



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

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

**KMPO Board Meeting  
June 12th, 2025 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 May 8th, 2025, Meeting Minutes – Action Item**
4. **Public Comments** (limited to 3 minutes per person)
5. **KCATT Recap & Recommendations – Robert Palus, KCATT Chair**
  - a. Recap of May 2025 KCATT Meeting
6. **Administrative Matters**
  - a. May 2025 KMPO Expenditures – **Action Item**
  - b. June 2025 Financial Snapshot
  - c. KMPO Office Space Update
  - d. KMPO 2025-2031 Transportation Improvement Program (TIP) Amendment Requests: **Action Item**
    - i. **Amendment #12**
    - ii. **Amendment #13**
7. **Other Business**
  - a.
8. **Public Transportation (Informational Items Provided to KMPO) - Informational**

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  - a. Kootenai County Transit Report – Kootenai County Public Transportation – Chad Ingle
  - b. Coeur d'Alene Tribe Rural Transit Report – Alan Eirls
9. **Director's Report** (written report included in Board packet)
10. **Board Member Comments**
11. **Next Meeting – July 10th, 2025**
12. **Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION  
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## **MEETING MINUTES**

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
June 12th, 2025  
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:**

Jeff Tyler	Post Falls Highway District
Randy Westlund	City of Post Falls
Phil Cooper	Worley Highway District
Bruce Mattare, Vice Chairman	Kootenai County
Jim Kackman	Coeur d'Alene Tribe
John Hodgkins	City of Rathdrum
Marvin Fenn	ITD, District 1
Dan Gookin	City of Coeur d'Alene

### **Board Members Absent:**

Tom Shafer	City of Hayden
Graham Christensen, Chairman	East Side Highway District
Steve Adams	Lakes Highway District

### **Staff Present:**

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kate Williams	Administrator

### **Attendees:**

Rob Beachler	ITD
Robert Palus	City of Post Falls
Terry Werner	Citizen
Jerry Wilson	ITD
Chad Ingle	Kootenai County
Greta Gissel	HMH

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

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

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

Board Member Jeff Tyler asked that the phrase “limited to non-agenda items” be removed from Item 3-May Minutes. This was an administrative error and was removed via a board vote last year. The minutes will be amended to remove this line.

**Mr. Jeff Tyler motioned to amend the agenda wording moving forward. Mr. John Hodgkins seconded the motion, which passed unanimously.**

### **3. Approval of May 8th, 2025, Meeting Minutes – Action Item**

Vice-Chair Mattare called for a motion to approve the May 2025 meeting minutes as presented.

Board member Jeff Tyler asked that his comments in opposition to the purchase of the KMPO office space be added more clearly to the May 2025 KMPO Board meeting minutes.

**Mr. Jeff Tyler motioned to amend the minutes as requested and resubmit them at the next KMPO Board meeting. Mr. Dan Gookin seconded the motion, which passed unanimously.**

**4. Public Comments (limited to 3 minutes)**

No public comments were made.

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

**a. Recap of Activities from May 20th, 2025 meeting**

Mr. Palus reported that there were no KCATT recommendations to present to KMPO at this time. He presented an update on various jurisdictional projects that were shared at the KCATT meeting: ITD reported the I-90 widening project (between US 95 and SH 41) first phase (east) is out to bid currently, and phase two (west) package will go to bid in July. SH-53 and Prairie Ave. has a temporary signal that is in place and should be in operation in early June. There is ongoing paving work on SH-54. Mr. David Callahan, Kootenai County, reported that the Board of County Commissioners has approved to include the Comprehensive Plan update, which includes a park master plan, into their 2026 budget. Mr. Kevin Howard, Worley Highway District, gave an update on the status of the Greensferry guardrail project, which will go out to bid in June. He reported they are also working on their CIP for the next five years. Mr. Ben Weymouth, East Side Highway District, reported their asphalt overlays are half done for the year, and they have about two miles of chip seal and another overlay to still be completed. Mr. Palus, City of Post Falls, reported they are still conducting work on their transportation master plan, noting the city had noticed a lack of jobs being placed along the SH 41 corridor; there was discussion on how to reconcile between the city's Master Plan and the KMPO model numbers. Due to representatives from the City of Hayden and the City of Coeur d'Alene not being present at the KCATT meeting, it was decided to table any decisions about redistributing job placement from the county to SH 41.

KCATT discussed a regional pavement cut policy and had a presentation from Avista about their regional policy for Spokane County; it was decided to have a KCATT workshop to discuss a policy more in depth. ITD informed KCATT about House Bill 180 that was recently passed and adopted to promote reliable broadband and wireless connectivity in Idaho. If jurisdictions do not respond to requests in a timely manner, it's viewed as automatic approval to put in 5G or other facilities within the public rights of way. ITD strongly encouraged the jurisdictions to look at that house bill and see how it will impact their infrastructure and how they plan to manage it.

**6. Administrative Matters**

**a. May 2025 KMPO Expenditures – Action Item**

Mr. Glenn Miles reported that KMPO had routine expenses reported, with the addition of paying for staff travel expense to Washington DC to attend CAGTC (Coalition for America's Gateways & Trade Corridors), and a trip to Boise for a meeting with KMPO's attorney. KMPO is in good financial standing.

**Mr. Dan Gookin motioned to approve expenses for May 2025, as presented. Mr. Randy Westlund seconded the motion, which passed unanimously.**

**b. June 2025 Financial Snapshot**

Mr. Miles reported that KMPO is in good standing and that all accounts are in good position for the year. He stated all invoices for May have been submitted and accounts receivable is expected to be paid next week.

**c. FY 2026 Draft Budget and FY 2025 Budget Update – Action Item**

Mr. Miles included a memo in the board's packet with the drafts of the FY 2026 budget and the updated 2025 budget. As of May 31<sup>st</sup>, KMPO is 66% through the year and at 58.9% of expenditures overall, personnel at 64% and operations at 45%. Mr. Miles reported the lower maintenance operation costs are primarily due to the result of less need for professional services this year. He noted that the KMPO budget is expected to be \$20,000 less than last year due to a change in grant activities. The KMPO updated 2025 budget increased contractual services, payroll amounts remain the same as were originally budgeted, and slightly increased the maintenance and operations cost to cover legal fees associated with the operating bylaws being developed, as well as the loan instrument for the purchase of the KMPO office space. All the funds that are shown in the 2026 funding forecast are already programmed and available, with the carryover available throughout the year. Next year, KMPO's contributions and carry over of \$108,000 will be available. Financially, KMPO is in good position for next year, with an overall drop in budget. The cost-of-living increase is 3.5%. KMPO uses a cost-of-living approach, rather than an annual increase for longevity.

**Mr. Jeff Tyler motioned to approve the FY 2026 Draft Budget and FY 2025 Budget Update, as presented. Mr. Dan Gookin seconded the motion, which passed unanimously.**

**d. KMPO Office Space Update**

Director Miles reported the lease purchase agreement was signed previously this week for the purchase of the KMPO office space, with a tentative close date of August 15<sup>th</sup>, with a backup date of September 15<sup>th</sup> (dates scheduled the day after board meetings for final approval). Washington Trust bank is working with KMPO's legal representatives at Hawley Troxell Law in regards to the loan instrument. KMPO will be sending out the assessments to the local jurisdictions. The legal team is developing operating bylaws and Mr. Miles will send out a copy of that to the board members as soon as they are complete.

Mr. Dan Gookin, city of Coeur d'Alene, commented that the new loan instrument being used has only been in practice a few years. In the State of Idaho, an agency cannot go into debt without a vote of the people, and this loan structure is done so that the bank owns the entity until the debt is paid. It keeps the agency out of debt but also goes around a vote of the people, which he feels is not always the right move for agencies. Mr. Tyler, seconded this opinion and stated purchasing property didn't seem prudent for a governmental organization and that his district would have to find their assessment for this purchase from within their budget. Director Miles commented that the analysis of the local lease market showed that rates are continuing to climb and that spending thousands on a lease each year versus the return of equity in an owned property and the stability in cost to the budget made sense overall for taxpayers. There was discussion over various other properties owned within the local jurisdictions and if any of them might fit the needs of KMPO; it was concluded there were no options that worked.

**e. KMPO 2025-2031 Transportation Improvement Program (TIP) Amendment Requests: Notification**

**i. Amendment #12:** Modifications to two projects KN23052 KMPO and KN 20442 I-90/SH41

Interchange, providing for increases to funding. The KMPO Board approved FY 2025 Budget and Unified Planning Work Program provided for the increase in planning funds for KN 23052, which are now available as a result of the Congressionally approved Continuing Resolution that extends through the end of FY 2025 (September 30th). This administrative modification also increases funding (\$4,100,000) in Leading Idaho Funds (State funds) to cover change orders the project has incurred. The Leading Idaho Funds are from offsets from other Leading Idaho funded projects. These projects are currently within the program and the modifications do not materially change the intent of the project, which are to improve Interstate 90 and to identify existing and future development needs. The modifications are based on funding availability from previous decisions of the Idaho Transportation Department and by Congress to ensure funding is available to support existing project needs and development of future projects. These two projects have been through the required and concluded public involvement processes as part of the original programming to support the modifications.

- ii. **Amendment #13:** ITD request to decrease KN 10005 (SH 53/Pleasant View Intersection Improvements) in the FY 2025-2031 TIP by reducing a program year 2024 obligated project in the amount of \$1,042,733 in State System Fund support funds. This amendment decreases KN 10005 funding that was obligated in FY 2024 for construction. The State System Support funds were being used as additional match, which are no longer required.

## 7. Other Business

a. FY 2026 Unified Planning Work Program and 2026-2032 Transportation Improvement Program  
Director Miles gave a brief overview of these two annual documents. KMPO will be updating the documents once the budget is approved by the KMPO board. The FY 2026 Unified Planning Work Program will begin on October 1, 2026, and Federal Highways and ITD have requested that KMPO have a draft to them by the end of July. The draft will first be taken before KCATT for review. The program will focus on completing the Metropolitan Transportation Plan (MTP) update and providing support to the Rathdrum Prairie Transportation Study (previously the Rathdrum Prairie PEL study). KMPO will continue to work with local jurisdictions as major developments and projects occur, providing modeling and technical assistance as needed. Mr. Miles commented that KMPO continues to use indirect data to identify challenges to the system or problem areas. KMPO was able to provide some traffic data to the City of Coeur d'Alene, in regards to speeding complaints from residents regarding Atlas Road and show that approach speeds at the intersection of Atlas Road and Hanley Road were within the range of 85th percentile.

Mr. Miles reported that the Transportation Improvement Program was on the agenda for the IT Board to approve at their meeting June 12<sup>th</sup>. The TIP will include funding for various large multiyear projects, such as the Wolf Lodge/Fourth of July Pass project, the I-90 West/East widening projects, the I-90 US 95 interchange (funds for right of way acquisition), ITD District 1 Port of Entry relocation and Truck Parking Study, and the Prairie Avenue Widening Project (not out to bid yet, but will have Freight funds in 2026). The 2026-2032 Transportation Improvement Program will be presented to the KMPO Board in July as a draft and then have a 30-day public comment period, with the expectation of adopting the TIP at the September board meeting.

## 8. Public Transportation (Informational Items Provided to KMPO)

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

Chad Ingle reported on behalf of public transit. There was a 22% increase for this month over the same month last year for fixed routes and a 16% increase for the fiscal year to date. Paratransit ridership has decreased by 12% compared to last year this month and is down 14% for the fiscal year. This trend appears to reflect broader changes in travel behavior, influenced by increased availability of transportation and shifts to the fixed route. Additionally, the loss of some long-time riders has also contributed to the decline in the demand. The Board of County Commissioners approved Citylink's purchase of service funding agreement with ITD for providing senior individuals with disabilities transportation services. The grant (5310) covers the FY 26 purchase of service of \$80,000 in grant funds with a \$20,000 match. The Board of County Commissioners also approved the subrecipient agreement between Kootenai County and the Coeur d'Alene Tribe to commence October 1, 2025. Under the terms of the agreement, the CDA Tribe will continue to provide fixed-route service within the designated urbanized area consistent with the established routes and stops. The Tribe will provide maintenance responsibilities for the busses. The Board of County Commissioners also approved the update to the purchase of service agreement with MV Transportation, which covers the management and operation of paratransit and demand response services. This amendment reflects a market rate adjustment of approximately 4%. Mr. Ingle reported they are preparing for an upcoming site visit with the Idaho Transportation Department, and that is scheduled for July 23<sup>rd</sup>. Public Transportation reported to the Board of County Commissioners the successful close out of five grant awards, which totaled over \$1.7 million in secured funding, all dedicated to the support of public transportation in the area. And

then lastly, he reported their team continues to focus on safety and training; this month's driver training focused on heat stress awareness and blood borne pathogen protocol.

Mr. Tyler asked about the wording on the meeting agenda (above *italicized*) for item 8, asking if this meant board members were to direct questions to the County or the CDA Tribe surrounding transit. Mr. Miles explained that questions are welcome during KMPO board meetings, but the KMPO does not hold liability for transit and that the reports that are given are courtesy of the county.

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

Mr. Ingle reported on behalf of the Tribe that they have begun their summer operations and are in the midst of their "Rockin' the Rez" program.

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

Mr. Miles reported that both I-90 widening project packages will be out to bid soon. The east package opening date is June 17<sup>th</sup>, and the west package opening date is July 1<sup>st</sup>. Mr. Miles reported he was able to meet with a local group called Kootenai Strong and discuss local transportation; he thanked board member Randy Westlund for being there to participate in the conversation. He noted that if there are any other groups that the board think might benefit from a transportation conversation, he is open to meet.

**10. Board Member Comments**

Mr. Tyler commented that a pedestrian was struck at the roundabout at Idaho Ave. and Poleline Ave. and asked if there might be better options around schools and other sensitive areas for roundabouts. He met with his director and some engineers and feels they might have a safer option for that intersection by extending the crosswalk farther from the intersection. He would like to look into the safety of that option for roundabouts near schools.

**11. Next Meeting – July 10th, 2025**

**Mr. Mattare motioned to adjourn the regular meeting of the Kootenai Metropolitan Planning Organization Policy Board on June 12th, 2025, and with no objections, the meeting was adjourned at 2:12 p.m.**

Kate Williams

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Recording Secretary