**KCATT MEETING MINUTES**
**for**
**December 18, 2012**
Idaho Transportation Department District One Headquarters
600 W. Prairie Avenue, Hayden, Idaho 83815

**Call to Order:**

Chairman Robert Palus called the KCATT meeting to order at 8:00 a.m.

**Welcome / Introductions:**

Robert Palus requested all those present to introduce themselves:

Robert Palus (Chair).....City of Post Falls
Kelly Brownsberger.....Post Falls Highway District
Kevin Howard.....Worley Highway District
Sean Hoisington.....City of Hayden
John Pankratz.....East Side Highway District
Eric Shanley.....Lakes Highway District
Kevin Jump.....City of Rathdrum
Marvin Fenn.....ITD
Don Davis.....ITD

**Staff**

Glenn Miles.....Executive Director
Bonnie Gow.....Senior Transportation Planner
Kelly Lund.....Executive Secretary

**Alternates and Guests**

Marshall Law.....Avista
Ed Canon.....KEC
Heather Carroll.....HDR
Sean Metts.....HMH
Ralph Paul.....IDEQ
Monty Montgomery.....Lakes Highway District
Donna Montgomery.....Citizen, KMPO Public Trans Roundtable

**3. Approval of November Meeting Minutes**

Mr. Eric Shanley, Lakes Highway District, had revisions to the November Minutes. Under Project and Utility Updates, line 4, should read potential "joint" project on Miles Avenue and lines 9/10 should read the project "between Ramsey and Rimrock."

**Mr. John Pankratz made a motion to approve the November 27, 2012 KCATT meeting minutes as amended. Mr. Kevin Howard seconded the motion, which was unanimously approved.**

## 4. Public Comments

There were no public comments.

## 5. Project and Utility Updates

Mr. Don Davis, ITD, reported not much had changed since Mr. Fenn's report last month. The Highway 53 Access Management Study has been finished up. Mr. Davis had the Final Report from DEA and will be putting together the plan elements for ITD and visiting the City of Rathdrum, the City of Hauser, and Kootenai County about handing the document over to them. He will talk with Damon Allen to find out if it will be reviewed by the ITD Board.

Mr. Kevin Jump, City of Rathdrum, reported the City continued to be in winter maintenance mode.

Mr. Eric Shanley, Lakes Highway District, reported not much had changed with regard to the project development phase of the work in progress. Last night, their Board adopted their new five (5) year CIP. The District is in winter maintenance mode.

Mr. John Pankratz, East Side Highway District, reported that he anticipated notification of a Pre-Construction meeting for Burma Road soon.

Mr. Sean Hoisington, City of Hayden, reported they were continuing work on their transportation plan. Work on the Ramsey Road extension project continues as they are seeking a mutually beneficial solution for the alignment with the county and the airport. Mr. Hoisington said he is working on sewer projects and hoping to be back doing traffic analysis, etc. in about a month. He believed the Wyoming project was complete. The State was instrumental in finding federal dollars to replace the $242,000 the City spent out of Phase 2 dollars. As a result, the City received a $213,000 reimbursement. Mr. Hoisington said the City greatly appreciated the State's assistance.

Mr. Kevin Howard, Worley Highway District, reported J-U-B expected to have the preliminary design for the Kidd Island Road STP-Rural project to him before Christmas. The District is in winter maintenance mode.

Mr. Kelly Brownsberger, Post Falls Highway District, reported the District was in winter maintenance mode.

Chair Rob Palus, City of Post Falls, reported they would be closing on the right-of-way acquisition for the 15th/16th realignment project this evening during their city council meeting. The Seltice Congestion Mitigation project Concept Report is in to ITD for review. A public open house is scheduled for January 16th at Post Falls City Hall.

Mr. Marshall Law, Avista Utilities, reported they were designing projects for next year and said they were still doing some work on Beck Road.

Mr. Ed Canon, Kootenai Electric Cooperative, reported they were finishing up the Hayden-Ramsey re-conductor project. Outages from yesterday were pretty much cleaned up. Mr. Canon anticipates they will begin designing a re-conductor project on Conkling Road from Larson Road down into Conkling Park.

Mr. Pankratz gave kudos to Avista and Kootenai Electric for their rapid response to the power outages yesterday.

Ralph Paul, DEQ, had no update to report.

## 6. KMPO Planning Updates

Ms. Bonnie Gow noted the KMPO Board accepted the 2010 Travel Demand Base Model during their last Board meeting. She has completed the model documentation and will forward it to the group. They will have until January 15, 2013 to review the documentation. Ms. Gow asked the group to provide feedback.

## 7. Idaho Transportation Board Update

Mr. Don Davis noted the Board would be meeting tomorrow.

## 8. Current Business

### a. 2013 TIP Modifications and Deletions – Discussion

Mr. Glenn Miles said once the Transportation Improvement Program (TIP) has been adopted, it is not uncommon to add, subtract or modify various projects throughout the year. Federal Highway Administration made the recommendation that KMPO provide an outline reflecting the ways in which the TIP can be modified. The document, which was included in the packet, outlined major and administrative modifications. A designated official from the jurisdiction requesting the change will be required to sign off on the request stating their Board or City council has authorized a change to the design concept or scope of the project. Mr. Miles stressed the importance of having a clear understanding between the owner of the project, the MPO, the Project Administrator, ITD, and the Federal Highways Administration. He wanted the group to be aware of the protocol KMPO would be following.

### b. Request for Qualifications for On-Call Consulting Services

Mr. Miles said it would be advantageous for KMPO to have on-call consultants available to assist with various projects in travel demand modeling. The KMPO Board has authorized Mr. Miles to put together a Request for Qualifications. A list of eligible consultants will be compiled with the focus being limited to assisting KMPO in work related to the travel demand model as the need arises. Mr. Palus and Mr. Shanley will sit with Mr. Miles in reviewing the responses to the RFQ. The matter will then be brought back before KCATT.

### c. Election of 2013 Officers

**Mr. Sean Hoisington nominated Mr. Kelly Brownsberger for the position of 2013 KCATT chair. Mr. Eric Shanley seconded the motion which passed unanimously.**

**Mr. John Pankratz nominated Mr. Gordon Dobler for the position of 2013 KCATT vice chair. Mr. Sean Hoisington seconded the motion which passed unanimously.**

**d. 2013 KMPO/KCATT Board Meeting Dates & Location**

**Mr. Kevin Howard made a motion to accept the KMPO/KCATT Board Meeting Dates as presented. Mr. John Pankratz seconded the motion which passed unanimously.**

## 9. Upcoming KMPO Board Items

Mr. Miles said during the last Board meeting, he gave the Board a brief update from the last Urban Balancing Committee meeting. ITD brought forth some alternatives for addressing the MAP-21 funding allocations for the local public agencies which is driven by Board Policy B-11-04. LHTAC suggested the distribution of federal aid funds be based on centerline miles. The KMPO Board concurred with Mr. Miles' recommendation that the distribution of funds should follow the same methodology used in the apportionment process, rather than creating another system that is not linked to the way Congress apportioned the funds. He explained the distribution totals would be based strictly by apportionments. Mr. Miles said it would give the MPOs and LHTAC the ability to program funds across projects, provide a consistent funding stream and allow them to program projects over time. This would create more consistency in the process. Mr. Miles confirmed that this was a baseline and said they could receive more funding if projects were ready or lose funding if it is not spent during the given year.

Mr. Eric Shanley suggested a ten year analysis be put together. He questioned Mr. Miles about the current status of the discussions.

Mr. Miles explained the Urban Balancing Committee would be meeting in January and making their recommendation to the ITD Board. He said there would be more discussion in January and will be seeking a recommendation from the group. Mr. Miles asked the jurisdictions to forward a list of their STP urban and rural funding over the last ten years and said they should exclude all ARRA projects, forest land, forest highways, emergency, and Governor's Discretionary Funds. Lakes Highway District projects that were facilitated or moved up in association with the GARVEE projects on US 95 should be included as they were funded with STP-Rural funds. Mr. Miles specified this would be strictly STP urban or STP rural funds.

## 10. Other Business

### a. KCATT Member Items

Mr. Pankratz reported East Side Highway District was pursing funding options to repair Yellowstone Trail Road near Exit 22; the funding options will include LHTAC emergency funds and possibly some public lands access program funds. They are going to the BLM and will be meeting with ITD. The District will also be seeking safety funds through LHTAC to address some safety improvements for Canyon Road, Sunnyside Road, Wolf Lodge Creek Road, and Fernan Lake Road. Next year, East Side Highway District will be applying for LRHIP funds to do a transportation plan. The District will be asking for KCATT and ultimately, KMPO's support on these projects. Mr. Pankratz encouraged the group to

carefully review Kootenai County's Unified Land Use Code (ULUC) draft which is expected to be released the end of January 2013.

Mr. Brownsberger reported Post Falls Highway District would be applying for STP-Rural funding to widen West Riverview Drive at Skalen Creek Road, approximately 3 miles west of Post Falls. The application is due January 25, 2013. The District will be seeking a letter of support from KMPO. Mr. Brownsberger commented that the project would be just over $900,000.

Mr. Miles explained MAP-21 expanded the existing National Highway System (NHS) to include all principal arterials in the new Enhanced NHS. He noted the update included Seltice Way. Mr. Miles will forward a white paper by Scott Frey, Federal Highway Administration, addressing the implications of MAP-21 on NHS.

Mr. Palus wished everyone a Merry Christmas and thanked them for their support during his term as chairman.

## 11. Next Meeting – January 22, 2013

The next meeting is scheduled for January 22, 2013 with Mr. Kelly Brownsberger, Post Falls Highway District, serving as KCATT chair.

## 12. Adjournment

**Mr. Sean Hoisington moved to adjourn the December 18, 2012 KCATT meeting. Mr. John Pankratz seconded the motion which unanimously passed.**

**The meeting adjourned at 8:51 a.m.**

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**Recording Secretary**