

Kootenai Metropolitan Planning Organization Policy Board Meeting

**Idaho Transportation Department District 1 Headquarters
April 3, 2003**

MEETING SUMMARY

Board Members in Attendance:

Dixie Reid, Chair
Tom St. John, Vice Chair
Lynn Humphreys
Anson Gable
Dave Atwood
Dick Edinger
Clay Larkin
Andrea Storjohann (for Scott Stokes)
Gus Johnson

Board Members Absent:

Joe Hassell

Call to Order

The meeting was called to order by Dixie Reid at 1:00 pm.

Approval of January Meeting Summary

A motion to approve the minutes from the March 6 KMPO Policy Board meeting was seconded and approved unanimously.

Public Transportation Report

John Austin from Panhandle Area Council gave the Board an update on the 5307 funding for transit operating funds. Although the April 1 application deadline has passed, the application process is still moving ahead and when the grant has been approved, John expects that funding will be retroactive to April 1. Some arrangement for interim funding may be needed.

John noted a recent article in the newspaper concerning negotiations with NICE for service in the urbanized area. While negotiations began originally with White Tail Transportation, an agreement on price for needed services could not be reached. White Tail respectfully declined to pursue the agreement further, so the County researched other legal avenues for finding a service provider and subsequently entered into negotiations with NICE for service.

It appears that a total of approximately \$4,000 may be needed from participating agencies in the urbanized area to match the grant. John has obtained letters of commitment for soft match from NIC and KMC, which should make up the rest of the required match.

One hurdle John has discovered is that FTA will only fund to a maximum of the amounts identified in the Statewide Transportation Improvement Program (STIP). While ITD's Public Transportation Division had the foresight to identify some funds for transit operations in the STIP, the amount is less than the total identified by the County and PAC. Consequently, a STIP amendment will be needed. Because this can be a lengthy process, John will submit an application for the amount currently shown in the STIP now, and will obtain the remaining amount later after the STIP amendment process is complete.

The County has established a Public Transportation Committee by resolution. Next week, this committee will discuss a Joint Powers Agreement between five cities inside the urbanized area to establish a relationship between these agencies for dealing with transit service.

John expects that the Public Transportation Committee will also ask the County to continue to provide staff for this committee. He also noted that FTA requires that the soft match contributed by NIC and KMC be channeled through the County's financial processes. The County will need to make arrangements to receive these funds from the college and hospital and then pay them out again as matching funds.

Dixie called for questions. Dave Atwood asked which five cities would be entering into the Joint Powers Agreement. The response was Coeur d'Alene, Post Falls, Hayden, Dalton Gardens, and Huetter. John has broken down the required match needed from these five cities based on a straight population ratio.

Dixie noted that the City of Coeur d'Alene and Kootenai County have agreed to provide interim financing for transit service until the grant application is approved. Post Falls and Hayden may also consider contributing some interim financing. Dixie expects the total needed in the interim will be approximately \$20,000 per month. John expressed appreciation to these agencies for stepping in to fill the gap.

Dixie thanked John and the others on the Public Transportation Committee for their diligence in seeing this process through. She noted that when presented with this immense task last fall, she had some private concerns that it may not be possible to accomplish everything in the short period of time provided. She commended John for his work – the committee has done a great job.

Donuts

Dixie thanked Dick Edinger and East Side Highway District for providing donuts for the meeting today. Anson Gable volunteered the City of Hayden to provide treats for the next meeting.

Kootenai County Air Quality Advisory Committee

Dan Redline from DEQ provided an overview of the Kootenai County Air Quality Advisory Committee (KCAQAC) for the Board. He provided the Board with a handout describing the committee and a brochure that was prepared by this group. (Copies of both are on file with these minutes in the MPO record.)

KCAQAC was organized in 1993. They are an informal group, and meetings are open to whoever wishes to attend. The group was established with the purpose of advising DEQ on air quality issues in Kootenai County. Their mission statement is "To improve and maintain air quality in Kootenai County by voluntary action."

Since their inception, the group has accomplished a couple of key things:

- KCAQAC worked with DEQ and the EPA to develop a local air quality improvement plan, thereby avoiding a "non-attainment" designation for Kootenai County. This was a one-of-a-kind approach to managing air quality in the U.S., and is now renowned across the nation.
- The group also raised approximately \$160,000 through door-to-door canvassing for donations. This money has been used to improve Kootenai County's air quality monitoring system, which has real-time monitoring capabilities. A portion of the money was also used to develop and publish brochures related to airshed management.

The committee's air quality plan addressed transportation-related sources of air pollution as well as other industrial and agricultural sources. One example is fugitive road dust. The plan has helped agencies in Kootenai County compete within the Congestion Mitigation/Air Quality (CMAQ) funding program to purchase equipment and materials for dust abatement, and to pay for street paving.

KCAQAC meets monthly. They were established as a base of knowledge for air quality issues in the county and would like to offer their services and knowledge to KMPO. In the coming months, KCAQAC will be formulating a recommendation to KMPO on the best format for this. It may be that KMPO could use KCAQAC as a stand-alone advisory committee on air quality issues, or there may be some benefits to coordinating KCAQAC's efforts with KCATT. Either way this group will be a good resource for KMPO.

Dixie asked about meeting minutes for this committee. Dan said that because the group is organized informally, no official minutes are taken. However, an agenda is published for each month's meeting and is distributed along with handouts and data from the previous month's meeting. Dan noted that many KMPO member agencies have been or are now represented on KCAQAC, so the groundwork is in place for good coordination.

Urban Balancing Process

Carole Richardson gave the Board an overview of the current STP-Urban program, and the "obligation" process which is used to lock in project funds so they can't be taken by another agency. (A copy of her presentation is on file with these minutes in the MPO record.)

For each project, money is divided into categories for preliminary engineering (design), right of way, utilities, and construction. In order to obligate funds in any of these categories, certain milestones must be met in the project development process. Funds must typically be obligated by July of the year they are programmed.

New projects enter the program with their construction funds shown in the "Preliminary Development" category rather than a fiscal year. Before a project can be assigned a construction year, preliminary engineering work to develop a "Concept Report" must be complete. Under the Urban Committee's current guidelines, KMPO is allowed approximately \$1.5 million worth of construction money in the Preliminary Development category. KMPO's has two projects in Preliminary Development which already exceed the \$1.5 million amount allowed. So, until a Concept Report is approved for one of these projects and construction moneys are moved out of Preliminary Development into a fiscal year, KMPO cannot add a new project to the program.

Tom St. John asked why the amount of money scheduled for KMPO projects is much greater than \$1.5 million in some fiscal years. Carole noted that Tom has discovered the secret to success...the \$1.5 million ceiling applies only to the Preliminary Development category, not actual fiscal years. So, the more efficient KMPO agencies are at preparing Concept Reports and moving construction funds from Preliminary Development into an assigned fiscal year, the more projects KMPO can realize. The trick is to keep advancing projects out of Preliminary Development so that new ones can be added.

It is very important for agencies to watchdog the design and development of their projects as they are prepared for bid. If an agency encounters an obstacle that could prevent them from getting money obligated by July of the program year, they need to let Glenn Miles know as soon as possible. Also, as the design process progresses and anticipated right of way and construction costs are refined, it is important for agencies to communicate any needed funding changes to Glenn. The more advance warning Glenn has, the better chance he will have at finding a way to accommodate funding or schedule changes.

Tom St. John asked if funds could be shuffled between different programs. For example, could STP-Urban funds be moved to the CMAQ program? Carole responded that no, each individual funding program is balanced separately. Funds can only be moved from one STP-Urban project to another STP-Urban project. While KMPO agencies may have projects in other funding programs, the Urban Committee is only responsible for balancing funds within the STP-Urban program.

Carole suggested the following protocol when an agency needs to change programmed funds:

1. First, if the agency has more than one project in the urban program, they may wish to see if they can simply shuffle funds between their own projects.
2. The next choice would be to approach other KMPO agencies to see if money could be shuffled among KMPO projects to accommodate needed changes.
3. The final option would be to work with LHTAC and the other MPO's on the urban committee to juggle funding between projects in other areas of the state.

Dave Atwood pointed out that a problem could arise if a KMPO member agency was not forthcoming about the status of their projects.

Carole agreed and stressed that open communication among KMPO's member agencies is essential to a successful strategy. For example, if a member agency waits until the last minute to let other KMPO agencies know that they will not be able to obligate money on time, then KMPO will be at a disadvantage in finding another way to obligate the money so that it stays in Kootenai County. The danger is that if one of our agencies can't meet an obligation date and we don't have adequate time to prepare a back-up plan, another MPO could end up with the money. The best approach is to operate as a family and make sure we take care of our own first.

The Board moved to a discussion of the need to revise the Urban committee's membership and suggestions for changes proposed by Mori Byington of Bannock Planning Organization. With the addition of three new MPO's in Idaho, and Boise changing to TMA status, the Urban Committee will need to be restructured.

Dixie noted that Mori had proposed that ITD have official membership on the Urban Committee. Mori has also suggested that more STP money should be made available to the Urban Committee. In principle, Dixie likes both of these suggestions.

Clay asked whether it was a good idea to enter into an MOU with the other existing MPO's now, considering that there are two other new MPO's that are not yet designated. Dixie felt that even if the MOU needed to be revised later as Lewiston and Nampa come on board, it is smart for KMPO to begin working with the others on the Urban Committee now.

Clay asked if a motion to support Mori's suggestions would be appropriate. Dave Atwood clarified that one of Mori's suggestions involved opening the entire STP program to the MPO's, so that the MPO's and ITD would compete together in a larger pool of funds. He feels that more information, discussion and thought are warranted before KMPO agrees to champion this idea.

Considerable discussion ensued concerning the portion of the STP program that is currently allocated to local agencies, and the changes to these allocations that occurred based on the 2000 census. Jim Hammond commented from the floor that it would be nice to see a "per capita" breakdown of the STP funding allocation before and after the last census.

Ron Kerr commented from the floor that reauthorization of the transportation act is already underway and could change the amount of funding that comes to Idaho. The reauthorization bill ("TEA-3") may also affect the proportionate share of STP funding that comes to local agencies.

Dixie said that it would be a good idea to determine what KMPO can do to assist ITD with redefining the funding process. Glenn Miles suggested that KMPO could contact District 1's Transportation Board member (John McHugh), and let him know that KMPO would like to be included in discussions of funding changes. Board members generally agreed that this was a good idea. Dixie noted that the message would be that KMPO wishes to partner with ITD on ways to increase the money available to MPO's.

KMPO
April 3, 2003 Policy Board Meeting

Ron Kerr noted that this would be a good topic for the next Urban Committee meeting, which is the annual balancing meeting on April 24. Board members who plan to attend the Urban Committee meeting include Clay Larkin, Tom St. John, and Anson Gable. Andrea Storjohann noted that Scott Stokes could also be available to attend if Dixie so desired. Dixie thought Scott's attendance would be a good idea.

KCATT Update

Gordon Dobler walked the Board through KCATT's recommendations for the annual balancing meeting. In summary, these are the changes KCATT would like to implement at the balancing meeting:

<u>Key No.</u>	<u>Project</u>	<u>Change</u>
6556	Government Way, I 90 to Dalton, Phase I	No change.
7831	Seltice Way, NW Boulevard to Seltice Bridge	No change.
8466	Government Way, Neider to Dalton (Phase 2)	No change.
8465	Government Way, Honeysuckle to Miles	No change.
9026	Mullan Ave, Greensferry to SH41	Advance \$67K in PC to 2003. Move \$69K from PC to UT in 2005.
9027	Hanley Avenue	Advance all PE and PC funding to 2003 or 2004.

Gordon noted that since KMPO has already maxed out the allowed amount in Preliminary Development, no new projects are recommended at this time.

Carole stated that the Mullan Avenue project in Post Falls already has enough preliminary engineering money available in 2003 to develop a Concept Report. She suggested that if a choice needs to be made between advancing more money to Post Falls, or advancing money to the Hanley Avenue project in Dalton Gardens, it would be better to get Dalton going on their Concept Report too. Clay Larkin concurred with this approach. With Concept Reports underway for both projects, perhaps room could be made sooner for a new project in Preliminary Development.

ITD/KMPO Fiscal Agreements

The Joint Powers Agreement has been approved by all member agencies, so Dixie executed the agreement between ITD and KMPO for operation and finance. Originals were given to Ron Kerr for processing.

Janet Weaver presented the Consolidated Planning Grant Agreement to the Board. Dick Edinger moved to accept the agreement. The motion was seconded, passed unanimously and Dixie executed this agreement as well. Originals were given to Janet Weaver for processing.

KMPO

April 3, 2003 Policy Board Meeting

KMPO / SRTC Contract

Glenn Miles noted that the age discrimination provisions had been corrected in the final KMPO/SRTC contract per the Board's direction last month. Since the Board had approved this agreement previously, Dixie signed it. Originals were given to Glenn Miles for processing.

Board Member Items

Senate Transportation Committee Update

Clay Larkin reminded the Board of discussion at the March meeting concerning proposed truck length and weight legislation. He attended the State Senate Transportation Committee meeting last Tuesday, and learned that all three proposed pieces of legislation have been removed from consideration (HJM05, HCR024 and H0282.)

However, a new House Bill (H0395) has been proposed which resurrects many of the same issues as the three former measures. Clay provided a copy of this proposal to Board members (a copy is on file with these minutes in the MPO record.) Lynn Humphreys noted that the bill had passed the House Transportation Committee yesterday.

Dixie asked if there was a similar pilot program in the early 1990's. Discussion ensued as Dave Atwood and Lynn Humphreys explained some of the issues associated with this topic, including the lack of findings from earlier studies, and provisions related to ordinance authority for Highway Districts which did not materialize in previous legislation.

Lynn stated that KMPO needs to oppose House Bill 395. Gus Johnson recommended that Board members let the senate know of their opposition individually. Discussion ensued concerning the position of state senators representing areas of Kootenai County.

Dick Edinger moved to oppose House Bill 395 and also moved that each KMPO Board member contact local senators to voice opposition. Gus Johnson seconded. Dixie called for discussion. Tom St. John noted that all senators could be notified of KMPO's opposition, not just local ones. The motion passed unanimously.

Dixie will email members of the Senate Transportation Committee as chair of KMPO. She asked that all other Board members do the same on an individual basis.

Ron Koontz noted that the North Idaho Mayors' Coalition has also opposed this legislation and that a letter may be forthcoming from this group.

Other Business

Dixie informed the Board that she is in receipt of a letter from the Idaho Transportation Board designating Kootenai County as the official transit agency for the urbanized area.

KMPO

April 3, 2003 Policy Board Meeting

Dixie also advised the Board of several "Walkable Communities" workshops which will take place next week.

Executive Session

The regular session was adjourned at approximately 2:50 p.m. The Board then entered executive session. The general tenor of discussion concerned hiring of legal council for KMPO.

KMPO Legal Council

The Board entered back into regular session at approximately 3:00 p.m. Clay Larkin made a motion to retain Freeman Duncan as KMPO's attorney. Lynn Humphreys seconded. The motion passed unanimously.

The meeting was adjourned at 3:03 p.m.