MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
February 12, 2015
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:	
Vic Holmes, Chair	City of Rathdrum
James Mangan, Vice Chair	Worley Highway District
Terry Sverdsten	East Side Highway District
Marc Eberlein	Kootenai County
Linda Wilhelm	City of Post Falls
Dick Panabaker	City of Hayden
Jim Kackman	Coeur d'Alene Tribe
Rod Twete	Lakes Highway District
Dan Gookin	City of Coeur d'Alene
Board Members Absent:	
Lynn Humphreys	Post Falls Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Staff Present:	
Glenn Miles	Executive Director
Bonnie Gow	Senior Transportation Planner
Kelly Lund	Administrative Secretary
Attendees:	
Donna Montgomery	Citizen, KMPO Volunteer
Monty Montgomery	Lakes Highway District
John Pankratz	East Side Highway District
Todd Tondee	Kootenai County
Laura Winter	Ruen-Yaeger
Rod Mitchell	Citylink
Don Davis	ITD
Jody Bieze	Kootenai County

1. Call to Order – Vic Holmes, Chair

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

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

Chair Holmes noted there were no changes to the Agenda or Declaration of Conflicts of Interest.

3. Approval of January 8, 2015 KMPO Board Meeting Minutes

Mr. Jim Mangan made a motion to approve the January 8, 2015 KMPO Board meeting minutes as presented. Mr. Terry Sverdsten 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**

No recommendations at this time.

6. **Administrative Matters**

a. January 2015 KMPO Expenditures & Financial Report

Mr. Rod Twete moved to approve the expenditures for January 2015. Mr. Jim Mangan seconded the motion, which passed unanimously.

b. Public Involvement Policy – Update

Mr. Miles noted the 45-day public comment period for the Public Involvement Policy update ends Sunday, February 15. It was advertised in the Coeur d'Alene Press on January 2, 15, and 31 and posted on the KMPO website. Comments and answers will be presented to KCATT the end of February. Depending on that outcome, a recommendation may be presented to the Board in March.

c. 2016-2017 Transportation Improvement Program Update Timeline

The Board packet included a copy of the MPO Program Update Process released on February 4, 2015. The Update is through ITD's Engineering Services Division and includes a required timeframe in order to get material into the next Transportation Improvement Program (TIP), 2016-2019. Mr. Miles said between now and March 30th, they will be working with ITD District 1 on projects they will be putting into the program. ITD has requested Kootenai County include their Program of Projects in a transit spreadsheet. In order for projects to be included in the 2016 program, they need to be submitted to ITD by March 31, 2015. ITD is working toward completing this by the September ITD Board meeting to ensure there is sufficient time for Federal Highways and Federal Transit to approve it to be effective January 1, 2016.

d. OMB "Super Circular" 2 CFR Part 200 Implementation

The Office of Management and Budget (OMB) has had a number of circulars with guidance on administration of federal aid grants. On December 4th, a number of circulars were consolidated into what is now being called "Super Circular." This Circular became effective on December 26, 2014. A copy of the Memo was included in the Board packet. Mr. Miles noted there were a number of things related to transportation including the timeliness of projects which causes the backlog of millions of dollars. OMB has proposed guidelines that would require an end date be identified once a grant has been obligated; there are provisions that would allow the end date to be changed. Mr. Miles said the goal is to shorten the time and get money turned back so funds are not tied up for other projects. This will affect all obligations of federal aid funds after December 26, 2014 and new obligations which will have additional performance requirements. Mr. Miles said this was for informational purposes, but wanted the Board to be aware of it since they receive federal funds and need to consider this when developing projects to ensure project timeframes are realistic. Currently, Federal Highways and Federal Transit receive a report on existing contracts every 90 days. The report shows projects that have had no activity for a 90 days period; they are required to report to Washington DC explaining why the project did not have any encumbrances against it and when it is expected to be back on track or closed.

7. Public Transportation (Informational Items Provided to KMPO)

KMPO is not the Designated Recipient of FTA Funding for the provision of transit Service in Kootenai County. These 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.

a. Citylink Status Report – Alan Eirls

In Mr. Eirls' absence, Mr. Rod Mitchell provided the Citylink report. Overall, January was a good month; ridership was down a bit. One of the buses was rear ended when it stopped at the railroad tracks; it was a minor accident - there were no injuries or damage to the bus.

b. KMC Status Report – Toby Ruhs

In Mr. Ruhs' absence, Ms. Bieze provided the KMC report. There were 1,762 passengers in January; she provided a handout from Mr. Ruhs.

c. Kootenai County Report – Jodi Bieze

Ms. Bieze said an email had gone out last night explaining that in 2014, the Board of County Commissioners restructured the grants department to include and incorporate the management and oversight of the transit system in Kootenai County. They hired 3 new people, an accountant, an administrative assistance, and Todd Tondee who will serve as the transit specialist and the person reporting to the KMPO Board.

d. Rural Mobility Manager's Report – Susan Kiebert

Ms. Kiebert was not in attendance; there was no written report provided.

Mr. Miles noted a recommendation would be going to PTAC restructuring the mobility management program. The recommendation will be that they seek interested parties from each of the Districts to apply to be the mobility manager. Mr. Miles did not believe CTAI would hold the contract for service for ITD in the future and said he believed the restructuring was due to a lack of funding to support and sustain the overall mobility management effort. The decision making process for how grants are awarded will also be restructured. They will be using a multi-state agency group, Intermodal Working Group (IWG) and the Public Transportation Advisory Committee (PTAC) which is in Idaho Statute. PTAC will be making policy recommendations to ITD Board and IWG and ITD staff will be making recommendations on the selection of projects. Mr. Miles said he believes they had awarded a 2015/2016 grant amount; they will not be doing a call for projects for the rural program until this fall. Mr. Miles explained the current funding and said the mobility manager program was funded with $850,000. He understands, in the future, each District will have at least one mobility manager; the amount of funds available will be $35,000-$50,000 to perform that service. The balance of funding will go toward putting back together the public transportation office.

8. Other Business

a. ITD Statewide FTA Section 5339 and 5310 Programs – Status Update

Mr. Miles noted he had provided the Board with the two tables he had received during the recent Urban Balancing Meeting. The 5339 and 5310 funds are a part of a state-wide pool of funds. ITD receives the apportionment annually through Congress; a portion for rural areas and a portion urbanized areas; the Boise Transportation Management Area receives their apportionment off the top. The 5339 funds for small urbanized areas coms as one lump sum; ITD has agreed on a population distribution basis. The table in the packet reflects 2013, 2014,

2015, the amount based on population allocated for programing purposes to those different areas. Mr. Miles noted the State is managing the Program of Projects for the state. All MPOs receive their apportionment - the Coeur d'Alene/Kootenai County area receives an allocation of approximately $137,000 a year. Mr. Miles said, with the exception of Canyon County, the other MPOs in the State have provided their allocations to this area to support the Riverstone Transit Center building project – a portion of 2013, all of the 2014, and the Lewiston-Clarkston area provided their 2015 funds. In 2016, our allocation of 5339 funds will go to Lewiston so they will have enough money to procure buses. Mr. Miles wanted the Board to see the marks they receive for programming purposes; the MPOs work together to pool their resources so other areas can acquire assets or do built outs. From a statewide standpoint, ITD has to put together a Program of Projects that they can approve and send to the Federal Transit Administration as part of their grant application for those funds. The 5310 table reflects how they have been taking advantage of those funds. There are other areas of the state that have not taken advantage of those funds and have indicated that they never intended on using those funds. If there is a good reason, other areas of the state may be able to come forward and utilize those funds in order to make use of money. Mr. Miles noted this was informational, but was part of what goes into developing the 2016 program.

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

Mr. Miles expressed appreciation to Ms. Wilhelm for inviting them to Post Falls to discuss the Highway 41 project, the approach they are using, and what they are hoping to gain from the Highway 41 Corridor Plan update. Mr. Miles said he felt it was worthwhile.

Mr. Miles noted that he had met with the new KMPO Board member, Commissioner Eberlein to discuss and explain KMPO's roles in regional transportation planning.

10. Board Member Comments

Mr. Gookin commented that he appreciated having the headers on the KMPO Board packet documents identifying the Agenda items.

Mr. Eberlein arrived at approximately 1:57 p.m.

Mr. Twete spent time with the legislators last week in Boise; there is still a move for revenue enhancement. Instead of increasing gas tax, they are considering a 1% sale tax increase which, he estimates, to generate approximately $170M; 40% goes to the locals and the remainder to ITD. Lakes Highway District is gearing up for construction due to the weather.

Mr. Mangan commented on Worley Highway District's project, upgrading Kidd Island Road. The project requires the purchase of right-of-way from about 30 different property owners – most of them are small portions, an acre or less. An open-house was held. Many of the property owners were in favor of the project and willing to negotiate with the Highway District. One of the hang-ups has been that the cost of the general appraisal needed to establish a price is substantially more than the price of the property. The Highway District has approached ITD and asked if it would be acceptable, since they are dealing with amenable property owners, to offer the appraised price of the property plus 10% in order to avoid the expensive appraisal costs. Mr. Mangan noted a Bill was subsequently passed in the legislature to allow this, however, before they can move forward, the appraisals they have worked up need to be reviewed by a general licensed appraiser – who must follow certain requirements and is still required to look at every piece of property. Mr. Mangan said they have gone back to Boise and asked for an exception for this type of situation; they are waiting for the results.

Chair Holmes recognized and welcomed new Board member, Marc Eberlein, Kootenai County.

Mr. Panabaker noted there had been several meetings regarding the airport matter. He attended the airport meeting last night and understood the FAA indicated the Huetter Bypass and Ramsey Road extension will remain as they are. He commented on the relationship between the agencies and would like to see them work together.

Mr. Eberlein apologized for being late and said he understood the Board meeting started at 2:00 p.m. He commented on Mr. Panabaker's remarks and said, regarding Reed Road/Ramsey Road, the FAA study on the east end of airport determined the approach was not a useable, precision approach so it has been dropped. Mr. Eberlein commented that he had spent the last few weeks trying to patch up relationships and is looking forward to moving forward.

Chair Holmes noted the June 11th KMPO Board meeting is scheduled during the week the Association of Idaho Cities meets. Three Board members are expected to miss the June 11th meeting. Chair Homes also commented on previous discussions about forming an RPTA and asked Mr. Miles if it would be worth a new discussion.

Mr. Miles said the discussion regarding the Regional Public Transportation Authority, RPTA, was left until such time there was some revenue option attached to the ability to create an RPTA. The current option was the one that would probably be maintained. Mr. Miles said they could renew the discussion if that was the desire of the Board; and explain what it is, what it entails, the objectives, and what the stumbling block have been. While it was modeled similar to the legislation in Washington State, part of the Bill was left out that involved local option sales tax to financially support the authority. Mr. Miles said if it was the pleasure of the Board, they could bring back the discussion back.

Mr. Kackman stated he was willing to participate in that conversation. He was interested to see how the restructuring of the County's grant department worked and said it may be helpful. Mr. Kackman noted funding for the Board may be a problem, but said they could just as easily consider folding those functions into KMPO and make KMPO the RPTA. Mr. Kackman said he was open to ideas, but willing to see how the new County setup worked.

Mr. Miles suggested they wait until this fall to discuss the matter.

11. Next Meeting – March 12, 2015

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Holmes adjourned the February 12, 2015 meeting without objection.

The regular meeting was adjourned at 2:10 p.m.

Recording Secretary