
Translate draft Public Participation Plan and outreach materials into additional language(s) and format(s), as appropriate	Minimum 15 days prior to public comment period	
Solicit public feedback on the Public Participation Plan (public comment period)	Minimum 45 days	Assist with public outreach in the Public Participation Plan, as appropriate ITD communication, planning, and Office of Civil Rights staff review and provide formal comments on the draft plan
Update draft Public Participation Plan based on comments received	Within 30 days of end of comment period	
Review comments received and changes based on those comments with KCATT; request recommendation of adoption	Within 30 days of end of comment period	Review comments and changes as a member of KMPO’s KCATT; recommend KMPO Board of Directors’ adoption
Request KMPO Board of Directors’ adoption of Public Participation Plan	KMPO Board of Directors’ meeting following workgroup recommendation	Adopt Public Participation Plan as a member of the KMPO Board of Directors
Implement Public Participation Plan across all KMPO programs; partner with ITD on outreach efforts	Ongoing	Partner with KMPO on outreach efforts

Final Product:

- KMPO Board of Directors’ adopted Public Participation Plan, with signed resolution.

**Appendix D. KMPO’s Regional Long-Range Transportation Plan (Metropolitan Transportation Plan (MTP))**

Definition/Purpose: KMPO develops a regional long-range transportation plan (LRTP) for Kootenai County every five years. The long-range planning process is the process for identifying, prioritizing, and funding needed projects and studies for the next five to twenty plus years in the KMPO planning area.

Applicable Federal Regulations: 23 CFR 450.324

Trigger for Updating or Amending the Long-Range Transportation Plan:

- Update
  - Scheduled five-year update cycle
- Periodic Amendments
  - Changes in federal laws
  - Unanticipated substantive changes

Process and Responsibilities

<b>KMPO</b>	<b>Timing*</b>	<b>ITD</b>
<p>Develop the scope of work for the plan update; establish the growth forecast for the horizon year; and develop an initial financial forecast to the horizon year</p> <p>Utilize as appropriate the Public Participation Plan</p>	<p>Year 1</p>	<p>Review, provide feedback, recommend, and approve the scope of work, growth forecast, and financial forecast as part of, Kootenai County Area Transportation Team (KCATT), and the Board of Directors</p> <p>Provide ITD’s data on anticipated revenues, costs, and deferred maintenance in Kootenai County to feed into KMPO’s financial forecast in June, in coordination with financial data provided for KMPO’s TIP</p> <p>Provide input into, and assist with, public involvement through KMPO’s Public Participation Workgroup, as needed</p>
<p>Establish the horizon-year growth and transportation vision, determine plan goals, conduct needed studies and analyses, and update the financial forecast, as needed</p> <p>Utilize as appropriate the Public Participation Plan</p>	<p>Year 2</p>	<p>Review, provide feedback, recommend, and approve the growth and transportation vision and plan goals as part of KMPO workgroups, KCATT, and the Board of Directors; collaborate on studies as appropriate</p> <p>Provide ITD’s data on anticipated revenues, costs, and deferred maintenance in Kootenai County to feed into KMPO’s financial forecast in June, in coordination with financial data provided for KMPO’s TIP</p> <p>Provide input into, and assist with, public involvement through KMPO’s Public Participation Workgroup, as needed</p>
<p>Conduct needed studies and analyses, update the financial forecast, as needed, and establish the plan’s funding policy</p> <p>Utilize as appropriate the Public Participation Plan</p>	<p>Year 3</p>	<p>Provide ITD’s data on anticipated revenues, costs, and deferred maintenance in Kootenai County to feed into KMPO’s financial forecast in June, in coordination with financial data provided for KMPO’s TIP</p> <p>Review, provide feedback, recommend, and approve the funding policy as part of KCATT and the Board of Directors; collaborate on studies as appropriate</p> <p>Provide input into, and assist with, public involvement through KMPO’s Public Participation Plan, as needed</p>



KMPO	Timing*	ITD
<p>Update the financial forecast, as needed</p> <p>Establish a prioritization process for all transportation needs based on performance-based planning principles, the congestion management process, equity considerations, and other factors</p> <p>Identify the scope, location, timing, and cost of needed transportation improvements out to the horizon year of the plan (all modes, funded and unfunded projects, studies)</p> <p>Potentially solicit public input Following the Public Participation Plan</p>	<p>Year 4</p>	<p>Provide ITD's data on anticipated revenues, costs, and deferred maintenance in Kootenai County to feed into KMPO's financial forecast in June, in coordination with financial data provided for KMPO's TIP</p> <p>Review, provide feedback, recommend, and approve the prioritization process as part of KMPO workgroups, KCATT, and the Board of Directors</p> <p>Identify the scope, location, timing, and cost of needed transportation improvements on the state system out to the horizon year of the plan for inclusion in the plan (all modes, funded and unfunded projects, studies); provide within 30 days of request</p> <p>Provide input into, and assist with, public involvement through KMPO's Public Participation Plan, as needed</p>
<p>Prioritize funded projects and unfunded needs across all modes using the established prioritization process</p> <p>Write the draft plan and associated documents</p> <p>Solicit public comment on the draft plan (30 days minimum) ^</p> <p>Update the draft plan based on public feedback; request KCATT recommendation and Board of Directors' adoption</p>	<p>Year 5</p>	<p>Prioritize funded projects and unfunded needs using the established prioritization process as a member of KCATT and KMPO workgroups; approve the prioritized funded and unfunded lists as a member of the KMPO Board of Directors</p> <p>Provide input into, and assist with, soliciting public comment on the draft plan through KMPO's Public Participation Workgroup</p> <p>Recommend and adopt the final plan as a member of KCATT and the KMPO Board of Directors</p>
<p>Implement the plan through conducting studies, developing plans, and funding projects as identified in the plan; collaborate with ITD on studies, plans, and funding projects within Kootenai County</p> <p>Amend the plan as needed to meet new federal requirements to address other substantive changes as they arise; follow TIP amendment process</p>	<p>Periodically/ Ongoing</p>	<p>Collaborate with KMPO on studies, plans, seeking funding, and funding projects within Kootenai County</p> <p>Notify KMPO of any unfunded projects proposed for funding or changes to funded projects within 45 days of decision to move forward to allow for timely plan amendments</p>

\*Each long-range plan update is unique, and the exact timing and nature of each step varies; therefore, the process described above is illustrative only

^Public involvement is guided by KMPO's Public Participation Plan and occurs at multiple stages of the development process; exact timing, methods, and topics varies from plan to plan, but always include a minimum 45-day public comment period on the draft plan

**Final Product:**

- A fiscally constrained multimodal regional long-range transportation plan that outlines regional needs to the horizon year and meets federal planning requirements.

## Appendix E. KMPO’s Title VI Plan

Definition/Purpose: As a recipient of federal funding, all KMPO’s programs and activities must be conducted in accordance with all federal law.

Applicable Federal Regulations: 23 CFR 450.336 (a)(3)

Triggers for Updates:

- Four-year schedule, beginning in 2026
- New federal laws/regulations
- Significant changes to regional demographics, transit services, and/or roadway infrastructure

Process and Responsibilities:

KMPO	Timing	ITD
Review federal requirements; analyze changes to demographic data and transportation services and infrastructure	Ongoing	
Analyze demographic data; identify key and underrepresented populations Review Title VI Plans from other metropolitan planning organizations for best practices and innovative techniques Work with ITD Office of Civil Rights to ensure coordination and consistency of Title VI plans Develop updated draft Title VI plan	Initiate upon trigger 3 months	Work with KMPO to ensure coordination and consistency of Title VI plans (ITD Office of Civil Rights)
Review draft plan with ITD’s Office of Civil Rights and KMPO’s Public Participation Workgroup for feedback	2 months	Review and provide feedback on the draft Title VI plan (Office of Civil Rights and as a member of KMPO’s Public Participation Workgroup)
Request KMPO Board of Directors’ adoption of the Title VI plan	Even-numbered month	Adopt the Title VI plan as a member of the KMPO Board of Directors
Submit letter of request and KMPO Board-approved Title VI plan to ITD	1 week after KMPO Board approval	
	Within 1 month of receipt	Approve KMPO’s Title VI plan and notify KMPO of approval via letter (ITD Office of Civil Rights)
Implement the Title VI plan across all KMPO programs; partner with ITD as appropriate	Ongoing	Partner with KMPO as appropriate

Final Product:

- KMPO Board of Directors adopted, and ITD approved, Title VI plan, with signed resolution.

## Appendix F. KMPO’s Unified Planning Work Program (UPWP)

Definition/Purpose: The UPWP is KMPO’s annual statement of work identifying the planning priorities and activities to be carried out within KMPO’s planning area.

Applicable Federal Regulations: 23 CFR 450.308

Triggers for Updates:

- Annual update:
  - Sufficient time to prepare for KMPO’s Board of Directors adoption in August of each year, to ensure adequate time for ITD and federal approval by October 1; this process typically begins in March.
- Periodic revisions:
  - Proposed changes to the KMPO budget, planning priorities, or planned activities, or new regional studies implemented in the KMPO planning area.

Process and Responsibilities:

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
Schedule meeting with ITD staff to discuss studies, plans, and construction projects for the upcoming fiscal year to ensure KMPO’s workdays to assist ITD are adequately included and regional studies are listed in the UPWP	On-Going	Meet with KMPO to share plans for studies, plans, and projects for the upcoming fiscal year; provide projections of needs for KMPO staff assistance
Solicit other member agency projects for the upcoming fiscal year when over five days of KMPO assistance is anticipated. Incorporate information from January ITD meeting into this process	On-Going	Assist KMPO with ensuring accurate scope, timing, etc., are reflected for ITD projects
Work with the Kootenai County Area Transportation Team (KCATT) to prioritize member agency project requests	March	Participate in prioritization process as a member of KCATT
Present draft UPWP to KCATT for review	May	Receive draft UPWP as part of KCATT packet; provide input as warranted
Present draft UPWP to KCATT for recommendation to KMPO Board	June	Receive draft UPWP as part of KCATT; provide input as warranted
Present UPWP to KMPO Board for approval	June/July	Review, discuss, and vote on UPWP as a member of the KMPO Board of Directors
Submit Board-approved UPWP to ITD’s Planning and Development Services office for approval	August	
	September	Approve KMPO’s UPWP and submit to Federal Highway and Transit Administrations for approval
Revise as needed; submit to KCATT for recommendation and KMPO Board of Directors for approval	As needed, based on triggers	Receive draft UPWP as part of KCATT packet; provide input as warranted. Review, discuss, and vote on UPWP as a member of the KMPO Board of Directors
Submit Board-approved UPWP to ITD’s Planning and Development Services office for approval	Within one week of Board approval	
	Within one month of receipt	Approve KMPO’s revised UPWP and submit to Federal Highway and Transit Administrations for approval

Final Products:

- Complete, adopted UPWP document, including signed resolution.

## Appendix G. Federal Aid Functional Classification

Definition/Purpose: Functional Classification is the process to group roadways into classes according to the character of service they are intended to provide. The functional classification of a roadway impacts its eligibility for federal funding.

Applicable Federal Regulations: 23 CFR 470.105

Triggers for Review/Updates:

- Full review/update:
  - Release of decennial census data; following changes to urban and planning area boundaries
  - Changes in federal laws
- Annual review/minor update:
  - Autumn, if warranted based on construction of new or realignment of existing facility

Process and Responsibilities:

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
Meet with transportation jurisdictions within planning area to discuss potential changes	Upon trigger	
Document requested changes to non-state facilities; gather applicable data from transportation jurisdictions; prepare draft maps	4 months	
Present draft changes to KCATT, ITD staff, and KMPO Board of Directors	March/April	Review and comment on draft changes as submitted; review, discuss, and vote on recommendation/approval of changes as a member of the Kootenai County Area Transportation Team (KCATT) and KMPO Board of Directors
Submit letter of request, signed KMPO Board resolution, excel file, GIS file, Idaho Functional Classification Change Request Form (when appropriate), and PDF of maps with proposed changes to Functional Classification to ITD	1 week after KMPO Board approval in April	
	Yearly in June	Receive submission, update appropriate ITD data/maps with proposed changes, and present to IT Board for approval, as part of a "package" of all functional classification change requests for the state
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, excel file, GIS file, and PDF of maps with proposed changes to Functional Classification to FHWA – ID for approval and copy KMPO
	Within 15 days of FHWA approval	Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD and KMPO staff; publish and maintain all functional classification maps and related GIS files and data
Submit technical corrections* to ITD	As needed	
*Technical corrections only refer to errors or omissions that differ from the approved Federal Aid Functional Classification map	Within 30 days of receipt	Make technical corrections

Final Products:

- Resolutions adopted by the KMPO and IT Boards of Directors approving requested changes to the Federal Aid Functional Classification map.
- Approval letter from the Federal Highway Administration (sent to ITD; forwarded to KMPO).
- Updated Federal Aid Functional Classification maps and related GIS data (ITD, KMPO, FHWA – ID).

## Appendix H. National Highway System

Definition/Purpose: The National Highway System (NHS) includes the interstate highway system as well as other roads important to the nation’s economy, defense, and mobility.

Applicable Federal Regulations: 23 CFR 470.107 and .113

Triggers for Review/Updates:

- Changes in federal laws
- Construction of new or realignment of existing facility on the NHS
- Seeking designation of a route

Process and Responsibilities:

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
Meet with transportation jurisdictions within planning area to discuss potential changes	Upon trigger; initiate with sufficient time to analyze and present to KMPO Board and KCATT in February	Notify and coordinate with KMPO on potential changes to the NHS initiated by ITD prior to action being taken
Present recommended changes for action to KCATT, ITD staff, and KMPO Board of Directors	February/March/April	Review and comment on changes as submitted; review, discuss, and vote on recommendation/approval of changes as a member of KCATT and KMPO Board of Directors
Submit letter of request, excel file, GIS file, and PDF of maps with proposed changes to the NHS to ITD	1 week after KMPO Board approval in April	
	2 months; IT Board approval in June	Receive submission, update appropriate ITD data/maps with proposed changes, and present to IT Board for approval
	Within 15 days of IT Board approval	Submit letter of request, signed IT Board resolution, excel file, GIS file, and PDF of maps with proposed changes to the NHS to FHWA – ID for approval and copy KMPO
	Within 15 days of FHWA approval	Ensure all GIS files, data, and maps are updated with approved changes and route to appropriate ITD and KMPO staff  Maintain all functional classification maps and related GIS files and data
Submit technical corrections* to the ITD Broadband Utilities Program Manager	As needed	
<i>*Technical corrections <u>only</u> refer to errors or omissions that differ from the approved NHS</i>	Within 30 days of notification	Make technical corrections

Final Products:

- KMPO Board adopted resolution approving requested changes to the NHS in Kootenai County
- Resolution adopted by the IT Board approving requested changes to the NHS.
- Approval letter from the Federal Highway Administration (sent to ITD; forwarded to KMPO).
- Updated NHS map and related GIS files (ITD, KMPO, and FHWA – ID).

## Appendix I. Planning Efforts, Studies, and Related Projects

Definition/Purpose: KMPO and ITD conduct planning studies as part of their planning processes. KMPO and ITD will consult and/or coordinate with each other to conduct these studies, as appropriate, and coordinate on other related projects to ensure mutual benefit.

Applicable Federal Regulations: 23 CFR 450.318

### Triggers:

- Scheduled development or update of regional or statewide plans, studies, or related projects
- Needs identified through other planning processes, requests or direction from other government bodies, or changes to policies, development patterns, funding, etc.
- Changes in federal laws
- Availability of competitive grants or new funding sources

### Process and Responsibilities – Planning Studies Within KMPO’s Planning Area

KMPO	Timing	ITD
Initiate discussions with ITD staff independently and through the Kootenai County Area Transportation Team (KCATT) to identify needed planning studies within the time frame of the next long-range transportation plan	During long-range transportation plan update	Identify funded and unfunded planning studies and share with KMPO for potential inclusion in the long-range transportation plan
Review identified planning studies with KCATT; work with study sponsor to identify the appropriate type of study and level of effort; identify as short-term programmed, long-term funded, or unfunded; prioritize as appropriate  Include in long-range transportation plan, based on information above	During long-range transportation plan update	Work with study sponsor to identify the appropriate type of study and level of effort  Participate in review, prioritization, etc., as a member of KCATT  Recommend and approve priority funded and unfunded studies to be included in the long-range plan as a member of KCATT and the KMPO Board of Directors
When funded, add to KMPO’s TIP following the standard TIP update or amendment process  Include in the list of regional studies in UPWP	During annual TIP update or amendment process	When funded, ITD’s STIP is modified by reference through KMPO’s TIP following the standard TIP update or amendment process
Initiate meeting with ITD staff to discuss ITD-sponsored corridor studies, environmental studies, construction projects, grant applications, and similar projects in the KMPO planning area anticipated in the upcoming fiscal year	December/January	Meet with KMPO staff to discuss ITD-sponsored studies and projects (see sample list at left) in the KMPO planning area anticipated in the upcoming fiscal year
Develop project scopes and prioritize projects for KMPO assistance for inclusion in KMPO’s UPWP when KMPO assistance is anticipated following the standard UPWP process; include studies in the list of regional studies in UPWP	February – August	Work with KMPO staff to confirm scope, needed level of effort, when KMPO assistance is anticipated  Participate in UPWP development and approval, following the standard UPWP process
Coordinate with ITD on KMPO-managed planning studies and related projects. Coordination may include co-managing projects, including ITD staff on project-related committees and workgroups, and requesting ITD input and review  Provide assistance to ITD for ITD-managed planning studies and other projects as requested, including grant writing/letters of support, modeling, benefit/cost analyses, and providing GIS analysis and other data in a timely manner	Ongoing	Coordinate with KMPO on ITD-managed planning studies and related projects. Coordination may include co-managing projects, including KMPO staff on project-related committees and workgroups, and requesting KMPO input and review  Provide assistance, including data and background information, to KMPO for KMPO-managed planning studies and other projects as requested in a timely manner

KMPO	Timing	ITD
<p>Provide ITD with KMPO's official, approved demographic, roadway, and transit data, and land use assumptions for Kootenai County, for use in planning studies and related projects</p> <p>Work with ITD to ensure that non-ITD grant applications developed with KMPO assistance are provided to ITD to submit to the Idaho Division of Financial Management (DFM) prior to submission to the grantor</p> <p>Share results of planning studies and related projects with ITD</p>		<p>Work with KMPO to ensure plans and studies in Kootenai County use KMPO's official, approved demographic, roadway, and transit data, and land use assumptions</p> <p>Share results of planning studies and related projects with KMPO to the IT Board</p> <p>Submit grant applications to DFM for approval; provide DFM response to KMPO</p> <p>Within the designated Metropolitan Planning Areas established under Title 23 U.S.C, Section 134, Corridor Studies, Planning and Environmental Linkages Studies, or other transportation related project development studies, involving the interaction between State Highway Routes (On System Routes) and local arterials (Off System Routes), specifically, change in access control, the ITD Board Subcommittee on Additions and Deletions shall be jointly engaged with the KMPO in findings and outcomes to be presented to the full ITD Board as per Board Policy 4069, Corridor Planning for Idaho Transportation Systems.</p>

*Process and Responsibilities – Statewide Planning Studies*

KMPO	Timing	ITD
	As needed	Provide the opportunity for KMPO to actively participate in statewide planning processes
Notify ITD if KMPO will participate directly (representing KMPO only), participate as a representative of all/other Idaho MPOs, participate by proxy (another MPO will represent KMPO), or decline to participate		
Actively participate by attending meetings, reviewing documents, and providing other input and assistance as requested	Throughout plan/study development (assuming KMPO's participation)	Provide meaningful opportunities for KMPO's participation, input, and review throughout the planning process
		Share results and final products with KMPO

*Final Products:*

- Planning studies included in the MPO and ITD long-range transportation plan, TIP/STIP, and KMPO's UPWP.
- Completed regional and statewide planning studies and other related projects developed with mutual cooperation, input and approval.



## Appendix J. Regional and Statewide Transportation Improvement Programs

Definition/Purpose: Annually, in cooperation with ITD, KMPO develops a regional transportation improvement program (TIP), which is a short-term, financially constrained budget of federally funded and regionally significant transportation projects in Kootenai County. The purpose of KMPO's TIP is to implement the investment priorities identified in the region's LRTP. Therefore, projects in the TIP should first be identified as priorities in the long-range plan. To be eligible, Plans, programs or projects must be derived from the Metropolitan Transportation Plan (MTP) being either specifically identified or consistent with the adopted goals and policies.

Concurrently, in cooperation with KMPO and other MPOs, ITD develops the statewide version of the same document – the Statewide Transportation Improvement Program (STIP). KMPO's TIP is included by reference in ITD's STIP – that is, the STIP does not separately list projects in KMPO's planning area, but rather links to KMPO's TIP. Per ITD's standard practice, ITD includes all its projects in its STIP, regardless of funding source, to allow flexibility in adjusting funding sources. As projects in KMPO's planning area are included in the STIP by referencing the TIP, all ITD projects in KMPO's planning area are included in KMPO's TIP, regardless of funding source, to accommodate ITD's standard practice.

ITD also develops a parallel document, the Idaho Transportation Investment Program (ITIP) which is written for a more "public" audience than the STIP. Unlike the STIP, the ITIP lists projects in KMPO's planning area, but it is not recognized by federal agencies.

Applicable Federal Regulations: 23 CFR 450.326

Triggers for Updating or Amending the TIP/STIP:

- Annual Update
  - Summer prior to the year of adoption
- Periodic Amendments
  - Significant change in the design, concept, or scope of funded project, as defined in each agency's amendment policy
  - Unanticipated needs or funding that necessitate adding or removing projects
  - Changes in federal or state laws or regulations

Process and Responsibilities: Annual Update

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
Prepare for update and call for projects, including: <ul style="list-style-type: none"> <li>• Updating KMPO's applications</li> <li>• Holding joint KMPO/ITD meetings with KMPO member agencies to discuss needs and the application process</li> </ul>	Summer/fall	Participate in KMPO's process by: <ul style="list-style-type: none"> <li>• Recommending and approving the applications and rural priorities as a member of the Kootenai County Area Transportation Team (KCATT) and KMPO Board of Directors</li> <li>• Participating in joint meetings with KMPO member agencies</li> </ul>
Develop TIP project list, including: <ul style="list-style-type: none"> <li>• Soliciting funding applications from local agencies for programs managed by KMPO*</li> <li>• Working with KCATT to:               <ul style="list-style-type: none"> <li>○ Prioritize applications for projects in the KMPO planning area using established performance-based planning and congestion management criteria</li> <li>○ Develop a funding plan that matches available funding with top-ranked projects for programs managed by KMPO*</li> <li>○ Develop the draft TIP project list that includes all federally funded, regionally significant, and ITD projects in the KMPO planning area</li> </ul> </li> <li>• Participate in ITD's process by:               <ul style="list-style-type: none"> <li>○ Prioritizing and submitting KMPO Board-approved priorities for local programs</li> </ul> </li> </ul>	December – June	Develop the STIP project list, including: <ul style="list-style-type: none"> <li>• Allocating funding for local programs for projects within KMPO's planning area managed by the ITD/LHTAC<sup>^</sup>, #</li> <li>• Including KMPO in the ITD prioritization process</li> <li>• Reviewing the draft ITIP with the IT Board prior to release for public comment</li> </ul> Participate in KMPO's process by: <ul style="list-style-type: none"> <li>• Prioritizing local projects in the KMPO planning area, approving initial prioritization, and approving the funding plan for programs managed by KMPO as a member of KCATT</li> <li>• Providing KMPO with ITD's D1 draft project list no later than April 1</li> <li>• Reviewing KMPO's draft TIP as a member of KCATT and the KMPO Board</li> </ul>

KMPO	Timing	ITD
<p>managed by the Urban Balancing Committee, ITD, or the Local Highway Technical Assistance Council (LHTAC for inclusion in their project funding processes</p> <ul style="list-style-type: none"> <li>○ Collaborating with ITD by providing input into project applications and priorities#</li> </ul> <p>Enter KMPO-managed programs* into ITD's project management database</p> <p>Review the draft TIP project list with KCATT and the KMPO Board of Directors prior to public comment</p>		
<p>Develop the TIP report to accompany the TIP project list; include demonstration of fiscal constraint and performance measure targets and analyses from the previous year</p>	June - September	Provide data on anticipated revenues, costs, and deferred maintenance in Kootenai County to support KMPO's financial forecast (June; within 2 weeks of request)
<p>Solicit public comment on the draft TIP:</p> <ul style="list-style-type: none"> <li>• Align timing with ITD's comment period and co-promote whenever possible</li> <li>• When asked, provide responses to ITD regarding questions/comments from the public within three business days of receipt when possible</li> <li>• Share comments received on ITD projects with ITD within 10 days of close of comment period</li> </ul>	Minimum 30 days; month of July	<p>Solicit public comment on the draft ITIP:</p> <ul style="list-style-type: none"> <li>• Align timing with KMPO's public comment period and co-promote whenever possible</li> <li>• When asked, provide responses to KMPO regarding questions/comments from the public within three business days of receipt when possible</li> <li>• ITD Office of Communications and Planning and Development will share comments received on projects in the KMPO planning area with KMPO within 10 days after close of the comment period</li> </ul>
<p>Recommend and approve the final TIP project list and air quality conformity demonstration, if applicable</p> <p>Submit final TIP report and submittal letter via email to ITD, requesting ITD approval; copy Federal Highway and Transit Administrations</p>	August-September	<p>Recommend the TIP project list as a member of KCATT and approve as a member of the KMPO Board of Directors</p> <p>Receive approved TIP project list from KMPO and finalize per mirroring procedures for final approval</p>
	October	Request IT Board approval of ITD's STIP; the STIP includes KMPO' TIP by reference
	November	Submit STIP to Federal Highway and Transit Administrations
<p>Compile the annual list of projects, showing obligation status of all projects with programmed funding in the previous fiscal year</p> <p>Post on KMPO website no later than December 31</p>	November / December	Provide KMPO with all project obligation data for inclusion in annual list of projects (November, within two weeks of request)
	December	Send KMPO a copy of the federal STIP/TIP approval letter when received
<p>Update TIP amendment policy as needed; work with KCATT and KMPO Board of Directors for review/recommendation/approval</p>	As needed	Recommend and approve updates to KMPO's TIP amendment policy as a member of KCATT and the KMPO Board of Directors

Process and Responsibilities: Amendments and Modifications

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b> <i>ITD amendment only</i>
Identify trigger; notify ITD to begin process to amend or modify the STIP	Upon trigger Notification within 15 days of decision to move forward	Identify trigger; notify KMPO to begin process to amend the TIP and other documents as needed
Determine the type of action needed per KMPO's amendment policy within three days and develop action plan; share with ITD for ITD projects  Follow one of the two processes in italics below; details outlined in KMPO' TIP amendment policy	Upon receipt of all needed information	Determine the type of action needed Modify the STIP as appropriate. Process changes based on IT Board policies and procedures If comment period is required; coordinate with KMPO, including providing one joint public comment period whenever possible. When a joint comment period is administered by ITD, ITD will provide public comments to KMPO upon close of comment period
Administrative Modification: Prepare documentation for KMPO Executive Director signature. Comment period may be required; if so, coordinate with ITD, including providing one joint public comment period whenever possible. When a joint comment period is administered by KMPO, KMPO will provide public comments to ITD upon close of comment period	Monthly	
Amendment: Comment period is required; coordinate with ITD, including providing one joint public comment period whenever possible. When a joint comment period is administered by KMPO, KMPO will provide public comments to ITD upon close of comment period	Total: 6 – 8 weeks, including public comment  KMPO Board adoption: even numbered months	
Complete and submit ITD Form 2210 to ITD HQ Planning and Program Management Office staff for inclusion in the next IT Board meeting packet	Within 10 business days of KMPO Board adoption	Include completed Form 2210 in next IT Board meeting packet
Attend IT pre-Board meeting to discuss Board item	Week prior to Board meeting	Invite KMPO staff to pre-Board meeting
Attend IT Board meeting to respond to questions, if asked, concerning the proposed changes	IT Board meeting	Share any known questions or concerns with KMPO staff prior to the meeting
Complete process as noted above for full TIP		Process changes based on IT Board policies and procedures

\*Programs managed by KMPO include:

- Carbon Reduction Program (CRP), Large Urban (LU)
- Planning programs (LU)
- Surface Transportation Block Grant (STBG) (LU)
- Transit Enhanced Mobility of Seniors and Individuals with Disabilities Program (5310) (LU)
- Transit Bus and Bus Facilities Program (5339) (LU)
- Transportation Alternatives Program (TAP)

^Programs managed by ITD include, but are not limited to:

- Carbon Reduction Program (CRP) (SU, Rural [R], anywhere in the state [A])

- National Electric Vehicle Infrastructure (NEVI) Program
- Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) (A)
- State Planning and Research (A)

#Programs jointly managed by ITD or LHTAC include, but are not limited to:

- Local Bridge Program
- Highway Safety Improvement Program (HSIP) (State and Local)
- Transportation Alternatives Program (TAP) (LU, SU, R, A)

Final Products:

- Regional and statewide transportation improvement programs, including project lists, reports, and Board resolutions.

## Appendix K. Transportation Performance Management

Definition/Purpose: Transportation Performance Management is a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. ITD sets statewide performance targets; KMPO can set its own targets or support ITD's targets.

Applicable Federal Regulations: 23 CFR 490.207, .307, .407, .507, .607, .707, .807

Triggers for Updates:

- Data/Reporting:
  - Annual cycle
  - New federal laws/regulations
  - Changes in the air quality status of all or parts of Kootenai County
  - Changes in statewide targets
- Targets:
  - The start of a new performance period; timing varies from one to four years, based on target
  - New federal laws/regulations
  - Changes in the air quality status of all or parts of Kootenai County
  - Changes in statewide targets

Process and Responsibilities:

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
	March	Enter Idaho's emission reduction data in the Congestion Mitigation Air Quality (CMAQ) Public Access System
	March - June	Submit to the Federal Highway Administration (FHWA): <ul style="list-style-type: none"> <li>• Bridge infrastructure condition data</li> <li>• Highway Performance Monitoring System (HPMS) pavement condition, system reliability, and freight reliability data for the interstate and National Highway System (NHS)</li> </ul>
	August	Submit Idaho's Highway Safety Improvement Program report to FHWA  Provide KMPO with annual statewide and regional data on performance of the interstate and non-interstate NHS: <ul style="list-style-type: none"> <li>• Percent of the interstate pavement in good and poor condition</li> <li>• Percent of the non-interstate NHS pavement in good and poor condition</li> <li>• Percent of NHS bridges in good and poor condition</li> <li>• Percent of person-miles reliable on the interstate and non-interstate NHS</li> <li>• Truck Travel Time Reliability on the interstate</li> <li>• Regional segment/point-level GIS data on all of the above</li> </ul> Provide KMPO with annual emission reduction and traffic congestion performance data: <ul style="list-style-type: none"> <li>• Annual hours of peak hour of excessive delay per capita on the NHS</li> <li>• Regional segment/point-level GIS data on all the above</li> </ul> Provide KMPO with new or adjusted statewide targets and explanation of changes for the two-year and four-year performance periods

KMPO	Timing	ITD
		for pavement, bridge, reliability, freight, and CO2 reduction
	October	Provide KMPO with annual statewide and regional safety performance data and targets
Request KMPO Board of Directors' adoption of region-specific safety targets <u>or</u> support of ITD statewide safety targets Request KMPO Board of Directors' adoption of any other new or adjusted targets, as needed	December	
Notify ITD of support (or not) of annual statewide safety targets Notify ITD of support (or not) of other established statewide targets, when targets have been updated by ITD	February	

Final Product:

- KMPO and IT Boards of Directors' approved targets that meet federal deadlines and requirements.



June 06, 2024

TO: KMPO Board Members  
FROM: Glenn F. Miles, Executive Director  
SUBJECT: Draft 2025-2031 Program of Projects

**Recommendation:**

This is an informational item on projects that will be moving into the 2025-2032 Transportation Improvement Program

**Background:**

Annually, KMPO prepares the draft Transportation Improvement Program (TIP) during the months of June and July, for approval in September. This provides for a 30-day public comment period for individuals desiring to provide public comment on projects that have been selected through various Statewide and regional project selection processes. The attached tables form the basis of the document and provides the Board an opportunity in advance to see what transportation projects are scheduled for engineering and design, right of way, and construction over the next six years, within Kootenai County.

There is an informational Item, with no action.

Should you have questions prior to the release of the draft TIP, feel free to contact us at the office.

Route, Location			District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs			Notes
Key No.	Mileposts	Work, Detail		Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match	
Sponsor		Program	Fund	Ph	2025	2026	2027	2028	2029	2030	2031	PREL					
SH 53, PLEASANT VIEW IC, KOOTENAI CO			1	CN		-	-	-	-	-	-	-	6,600	6,116	484	1 2	
<b>10005</b>	MP 1.750 - 2.570	SAFTY/TRAF OPER, Intersection Improv		PE		-	-	-	-	-	-	-	2,992	2,772	220	R	
POST FALLS HD		CPCTY NH		RW	-	-	-	-	-	-	-	-	4,365	4,056	309		
This project, located at the intersection of SH-53 and Pleasant View approximately milepost 2.2, will construct two underpasses; one as an interchange for Pleasant View Road over SH-53 and the second over the railroad interchange and structure to accommodate traffic flows and realignment of the ramps and intersecting roadways. The project will reduce serious and fatal type crashes as well as improve mobility by providing on and off-ramps for Pleasant View Road, structure over the rail road. This project will also close two other railroad crossings and add illumination.																	
SMA-7515, CHASE RD BNSF RRX 095918N, CITY OF POST FALL			1	CN	1,204	-	-	-	-	-	-	-	1,204	1,116	88	1	
<b>19955</b>	MP 0.063 - 0.313	SAFTY/TRAF OPER, Railroad Signals		PE	-	-	-	-	-	-	-	-	182	169	13		
POST FALLS		STP-LARGE (L) STP-LU		RW	-	-	-	-	-	-	-	-	-	-	-		
This project will reconstruct the approaches to the crossing at Chase Rd. and the Burlington Northern and Santa Fe Railway (BNSF) branch line serving Post Falls.																	
STC-7219, N HUETTER RD, UPRR RRX 662627N, POST FALLS			1	CN	400	-	-	-	-	-	-	-	410	409	1	1	
<b>20378</b>	MP 105.916 - 105.916	SAFTY/TRAF OPER, Railroad Gates		PE	-	-	-	-	-	-	-	-	10	9	1		
POST FALLS		RAIL FED RRX		RW	-	-	-	-	-	-	-	-	-	-	-		
This project will add gates and signals.																	
I 90, SH 41 INTERCHANGE, KOOTENAI CO			1	CN	8,748	-	-	-	-	-	-	-	75,818	9,234	66,584	1 2	
<b>20442</b>	MP 6.500 - 7.800	SAFTY/TRAF OPER, Interchange Modific		PE	-	-	-	-	-	-	-	-	8,281	7,641	640	P B R	
STATE OF IDAHO (ITD)		TECM CAP IM		RW	-	-	-	-	-	-	-	-	2,800	2,584	216	W	
This project includes the construction of a new I 90/SH 41, (Exit #7) interchange and structure to accommodate traffic flows and realignment of the ramps and intersecting roadways. The project will reduce serious and fatal type crashes as well as improve mobility.																	
SH 97, S WHISTLE RD TO ECHO PT RD, KOOTENAI CO			1	CN	-	-	-	-	-	648	-	-	648	-	648	1	
<b>20668</b>	MP 81.500 - 86.900	PM, Seal Coat		PE	-	-	-	-	-	-	-	-	50	-	50		
STATE OF IDAHO (ITD)		PAVE ST		RW	-	-	-	-	-	-	-	-	-	-	-		
This project consists of seal coating SH 97 from MP 81.5 MP 86.9.																	
I 90, CD'A RV BR EBL & WBL, KOOTENAI CO			1	CN	6,153	-	-	-	-	-	-	-	6,153	5,677	476	1 2	
<b>21935</b>	MP 39.700 - 40.100	BR/APPRS, Bridge Replacement		PE	-	-	-	-	-	-	-	-	2,604	2,385	219	B	
STATE OF IDAHO (ITD)		BR-RESTORE IM		RW	-	-	-	-	-	-	-	-	-	-	-	W	
This project will replace the I-90 Coeur d'Alene River structures. The existing structure currently has many deficiencies that include: excessive spalls and cracks, exposed reinforcement throughout structural components; along with a substandard vertical clearance. The new, wider bridge will be constructed on a variable raised profile that meets current standards and the minimum 17.0 feet vertical clearance over I-90. The project is located on I-90 between mile points 39.7 and 40.1.																	
SH 41, DIAGONAL RD TURNBAYS, RATHDRUM			1	CN	-	-	-	-	2,131	-	-	-	2,131	1,975	156	1	
<b>21937</b>	MP 8.300 - 8.800	MAJRWIDN, Turn Bay		PE	-	350	-	-	-	-	-	-	560	519	41		
STATE OF IDAHO (ITD)		SAFETY HSIP		RW	-	-	-	-	-	-	-	-	-	-	-		
This project will widen the existing roadway and install turn bays with illumination. The project will reduce serious and fatal type crashes as well as improve mobility.																	



SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location		District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs			
Key No.	Mileposts	Work, Detail	Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match	Notes
Sponsor	Program	Fund	Ph	2025	2026	2027	2028	2029	2030	2031	PREL					
SH 53, WA STATE LINE TO HAUSER LAKE RD, KOOTENAI CO	1	CN	1,500	-	-	-	-	-	-	-	-	13,150	12,185	965	1	
<b>21939</b>	MP 0.000 - 1.800	MAJRWDN, Turn Bay	PE	-	-	-	-	-	-	-	-	320	297	23	P R	
STATE OF IDAHO (ITD)	SAFETY	HSIP	RW	1,540	-	-	-	-	-	-	-	1,540	1,427	113		
This project will reconstruct the existing road and add standard width shoulders, turn bays and illumination. The project will reduce serious and fatal type crashes as well as improve mobility.																
STC-5734, HAYDEN AVE & MEYER RD INT, POST FALLS HD	1	CN	-	-	-	-	-	-	-	-	-	1,849	1,713	136	1	
<b>22435</b>	MP 0.920 - 1.080	RECONST/REALIGN, Pavement Rehabili	PE	-	-	-	-	-	-	-	-	234	217	17		
POST FALLS HD	STP-RURAL (L)	STP-RURAL	RW	-	-	-	-	-	-	-	-	-	-	-		
This project will upgrade a two-way stop controlled intersection into a single-lane roundabout with illumination and pedestrian facilities.																
SH 54, SH 41 TO N GREYSTONE RD, KOOTENAI CO	1	CN	10,645	-	-	-	-	-	-	-	-	20,345	18,852	1,493	1 2	
<b>22770</b>	MP 0.000 - 6.700	PM, Pavement Rehabilitation & Resurfaci	PE	-	-	-	-	-	-	-	-	140	-	140		
STATE OF IDAHO (ITD)	PAVE	STP	RW	-	-	-	-	-	-	-	-	-	-	-		
This project will extend the life of the roadway by applying a seal coat.																
STATE, FY30 D1 PAVEMENT PRESERVATION	1	CN	-	-	-	-	-	-	-	-	-	1,703	-	1,703	1	
<b>22775</b>	MP 0.000 - 0.000	PM, Seal Coat	PE	-	-	-	-	-	-	-	-	-	-	-	P	
STATE OF IDAHO (ITD)	PAVE	ST	RW	-	-	-	-	-	-	-	-	-	-	-		
The District Wide Pavement Preservation project will preserve the roadway by placing a surface treatment that may include a traditional chip seal, micro seal, and slurry seal. In select locations a pre-grind may also be performed prior to treatment.																
STATE, SPIRIT BEND AVE, ATLAS, W CONKLING RD INT IMP	1	CN	-	-	-	-	-	1,563	-	-	-	1,563	1,448	115	1	
<b>22799</b>	MP 0.000 - 0.000	SAFTY/TRAF OPER, Intersection Improv	PE	-	-	-	-	-	-	-	-	145	134	11	P R	
STATE OF IDAHO (ITD)	HES	HSIP	RW	-	-	-	-	-	-	-	-	-	-	-		
This is a safety and capacity driven project and will address serious and fatal crashes as well as focus on the through movement of traffic by installing turn bays and illumination on SH 41 at Spirit Bend Rd, Intersection illumination on US 95 at W. Conkling Bay Rd and a flashing redlight beacon on Atlas Rd at SH 53 in Kootenai County.																
SMA-7218, LANCASTER & HUETTER ROUNDABOUT, LAKES H	1	CN	1,814	-	-	-	-	-	-	-	-	1,814	1,681	133	1	
<b>22875</b>	MP 103.630 - 103.820	SAFTY/TRAF OPER, Traffic Roundabout	PE	-	-	-	-	-	-	-	-	234	217	17		
LAKES HD	SAFETY (L)	HRRR	RW	-	-	-	-	-	-	-	-	-	-	-		
This project will install a roundabout at the intersection of Lancaster Ave and Huetter Rd to reduce/eliminate fatal and serious injury crashes for all roadway users.																
STC-5751, OLD HWY 95; UPRR BR REPLACEMENT, LAKES HD	1	CN	-	-	-	3,080	-	-	-	-	-	4,080	2,854	1,226	1	
<b>22892</b>	MP 100.182 - 100.182	BR/APPRS, Bridge Replacement	PE	-	-	-	-	-	-	-	-	844	782	62		
LAKES HD	BR-LOCAL	BR-LOC	RW	-	-	-	-	-	-	-	-	-	-	-	M	
STC-5751, OLD HWY 95; UPRR BR REPLACEMENT, LAKES HD	1	CN	-	-	-	1,000	-	-	-	-	-	4,080	2,854	1,226	1	
<b>22892</b>	MP 100.182 - 100.182	BR/APPRS, Bridge Replacement	PE	-	-	-	-	-	-	-	-	844	782	62		
LAKES HD	LP-ST	LPT	RW	-	-	-	-	-	-	-	-	-	-	-	M	

SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location		District	Scheduled Costs (Dollars in Thousands with Match) Year-Of-Expenditure Dollars (Not Current Prices)										Lifetime Direct Costs All Programs			
Key No.	Mileposts	Work, Detail		Ph	2025	2026	2027	2028	2029	2030	2031	PREL	Total	Federal	Match	Notes
Sponsor		Program	Fund													
To take the alternatives developed in the Lakes Highway District planning study and carry them into the NEPA for final evaluation of alternatives, selection, design, and construction of improvements near Athol, Idaho in Kootenai County. This includes a replacement and relocation of a structurally deficient bridge across the UPRR and realigns Old Highway 95 to provide an improved connection to a future interchange at Parks Road and US 95.																
NHS-7045, PRAIRIE AVE; MEYER RD TO SH 41, POST FALLS H	1	CN	-	-	-	4,563	-	-	-	-	-	-	4,563	4,228	335	1
23028	MP 5.762 - 6.762	RESRF/RESTO&REHAB, Pavement Reh	PE	-	-	-	-	-	-	-	-	-	1,080	1,001	79	P
POST FALLS HD		STP-LARGE (L) STP-LU	RW	-	-	-	-	-	-	-	-	-	-	-	-	-
This project will complete the widening of Prairie Avenue to 5 lanes from Meyer Road to SH 41.																
LOCAL, FY25 KMPO METRO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-	-1
23052	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	298	-	-	-	-	-	-	-	-	298	276	22	
KOOTENAI METROPOLITAN		MET MET	RW	-	-	-	-	-	-	-	-	-	-	-	-	-
Metropolitan planning organization (MPO) planning funds from the Federal Highway Administration and Federal Transit Administration which are included in the Unified Planning and Work Program. The projects provide transportation planning services to region.																
STC-5742, S GREENSFERRY RD GUARDRAIL, WORLEY HD	1	CN	958	-	-	-	-	-	-	-	-	-	958	888	70	1
23285	MP 100.500 - 101.200	SAFTY/TRAF OPER, Metal Guard Rail	PE	-	-	-	-	-	-	-	-	-	182	169	13	
WORLEY HD		SAFETY (L) HSIP (L)	RW	22	-	-	-	-	-	-	-	-	22	20	2	
For the work of installing approximately 2,500 feet of guardrail along three different stretches of roadway: approximately 800 feet of improvements and guardrail to increase the uphill clear zone distance and visibility around curves; guardrail locations where pavement striping may be shifted to provide space for guardrail and standard lane widths; middle stretch of guardrail includes a mill and overlay segment where no widening is required. This is being done to add guardrail, increasing uphill clear zone, and improve superelevations at key locations to reduce or eliminate fatality and injury crashes along the corridor.																
LOCAL, FY25 KMPO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-	-1
23315	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	99	-	-	-	-	-	-	-	-	99	92	7	
KOOTENAI METROPOLITAN		STP-LARGE (L) STP-LU	RW	-	-	-	-	-	-	-	-	-	-	-	-	-
This project will provide funds to augment Kootenai Metropolitan Planning Organization's planning efforts.																
US 95, ALT ROUTE HUETTER BYPASS, NEPA STUDY, KOOTEN	1	CN	-	-	-	-	-	-	-	-	-	Unfunded	-	-	-	-1
23349	MP 469.700 - 471.700	PLAN/STUDY, Advanced Right-of-Way	PE	-	-	-	-	-	-	-	-	Unfunded	3,150	-	3,150	
STATE OF IDAHO (ITD)		EARLY ST	RW	-	-	-	-	-	-	-	-	Unfunded	-	-	-	-
This project is located between I-90 and US 95 in the vicinity of Boekel Road. It will produce an environmental document for a future design and construction of a controlled access divided median four lane section between I-90 and US 95 at Boekel Road, including a frontage road. This study will include knowledge from a previously adopted Corridor and Right of Way alignment study approved by Kootenai Metropolitan Planning Organization in 2009 and Updated in 2021.																
LOCAL, FY26 KMPO METRO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-	-1
23403	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	-	304	-	-	-	-	-	-	-	304	282	22	
KOOTENAI METROPOLITAN		MET MET	RW	-	-	-	-	-	-	-	-	-	-	-	-	-

SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location		District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs			
Key No.	Mileposts	Work, Detail	Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match	Notes
Sponsor	Program	Fund	Ph	2025	2026	2027	2028	2029	2030	2031	PREL					
Metropolitan planning organization (MPO) planning funds from the Federal Highway Administration and Federal Transit Administration which are included in the Unified Planning and Work Program. The projects provide transportation planning services to region.																
US 95, PARKS RD IC & FRONTAGE RDS, KOOTENAI CO	1	CN	-	-	-	500	11,200	-	-	-	-	11,700	10,841	859	1	
<b>23429</b>	MP 446.520 - 448.520	RECONST/REALIGN, Interchanges	PE	-	-	-	-	-	-	-	-	2,750	-	2,750	R	
STATE OF IDAHO (ITD)	CPCTY	NH	RW	-	2,000	-	-	-	-	-	-	2,000	1,853	147		
This project will remove the existing at grade intersection at US-95 and Parks Rd. The project will also construct new frontage roads to connect Pope Rd to Park Rd, add a connection from Parks Rd to SH-54, and construct a frontage on the west side to remove direct accesses on the US-95.																
I 90B, POST FALLS BUSINESS LOOP, POST FALLS	1	CN	-	-	-	3,287	-	-	-	-	-	3,287	3,046	241	1	
<b>23649</b>	MP 0.000 - 5.500	RESRF/RESTO&REHAB, Pavement Reh	PE	-	-	-	-	-	-	-	-	-	-	-		
STATE OF IDAHO (ITD)	PAVE	STP	RW	-	-	-	-	-	-	-	-	-	-	-		
This project will extend the life of the roadway by performing a thin mill and plantmix overlay.																
LOCAL, FY27 KMPO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-1	
<b>23687</b>	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	-	-	100	-	-	-	-	-	100	93	7		
KOOTENAI METROPOLITAN	STP-LARGE (L)	STP-LU	RW	-	-	-	-	-	-	-	-	-	-	-		
This project will provide funds to augment KMPO's planning efforts.																
LOCAL, FY27 KMPO METRO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-1	
<b>23766</b>	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	-	-	304	-	-	-	-	-	304	282	22		
KOOTENAI METROPOLITAN	MET	MET	RW	-	-	-	-	-	-	-	-	-	-	-		
Metropolitan planning organization (MPO) planning funds from the Federal Highway Administration and Federal Transit Administration which are included in the Unified Planning and Work Program. The projects provide transportation planning services to region.																
LOCAL, FY28 KMPO METRO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-1	
<b>23767</b>	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	-	-	304	-	-	-	-	-	304	282	22		
KOOTENAI METROPOLITAN	MET	MET	RW	-	-	-	-	-	-	-	-	-	-	-		
Metropolitan planning organization (MPO) planning funds from the Federal Highway Administration and Federal Transit Administration which are included in the Unified Planning and Work Program. The projects provide transportation planning services to region.																
LOCAL, FY29 KMPO METRO PLANNING	1	CN	-	-	-	-	-	-	-	-	-	-	-	-	-1	
<b>23768</b>	MP 0.000 - 0.000	PLAN/STUDY, Planning/Transportation St	PE	-	-	-	304	-	-	-	-	304	282	22		
KOOTENAI METROPOLITAN	MET	MET	RW	-	-	-	-	-	-	-	-	-	-	-		
Metropolitan planning organization (MPO) planning funds from the Federal Highway Administration and Federal Transit Administration which are included in the Unified Planning and Work Program. The projects provide transportation planning services to region.																
I 90, GREENSFERRY RD GS, I 90 REPAIR	1	CN	-	1,880	-	-	-	-	-	-	-	1,880	1,735	145	1	
<b>23874</b>	MP 6.100 - 6.100	BR/APPRS, Bridge Deck Repair	PE	-	-	-	-	-	-	-	-	-	-	-		
STATE OF IDAHO (ITD)	BR-PRESERVE	IM	RW	-	-	-	-	-	-	-	-	-	-	-	W	
This project will provide bridge railing repairs to the bridges and bridge approaches.																

SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location		District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs			Notes
Key No.	Mileposts	Work, Detail	Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match	
Sponsor	Program	Fund	Ph	2025	2026	2027	2028	2029	2030	2031	PREL					
SH 41, SH 41, BNRR, BR REPAIR	1	CN	-		2,072	-	-	-	-	-	-	-	2,072	1,920	152	1
<b>23875</b>	MP 0.137 - 0.137	BR/APPRS, Bridge Deck Repair	PE	-	-	-	-	-	-	-	-	-	-	-	-	B
STATE OF IDAHO (ITD)	BR-PRESERVE	STP	RW	-	-	-	-	-	-	-	-	-	-	-	-	
This project will provide repair of the bridge railing and bridge approaches.																
SH 53, N BRUSS TO MP 8.3, KOOTENAI CO	1	CN	-					11,600					11,600	10,749	851	1
<b>24162</b>	MP 4.450 - 8.300	MAJRWDN, Turn Bay	PE	1,000	-	-	-	-	-	-	-	-	1,000	927	73	P R
STATE OF IDAHO (ITD)	SAFETY	HSIP	RW	-	-	2,035	-	-	-	-	-	-	2,035	1,886	149	
I 90, SELECTIVE TREE REMOVAL, KOOTENAI CO	1	CN	-		251								251		251	1
<b>24174</b>	MP 0.000 - 73.885	SAFTY/TRAF OPER, Safety Improvemen	PE	-	-	-	-	-	-	-	-	-	-	-	-	
STATE OF IDAHO (ITD)	OTHER ASSETS	ST2	RW	-	-	-	-	-	-	-	-	-	-	-	-	W
SMA-7905, RAMSEY RD SIGNAL UPGRADES, KOOTENAI CO	1	CN	-			1,117							1,117	1,035	82	1
<b>24276</b>	MP 13.500 - 14.999	SAFTY/TRAF OPER, Safety Improvemen	PE	-	-	-	-	-	-	-	-	-	-	-	-	
COEUR D'ALENE	SAFETY (L)	HSIP (L)	RW	-	-	-	-	-	-	-	-	-	-	-	-	
I 90, SH 41 TO US 95 - WEST, KOOTENAI CO	1	CN	34,000	34,000	31,500								99,500		99,500	1
<b>24305</b>	MP 7.128 - 9.714	RECONST/REALIGN, Bridge Replaceme	PE	-	-	-	-	-	-	-	-	-	-	-	-	
STATE OF IDAHO (ITD)	EARLY	SF	RW	-	-	-	-	-	-	-	-	-	-	-	-	W
I 90, SH 41 TO US 95 - EAST, KOOTENAI CO	1	CN	7,717	15,000	10,883								33,600	31,003	2,597	1 2
<b>24306</b>	MP 9.714 - 12.046	RECONST/REALIGN, Bridge Replaceme	PE	-	-	-	-	-	-	-	-	-	-	-	-	
STATE OF IDAHO (ITD)	TECM CAP	IM	RW	-	-	-	-	-	-	-	-	-	-	-	-	W
STC-5794, KIDD ISLAND, PH 2, KOOTENAI CO	1	CN	-			2,188							2,188	2,027	161	1
<b>24353</b>	MP 101.496 - 102.740	RESRF/RESTO&REHAB, Base/Sub-bas	PE	-	-	-	-	-	-	-	-	-	-	-	-	
WORLEY HD	STP-RURAL (L)	STP-RURAL	RW	-	-	-	-	-	-	-	-	-	-	-	-	
I 90, US 95 IC, EMMA AVE TO CHERRY LANE, KOOTENAI CO	1	CN	-	21,550	31,900								85,350		85,350	1
<b>24395</b>	MP 11.700 - 12.300	RECONST/REALIGN, Interchanges	PE	-	-	-	-	-	-	-	-	-	-	-	-	R
STATE OF IDAHO (ITD)	EARLY	STECM	RW	-	-	-	-	-	-	-	-	-	7,250		7,250	M W
I 90, US 95 IC, EMMA AVE TO CHERRY LANE, KOOTENAI CO	1	CN	-										85,350		85,350	1
<b>24395</b>	MP 11.700 - 12.300	RECONST/REALIGN, Interchanges	PE	-	-	-	-	-	-	-	-	-	-	-	-	R
STATE OF IDAHO (ITD)	LEAD-ID	STLI	RW	7,250	-	-	-	-	-	-	-	-	7,250		7,250	M W
NHS-7045, PRAIRIE TRAIL UNDERPASS, POST FALLS HD	1	CN	1,450										1,450	1,344	106	1
<b>24398</b>	MP 5.900 - 5.900	NEW RTE, Bicycle/Pedestrian/Equestrian	PE	-	-	-	-	-	-	-	-	-	-	-	-	
POST FALLS HD	CARBON	CARBON-LU	RW	-	-	-	-	-	-	-	-	-	-	-	-	
SMA-7145, ATLAS RD, SELTICE WAY TO HANLEY AVE, C'DA	1	CN	-								4,700		4,700	4,355	345	1
<b>24647</b>	MP 10.000 - 12.060	RESRF/RESTO&REHAB, Pavement Reh	PE	-	-	-	-	470	-	-	-	-	470	436	34	
COEUR D'ALENE	STP-LARGE (L)	STP-LU	RW	-	-	-	-	-	-	-	-	-	-	-	-	

Approved: SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location			District	Scheduled Costs (Dollars in Thousands with Match)									Lifetime Direct Costs All Programs			Notes
Key No.	Mileposts	Work, Detail	Ph	Year-Of-Expenditure Dollars (Not Current Prices)									Total	Federal	Match	
Sponsor		Program Fund		2025	2026	2027	2028	2029	2030	2031	PREL					
SH 97, SAFETY IMPROVEMENTS, HARRISON			1	CN	-	-	500	-	-	-	-	-	500	-	500	1
<b>ORN24552</b>	MP 60.700 - 96.000	SAFTY/TRAF OPER, Safety Improvemen		PE	-	-	15	-	-	-	-	-	15	-	15	
STATE OF IDAHO (ITD)		OTHER ASSETS ST2		RW	-	-	-	-	-	-	-	-	-	-	-	
LOCAL, BIKE PATH CONNECTIONS, HARRISON			1	CN	-	-	-	460	-	-	-	-	460	426	34	1
<b>ORN24677</b>	MP 0.000 - 0.000	SAFTY/TRAF OPER, Bicycle/Pedestrian/		PE	-	-	76	-	-	-	-	-	76	70	6	
HARRISON		TAP TAP-RURAL		RW	-	-	-	-	-	-	-	-	-	-	-	

Notes:

- 1: Project is also shown in a Transportation Improvement Program
- 2: Project is being advance constructed with non-federal funds
- G: Project is grouped in STIP
- M: Project included in multiple programs
- B: Project addresses Federal Bridge Condition PM
- P: Project addresses Federal Pavement Condition PM
- R: Project addresses Federal Travel Time Reliability PM
- A: Project utilizes an alternative contracting method.
- W: Work zone safety priority

Phases:

- CN - Construction, utilities, construction engineering, purchases
- PE - preliminary engineering by state and/or consultant forces
- RW - Right-Of-Way acquisition

Construction	81,189	84,453	75,900	48,827	38,144	2,351	-	4,700
Development	1,397	654	495	304	774	-	-	-
Right-of-Way	8,812	2,000	2,035	-	-	-	-	-
<b>Total</b>	<b>91,398</b>	<b>87,107</b>	<b>78,430</b>	<b>49,131</b>	<b>38,918</b>	<b>2,351</b>	<b>-</b>	<b>4,700</b>

# Public Transit Project List

Group: Transit Projects (System)  
Sort: STIP

SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location		District	Scheduled Costs (Dollars in Thousands with Match)										Lifetime Direct Costs All Programs			Notes
Key No.	Mileposts	Work, Detail	Year-Of-Expenditure Dollars (Not Current Prices)										Total	Federal	Match	
Sponsor	Program	Fund	Ph	2025	2026	2027	2028	2029	2030	2031	PREL					
TRANSIT, COEUR D'ALENE	UZA METRO PLANNING	1	CN	60	60	60	60	60	-	-	-	300	240	60	1	
<b>13238</b>	MP 0.000 - 0.000	Metropolitan Planning	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI METROPOLITAN	TRNS-OPS	5303	RW	-	-	-	-	-	-	-	-	-	-	-	-	
This program provides funding to support comprehensive planning for making transportation investment decisions in the metropolitan area.																
TRANSIT, COEUR D'ALENE	UZA OPERATIONS	1	CN	1,718	1,941	2,053	2,172	2,296	-	-	-	10,179	5,935	4,244	1	
<b>14191</b>	MP 0.000 - 0.000	Paratransit Operations	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
These funds will provide operating assistance to support paratransit services.																
TRANSIT, COEUR D'ALENE	UZA OPERATIONS	1	CN	1,550	1,628	1,709	1,795	1,885	-	-	-	8,565	4,282	4,283	1	
<b>14193</b>	MP 0.000 - 0.000	Transit Operations	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
These funds will provide operating assistance to support fixed route services.																
TRANSIT, COEUR D'ALENE	UZA TRANSIT PREVENTATIVE	1	CN	100	105	110	116	121	-	-	-	552	441	111	1	
<b>19196</b>	MP 0.000 - 0.000	Preventive Maintenance	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
These preventive maintenance funds will extend the life of the fixed route and demand response vehicle fleet.																
TRANSIT, COEUR D'ALENE	UZA SECURITY	1	CN	-	-	-	-	-	-	-	-	-	-	-	1	
<b>19333</b>	MP 0.000 - 0.000	Security	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
TRANSIT, COEUR D'ALENE	UZA PARATRANSIT PREVENTATIV	1	CN	-	-	-	-	-	-	-	-	-	-	-	1	
<b>19361</b>	MP 0.000 - 0.000	Preventive Maintenance	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
TRANSIT, COEUR D'ALENE	UZA BUSES	1	CN	2,353	-	414	1,965	520	-	-	-	5,252	4,464	788	1	
<b>19424</b>	MP 0.000 - 0.000	Capital Asset	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-CAP	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
These funds will be used to acquire rolling stock for Kootenai County Public Transportation.																
TRANSIT, COEUR D'ALENE	OPERATIONS PLANNING	1	CN	125	50	50	50	53	-	-	-	328	262	66	1	
<b>20761</b>	MP 0.000 - 0.000	Transit Planning	PE	-	-	-	-	-	-	-	-	-	-	-	-	
KOOTENAI COUNTY	TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-	
To provide short-term and long-range planning for Kootenai County Public Transportation.																

# Public Transit Project List

Group: Transit Projects (System)

Sort: STIP

SUBJECT TO REVISION DUE TO REASONS SUCH AS FUNDING, OBLIGATION LIMITATION, PROJECT SCOPE, COST, AND POLICY/REGULATION/RULE CHANGES

Route, Location				District	Scheduled Costs (Dollars in Thousands with Match)								Lifetime Direct Costs All Programs			Notes
Key No.	Mileposts	Work, Detail		Ph	Year-Of-Expenditure Dollars (Not Current Prices)								Total	Federal	Match	
Sponsor		Program	Fund		2025	2026	2027	2028	2029	2030	2031	PREL				
TRANSIT, COEUR D'ALENE OPERATIONS PLANNING. STAFF T	1			CN	13	7	7	7	7	-	-	-	38	30	8	1
<b>20762</b>	MP 0.000 - 0.000	Transit Planning		PE	-	-	-	-	-	-	-	-	-	-	-	-
KOOTENAI COUNTY		TRNS-OPS	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-
<b>To provide Federal training for transit staff.</b>																
TRANSIT, COEUR D'ALENE CAPITAL EQUIPMENT	1			CN	625	50	95	230	110	-	-	-	1,110	888	222	1
<b>23411</b>	MP 0.000 - 0.000	Capital Asset		PE	-	-	-	-	-	-	-	-	-	-	-	-
KOOTENAI COUNTY		TRNS-CAP	5307 SUrb	RW	-	-	-	-	-	-	-	-	-	-	-	-
<b>To provide current and future capital funding for Kootenai County Public Transportation.</b>																

**Notes:**  
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 G: Project is grouped in STIP  
 M: Project included in multiple programs  
 B: Project addresses Federal Bridge Condition PM  
 P: Project addresses Federal Pavement Condition PM  
 R: Project addresses Federal Travel Time Reliability PM  
 A: Project utilizes an alternative contracting method.  
 W: Work zone safety priority

**Phases:**  
 CN - Construction, utilities, construction engineering, purchases  
 PE - preliminary engineering by state and/or consultant forces  
 RW - Right-Of-Way acquisition

Construction	6,484	3,781	4,438	6,335	4,992	-	-	-
Development	-	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-	-
<b>Total</b>	<b>5,039</b>	<b>3,466</b>	<b>4,112</b>	<b>5,988</b>	<b>4,628</b>	-	-	-



DATE: June 6, 2024  
TO: KMPO Board Members  
FROM: Glenn F. Miles, Executive Director  
SUBJECT: Director's Report

Here is a recap of KMPO's activities through May 31, 2024

## **WE WILL MEET AT THE CITY OF POST FALLS CITY COUNCIL CHAMBERS**

### **Planning Activities:**

**2024-2030 Transportation Improvement Program (TIP):** As of May 1, 2024 there have been five additional amendments to the TIP. Those amendments are provided in your packet. Work has begun with ITD and the other MPO's around the State to begin development of the 2025-2031 Program. Also contained in your packet is the current list of projects that will be published from the KMPO area in both the TIP and ITIP. Expect to see a draft of the overall document in August with anticipated approval in September.

### **KMPO and Idaho Transportation Department Memorandum of Understanding (MOU).**

Since the May KMPO Board meeting, KMPO has been working with the other MPO's in Idaho and ITD District 1 and Headquarters to update the MOU. Recently, COMPASS the MPO serving Ada and Canyon Counties had Mike Stoddard, With Hawley-Troxel conduct two reviews of this MOU. The current deadline for completing the MOU with KMPO is July 30, 2024, while COMPASS approval has a deadline of June 30<sup>th</sup> and Idaho Falls will be approving the MOU in June as well. The MOU is intended to be a uniformly applied throughout the State to streamline roles, responsibilities and expectations between the MPO's and ITD.

**KMPO Update of the Metropolitan Transportation Plan:** KMPO is now receiving an enhanced INRIX data set with weekly reports, providing actual transportation performance data. As mentioned last month KMPO received two data sets during the later part of April comparing the travel paths for April 15<sup>th</sup> of 2022 and 2024. Kate and Ali in our office have been working with ESRI and INRIX to graphically present the results in a meaningful way to the public and for presentations in the community. Kate will be taking ESRI training in July to undertake the mapping effort.

### **Meetings USDOT and Congressional Committee Staff:**

KMPO as a part of the Coalition for America's Gateways and Trade Corridors (CAGTC) had an opportunity to meet with Senior members of the U.S. Department of Transportation and both House and Senate career staff to discuss current transportation competitive grant programs, the delivery of grant awards, and provide thoughts about the next transportation reauthorization bill. As a CAGTC Board member, I will be on their Transportation Reauthorization Bill Working Group that will be developing suggestions on ways to improve and enhance the existing programs that reflect the needs for transportation investment across the nation, and in the case of KMPO the Inland Northwest. CAGTC is well regarded in Washington D.C. as a leader in freight and goods policy development and played an active role in developing the Freight Program approved by Congress.



**KMPO Draft Fiscal Year 2025 Budget:**

Contained in the KMPO Board packet this month is a memo with the draft FY 2025 Annual Budget for the Boards consideration. This memo outlines the current status of the FY 2024 Budget with 75% of the year completed, as well as the FY 2025 Annual Budget and some of the factors impacting next year. The funding for FY 2025 is either currently available or already programmed for obligation after October 1, 2024.

**End of the Year Projects and Programs:**

We are quickly approaching the end of the obligating Federal-aid projects for Fiscal Year 2024, and preparing for obligating projects for construction in 2025. As of July 1<sup>st</sup> ITD will begin the process of sweeping any unobligated funds that had been identified for preliminary engineering and design in FY 2024. This will be followed within several weeks with the sweeping of any unobligated right of way funds, and then in August, the sweeping of unobligated construction related funds. The swept remaining funds are expected to be obligated to projects currently underway. ITD is also expecting to receive from FHWA additional ability to obligate funds through a nation-wide process for redistributing the spending authorization not used by other States. ITD, LHTAC and the Urban Balancing Committee have identified projects already contained in the various Transportation Improvement Programs that could use the funds or advance new projects quickly.

**Fiscal Year 2024 Annual Audit:**

KMPO has received the audit engagement letter from Magnuson, McHugh, Dougherty CPAs indicating our FY 2024 Audit will begin on the week of October 21, 2024.