



City of Coeur d' Alene  
City of Post Falls  
City of Hayden  
City of Rathdrum  
Coeur d' Alene Tribe  
East Side Highway District  
Idaho Transportation Department  
Kootenai County, Idaho  
Lakes Highway District  
Post Falls Highway District  
Worley Highway District

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Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

**KMPO Board Meeting**

**July 11, 2024 1:30 pm**

Post Falls City Council Chambers, Post Falls City Hall, 1st Floor  
408 N. Spokane Street, Post Falls, Idaho

**AGENDA**

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

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 – August 8, 2024**
- 12. Adjournment**

For special accommodation/translation services, call 1.208-930-4164, 48 hours in advance. KMPO assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act.

**MEETING MINUTES**

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
June 13, 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
Phil Cooper	Worley Highway District
John Hodgkins	City of Rathdrum
Angela Sieverding	East Side Highway District
Steve Adams	Lakes Highway District
Damon Allen	Idaho Transportation Department, District 1
Dan Gookins	City of Coeur d’Alene

**Board Members Absent:**

Jeff Tyler	Post Falls Highway District
Randy Westlund	City of Post Falls
Graham Christensen	East Side Highway District

**Staff Present:**

Ali Marienau	Transportation Planner
Kate Williams	Administrator

**Attendees:**

Chad Ingle	Citylink - Kootenai County
Rob Palus	City of Post Falls
Michael Lenz	Post Falls Highway District
Terry Wener	LHTAC

**1. Call to Order – Bruce Mattare, Vice-Chair**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Vice Chairman Bruce Mattare at 1:30 p.m.

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

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

**3. Approval of May 21st, 2024, Meeting Minutes – Action Item**

Mr. Mattare called for a motion to approve the May 2024 meeting minutes.

**Ms. Angela Sieverding motioned to approve the minutes as presented. Mr. Jim Kackman seconded the motion, which passed unanimously.**

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

There were no public comments.

**5. KCATT Recap & Recommendations – Michael Lenz, Chairman**

**a. Recap of Activities from May 21st, 2024 meeting**

Mr. Michael Lenz gave a summary of the business discussed at the May KCATT meeting. He stated that at the meeting ITD announced that the Pleasant View / SH 53 Interchange project went out to bid. Lakes Highway District, reported they were focused on completing and opening their new operations center in Garwood. Kootenai County reported on trying to get a meeting together with the highway districts to discuss a county road standard. The city of Rathdrum reported that the SH 53 widening project is moving forward and that Mill Street is closed, temporarily. Worley Highway District reported the Rockford Bay Road project pre-construction meeting is scheduled and work is being done on an easement for the project. Eastside Highway district reported on road stabilization happening on several roads that will cause road closures over the next month or so. Post Falls Highway District reported on the work taking place on the Spokane Street bridge, narrowing it down to one lane, with temporary lights on either end of the bridge.

**b. 2020 Rathdrum Urban Area Boundary Adjustment – Action Item**

**Mr. Lenz report that the Rathdrum Urban Area Boundary Adjustment was supported unanimously by KCATT and recommended for the KMPO board to adopt.** Ms. Ali Marienau gave a brief report on the recommendation; the boundary adjustment was outlined in a map print out that was included in the meeting packet. In August 2023, the board adopted the adjusted urban area boundary for the Coeur d’Alene, Post Falls and Hayden urbanized area. She explained that the Census-designated areas do not take into account some factors like growth that has happened since the Census, city boundaries and other aspects that are involved in the planning and transportation improvements process. Rathdrum is eligible to be designated as a small urban area since the population is greater than 5,000. Ms. Marienau stated that she had worked with the City of Rathdrum to draft an adjusted urban boundary for future planning and funding purposes. The entire city limits of Rathdrum will be included in the new updated boundary. The boundary also includes local traffic generators, such as KTEC and Interstate Concrete, and expands the boundary to incorporate all of Greensferry Road and an uninterrupted section of Wyoming Avenue for the federal funding process. FHWA recommends that boundaries incorporate sections of roadways as a whole to minimize needing to switch between funding processes mid-project. Ms. Marienau stated she reported this information to KCATT, whom, in turn, voted unanimously to support a recommendation for the board to adopt this new boundary for the city of Rathdrum.

**Mr. John Hodgkins made the motion to adopt; Mr. Tom Shafer seconded the motion, which passed unanimously.**

**6. Administrative Matters**

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

Ms. Marienau reported that KMPO is in good financial standing and that the report in the packet included all standard monthly expenditures.

**Mr. Jim Kackman made the motion to approve the May 2024 expenditures; Ms. Angela Sieverding seconded the motion, which passed unanimously.**

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

**Mr. Dan Gookin motioned to table this item until next month; Mr. Phil Cooper 2nd, all voted in favor to table discussion until the July 2024 KMPO Board meeting.**

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

**1. #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, and 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.

**2. #11 -LHTAC request to amend current project KN 22875 & KN 23285 Delaying activities to FY 25**

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 Greensferry 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.

**3. #12-ITD request to delay KN 24305 and KN 24306 funding for FY 24 to FY 25**

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.

**4. #13- ITD request to add KN 23614 I-90 Storm Water Drainage Alteration to the FY 24 & FY 25**

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 TIP in FY 2024 and FY 2025 for funding to reroute I-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.

**5. #14- ITD request to include KN 20098 SH-41 Prairie Avenue to Boekel Rd to the FY 2024-2030**

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 2019-2022) to the TIP 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.

**7. Other Business**

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

The MOU will be present before the board for adoption at the July KMPO Board meeting. If board members have questions, they need to get them to Mr. Miles prior to July 1st. Mr. Gookin would like to know if there is a plan to meet with ITD annually as is outlined in the MOU. Ms. Marienau stated she would bring this question to Mr. Miles before the next meeting in order to provide an answer.

**b. KMPO 2025-2031 Draft Program of Projects for the Transportation Improvement Program**

This item will come back before the board for adoption: the draft will be presented in August and then for a vote in September. The overall purpose of this document is to give an overview of the projects that are included in the KMPO planning area. Ms. Marienau reported a brief overview of a few of the projects in question. The SH 53/Pleasant View Rd. interchange has been put out to bid, and was awarded a railroad crossing competitive grant that will allow for construction to start in 2025 instead of 2027.

The Lancaster and Huetter Road roundabout project had an amendment but should go under construction next year, as well. The Prairie Trail underpass received funding and is programmed to be constructed next year. The underpass project is taking into consideration the Prairie Ave. widening that will come in a couple years. Atlas Road (Seltice way to Hanley Avenue) was added to the program this year; it is currently in preliminary engineering. Once the project's concept report is completed, they will be able to move into a construction year. The projects in the TIP represent a total of \$426 million in improvements that are programmed to occur over the next seven years. It was noted by Ms. Angela Sieverding that she had a discussion with Mr. Miles about a bridge project not being included in the TIP. It was concluded that some bridge projects that were funded with discretionary funds from the state and went through LHTAC, but not through ITD, were not included in the TIP. Mr. Miles is following up with this question to get more information.

**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 they had a 6% decrease over this year last month, and 2% increase for the fiscal year overall so far. The paratransit services saw a 17% decrease for the month and a 15% decrease for the fiscal year so far. They were able to donate a bus to veteran services. He reported that they had received notification from ITD of being approved for an award to replace three paratransit buses by 2027. He also reported they had received the final report from FTA, with one minor deficiency that was found in one area that was not compliance related; they have until September 30<sup>th</sup> to remedy the issue. The Strategic Service Plan, phase two, has started. This phase will include a bus stop improvement plan that will define fixed bus stop improvements, implement a cohesive capital plan for those improvements, and hold meetings with/survey all the jurisdictions and the public to gather as much information from everybody on those stops impacted. Mr. Ingle also reported on the agency's Human Services Transportation Plan, which needs to be updated this year. The plan identifies the transportation needs of individuals with disabilities, older adults and people with low income. The plan assists with improving access, efficiency, and effectiveness of the community transportation system.

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

Mr. Ingle also reported on behalf of Mr. Alan Eirls and the Coeur d'Alene Tribe. Mr. Eirls sent no update for this month's meeting.

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

Ms. Marienau reported on behalf of Mr. Miles. KMPO is continuing to work on the Metropolitan Transportation Plan update. KMPO has received raw data from INRIX and that is being processed.. Ms. Kate Williams, KMPO, will be taking a GIS training in July to assist with KMPO's mapping efforts. Mr. Miles attended the Coalition for America's Gateways and Trade Corridors meeting in Washington DC last month, where he was able to meet with different senior members of the USDOT, as well as House and Senate staff to discuss transportation grant programs, delivery of grant awards, etc. He will be on the Transportation Reauthorization Bill working group. This next year, Mr. Miles be working with individuals across the nation to develop suggestions on ways to improve and enhance existing programs. That reauthorization will happen in 2025 or 2026, after this next election.

**10. Board Member Comments**

Mr. Damon Allen, ITD, encouraged the board to review the MOU in their packet and commented that he feels the draft is the best version and ready for comments and adoption. He then encouraged KMPO and KCATT to attend the annual ITD board workshop on July 23<sup>rd</sup>. He commended everyone involved in the SH-53/Pleasant View Rd. interchange project and the Bridging the Valley initiative, that identified the need for at grade rail crossings. Using that study, ITD was able to get a federal rail grant to fund the majority of the project. He made an open invitation for anyone in District 1 with traffic comments to reach out to their office directly, via phone or email.

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

**Mr. Mattare motioned to adjourn the regular meeting of the Kootenai Metropolitan Planning Organization Policy Board on June 13th, 2024. With no objections, the meeting was adjourned at 2:03 p.m.**

Signature on File

Recording Secretary



**KOOTENAI METROPOLITAN PLANNING ORGANIZATION**

**EXPENSES**

**June, 2024**

As of this date **July 11, 2024** the Kootenai Metropolitan Planning Organization Board approves reimbursements and payments made for expenses in **June, 2024** included in the following list, in the amount of **\$ 35,496.06**

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

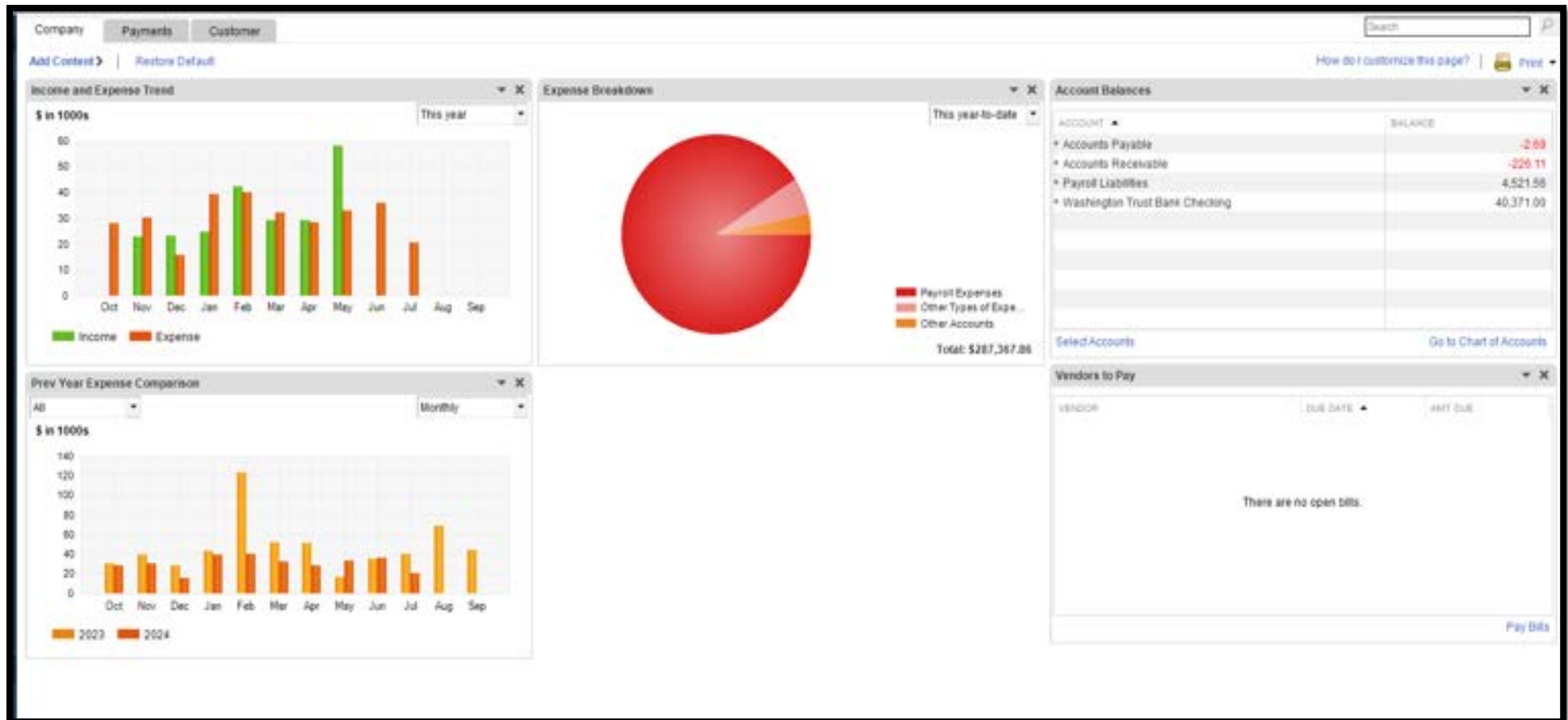
Kootenai Metropolitan Planning Organization							2:28 PM
Monthly Expense Report							07/02/2024
June 2024							
Type	Num	Date	Name	Memo	Original Amount		
Check	Debit Card	06/03/2024	Rackspace Inc	Rackspace Email and Archive Hosting June 202	61.32		
Check	ACH	06/03/2024	Unum	Unum Premium June 2024	222.33		
Liability Check	ACH	06/05/2024	Regence Blue Shield of Idaho	Regence June 2024 Premium	3,115.06		
Liability Check	E-pay	06/06/2024	United States Treasury	Federal Payroll Withholding	2,692.82		
Liability Check	ACH	06/06/2024	Idaho State Tax Commission	May Payroll Tax withholding	606.00		
Liability Check	ACH	06/06/2024	PERSI	PERSI Contribution NEXEN Transfer	1,944.29		
Liability Check	ACH	06/06/2024	PERSI Choice Plan	PERSI 401K Contributions 5/18/24 to 5/31/24 NE	1,285.00		
Check	Debit Card	06/06/2024	Adobe Store North America	Adobe Acrobat Pro 3 Subscriptions June 2024	71.97		
Check	ACH	06/06/2024	Vision Service Plan	VSP June 2024	34.73		
Check	Debit Card	06/07/2024	PTV America	PTV America Annual VISTRO software subscri	2,060.00		
Check	Debit Card	06/11/2024	ESRI	ESRI Arc/GIS Pro Annual Subscription Invoice 9	2,090.00		
Check	Debit Card	06/18/2024	Zoom Video Communications	Zoom Video Conferencing June 2024	15.99		
Check	Debit Card	06/18/2024	Intuit	Intuit Payroll Usage June 2024	18.00		
Check	Debit Card	06/18/2024	TDS Telecom	TDS Telecom Phone & ISP June 2024	135.22		
Check	3632	06/18/2024	AVISTA	AVISTA Utilities June 2024	45.41		
Liability Check	E-pay	06/20/2024	United States Treasury	Federal Payroll Withholding	2,676.20		
Bill Pmt -Check	3636	06/20/2024	SRTC	PTV America Software Maintenance to 5-31-20	1,256.77		
Liability Check	ACH	06/20/2024	PERSI	PERSI 401K Contributions NEXEN Transfer	1,933.02		
Liability Check	ACH	06/20/2024	PERSI Choice Plan	Choice 401K Contribution 6/01/24 to 6/14/24 Ne	1,285.00		
Check	3637	06/20/2024	Alexandria M Marienau	KMPO Pre-Board meeting lunch	36.54		
Check	Debit Card	06/24/2024	Norton Utilities Terminal 469216	Norton Software 2024 Subscription	164.98		
Check	3638	06/25/2024	Glenn F. Miles	GFM Urban Balancing 6-26 to 6-27 Boise Adva	\$ 670.29		
				<b>June 2024 Operating Expenses</b>	\$ 22,420.94		
				<b>June 2024 Salary &amp; Wages</b>	\$ 13,075.12		
					<b>\$ 35,496.06</b>		



# Kootenai Metropolitan Planning Organization

June, 2024

## Monthly Financial Snapshot





July 2, 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 the before Board for approval.

**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.

A couple of questions on the budget were raised during the June Board meeting. First, the cost-of-living (COLA) adjustment approved by the KMPO Board during the July 2023 meeting was 4.5%. The second question related to having a budget hearing. In that KMPO is not a taxing entity, there is no requirement to have a budget hearing; however, the standard of practice has been to provide the initial budget and then follow up the following month with a recommendation for approval.

*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

Revenue Budget (2024 and 2023)					
	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	\$ 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>			
Expenditure Budget (2024 and 2023)					
	2025	2024	FY 2024		
<b>Personnel</b>			<b>66 % Year</b>		<b>% To Date</b>
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>		<b>59%</b>
<b>Maintenance and Operations</b>			<b>66% year</b>		<b>% To Date</b>
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>		<b>18%</b>
<b>Total Expenditure Budget</b>			<b>66% Year</b>		<b>% To Date</b>
<b>Personnel</b>	<b>\$409,848</b>	<b>\$396,925</b>	<b>\$232,487</b>		<b>58.6%</b>
<b>Maintenance, Operations &amp; Contracts</b>	<b>\$332,570</b>	<b>\$280,487</b>	<b>\$50,806</b>		<b>18.1%</b>
<b>Grand Total</b>	<b>\$742,418</b>	<b>\$677,412</b>	<b>\$283,293</b>		<b>41.8%</b>

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%



July 1, 2024

TO: Noah Ipaye, Senior Research Analyst

FROM: Glenn F. Miles, Executive Director

SUBJECT: 2024-2030 KMPO TIP **Amendment # 15** ITD request to modify KN 24395 I-90, US 95 I/C Emma to Cherry Lane 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 increases Design and Engineering funding (PC) in the amount of \$1,000,000 in FY 2024 funding. There are no known changes in the current design, concept, scope, or significant budget to the original project. The offset is provided by the decrease KN 22715 in the same amount.

**KMPO Amendment #15**

District	Key No	Prog Yr	Location	MPO	Program	Funding Source	Work	Phases	Action	Costs	Life Time cost
1	24395	2024	I 90, US 95 IC, EMMA AVE TO CHERRY LANE, KOOTENAI CO	KMPO	TECM	State Expansion & Congestion Mitigation	RECONST/REALIGN	PC	Increase	1,000,000	97,850,000

**The 2024-2030 Transportation Improvement Program Amendment #15 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 #15**, effective July 1, 2024.



July 2, 2024

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

**Recommendation:**

The KMPO Board approve the recommended Memorandum of Understanding (MOU) with the Idaho Transportation Department.

**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 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 recently approved the MOU, as did the Bannock Metropolitan Planning Organization (BMPO) in Pocatello, ID

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. The most recent addition was the provision for an annual meeting, as mentioned at the June KMPO Board meeting by Board member Gookin. The intent is have that annual meeting to discuss a range of transportation topics that could be addressed in the upcoming year(s) and work programs.

***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 is 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.

## **Legal Compliance**

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

## **Assignment**

Except as otherwise provided in this MOU, 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. 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.

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

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

Contact: Damon Allen, District Engineer  
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## **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:*

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
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

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
<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*

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
	As needed	Provide the opportunity for KMPO to actively participate in statewide planning processes
<p>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</p>		
<p>Actively participate by attending meetings, reviewing documents, and providing other input and assistance as requested</p>	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>

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

<b>KMPO</b>	<b>Timing</b>	<b>ITD</b>
<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>o 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 ITD amendment only</b>
<p>Identify trigger; notify ITD to begin process to amend or modify the STIP</p>	<p>Upon trigger Notification within 15 days of decision to move forward</p>	<p>Identify trigger; notify KMPO to begin process to amend the TIP and other documents as needed</p>



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.



DATE: July 2, 2024  
TO: KMPO Board Members  
FROM: Glenn F. Miles, Executive Director  
SUBJECT: Director's Report

Here is a recap of KMPO's activities through June 30, 2024

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

### **Planning Activities:**

**2024-2030 Transportation Improvement Program (TIP):** As of July 1, 2024 KMPO is up to Amendment #15 to the TIP. The additional two 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. The ITIP prepared by ITD was delayed until ITD Board action in mid-June to address the need to reduce their overall program by approximately 270 million dollars in projects. This resulted in several projects being placed in the later years of the program or into Early Development. 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. The MOU is intended to be a uniformly applied throughout the State to streamline roles, responsibilities and expectations between the MPO's and ITD. The draft MOU was provided in the June packet, with the final MOU provided in this packet for approval.

**KMPO Update of the Metropolitan Transportation Plan:** As the Board is aware, the Rathdrum Prairie Planning and Environmental Linkages study (PEL Study), is a cooperative study between ITD District 1 and KMPO. Funding for the study was provided by the ITD Board to continue the effort of providing improved access and mobility both on the State Highway system, as well as on local arterials. There were two open houses during the month of June to provide an opportunity to provide public comments on some of the alternatives that have been suggested for the area. The next step will be to conduct additional analysis to better evaluate the alternatives and eliminate, consolidate, or enhance the more promising access and mobility options.

The results of the this PEL Study will provide a significant amount information that will be included in the KMPO Metropolitan Transportation Plan (MTP) update due at the end of 2025.

### **KMPO Draft Fiscal Year 2025 Budget:**

Contained in the KMPO Board packet this month is a memo with the final draft of the 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

## **KMPO Board Packet Agenda Item**

## **Item 9**

funding for FY 2025 is either currently available or already programmed for obligation after October 1, 2024. In answer to a question at the June Board meeting related to the Cost-of-Living (COLA) increase provided in FY 2024; the Board approved a 4.5% increase last year.

### **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. 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 up within several weeks, with the sweeping of any unobligated right of way funds, and then in early September, the sweeping of unobligated construction related funds. The swept 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. This year, the ability to obligate FHWA redistributed funds will be limited to what Congress provided Idaho in Federal apportionment.

### **ITD Board Workshop in Coeur d' Alene July 23<sup>rd</sup>**

This year, the ITD Board will be holding their annual District 1 workshop here in Coeur d' Alene. The community workshop will be held on July 23<sup>rd</sup> from 1:30 p.m. until 4:00 p.m. at the Best Western Coeur d' Alene Inn. This is a great opportunity for elected officials and community leader to have an informal conversation about transportation in our area.

I would encourage members of the Board and KCATT members to attend this great opportunity to meet with ITD Board and senior staff.