



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

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

KMPO Special Meeting

July 23rd, 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. KMPO Office Space Work Program and Budget Amendment – **Action Item**
 - a. **KMPO FY 2025 UPWP Amendment #1**
 - b. **Final KMPO 2026 Budget & Final FY 2025 Budget**
 - c. **FHWA Funded Office Acquisition Financing Plan and UPWP Budgets**
 - d. **KMPO Office Space Work Plan Timeline**
4. Next KMPO Board Meeting – August 14th, 2025
5. Adjournment

Posted To KMPO Website: 7/21/2025 @ 11:00am

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION

250 Northwest Blvd, Suite 209 Coeur d'Alene, ID 83814

1-208-930-4164 Website: www.kmpo.net



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

July 21, 2025

TO: KMPO Board Members
FROM: Glenn F. Miles, Executive Director
SUBJECT: KMPO Office Space Work Program and Budget Amendment

Recommendation:

1. KMPO Board approve Amendment #1 to the FY 2025 Unified Planning Work Program, incorporating activities associated with reviewing, evaluating office space options, as well as financial evaluation and financial support for actions determined by the KMPO Board necessary to provide ongoing KMPO office space after September 30, 2025.
2. KMPO Board approve Amendment #2 making modifications to the KMPO Budget updating existing and FY 2026 Revenues based on recent allocations and updated anticipated expenditures associated with UPWP Amendment #1 and KMPO's office space considerations.

Background:

Since being notified in April, 2025 of the decision by the property owner to sell the office space currently leased by KMPO, staff at the direction of the Board has been reviewing options on whether to purchase or lease office space. Based on meetings with the Idaho Transportation Department (ITD) in Boise, as well as Federal Highway Administration (FHWA), indications are that KMPO can use Federal funds within our approved Unified Planning Work Program (UPWP) to evaluate and if appropriate, acquire office space. Being a stand-alone agency, with a single focus on conducting the Federally required metropolitan planning process, the types of activities are considered to be eligible costs to support the program.

In order to maintain our eligibility to use Federal grant funds for conducting activities associated with the task, up to and including the eligibility to use Federal funds to acquire potential office space; KMPO needs to amend the current Unified Planning Work Program.

Attachment #1 provides the amendment to the FY 2025 Unified Planning Work Program, which has both narrative and financial components.

Attachment #2 provides a financial analysis of KMPO's FY 2025 and anticipated FY 2026 Budgets and their relationship to the accompanying Unified Planning Work Program.

The UPWP Amendment and subsequent budget adjustments indicate KMPO has the financial capacity with available funds, to meet program requirements for both FY 2025 and FY 2026. The Boards consideration of this request is appreciated.



KMPO FY 2025 UPWP Amendment #1

Amending MPO Administration to Consider Office Space Options

1.0 MPO Administration

Objectives

- To provide for all of KMPO's administrative needs, including but not limited to office space, technology, progress reporting, budgeting, financial documentation, and preparation of materials needed to fulfill federal funding requirements.
- To determine planning work needed between October 1, 2025 and September 30, 2026, and to identify budget and sources of revenue for next year's planning activities (UPWP).
- Provide inter-local and interagency coordination and meeting support between KMPO and stakeholder groups at the local, State, and Federal level.

Inter-Agency Roles and Responsibilities

This task will be performed and/or administered by KMPO staff.

Scope

1. *General Administration.* This task includes, but is not limited to, staff support for fiscal and clerical needs, staff meetings and training, policy board meetings, advisory committee meetings, staff reporting, and other miscellaneous administrative tasks. Legal support to assist KMPO is also included in this task.
2. *Public Involvement Activities.* Throughout FY25, KMPO staff will work with the Federal Highway Administration guidelines and ITD to address any additional changes needed to KMPO's transportation planning efforts, using resources such as online tools and other options. KMPO is considering ESRI platforms for broader outreach.
3. *Title VI (Civil Rights) Plan.* KMPO will monitor and report on the plan in 2025 to ensure compliance with Title VI of the Civil Rights Act of 1964, as amended.
4. Prepare FY 2026 Unified Planning Work Program.
5. Prepare FY 2024 Annual Report on KMPO activities during FY2024, including work with the FY 2024 financial audit and reporting.
6. Update and maintain the KMPO website to keep information current and ensure it remains an effective public outreach tool.
7. *Inter-local Coordination.* This task provides for coordination work that is not covered under other specific work tasks. KMPO expects meetings, workshops, educational efforts, and other outreach activities may be needed throughout the year to involve citizens, technical staff, elected officials, and stakeholders. The intent of this task is to ensure adequate agency coordination, public education, and stakeholder participation in the overall planning process.
8. *KMPO Office Acquisition.* KMPO was made aware in the 3rd Quarter of FY2025, the leased office space was going to be sold during the 2025 Fiscal Year; and informed the opportunity



to renew the existing lease expiring in September 2025 was highly unlikely. This task would assess and consider the options for KMPO Office space, such as leasing a new location, borrowing funds to acquire an office space, or utilize grant and local funds currently available within the FY 2025 UPWP to acquire a location.

9. The KMPO staff will review availability of other lease options, as well as the option to purchase the office space and present those options to the KMPO Board for consideration.
 - a. Identify and document comparable least opportunities and associated costs
 - b. Identify and document comparable ownership opportunities and associated costs
 - c. Have an independent appraisal conducted on the current office space.
 - d. Identify funding options for potential office acquisition
 - e. Provide the KMPO Board with a recommendation on future office space
 - f. Implement the option(s) selected by the KMPO Board
 - g. Utilize legal counsel to review and prepare necessary documents (8 hours)

During consideration of acquisition options, KMPO will contact KMPO's current bank to assess KMPO's credit/loan capacity and financing options. The bank will use an independent appraisal service to determine the value of existing office space as part of the credit/loan capacity analysis.

Products

Completion, adoption and implementation of all necessary reports and documents, with public participation and stakeholder involvement, as described above. Determination by the KMPO Board whether to continue leasing or to acquire office space based on documentation of options and analysis. Have financing and/or acquisition documents reviewed by KMPO attorney.

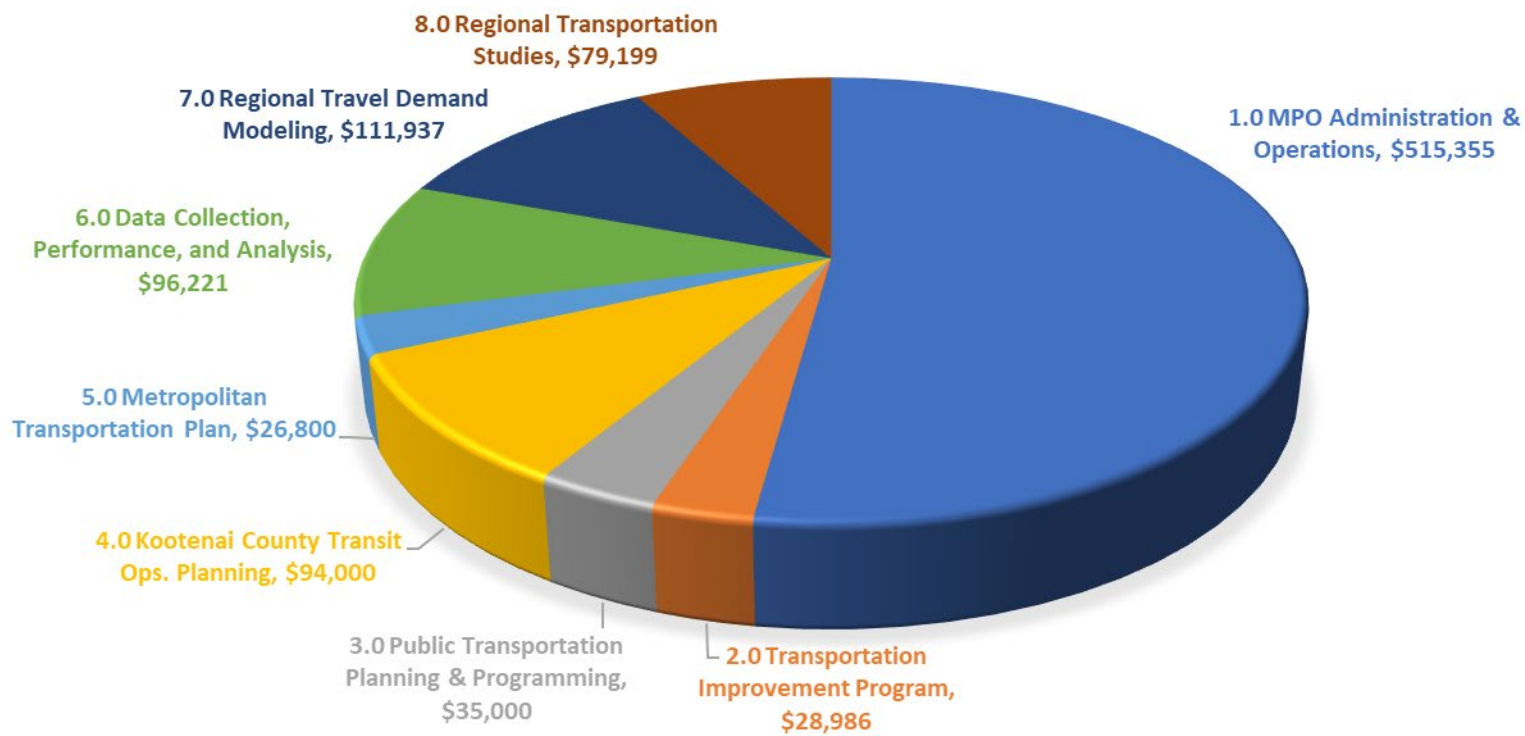
Timeline for Performance: October 1, 2024 through October 31, 2025 to provide for end of Fiscal Year billings and close out. Office space consideration documentation and closing documents. reviewed by KMPO attorney, August 1st through August 10th. Board action to authorize the execution of lease, loan or acquisition documents on or prior to September 15, 2025.

Budget and Revenue Source

1.0 MPO Administration				
Budget	Funding Source			
	CPG	5307		Local
KMPO Financial & Legal Services \$ 23,000	\$ 21,312			\$ 1,688
KMPO Office Space \$ 350,000	\$ 300,000			\$ 50,000
KMPO \$142,355	\$ 131,906			\$ 10,449
Total \$515,355	\$ 453,218			\$ 62,137



FY 2025 UNIFIED PLANNING WORK PROGRAM (UPWP) BUDGET - AMENDMENT #1





**KMPO
FY 2025 UPWP
Budget**


Amendment #1

									Control Totals	
Task	Budget	Personnel & Operating Expenses	Contracts	Office Space	CPG	FTA 5307	KMPO Matching Funds	Kootenai County Matching Funds	Total Cost Centers	Total Program Funds
1.0 MPO Administration & Operations	\$515,355	\$142,355	\$23,000	\$350,000	\$453,218		\$62,137		\$515,355	\$515,355
2.0 Transportation Improvement Program	\$28,986	\$28,986			\$26,858		\$2,128		\$28,986	\$28,986
3.0 Public Transportation Planning & Programming	\$35,000	\$35,000			\$32,431		\$2,569		\$35,000	\$35,000
4.0 Kootenai County Transit Ops. Planning	\$94,000	\$94,000				\$75,200		\$18,800	\$94,000	\$94,000
5.0 Metropolitan Transportation Plan	\$26,800	\$26,800	\$0		\$24,833		\$1,967		\$26,800	\$26,800
6.0 Data Collection, Performance, and Analysis	\$96,221	\$59,221	\$37,000		\$89,149		\$7,062		\$96,221	\$96,211
7.0 Regional Travel Demand Modeling	\$111,937	\$92,887	\$19,050		\$103,721		\$8,216		\$111,937	\$111,937
8.0 Regional Transportation Studies	\$79,199	\$79,199			\$73,386		\$5,813		\$79,199	\$79,199
Grand Total	\$987,498									
Less Kootenai County Program	(\$94,000)									
KMPO Total	\$893,498									

Work Responsibility Allocations:

KMPO	\$ 893,498
Kootenai County	\$ 94,000
Total	\$ 987,498



<div>  <div> Kootenai Metropolitan Planning Organization FY 2026 and FY 2025 Budgets 66.6% of FY 2025 Year Expenses </div> </div>					
July 17, 2025					
Revenue Budget (2026 and 2025)					
	2026 Funding Forecast	2025	Grant Funds	Local Match	Total Funds
Revenues:			92.66%	7.34%	100.00%
CPG FY 2025 KN23052	\$	558,884	\$	558,884	\$ 44,272 \$ 603,156
CPG FY 2024 KN22439 Used Oct-Dec	\$	140,191	\$	140,491	\$ 11,129 \$ 151,620
CPG FY 2025 FTA KN13238		78,961		78,961	6,255 85,215
CPG FY 2025 KN23052 Carry-over	\$58,237		\$58,237	\$4,613	\$62,850
2026 Consolidated Planning KN 23403	\$280,351		\$280,351	\$22,208	\$302,559
2026 CPG FTA Planning	\$78,960		\$78,960	\$6,255	\$85,215
Subtotal Outside Funds	\$417,548	\$ 778,036			
FY 2025 Approved Office Space Assessment		\$35,000			
ITD INRIX Data Sharing Payment	\$18,970	\$18,970			
KMPO Local Contributions 2025/2026	\$54,721	\$54,721			
KMPO Local Carry over after Local Match	\$75,671	\$81,400			
Subtotal Local Funds	\$ 149,362	\$ 190,091			
Grand Total	\$ 566,910	\$ 968,127			
Expenditure Budget (2026 and 2025)					
	2026	2025	66 % Year		% To Date
Personnel					
Salaries	\$297,000.00	\$297,828.98	\$190,591.00		64%
Social Security	\$18,414	\$18,465	\$11,816		64%
Medicare	\$4,307	\$4,319	\$2,764		64%
Retirement (PERSI)	\$35,521	\$35,620	\$22,171		62%
Medical Insurance	\$40,000	\$45,120	\$30,430		67%
Vision/Dental Insurance	\$4,300	\$4,300	\$2,221		52%
Short/Life/AD&D	\$3,400	\$3,400	\$1,823		54%
Workmans Compensation ISF	\$1,169	\$1,169	\$460		39%
Unemployment Insurance	\$825	\$825	\$578		70%
Personnel Subtotal	\$404,936	\$411,048	\$262,854		64%
Maintenance and Operations					
Utilities	\$900	\$900	\$844		94%
Ops. Software Updates and Maint	\$6,500	\$6,500	\$5,188		80%
Ops. Supplies, Copying, Postage	\$3,200	\$3,200	\$2,084		65%
Professional Services (Legal Financial)	\$15,000	\$23,000	\$8,600		37%
Contractual Services/Training	\$63,000	\$38,000	\$37,940		100%
Telephone/Internet	\$1,500	\$1,200	\$949		79%
Travel	\$8,000	\$9,200	\$4,902		53%
Advertising	\$2,100	\$2,100	\$815		39%
Office Space	\$7,000	\$375,000	\$12,239		3%
Property Liability Insurance	\$6,500	\$5,600	\$4,687		84%
Equipment Maintenance	\$3,500	\$1,000	\$715		72%
Registrations	\$500	\$250	\$135		54%
Dues, Subscriptions, Membership	\$8,500	\$8,500	\$8,400		99%
Office Furniture/Equipment/Software	\$8,000	\$8,000	\$7,711		96%
Subtotal	\$134,200	\$482,450	\$95,208		20%
Total Expenditure Budget					
	2026	2025	66% Year		% To Date
Personnel	\$404,936	\$411,048	\$262,854		63.9%
Maintenance, Operations & Contracts	\$134,200	\$482,450	\$95,208		19.7%
Grand Total	\$539,136	\$893,498	\$358,062		40.1%
Updated through 7-17-2025					



KMPO Financing Summary FY 2025-FY2026

With Acquisition of KMPO Office Space

		Total Funds	Federal Funds	Local Match Commitment	
		688,628	637,521	51,108	
	Expenses January- July 17, 2025	-212,407	-196,816	-15,591	
		476,221	440,704	35,517	
		Total Funds	Federal Amount	Local Match Commitment	Cash and Receivables
KMPO FY 2025	Available Through 7-17-25	\$ 476,221	\$ 440,704	\$ 35,517	\$ 128,704
	Payroll Through 9-30-2025	\$ (82,000)	\$ (75,981)	\$ (6,019)	\$ 122,685
	Vendor Payments	\$ (7,000)	\$ (6,486)	\$ (514)	\$ 122,171
	Expenses Through 10-01-2025	\$ (89,000)	\$ (82,467)	\$ (6,533)	
	Fiscal Year End	\$ 387,221	\$ 358,237		\$ 122,171
KMPO FY 2026	Program Funds	Total Amount		FY 2026 Beginning Balance	\$ 75,671
				2026 Assessment	\$ 54,721
	ITD INRIX Contribution			\$ 18,970	\$ 18,970
				Total Cash	\$ 149,362
	FY 2026 CPG Reserved	\$ 302,559	\$ 280,351	\$ (22,208)	\$ 127,155
	Carry Over of FY 2025 FTA to FY 2026	\$ 62,850	\$ 58,237	\$ (4,613)	\$ 122,541
	FY 2026 FTA CPG Reserved	\$ 85,472	\$ 79,198	\$ (6,274)	\$ 116,268
				\$ -	\$ 116,268
	FY 2026 Funding Level	\$ 450,881	\$ 417,786		\$ 116,268
			Total UPWP 2026 Program	\$ 567,149	\$ 116,268
		Total Funds	Federal Amount	Local Match	\$ 122,171
	Balance of FY 2025 Grant Funding	\$ 387,221	\$ 358,237		
	Balance of Cash and Receivables	\$ 122,171			\$ 122,171
		\$ 509,392			
Sources:		KMPO Office Purchase Price	\$ 350,000		
		Purchase and Sale Agreement	\$ (3,500)		
		Balance Owing	\$ 346,500		
Based on: WTB Reconciled June Statement		Payment To Seller	\$ (346,500)	\$ (300,000)	\$ (46,500)
Quickbooks on Usage through 7-17-2025		Remaining Balance	\$ 0	\$ 58,237	\$ 75,671
ITD OTIS Federal Program Balances 7-18-25					

KMPO Office Space Work Plan & Timeline



Phase 1 Identify Needs March - April		Phase 2 Develop Options		Phase 3 Create Actionable Strategies		Phase 4 Implement Board Direction	
Activities	Identify Office Space Options	Market research Lease/ Purchase Properties		Deliver Actionable Strategies		Secure Purchase and Sale Agreement	
	Identify Financial Needs	Consider Financial Options		Advance Financing Strategies with WTB & ITD/FHWA		Initiate Financing Plan Options	
	Identify Secondary Requirements	Consult Legal Counsel		Secure Option on Office Space		Update KMPO Bylaws Approval	
		Develop Updated Bylaws		Independent Appraisal (WTB) to determine financial credit		Seek Approval by ITD/FHWA on UPWP Amendment	
Phase 1 Informing KMPO Board		Phase 2 Respond to KMPO Board		Phase 3 Offer KMPO Board Solutions		Phase 4 Implement KMPO Board	
Outcomes	Notification of office space changes	Identification of office space availability		Provide actionable office space options to the KMPO Board		Signed Purchase and Sale Agreement	
	Acknowledgement change will occur	Identification of financing options		Provide actionable financing Strategies to the KMPO Board		Independent office space appraisal to support credit	
	Creating pro-active approach to finding solutions	Address external needs to support office space procurement		Provide KMPO Bylaws		Complete Acquisition Funding	
				Initiate ITD/FHWA UPWP Amendment		Close on office space decision 8-15-25 or 9-15-2025	



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