



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

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION
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1-208-930-4164 Website: www.kmpo.net

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Special Board Meeting
July 23rd, 2025
Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

Board Members in Attendance:

Graham Christensen, Chairman	East Side Highway District
Randy Westlund	City of Post Falls
Phil Cooper	Worley Highway District
Dan Gookin	City of Coeur d'Alene
Jim Kackman	Coeur d'Alene Tribe
John Hodgkins	City of Rathdrum

Board Members Absent:

Tom Shafer	City of Hayden
Bruce Mattare, Vice Chairman	Kootenai County
Steve Adams	Lakes Highway District
Damon Allen	ITD, District 1
Jeff Tyler	Post Falls Highway District

Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kate Williams	Administrator

1. Call to Order – Graham Christensen, Chairman

The special meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chairman Graham Christensen at 1:31 p.m.

2. Changes to the Agenda and Declarations of Conflicts of Interest – Action Item

There were no changes or declarations made.

3. KMPO Office Space Work Program and Budget Amendment – Action Item

a. KMPO FY 2025 UPWP Amendment #1

Director Miles presented the amendment to the Unified Planning Work Program related to the purchase of the KMPO office space. Once the board approved the option to pursue buying the KMPO's existing office space, Mr. Miles has worked to find the best means to do so. He currently has a loan in process with Washington Trust Bank. Outside of the loan option, Mr. Miles was also able to request the use of Federal Aid funds to acquire the property. In order for KMPO to become eligible to use those funds, there needs to be a budget item in the work program describing how the funds are to be spent. This proposed amendment adds budget into the administrative activity function, which is task one, KMPO Administration. The amendment adds an additional \$350,000 under the work item "KMPO Office Space," with the grant supplying \$300,000 and the local match of \$50,000, supplied via the special assessment. The amended budget, that Mr. Miles is to present, demonstrates to FHWA how the purchase of the office space will impact the overall operating budget and the logistics of cash flow. The funds for the acquisition of the office would predominantly be coming out of the Metropolitan Transportation Plan task, which was set at about \$350,000 and will be finishing up in FY 26. Therefore, the funds are already allocated and KMPO is able move forward.

b. Final KMPO 2026 Budget & Final FY 2025 Budget

Mr. Miles reported on the updated budget, which shows that KMPO can get through FY 26 with the budgeted program without a problem and still have cash reserves, which the board would like to see. The full budget was provided in the board packet.

c. FHWA Funded Office Acquisition Financing Plan and UPWP Budgets

The proposed budget distinguishes federal funds and local funds. The 2026 budget shows KMPO with \$566,910 in revenue and expenditures of \$539,000. This shows KMPO will have some unencumbered revenue that would be used as cash flow. For 2025, KMPO has \$968,000 in revenues and \$893,000 in expenses. KMPO would carry over into FY 2026 \$62,850; \$58,237, of which, is the federal portion.

d. KMPO Office Space Work Plan Timeline

Mr. Miles described the office space timeline. The purchase and sale agreement had the first opportunity for closing on August 15, 2025, with the contingency of September 15, 2025, if the paperwork isn't completed. This timeline is dependent on FHWA getting the paperwork processed. As of this meeting, FHWA stated they could make the August 15th deadline. The sellers have been advised it could go to September 15th, and it was not an issue.

Mr. Miles clarified that by using the federal aid funds, this would be a paid-in-full purchase for the office space rather than an annual payment, as the case would be with a loan from the bank. Mr. Dan Gookin, city of Coeur d'Alene, asked if the change from tenant to owner of the office space would impact the annual insurance cost. Mr. Miles reported that he has been in touch with ICRIMP and that the changes in insurance premiums would be minimal. Mr. Gookin asked if this purchase would impact the KMPO audit, since the office space would be a capital item. Mr. Miles stated no, he did not think the purchase would impact the audit. KMPO will maintain insurance and maintenance of the property to be shown in the reporting requirements.

Board members Mr. Jim Kackmen, Mr. Phil Cooper and Mr. Graham Christensen stated they fully supported completing the purchase of the office space using federal funds.

Mr. Jim Kackman motioned to approve the KMPO FY 2025 UPWP Amendment #1; Randy Westlund seconded the motion, which was approved unanimously.

Mr. Phil Cooper motioned to approve the Final KMPO 2026 Budget & Final FY 2025 Budget; Mr. Randy Westlund seconded the motion, which was approved unanimously.

4. Next KMPO Board Meeting – August 14th, 2025

5. Adjournment

Mr. Christensen motioned to adjourn the special meeting of the Kootenai Metropolitan Planning Organization Policy Board on July 23, 2025, and with no objections, the meeting was adjourned at 1:46 p.m.

Kate Williams

Recording Secretary