



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

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

KMPO Board Meeting
September 8, 2016 1:30 pm
Post Falls City Council Chambers, Post Falls City Hall, 1st Floor
408 N. Spokane Street, Post Falls, Idaho

AGENDA

1. **Call to Order – Jim Kackman, Vice-Chair**
2. **Changes to the Agenda and Declarations of Conflicts of Interest**
3. **Approval of August 11, 2016 KMPO Board Meeting Minutes**
4. **Public Comments** (limited to non-agenda items 3 minutes).
5. **KCATT Recap & Recommendations – Kevin Howard**
 - a. FY 2017 Unified Planning Work Program – Recommended for Approval
 - b. Urbanized Area Boundary Amendment - Hauser Area – Recommended for Approval
6. **Administrative Matters**
 - a. August 2016 KMPO Expenditures & Financial Report
 - b. FY 2016 Financial Audit Engagement - October 2016
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 or the Coeur d' Alene Tribe.

 - a. Kootenai County Urban and Specialized Transit Monthly Report – Jody Beize
 - b. Coeur d Alene Tribe Rural Transit Report – Alan Eirls
8. **Other Business**
 - a. 2017-2021 Draft Transportation Improvement Program Update – Glenn Miles
 - b. SH-41 Corridor Plan Update - Public Open Houses – Bonnie Gow
9. **Director's Report** (written report included in Board packet)
10. **Board Member Comments**
11. **Next Meeting – October 13, 2016**
12. **Adjournment**

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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
September 8, 2016
Post Falls City Council Chambers, City Hall, First Floor
Post Falls, Idaho

Board Members in Attendance:

Jim Kackman, Vice Chair	Coeur d'Alene Tribe
Terry Sverdsten	East Side Highway District
Lynn Borders	City of Post Falls
Dick Panabaker	City of Hayden
Fred Meckel	City of Rathdrum
Lynn Humphreys, Alternate	Post Falls Highway District
Monty Montgomery, Alternate	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department Dist. 1

Board Members Absent:

James Mangan, Chair Excused	Worley Highway District
Marc Eberlein Excused	Kootenai County
Terry Werner Excused	Post Falls Highway District
Rod Twete Excused	Lakes Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin Excused	City of Coeur d'Alene

Staff Present:

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

Attendees:

Bill Roberson	Idaho Transportation Department Dist. 1
Kevin Howard	Worley Highway District
Jody Bieze	Kootenai County
Donna Montgomery	KMPO Volunteer
Kimberly Hobson	Kootenai County
Alan Eirls	Citylink, Coeur d'Alene Tribe
Diane Fountain	Lakes Highway District
Stuart Malley	ALLWEST Testing & Engineering
Alan Soderling	City of Hayden
John Pankratz	East Side Highway District
Marilyn Anders	Area Agency on Aging

1. Call to Order – Jim Kackman, Vice Chair

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

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

Vice Chair Jim Kackman noted no changes to the agenda or declarations of conflicts of interest were declared.

3. Approval of August 11, 2016 KMPO Board Meeting Minutes

Mr. Lynn Humphreys moved to approve the minutes of the August 11, 2016 KMPO Board meeting. Mr. Dick Panabaker 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 – Kevin Howard

Mr. Howard provided a brief recap of discussions held during the August KCATT meeting. Topics included the Highway 41 public comment period/public open house attendance and the appropriate and effective time for input on the Transportation Improvement Program (TIP).

a. FY 2017 Unified Planning Work Program – Recommended for Approval

Mr. Howard reported KCATT reviewed the Unified Planning Work Program (UPWP) and voted unanimously to recommend approval of the FY 2017 UPWP to the KMPO Board.

Mr. Terry Sverdsten moved to accept the FY 2017 Unified Planning Work Program. Mr. Lynn Humphreys seconded the motion which passed unanimously.

b. Urbanized Area Boundary Amendment - Hauser Area – Recommended for Approval

Mr. Howard noted the Federal Highway Administration (FHWA) requested a modification to the urban area boundary. In addition to the necessary area, the modification includes areas to simplify the boundary. The boundary lines and proposed modifications were discussed. KCATT members voted unanimously to recommend approval of the 2010 Urban Boundary revision to the KMPO Board.

Mr. Miles explained the Census defined the urban boundary in 2003; at that time, the urban boundary was smoothed and submitted to ITD and FHWA; the Hauser Lake area at Pleasant View and Highway 53 was omitted. In anticipation of the next Census, FHWA in Washington, D.C. reviewed the boundary and discovered the omission. They have requested the correction to the boundary. Mr. Miles met with Kelly Brownsberger, Post Falls Highway District, regarding the change. He explained the agreed changes to the smoothed boundary and recommended the roads that form the boundary of the urbanized area be inside the urbanized area. Mr. Miles noted the change would provide grant opportunities through the FAST Act.

Mr. Dick Panabaker moved to accept the recommendation to approve the urbanized area boundary amendment. Mr. Lynn Borders seconded the motion which passed unanimously.

6. Administrative Matters

a. August 2016 KMPO Expenditures & Financial Report

Mr. Miles noted they were nearing the end of the fiscal year; KMPO is in a good financial position. Accounts receivable are high due to the invoices being sent out to the jurisdictions last week.

Mr. Lynn Humphreys moved to approve the August 2016 expenditures. Mr. Fred Meckel seconded the motion which passed unanimously.

b. FY 2016 Financial Audit Engagement – October 2016

KMPO received the engagement letter from Magnuson, McHugh & Company last week. The firm expects to begin the financial audit the third week of October. Mr. Miles anticipates presenting the financial report to the KMPO Board in December.

7. Public Transportation (Informational Items Provided to KMPO)

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a. Kootenai County Urban and Specialized Transit Monthly Report – Jody Bieze

Ms. Kimberly Hobson explained some of the data in the report was incomplete; information for the fixed route is the same data reported last month. The Board will be given an update and yearend report next month. The cost for ADA Paratransit is down a bit. Ms. Hobson noted a number of vehicles were aging and have over 200,000 miles; she credited Mr. Eirls and his team for keeping the buses running well. The new Paratransit buses are expected to arrive in the next couple of weeks. Kootenai Health transported 2,317 passengers last month. Kootenai County has 5310 funds they would like to use to serve the elderly and disabled who are outside the fixed route area; this would enable them to have a dial-a-ride service. Ms. Hobson had not considered replacing the aging buses with good quality used buses, but will look into the alternative as suggested by Mr. Meckel; the County expects to purchase a couple of buses next year.

b. Coeur d'Alene Tribe Rural Transit Report – Alan Eirls

Mr. Eirls reported on an incident that occurred Tuesday; a report was filed. Ridership this month was down from the same month last year by approximately 2,000 riders, the Link shuttle was down approximately 1,200 riders from last month and all other routes were up; overall, they were down 2,000. There were no major incidents. They are still doing updates following the visit from ITD. Construction on Highway 95 is still creating slowdowns for the rural route. A blow-out on one of the rural buses Sunday delayed the route two hours. An RFP for the purchase of buses was attempted last month; due to the limited timeframe between posting and bid closing, FTA allowed them to “redo” the RFP which now has a closing date of October 11. Currently, they are advertising for three full time and one part time driver. Mr. Eirls commented on FTA requirements surrounding the purchase of used buses and piggyback programs. In response to a question from Mr. Meckel, Mr. Eirls explained safety procedures followed by bus drivers in the event of an issue on the bus.

8. Other Business

a. 2017-2021 Draft Transportation Improvement Program Update – Glenn Miles

Mr. Miles reported the 30 day comment period on the Transportation Improvement Program (TIP) was complete. Three individuals attended the open house. The TIP represents approximately \$225 million over the next five years. Following Congress' 60 day review period, ITD received official notice they had received the FAST Lanes grant for US 95. The 2017-2021 TIP will be amended next month to include the project. Mr. Miles explained the Program of Projects.

Vice Chair Kackman felt it was appropriate to provide the public an opportunity to comment on the TIP and noted the Board was scheduled to take action on the matter next month; no public comments were offered.

b. SH-41 Corridor Plan Update - Public Open Houses – Bonnie Gow

Ms. Bonnie Gow reported three open houses were scheduled; two have been held. The first open house was attended by 18 people; 7 from the general public and the remainder consultants or from jurisdictions. The second open house had 21 attendees; 8 from the general public and the remainder consultants or from jurisdictions. The third and final open house will be held tonight in Rathdrum at Lakeland High School. The public comment period closes at 5:00 p.m. on Friday, September 9, 2016. Comments included concerns about right-of-way takes and the intersection at Highway 41 and Lancaster Road which is not scheduled for construction until 2021.

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

In 2015, the Legislature created the Local Government Registry which required a number of items be reported to the Legislative Service Office by September 1st. Kootenai County failed to notify a number of agencies, including KMPO. Kootenai County contacted Mr. Miles on Tuesday, September 6th, to inform him KMPO was in non-compliance with state law. Mr. Miles spoke with the Legislative Service Office who advised of other agencies who were not notified; only 1 of the 5 Idaho MPOs was aware of the requirement. Mr. Miles is addressing the matter.

The regional chambers will hold their legislative forum on September 29th. KMPO has been asked to put together a transportation panel. Jim Coleman who is on the ITD Board has agreed to be on the panel.

The Idaho Freight Advisory Committee has completed their work on the Idaho State Freight Plan. The FAST Act created the National Freight Network. In North Idaho, the Network currently includes Interstate 90 from the border to border. The State of Idaho has added 150 miles of additional roadway which can be designated as a critical rural or urban corridor. ITD has been working with consulting firms who have gone through the process of identifying the additional 150 miles. The recommendation to the ITD Board will include Seltice Way from Highway 41 to Northwest Boulevard, US 95 from I-90 to Lancaster, Highway 53 from the state line to US 95, and Highway 54 from Spirit Lake to US 95. Mr. Miles explained the significance of the designation. ITD is expected to certify and send the designations to the Federal Highway Administration. Of the 150 miles designated, approximately 17% is in this area.

10. Board Member Comments

Mr. Fenn introduced Mr. Bill Roberson, ITD District 1's new transportation planner.

11. Next Meeting – October 13, 2016

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Vice Chair Kackman adjourned the September 8, 2016 meeting without objection.

The regular meeting was adjourned at 2:05 p.m.

Recording Secretary