



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

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Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

**KMPO Board Meeting**  
**January 14, 2016 1:30 pm**  
Post Falls City Council Chambers, Post Falls City Hall, 1<sup>st</sup> Floor  
408 N. Spokane Street, Post Falls, Idaho

**AGENDA**

- 1. Call to Order – Jim Mangan, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of December 10, 2015 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes).
- 5. KCATT Recap & Recommendations – No Recommendations**
- 6. Administrative Matters**
  - a. December 2015 KMPO Expenditures & Financial Report
  - b. 2015 KMPO Financial Audit - Acceptance
  - c. KMPO 2016 Transportation Improvement Program Amendment #1  
Cancellation of Federal Funding for Project Key Number 13865 Seltice Way
  - d. ITD-KMPO Memorandum of Understanding – 2016 Update First Review
- 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. Kootenai County Urban and Specialized Transit Report – Corey Clarke
  - b. Rural Transit Report – Alan Eirls
- 8. Other Business**
  - a. Great Northern Corridor Coalition – Update
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – February 11, 2016**
- 12. Adjournment**

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## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
January 14, 2016  
Post Falls City Council Chambers, City Hall, First Floor  
Post Falls, Idaho

### Board Members in Attendance:

James Mangan, Chair	Worley Highway District
Jim Kackman, Vice Chair	Coeur d'Alene Tribe
Terry Sverdsten	East Side Highway District
Marc Eberlein	Kootenai County
Kerri Thoreson	City of Post Falls
Fred Meckel	City of Rathdrum
Terry Werner	Post Falls Highway District
Rod Twete	Lakes Highway District
Terry Werner	Post Falls Highway District

### Board Members Absent:

Dick Panabaker	City of Hayden
Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

### Staff Present:

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

### Attendees:

Donna Montgomery	KMPO Volunteer
Monty Montgomery	Lakes Highway District
Kelly Brownsberger	Post Falls Highway District
Sean Hoisington	City of Hayden
John Pankratz	East Side Highway District
Alan Eirls	Citylink
Christopher DeLorto	HDR
Corey Clark	Kootenai County
John Kelly	Bike CDA
Diane Fountain	Lakes Highway District

### **1. Call to Order – James Mangan, Chair**

The regular meeting of the Kootenai Metropolitan Planning Organization Policy Board was called to order by Chair James Mangan at 1:30 p.m.

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

**Mr. Terry Werner made a motion to approve the January 14, 2016 KMPO Board agenda as presented. Mr. Rod Twete seconded the motion, which passed unanimously.**

Chair Mangan noted there were no conflicts of interest declared.

### **3. Approval of December 10, 2015 KMPO Board Meeting Minutes**

**Mr. Marc Eberlein moved to approve the minutes of the December 10, 2015 KMPO Board meeting. Ms. Kerri Thoreson seconded the motion, which passed unanimously.**

### **4. Public Comments (limited to non-agenda items 3 minutes)**

There were no public comments offered.

### **5. KCATT Recap & Recommendations – No Recommendations**

### **6. Administrative Matters**

#### **a. December 2015 KMPO Expenditures & Financial Report**

**Vice Chair Jim Kackman moved to approve the expenditures for December 2015. Mr. Terry Werner seconded the motion, which passed unanimously.**

#### **b. 2015 KMPO Financial Audit – Acceptance**

Mr. Miles noted the Board had been provided the Financial Audit for FY2015 prepared by Magnuson, McHugh & Company. He explained the Governmental Accounting Standards Board (GASB) has required the potential liability resulting from pension earnings be included in the financial audit. With the potential pension liability and unexpended paid time off, KMPO's net balance was nearly \$35K. The audit shows no corrective actions, findings, or recommendations.

**Mr. Rod Twete moved to accept the 2015 Financial Audit. Vice Chair Kackman seconded the motion, which passed unanimously**

#### **c. KMPO 2016 Transportation Improvement Program Amendment #1 Cancellation of Federal Funding for Project Key Number 13865 Seltice Way**

The City of Coeur d'Alene, in association with the Post Falls Highway District, has a project to reconstruct Seltice Way from Huetter Road to Northwest Boulevard. Mr. Miles explained the project was included in the 2016-2020 Transportation Improvement Program (TIP), but was not expected to be constructed until 2021. Due to the deterioration of the roadway, both jurisdictions would like to advance construction to 2017. As such, the City of Coeur d'Alene has requested the project be withdrawn from the TIP for the purpose of using federal funds; local funds will be used. The project obligated roughly \$435,000 for design and engineering. The City has spent approximately \$2,300 which will be reimbursed with funds the City has on deposit with ITD.

Removing this project from the TIP will allow additional projects to be identified, selected, and incorporated into the TIP for project development. There is currently \$2.5 million in preliminary development. Once the Seltice Way project has been removed and the City of Hayden's Ramsey Road extension project has moved from preliminary development into the 2021 program year, Mr. Miles expects a \$6 million opening for project development. A call for projects will be done in order to identify projects for consideration.

Mr. Werner noted a traffic signal at Seltice Way and Huetter Road was currently under design and should be constructed this year.

**Ms. Kerri Thoreson moved to approve Amendment #1 Cancellation of Federal Funding for Project Key Number 13865 Seltice Way. Mr. Marc Eberlein and Mr. Rod Twete seconded the motion, which passed unanimously.**

d. ITD-KMPO Memorandum of Understanding – 2016 Update First Review

Mr. Miles explained the Memorandum of Understanding (MOU) was a non-binding agreement that outlines roles and responsibilities between ITD and KMPO. They have been working on the document for approximately 3 years. It will be revised once again in February and will incorporate the freight provisions outlined in the FAST Act. The Board was provided the draft so they could familiarize themselves with the document. Although there is no set deadline, Federal Highways would like the MOU by July 2016. Once completed, the document will be presented to the Board for consideration and adoption and then forwarded to the ITD Board for their adoption. Mr. Miles expects it to be July before the document is finally approved.

**7. Public Transportation (Informational Items Provided to KMPO)**

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a. Kootenai County Urban and Specialized Transit Report

Mr. Corey Clarke noted ridership on the B route was down. In November, the average cost per rider on the B and C routes was \$3.88. In December, there were 1,424 general Paratransit passengers which is average this time of year. The medical trips provided by Kootenai Health were up in December; there were 1,878 passengers. The Kootenai County Commissioners approved a vendor for 6 new Paratransit buses which are expected to be delivered six months after the contract is finalized. Currently, they have 8-9 buses, but only use 4-5 at a time.

Mr. Meckel questioned Mr. Clarke about their advertising budget and noted the information he provided shows their numbers have steadily gone down over the past three years.

Mr. Clarke did not believe they had an advertising budget, but explained the County was working with a consultant in doing a service and fare equity analysis which is reviewing the routes/stops, the possibility of altering those and instituting a fare on the bus.

b. Rural Transit Report – Alan Eirls

Mr. Alan Eirls noted ridership on all routes was down from last year. A considerable amount of ridership was lost when they made the route adjustments. They went from 60,000 riders a month to 35,000-40,000 a month; the C Route had the biggest loss going from 20,000 riders a month to 9,000-10,000 a month. Mr. Eirls noted a number of transient camps had been broken up; the decrease in transients and low fuel prices has reduced ridership. Drivers believe there may be another camp forming near Riverstone. All drivers will be receiving some training and a refresher next week. The submission status of the quarterly reports was noted. Mr. Eirls said he had an abandoned vehicle blocking the entrance to the Riverstone parking lot towed. Due to the icy conditions of the parking lot, he felt the position of the vehicle was creating a safety hazard for the buses, riders and other vehicles.

**8. Other Business**

a. Great Northern Corridor Coalition – Update

Mr. Miles said, years ago, the Great Northern Corridor Coalition was jump started by BNSF as a way to improve the efficiency of freight through the corridor between Chicago and Pacific Coast ports. More recently, this has taken on more interest due to the number of trains passing through this area and the freight component included in the FAST Act. The provision in the FAST Act allows for a higher level of federal participation in freight related roadway projects. In order to

maintain the speed of the trains, there were a number of crossings the Coalition would like to see addressed between the Idaho/Washington state line through Sandpoint and into Montana. Addressing these crossing would also improve safety for the local areas. Mr. Miles explained the rail consolidation project, Bridging the Valley, was able to get a number of grade separations through 30% design; the projects are being worked on a bit at a time. The design for a grade separation on Pleasant View Road has been completed. Lakes Highway District has the Ramsey and Brunner Roads crossing projects. Along with a number of other states, ITD's Freight Program Manager, Jeff Marker, has been participating in the Great Northern Corridor Coalition. Mr. Miles noted the projects on Pleasant View, Ramsey, and Brunner Roads and the Rathdrum Main Street project are in the corridor and have been submitted to Jeff Marker who will submit them to the Coalition. Each of the four projects have a substantial amount of design with environmental documents approved.

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

Mr. Miles noted the Board had approved two new KCATT members last month; he will have an orientation for the new members next week. Binders for new KMPO Board members Mr. Meckel and Mr. Werner are being put together. Mr. Miles offered to sit down and go through the binders with the new Board members.

Mr. Miles provided an overview of the Modal Administration FTA highlights and discussed new, repealed, consolidated, and modified programs, <http://www.fta.dot.gov/FAST.html>.

Under the "Enhanced Mobility of Seniors & Individuals with Disabilities (5310)" slide, Mr. Miles noted there was a new pilot program introduced for "innovative coordinated access & mobility." He believed this might be worth looking into since our area has an innovative way of providing transportation to seniors and individuals with disabilities.

The Urban Balancing meeting will be held February 3<sup>rd</sup> and 4<sup>th</sup> in Boise. The group will be looking at what funds are available and how the STP funds will be allocated by ITD. He noted the FAST Act required there be consultation and coordination in that decision. Mr. Meckel asked if letters from local cities would assist in the effort to gain more funding. Mr. Miles said they were attempting to work out the funding issues at the staff level and were working with LHTAC and the other MPOs before taking the matter to the ITD Board. A Congressional request has been made to the House T & I Committee staff to provide a flow chart of how those funds were intended to be distributed based on the law. Mr. Miles will be meeting with them February 11<sup>th</sup> and hopes to have an answer by that time. He felt ITD was open to the conversation and said it was a matter of reaching an agreement on the interpretation. He believed there was a movement on the part of Federal Highways to ensure these programs were allocated as they were intended.

#### **10. Board Member Comments**

Mr. Werner said the District was plowing snow, doing a safety audit on a few intersections, and designing the traffic signal for Huetter Road and Seltice Way.

Mr. Eberlein noted the Kootenai County Board of Commissioners met with the City of Hayden this week for their quarterly meeting. The City presented some drawings for the Ramsey Road extension. The commissioners feel it would be more advantageous for the road to be further away from the airport, but will provide input and be amendable to whatever road the City chooses.

Mr. Sverdsten noted the District was doing general maintenance on their equipment.

#### **11. Next Meeting – February 11, 2016**

## **12. Adjournment**

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Mangan adjourned the January 14, 2016 meeting without objection.

The regular meeting was adjourned at 2:17 p.m.

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Recording Secretary