

Kootenai Metropolitan Planning Organization Policy Board Meeting

**Idaho Transportation Department District 1 Headquarters
February 6, 2003**

MEETING SUMMARY

Board Members in Attendance:

Dixie Reid, Chair
Lynn Humphreys
Anson Gable
Dave Atwood
Joe Hassell
Tom St. John
Dick Edinger
Clay Larkin
Scott Stokes

Board Members Absent:

Gus Johnson

Call to Order

The meeting was called to order by Dixie Reid at 1:01 pm.

Approval of January Meeting Summary

A motion to approve the minutes from the January 2 KMPO Policy Board meeting was seconded and approved unanimously.

Governor's Designation

Dixie announced that KMPO has been designated by the Governor as the agency responsible for transportation planning in Kootenai County. She read Governor Kempthorne's designation letter for the Board. (A copy of the Governor's letter is on file with these minutes in the MPO record.)

Public Transportation Report

John Austin from Panhandle Area Council provided the Board with an update on public transit issues, on behalf of KMPO's transit committee.

John introduced Dave McDowell, Kootenai County's Financial Administrator, who attended the Policy Board meeting since member Johnson was unable to make it.

KMPO
February 6, 2003 Policy Board Meeting

A sheet identifying resources and conclusions developed by the transit committee was provided in the Board's advance agenda packet. John also noted that a summary of the transit committee's meetings and actions was provided separately as a handout to the Board today. (A copy of this is on file with these minutes.)

John began with an overview of the existing service needs within the urbanized area. North Idaho Community Express (NICE) has a current ridership of about 52,000 annually within the urbanized area. About 200 people per day use the NICE bus in the Coeur d'Alene/Hayden/Post Falls area. Many of these riders are elderly or disabled passengers without access to other transportation modes.

PAC (on behalf of Kootenai County) will be issuing an RFP for a transit provider within the urbanized area. Based on NICE's current expenditures, John estimates that approximately \$200,000 in federal aid will be needed to serve the urbanized area. Since there is a matching rate of 50/50 for urban federal transit operating moneys, the challenge has been to locate \$200,000 in local funds that can be used to garner the necessary federal aid.

John and the transit committee have discovered that some moneys that are already being spent by Kootenai Medical Center, North Idaho College and Aging and Adult Services can be considered match. At present, it appears these local sources could total approximately \$190,000. In exchange for pledging their funds as match for a federal aid grant, John explained that KMC, NIC and Aging and Adult Services are interested in seeing a commitment for long range transit planning. Also, KMC will need to replace one of their buses soon and would like to use federal aid to purchase a new bus.

If the matching funds described above are pledged, John estimates there will still be a shortfall in match for operating, plus some administrative costs associated with operating that local governmental agencies will be asked to fund.

John described the next steps as follows:

1. PAC on behalf of Kootenai County will issue an RFP to see who may be interested in providing service to the urban area.
2. Once the cost of service and available match is known, a scope of services can be determined.
3. PAC hopes to make application for 5307 funds by the end of March.

Clay Larkin asked if John expected the cities would be asked to find a five-digit matching amount in this budget year. John explained that they didn't know yet, but that they were hoping to have answers by the next KMPO Policy Board meeting.

Dave Atwood asked how much of NICE's ridership and current funding is targeted to locations outside the urbanized area. John responded that NICE serves only about 8,000 riders annually in Northern Idaho who are not within the urbanized area. Compared to the 52,000 ridership within the urbanized area, this is a small amount.

Scott Stokes asked for clarification on how the matching and total amounts being proposed now compare to what funds have been spent in the past. John explained that on paper it may appear that

more money will be spent, however, the intent is essentially to fund the existing level of service. The reason it may appear more dollars are proposed now than in the past is that some items under the old rural program no longer count as match under the new urban program. Scott stated that if any changes to transit operations or other transit activities are being proposed, it would be helpful to have a description of what is changing.

Dave Atwood asked if there was any problem with using KMC's money as match since the federal urban transit funds would not be spent throughout Kootenai County. John noted that KMC would like to see an enhancement to service county wide.

Dixie addressed the subject of administrative costs for operating. She explained that KMPO's metro planning funds cannot be used to pay for operating expenses. John said that Carole Richardson had been in touch with him on this subject. He asked the Board to consider sending \$20,000 of KMPO's metro planning funds to the County for *planning* purposes. (Note: There was further discussion of transit planning later in the meeting. Please see minutes of the UPWP topic below.)

At the January meeting, John had provided the Board with a sample resolution which was to be presented to individual member agencies. Dixie asked Gordon Dobler to follow up on the status of Coeur d'Alene's resolution. Clay Larkin will check with his attorney on the status of the one in Post Falls. Hayden's resolution has been signed; Rathdrum's is on their council agenda for next Tuesday; and John already has resolutions from Dalton and Huetter.

Key 9025 KCATT Plan Update – FY04 Funding

Joe Wuest addressed the Board on the subject of the project in the FY04 program to update the Kootenai County Regional Transportation Plan. Lakes Highway District was the original sponsor of this project. Joe asked the Board to assume sponsorship of the project since KMPO is now in place. A draft letter to LHTAC to change the sponsorship of this project was provided in the Board agenda packet for review.

Dave Atwood moved to approve the letter. Tom St. John seconded. Dixie called for any discussion.

Dick Edinger noted that when the KCATT Plan was developed in 1997, all of the KCATT member agencies participated either with cash or with in-kind work. This time, each agency will be asked to provide a cash match. Joe concurred and noted that the entire project is expected to cost \$260,000; most is federal aid, but about \$19,000 of this will need to come from the local agencies.

Clay Larson expressed his concern that with each new topic the Board hears, a corresponding dollar figure seems to be attached. It is very difficult for local agencies to keep finding more and more money for KMPO issues, especially midway through an existing budget year.

Joe and Carole Richardson explained that the regional plan is one of KMPO's primary responsibilities. The last time the regional plan was prepared, there were no federal aid funds involved so KCATT agencies had to come up with \$250,000 out of their own local coffers. This time, most of the cost of the plan update will be federal aid, with only a \$19,000 commitment by local agencies. Local contribution amounts to get the \$19,000 needed were worked out by KCATT last year, and many of the KCATT agencies have already budgeted for their share. The funds will not be needed until FY04, so a mid-year

budget change is not needed immediately. But, KMPO member agencies should budget for their share of the matching amount for this planning project on FY04.

The motion on the floor was approved, and the letter requesting sponsorship change will be sent to LHTAC.

Urban Committee Meeting on 1-14-03

Clay Larkin, Scott Stokes, Gordon Dobler and Carole Richardson attended the Urban Committee meeting with the other MPO's in Idaho last month.

Clay thanked Scott, Carole and Gordon for attending the meeting with them and described some of the funding changes that occurred at the meeting. Because one of the other MPO's needed to delay a project, we were able to advance preliminary engineering on the Mullan Avenue project by 2 years. This will give the project a jump start. Clay expressed an interest in attending future Urban Committee meetings, and stated he would be present at the April 24 meeting.

Scott described the makeup of the committee for the rest of the group and explained the cooperative approach that the Idaho MPO's have developed. He stressed that the key to success within the urban program is project readiness, and strongly encouraged the Board develop strategies for meeting project milestones. Scott explained that each year, there are likely to be project delays somewhere in the state. There could be opportunities for KMPO to advance projects when others delay, provided that we remain on top of things.

Dixie expressed her desire that each Board member have the opportunity to attend one of the Urban Committee meetings at some point. While these meetings are primarily for MPO directors and MPO Board members are not commonly in attendance, sitting in on a meeting does provide a valuable education. At the April Meeting, Anson Gable and possibly Dave Atwood or Tom St. John will try to attend. Clay reiterated that he will also attend again. Carole will track down the dates of future Urban Committee meetings so that other Board members can arrange to attend one.

Dick Edinger asked about some email correspondence in the Board packet between Carole and Joe Haynes. The email referred to a suggestion by Clay Larkin at the Urban Committee that written status reports be provided on all urban projects. Clay noted that Mori Byington, director of Bannock Planning Organization (Pocatello), was working on a form to be used for the Urban Committee meetings. Carole clarified that the committee is trying to formalize and better document any funding changes. Mori is developing a form that will need to be filled out and provided to the Urban Committee if any MPO wants to advance, delay, increase or decrease project funds.

KCATT Report

Gordon Dobler addressed the Board on several topics recently tackled by KCATT:

New Urban Projects

Gordon briefly explained the process whereby new projects are added to the program. He recently met with a KCATT subcommittee consisting of Charlie Gay (Hayden), Bill Melvin (Post Falls), and Ron Koontz (Dalton Gardens) to discuss new projects for the urbanized area. While this subcommittee has identified three potential projects, they have not prioritized them. Gordon and the subcommittee want to further investigate some strategies for programming projects before making any recommendations to the Board. It could be in KMPO's best interest to have several potential projects, with varying levels of cost and complexity, on the back burner. This strategy seems to be working well for Boise – they have a list of potential projects to fit any open space in the funding program.

The three potential new projects that have been identified by the subcommittee are:

- Idaho Street in Post Falls
- West leg of Hayden Avenue / US95 intersection in Hayden
- Government Way Corridor Study from Dalton Ave to Prairie Ave in Dalton and Coeur d'Alene

Enhancement Priorities

Gordon described the process KCATT used to evaluate and prioritize Enhancement applications in Kootenai County this year. He read the following priorities and asked the Board to pass a resolution approving the submission of these priorities to ITD:

1. City of Rathdrum – McCartney Street/Coeur d'Alene Avenue Pathways
2. City of Post Falls – 15th Avenue Bike/Ped Facility
3. City of Post Falls – Seltice Way Pedestrian Facility
4. City of Post Falls – Spokane Street Pedestrian Facility
5. Kootenai County – Centennial Trail Access Ramp and Signing

A motion was made and seconded to approve the resolution. It passed unanimously.

Functional Classification Map Update

Gordon described the process to update functional classification maps in Idaho. Typically, ITD updates these maps about every five years. Since the Census Bureau designated an urbanized area within Kootenai County in 2000, individual city maps will no longer be prepared. Instead, there will be one functional classification map for the urbanized area. KCATT is working on any changes needed to the functional classification system, and will likely have recommendations for the Board in April.

“The Future of KMPO”

Item number 13 was moved ahead on the agenda.

Nancy Stricklin explained her understanding that the Board was interested in becoming an autonomous agency. In response to this, she has taken on some of the legwork and has developed an Amended Joint Powers Agreement that would allow KMPO to stand independently as an organization separate from all of its member organizations. The revised agreement has already received comment from member

KMPO
February 6, 2003 Policy Board Meeting

agency attorneys, except for the highway districts' attorney. Nancy's draft amended agreement was distributed to Board members and a copy is on file with these minutes in the MPO record.

Nancy's review of Idaho code indicates that the Joint Powers Agreement is the only thing needed to establish KMPO as a separate entity. No other non-profit status or filing of other legal documents is required. If KMPO does decide to proceed with the amended joint powers agreement, Nancy recommends that KMPO retain an attorney of its own and obtain separate liability insurance. The concept of independence was well received by the Board. Lynn Humphreys asked that an item for the amended joint powers agreement be placed on next month's agenda.

Cake

Dick Edinger moved for a brief recess so that cake could be consumed.

UPWP

Before discussion of the Unified Planning Work Program, Dick Edinger thanked Carole Richardson for her support in getting KMPO designated, and for providing today's cake and meeting room set up.

Carole thanked Commissioner Edinger for his kind remarks, and explained the changes she had made to the draft UPWP. The only real substantive change involved adding a task for FY03 legal services, in the amount of \$5,000.

Carole provided the Board with a handout listing all of the tasks in the draft UPWP, and their associated budget amounts. Tasks which are essential were shown in blue. Those which were highly recommended by the UPWP committee but not absolutely critical to KMPO in FY03 were shown in red. Carole noted that if KMPO elects not to spend all of their metro planning funds for FY03, the left over amount can be carried into future years. She asked the Board to identify which tasks they would like to take on in what remains of FY03.

Dixie asked when this document needs to be complete. Carole explained that there is no deadline, however KMPO cannot receive federal reimbursement until the UPWP and the fiscal agreement are in place.

Significant discussion ensued concerning the task shown in the UPWP for a Public Transportation Master Plan. In general, there appears to be consensus among Board members that transit planning is imperative. Discussion centered on the appropriate time to begin this work. Dixie stated that KMPO needs to show a good faith effort to local social service agencies and those who are providing soft match for the operating grant. KMC, for example, needs to know that in exchange for KMC pledging matching funds for operating, KMPO will support funding for the new bus that KMC needs.

Carole explained the Board's options. The Board could use a portion of their metro planning funds to begin transit planning in FY03. Or, KMPO could wait until the overall regional plan update begins in FY04 and begin transit planning then. Clay Larkin asked if the County as the "5307 grant recipient" has access to federal funds that can be used for transit planning. Carole said yes, however, to try to add a planning element to the County's 5307 application this year could be problematic. There are no federal

transit funds shown in KMPO's TIP for transit planning or capital acquisition. In order for the County to apply for capital or planning funds, a TIP amendment would be required. This would add considerable time to the County's already tight timeline.

Lynn Humphreys requested comment from Glenn Miles concerning the work item for transit planning in the UPWP. Glenn explained that it will be important not to do a small piece of planning now without a commitment to follow through with the completion of a regional transit master plan. A continuous planning process will help to keep stakeholders engaged. The item shown in the work program is for a consultant to begin development of a regional transit master plan. Glenn said it can be effective to launch transit planning efforts separately from the other transportation planning efforts that will be needed. He recommended proceeding with the item as shown in the UPWP.

Scott Stokes commented that KMPO's lack of a director is complicating this issue. If a director were on board, there would be a central point of contact for all of KMPO's planning work.

The issue of who will actually do the transit planning work remained a concern. Dick Edinger asked John Austin to clarify that the County wants \$20,000 of KMPO's metro planning funds for transit planning purposes. John confirmed this. Dixie expressed a concern that transit planning needs to be done by one entity and not split into multiple efforts. Scott noted again that it is difficult to make this decision now without a central contact point for KMPO. Dixie concurred, but also expressed her position that KMPO needs to accomplish something in the transit arena this year.

Tom St. John stated that KMPO could simply make a commitment to the County that some transit planning would be done this year. Joe Hassell and Scott Stokes both stated that there is no harm in leaving the task and corresponding budget amount as shown in the UPWP. If KMPO does not end up spending all of the money intended for transit planning, it can be rolled into a future year. Carole concurred that for the purposes of the UPWP, it is important just to identify what tasks KMPO wants to take on this year. The decision about whom will do the work can wait.

Dave Atwood moved to adopt the UPWP. Clay Larkin seconded. Dixie called for any discussion.

Tom St. John asked about Bridging the Valley. Carole responded that she had added some verbiage to the UPWP for Bridging the Valley under the section for "unfunded needs".

The motion on the floor was approved unanimously, and the UPWP will be submitted to ITD.

Agreement with SRTC

Lynn Humphreys described the KMPO subcommittee meeting on January 15. Subcommittee members present included Lynn and Dixie. Also present were Nancy Stricklin, counsel for Hayden and Post Falls; Mike Gridley, counsel for Coeur d'Alene; Susan Weeks, counsel for all four highway districts; Glenn Miles, SRTC, and Carole Richardson. (Absent subcommittee members were Clay Larkin, Tom St. John and Gus Johnson.)

At this meeting, a contract with SRTC was discussed. Members present determined that a two-year term would be necessary in order for any meaningful work to be accomplished by KMPO

KMPO

February 6, 2003 Policy Board Meeting

during the start up period. SRTC proposes to use their senior staff to begin work, and would take on two additional people to help carry the extra work load. When KMPO is ready to hire their own manager at the end of the two year term, the two additional SRTC staff could be available for KMPO to retain, should KMPO and said employees all agree.

Dixie explained that to develop the contract which was provided in the Board's agenda packet, they had started from a basic version that Glenn provided. Attorneys for all of the member agencies worked to get it ready in time for today's Board meeting. Dixie expressed appreciation for the timely manner in which the lawyers had proceeded.

Clay Larkin stated his discomfort with the proposal to contract for KMPO management with a Washington agency. He felt it would be better to retain someone in Idaho to serve as KMPO's director.

Dick Edinger asked what would happen at the end of two years if SRTC's contract expires and KMPO still has no manager in sight. Discussion by other Board members indicated that KMPO would be no worse off, and could have the option of hiring one or two qualified staff persons away from SRTC after the contract was complete. Dixie also noted that nothing restricts KMPO and SRTC from adding another person to SRTC's staff within the two year period if needed.

Joe Hassell pointed out that KMPO is still very fledgling. He felt that KMPO needs SRTC's expertise at this juncture. Until the Board has a feel for the actual planning work that needs to be done, KMPO will not be able to determine the qualifications needed to hire an independent manager.

Lynn Humphreys stated that KMPO needs to take action now. There is nothing in the contract that precludes adding another person later to work with SRTC to help manage KMPO. Lynn noted that if KMPO were to hire their own manager now, it is unlikely that much would get done in FY03 because of the learning curve. Working with SRTC is an efficient way to accomplish KMPO's required work for the first two years.

Dick asked Glenn Miles if he would be using one of his existing technicians on KMPO work. Glenn responded yes; his current staff, including his secretary and senior transportation planner would help him get things started for KMPO. These senior staff would then mentor any new staff that SRTC hires to help with the extra work.

Dave Atwood made a motion to proceed with the SRTC agreement as provided in the agenda packet. The motion was seconded and Clay Larkin requested a roll call vote. The vote was as follows:

Lynn Humphreys – yes
Joe Hassell – yes
Anson Gable – yes
Dave Atwood – yes
Dixie Reid – yes
Tom St. John – yes

KMPO
February 6, 2003 Policy Board Meeting

Dick Edinger – yes
Clay Larkin – no
Scott Stokes – ye

Clay Larkin made a motion that the negotiated contract with SRTC require that SRTC immediately begin a search for another director that could be employed by KMPO. The motion died for lack of a second.

ITD/City of Coeur d'Alene Fiscal Agreement

Gordon Dobler addressed the Board on the status of the fiscal agreement. He has been working with Ron Kerr on the agreement, and should have it ready for Board action at the next meeting.

Ron Kerr addressed the Board on the subject of KMPO's autonomy, and referenced the presentation by Nancy Stricklin earlier in the meeting. Ron noted that the Board appeared very receptive to the idea of becoming autonomous. In this case, instead of a fiscal agreement between ITD and the City of Coeur d'Alene as KMPO's fiduciary agent, the fiscal agreement should be directly between ITD and KMPO. Although the Board did not act today on the amended joint powers agreement provided by Nancy, Ron said that he and Gordon would proceed with the fiscal agreement on the assumption that KMPO will be an autonomous agency.

Election of KMPO Board Officers

Dave Atwood nominated Dixie Reid to serve as KMPO's Chair, and Tom St. John to serve as KMPO's vice chair. Lynn Humphreys seconded both nominations. Dixie called for any discussion.

Joe Hassell expressed his appreciation to Dixie for all of her hard work and leadership as interim Chair for the organization. She has done a fine job!

Both nominations passed unanimously and the Board congratulated Dixie and Tom on their positions. Dixie expressed sincere appreciation to the other Board members for their vote of confidence. Tom St. John echoed her sentiments of gratitude.

Other Business

Barbara Babic addressed the Board concerning a regional transportation visioning workshop which is to be held at Templins Resort on April 10. She asked if KMPO would be willing to jointly sponsor this workshop with ITD, the Bonner County Area Transportation Team, and the North Idaho Chamber of Commerce. There is no cost to KMPO. Lynn Humphreys moved that KMPO cosponsor the workshop. Dick Edinger seconded. The motion passed unanimously.

Lynn Humphreys asked for an item on the agenda next month concerning legal counsel for KMPO. Dixie stated an agenda item would be provided.

KMPO
February 6, 2003 Policy Board Meeting

The meeting adjourned at 3:20 pm.