



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 Board Meeting

July 10th, 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 Meeting Minutes – Action Items**
 - a. Approval of Revised May 8th, 2025 Meeting Minutes
 - b. Approval of June 12th, 2025 Meeting Minutes
- 4. Public Comments** (limited to 3 minutes per person)
- 5. KCATT Recap & Recommendations – Robert Palus, KCATT Chair**
 - a. Recap of June 2025 KCATT Meeting
 - b. KCATT Recommendations (See 7a and 7b)
- 6. Administrative Matters**
 - a. June 2025 KMPO Expenditures – **Action Item**
 - b. July 2025 Financial Snapshot - Information
 - c. KMPO Operating By-laws – **Action Item**
- 7. Other Business**
 - a. Federal Functional Classification Map Update – Revisions – **Action Item**
 - b. Post Falls Sub-Area Model Land Use Adjustments – **Action Item**
- 8. Public Transportation (Informational Items Provided to KMPO) - Informational**

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 - a. Kootenai County Transit Report – Kootenai County Public Transportation – Chad Ingle
 - b. Coeur d'Alene Tribe Rural Transit Report – Alan Eirls
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – August 14th, 2025**
- 12. Adjournment**

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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

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
July 10, 2025
Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

Board Members in Attendance:

Jeff Tyler	Post Falls Highway District
Graham Christensen, Chairman	East Side Highway District
Randy Westlund	City of Post Falls
Phil Cooper	Worley Highway District
Steve Adams	Lakes Highway District
Jim Kackman	Coeur d'Alene Tribe
John Hodgkins	City of Rathdrum
Damon Allen	ITD, District 1

Board Members Absent:

Tom Shafer	City of Hayden
Bruce Mattare, Vice Chairman	Kootenai County
Dan Gookin	City of Coeur d'Alene

Staff Present:

Ali Marienau	Transportation Planner
Kate Williams	Administrator

Attendees:

Rob Beachler	ITD
Robert Palus	City of Post Falls
Terry Werner	Citizen
Michael Lenz	Post Falls Highway District
Chad Ingle	Kootenai County
Greta Gissel	HMH
Angela Comstock	JUB

1. Call to Order – Graham Christensen, Chairman

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

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

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

3. Approval Meeting Minutes

a. Approval of Revised May 8th 2025 Meeting Minutes- Action Item

The revised meeting minutes from the May 2025 KMPO meeting were presented to the board for approval.

Mr. Jeff Tyler, Post Falls Highway District, motioned to approve the minutes as amended and presented. Mr. Steve Adams, Lakes Highway District, seconded the motion, which passed unanimously.

b. Approval of June 12th 2025 Meeting Minutes

Mr. Jeff Tyler motioned to approve the June 12th 2025 Meeting Minutes as presented. Mr. Steve Adams 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 June 2025 meeting

Mr. Robert Palus, City of Post Falls, reported most of the local jurisdictions are doing seal coating, chip sealing and other overlay projects for summer maintenance work. Lakes Highway District reported they are adding a signal at Atlas Road and the UP Railroad crossing later this summer. They are working on the Brunner Road/BNSF project with the Federal Railroad Administration to obligate grant funds to get the grade separation in near Diagonal Road. The City of Coeur d'Alene reported the Government Way signalization project and ADA improvements are mostly complete. The Post Falls Highway District is continuing their work on the Prairie Ave. widening project and are in the process of acquisition of right of way. The Idaho Ave. railroad crossing safety equipment will be installed by the end of July. Worley Highway District reported the Greensferry Road guardrail project was awarded and will be going to construction this summer. They also reported the Rockford Bay Road and Bell Grove Creek crossing project is now planned for fall. East Side Highway District reported their Canyon Road Bridge Project, Springston Bridge Project, and Cataldo Bridge Project all have about a year delay, due to environmental issues. The City of Post Falls is adding a turn pocket at Prairie Avenue and Charleville Road, which is a safety improvement. ITD gave an overview of the current I-90 projects, as well as the SH 53 and Pleasant View Road interchange.

b. KCATT Recommendations (For item 7a and 7b from the agenda)

Mr. Palus reported that after review of the material and discussion, KCATT is providing recommendations on two items to the KMPO board:

The first item is the Post Falls Sub-area Model Update. The City of Post Falls identified some deficiencies and needs for additional job placement within the SH-41 corridor in their sub-area model. This item was tabled from the May KCATT meeting to the June KCATT meeting in order to get input from the City of Coeur d'Alene and City of Hayden. At the June meeting, the model update was discussed and **KCATT is recommending to the KMPO Board to approve the model update that Ms. Marienau will present in full under item 7b of the agenda.**

The second item is the Federal Functional Classification Map Update. KMPO has been working through the logistics and paperwork of the map update. Local jurisdictions have been providing guidance as to needed improvements and modifications in the regional area. KMPO will submit the updated map to the KMPO board for approval, before it is then submitted to ITD. **KCATT's recommendation is for the KMPO Board to adopt the update as presented.**

6. Administrative Matters

a. June 2025 KMPO Expenditures – Action Item

Ms. Ali Marienau, KMPO, reported that KMPO had routine expenses for the month of June with nothing of note.

Mr. Jim Kackman motioned to approve expenses for June 2025, as presented. Mr. Phil Cooper seconded the motion, which passed unanimously.

b. July 2025 Financial Snapshot

Ms. Marienau reported that KMPO is in good financial standing with no major financial changes from June to July.

c. KMPO Operating By-laws – Action Item

Ms. Marienau reported that the KMPO Operating By-laws had been included in their entirety in the board packet. Any questions or comments from the Board were to be submitted to KMPO by July 9th; no comments or questions were received. The purpose of adopting the operating by-laws is to fulfill a needed part of the paperwork for the closing paperwork in the purchase of the KMPO office space. In the past, KMPO has been using the Joint Powers Agreement as the basis for operating procedures. KMPO worked with the law office of Hawley Troxell to develop the operating by-laws. The bylaws reflect how the KMPO board has operated over the last 22 years. Ms. Marienau reported there were a couple differences to make note of. The first is the use of proxies instead of alternates. In the bylaws, it states that if a board member is to miss a meeting or a vote, they are able to designate a proxy to vote in their place, but it must be specified on what items they will be voting on (which can be the whole agenda) and for what period of time. For each absence, a new proxy or the same proxy, must be designated. The second item in the bylaws that is new is the addition of a secretary/treasurer officer position, along with the chair and vice chair.. Only the chair and vice chair positions are mandatory. The secretary/treasurer position was included to be used at the board's discretion, whether that's something implemented as KMPO grows over time, or it could be a position designated by the board. Currently, the duties that are specified are undertaken primarily by the executive director, and those can continue to be delegated to KMPO staff, as the board sees. Ms. Quaid from Hawley Troxell was present to answer additional questions from the board. The Board had no questions.

Mr. Jeff Tyler motioned to approve the KMPO Operating By-laws, as presented. Mr. Randy Westlund seconded the motion. A roll call vote was taken: Mr. Randy Westlund(aye), Mr. John Hodgkins(aye) , Mr. Jim Kackman(aye), Mr. Damon Allen (aye), Mr. Steve Adams (aye), Mr. Jeff Tyler (aye), Mr. Phil Cooper (aye), and Mr. Graham Christensen (aye). The final count was 8 ayes, 0 nays. Three board members were absent and did not vote: Mr. Dan Gookin, Mr. Tom Shafer and Mr. Bruce Mattare.

7. Other Business

a. Federal Functional Classification Map Update – Revisions – Action Item

Ms. Marienau reported that the KMPO Board adopted the updated KMPO federal functional classification map on August 8, 2024. KMPO had worked through the process with KCATT to designate which facilities needed to be updated, revised, added or removed from the map. While putting together the change forms that are required to go through ITD, KMPO has been collecting additional data, and upon further inspection there were a few routes identified for additional revisions before the map was finalized. The City of Harrison would like to keep Prospect Avenue and Cemetery Road on the map as minor collectors. Post Falls Highway District identified the section of McGuire Road from Riverbend Ave to Lundy Blvd is better classified as a collector, since it serves residential developments south of I-90. Lakes Highway District identified Rookery Road as a local road that is not maintained by the highway district and should be reclassified as a future minor collector. A section of Chilco Road was added from Abbott Rd. to Old Highway 95 and classified as a major collector. Atlas Road (Lancaster Road to Boekel Road) will be kept as a major collector, and the section from Boekel Rd. to SH-53 will be added as a major collector. The City of Hayden identified a section of Atlas Road south of Lancaster (near the airport) will remain classified as a collector. Buckles Road from Government Way to Rocking R Road will also remain on the map as a collector. Within the City of Post Falls, Zorros Lane and Fennecus Lane both have multiple sections that have been constructed, but corridors still have significant gaps. These roads will be important north/south connections to Prairie Ave. eventually, and will continue to be classified as future collectors. Pointe Pkwy from I-90 to Riverbend will remain classified as a minor arterial. Horsehaven Ave. has not been fully constructed, therefore the City of Post Falls would like to wait on applying for a federal functional classification; it will be listed as a future collector.

Ms. Marienau reported that FHWA has recommended ranges for the mileage of roadway under each classification and these map updates would stay within those ranges. KCATT reviewed the changes and provided a recommendation for the board to approve the revisions for submission to ITD.

Mr. Jeff Tyler motioned to adopt the revisions to the federal functional classification map for submittal to ITD, as presented. Mr. Randy Westlund seconded the motion, which passed unanimously.

c. Post Falls Sub-Area Model Land Use Adjustments – Action Item

Ms. Marienau briefed the board on this item. The city of Post Falls is updating their transportation master plan and their impact fees. This has been an ongoing process for the last few years using the KMPO model to develop a subarea model for the city. KMPO typically allows changes to the network and some of the parameters in order to calibrate the model, but typically does not allow for changes in land use, in order to maintain regional consistency and stay within the control totals that are adopted by board. Upon review of the validation/calibration process, Post Falls found that, particularly along the SH 41 corridor, the KMPO model did not include an adequate amount of anticipated or known future land use. They City of Post Falls staff looked at their employee per acre ratios within the city and used that to develop an estimated number of potential future employees in some of those green spaces that are being developed along that corridor, and came up with 8,062 employees. Similar jurisdictions, like Coeur d'Alene and Hayden, have a higher job to employment ratio than Post Falls did in the KMPO forecast model. Further analysis and discussions at KCATT were used to verify that this was a reasonable proposal from the City of Post Falls. From 2019 to 2024, regional employment has grown at about a 2.04% annual percent growth rate. The KMPO model forecast used a 1.4% growth rate for employment, showing that in the last five years, growth has exceeded what KMPO was projecting. Industries such as retail, food, service, and medical are some of the areas that have grown the most over that time period. If KMPO had used the 2.04% annual growth rate instead for the model, there would be a difference of about 6,225 employees. Using a 2.04% growth rate over the last five years, would have accounted for a majority of the growth that the city of Post Falls is proposing to add. KMPO supports adding the additional employment to the city's subarea model, with minor revisions to food service and industrial land uses. Additionally, the reconcile the KMPO model to take into account for additional employment along SH-41, staff recommends adding employment for retail, food service and medical within the corridor for the KMPO forecast models. KCATT unanimously approved a recommendation for the KMPO board to allow the City of Post Falls to make the changes to their subarea model and move forward with their transportation master plan update and to add additional employment to KMPO's forecast models.

Mr. Jeff Tyler moved that the KMPO Board allow the city of Post Falls to make land use adjustments as outlined, and for KMPO to reconcile the regional model to include new land use for retail, medical and food services. Randy Westlund seconded the motion, which passed unanimously.

8. Public Transportation (Informational Items Provided to KMPO)

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

Mr. Chad Ingle reported fixed routes have seen a 13% increase over this month last year, and the fiscal year is up 15%. Paratransit service increased this month over last year by 4% but for the fiscal year, it was a decrease of 12%. He reported they are working on their Coordinated Human Services transportation plan. They have held several meetings for it and are having good conversations with individuals and groups such as the Kroc Center, St Vincent de Paul and the United Way. The Board of County Commissioners approved Citylink's service agreement for fiscal year 2025, a federally required step that allows them to apply for and amend federal grant awards. The BOCC also approved a five-year contract with Passio Technologies, which is the intelligent transportation system used for tracking of the busses, the app and website for passengers, and passenger counts, as well. He reported Citylink will be providing shuttle service during the Post Falls festival this week, and this is the third consecutive year having done this. Last year, they were able to provide just over 1100 rides during the festival in partnership with Post Falls

b. Coeur d’Alene Tribe Rural Transit Report

Mr. Ingle reported on behalf of the Tribe. They are having driver shortages and have had a few bus accidents and breakdowns that are creating shortages.

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

Ms. Marienau delivered the directors report on behalf of Director Miles. She reported the signal on SH 53 is now operational. KMPO held a workshop in June with KCATT to discuss adopting a regional pavement cut policy. The city of Coeur d’Alene’s policy is the starting draft and KMPO has asked KCATT to provide revisions and input for a regional policy draft. KCATT will reconvene in August for further discussion. Ms. Marienau reported that Mr. Miles was absent from the board meeting today, as he was attending the Urban Balancing committee meeting in Boise and that he was able to secure an additional \$200,000 for Post Falls Highway District to use on the Prairie Underpass project.

10. Board Member Comments

Mr. Jeff Tyler, Post Falls Highway District, commented that with the work happening at I-90, he felt an offramp at Huetter Road from I-90 might be something to consider in terms of relieving traffic at the US-95/I-90 interchange.

11. Next Meeting – August 14th, 2025

Mr. Christensen motioned to adjourn the regular meeting of the Kootenai Metropolitan Planning Organization Policy Board on July 10th, 2025, and with no objections, the meeting was adjourned at 2:10 p.m.

Kate Williams

Recording Secretary