



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

July 13, 2017 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 Mangan, Chair**
- 2. Changes to the Agenda and Declarations of Conflicts of Interest**
- 3. Approval of June 8, 2017 KMPO Board Meeting Minutes**
- 4. Public Comments** (limited to non-agenda items 3 minutes)
- 5. KCATT Recap & Recommendations – Kevin Jump**
 - a. Recap of Activities – June 2017
 - b. Recommendations – None
- 6. Administrative Matters**
 - a. June 2017 KMPO Expenditures & Financial Report – Glenn Miles
 - b. 2018 Annual Budget – Approval
- 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 – Kimberly Hobson
 - b. Coeur d Alene Tribe Rural Transit Report – Alan Eirls
- 8. Other Business**
 - a. 2018-2022 Transportation Improvement Program Update – Glenn Miles
 - i. Draft Table of Projects
 - ii. Publication of FTA Program of Projects with TIP
 - iii. Advertisement and Comment Period
 - b. KMPO Designation of Representative to Coeur d' Alene Airport Master Plan Stakeholder Committee – Glenn Miles
 - c. ITD Board of Director's Meeting August 16-17 in District 1
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – August 10, 2017**
- 12. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION
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MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
July 13, 2017
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
Graham Christensen	East Side Highway District
Lynn Borders	City of Post Falls
Marc Eberlein	Kootenai County
Dick Panabaker	City of Hayden
Vic Holmes	City of Rathdrum
Terry Werner	Post Falls Highway District
Rod Twete	Lakes Highway District
Marvin Fenn, Alternate	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

Damon Allen	Idaho Transportation Department Dist. 1
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Staff Present:

Glenn Miles	Executive Director
Ali Marienau	Transportation Planner
Kelly Lund	Executive Secretary

Attendees:

John Pankratz	East Side Highway District
Sara Sumner	Kootenai County
Alan R. Eirls	Citylink, Coeur d'Alene Tribe
Kimberly Hobson	Kootenai County
Marilyn Anders	Area Agency on Aging
Jeannette Leckvold	Kootenai County
Jim Brannon	Citizen
Jennifer Locke	Citizen
Kevin Jump	City of Rathdrum
Diane Fountain	Lakes Highway District
Don Bradway	Citizen

1. Call to Order – Jim Mangan, Chair

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

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

Mr. Marc Eberlein moved to approve the agenda as presented. Mr. Dick Panabaker seconded the motion which passed unanimously. Chair Mangan concurred. No conflicts of interest were declared.

3. Approval of June 8, 2017 KMPO Board Meeting Minutes

Mr. Dick Panabaker moved to approve the minutes of the June 8, 2017 KMPO Board meeting. Mr. Vic Holmes 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 Jump

- a. Recap of Activities – June 2017
- b. Recommendations – None

KCATT Chair Kevin Jump, City of Rathdrum Public Works Director, noted the June KCATT meeting included a summary of the Federal Highway bicycle/pedestrian workshop held in May. Jurisdictions were reminded to submit projects for KMPO's 2017-2019 online construction map. The 2018-2022 Transportation Improvement Program (TIP) project list was provided; jurisdictions were asked to confirm projects on the list. An airport stakeholder meeting will be held in July. KCATT had no recommendations for the Board.

6. Administrative Matters

- a. June 2017 KMPO Expenditures & Financial Report

Mr. Vic Holmes moved to accept and meet the obligations of the June 2017 expenditures. Mr. Terry Werner seconded the motion which passed unanimously.

- b. 2018 Annual Budget – Approval

Mr. Miles provided the final draft of the 2018 KMPO annual budget and noted the Board had discussed the matter last month; no questions or comments were received from the Board. During the recent Urban Balancing Committee meeting in Boise, KMPO sought additional Federal Highway Administration funds for the program; no additional funds were received. KMPO is expected to receive additional planning funds for the new fiscal year during the November 2nd Urban Balancing Committee meeting. The local contribution has not increased in five years; Mr. Miles anticipates bringing that before the Board in December or January for the 2019 fiscal year.

Chair Mangan reviewed the changes to the budget.

Mr. Rod Twete moved to approve the FY2018 budget. Mr. Panabaker seconded the motion which passed unanimously. Chair Mangan concurred.

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 provided the Board a packet which included project updates. A discussion with North Idaho College (NIC) regarding their future collaborative partnership and the placement of bus stops was held. Kootenai County completed the RFP for the transit center. Weed abatement and grading were done at the site; the County is grateful to Post Falls Highway District for grading the lot. Kootenai County is getting ready to purchase cameras for the fixed route buses and new bus stop signage. The website will also be updated. A rider survey is expected to be done after the routes change. Ms. Hobson provided updated ridership numbers; Ring-a-Ride is receiving a number of calls.

Mr. Gookin asked Ms. Hobson if she could explain the configuration of the transit center now that the RFP was complete; would it include a lobby, bathrooms, a break room, and offices. He also inquired about the number of offices.

Ms. Hobson stated the transit center was going out for engineering; although the engineer will design it, it will be what they have shown everyone for two years. It will be an office building not a place for people to wait inside; there will be bathrooms and break and training rooms for drivers. The County has not made a decision on the number of offices; an expert will be hired to make a recommendation on the number of rooms in the 2,500 square foot building.

Mr. Gookin questioned Ms. Hobson's statement that people won't be able to wait inside.

Ms. Hobson confirmed the building was not designed for people to wait inside; there will be a covered bus stop(s) outside. Kootenai County did not want it to be a place for people to hang out. It is intended to be a hub for people to come in and move out on the next bus. She noted there would be a park so people could have a picnic.

Mr. Gookin asked if the bus stop at the corner of Hubbard and College Avenue had been moved.

Ms. Hobson said the stop at Hubbard and College Avenue was still on the loop. The County kept it as the routes had already been set. Transit will have the loop inside the campus area near the parking lot.

Chair Mangan asked Ms. Hobson if the Ring-a-Ride service took telephone calls for service from those within the service area, outside the service area, or from anyone within Kootenai County needing a ride. He also asked about the number of buses on standby at any given time.

Ms. Hobson said the service must stay within their service area, Post Falls, Coeur d'Alene, Hayden, and Dalton Gardens; service cannot go to Rathdrum yet. The County serves people within the service area who are seniors. Typically, reservations are taken so they are aware of the number of people needing service ahead of time; she believed there were six buses on duty at any given time.

Noting Ms. Hobson's comments referring to "their service area" and "the service area," Mr. Miles made a point of clarification saying those were two different distinctions. The 5307 and 5310 federal funds serve the entire urbanized area which includes the area out to State Line. He noted the Hauser Lake area was now in the federal designated urbanized area boundary so is also an eligible location.

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

Mr. Eirls reported the new buses were in service; the old buses are in the shop for repairs. A deer strike last month caused minor damage to a bus. Ridership was down from last June; the drop is believed to be associated with the removal of area homeless camps this time last year. Mr. Eirls said they are expecting to purchase two more new buses this year – one for the rural route area and one for the on-demand system which is under the Tribal Transit system and will not require a match; the buses are expected to be ordered by October 1, 2017. The fifteen old buses are expected to be towed away in the next couple of weeks; the buses have no resale value.

8. Other Business

- a. 2018-2022 Transportation Improvement Program Update – Glenn Miles
 - i. Draft Table of Projects
 - ii. Publication of FTA Program of Projects with TIP
 - iii. Advertisement and Comment Period

Mr. Miles explained the Transportation Improvement Program (TIP) identified projects that will receive federal aid funds between 2018 and 2022. This year, the table was given to KCATT and

the KMPO Board early for their review and confirmation of projects and project detail. Mr. Miles explained the process, saying once a project has been approved for funding, the scope of work and budget are assigned; the agency is obligated to carry out the agreement. However, if the project changes during the course of development, the jurisdiction must seek an amendment. If a project incorporates something that is not part of the approved scope and the project is audited, the funding agency can disallow the cost and require the jurisdiction to repay the funds to the federal agency. The FY2017-2021 TIP is now up to amendment 13. Mr. Miles said he understood things can change, but cautioned that there is a process in place to address those changes. The TIP will out for advertisement July 31st for a 30-day public comment period; all comments will be made part of the TIP.

As part of the TIP update, Kootenai County has asked KMPO to publish and hold meetings for their 2018 draft FTA Section 5307 Program of Projects (POP). Although there has been a Memorandum of Understanding (MOU) in place, the County has elected to publish and conduct their own meetings on the FTA Program of Projects (POP) over the last several years. Other than reviewing the document, KMPO has not been involved in the development of the POP for the past several years and has no knowledge of the particular elements of their Program of Projects nor what it is intended to accomplish.

Given the substantial revisions currently being undertaken by Kootenai County related to the transit system, both operating and capital, Mr. Miles recommended to the KMPO Board that Kootenai County retain responsibility for publishing and holding the meeting for the POP. As their comment period takes place, individuals can contact Kootenai County directly rather than KMPO attempting to find answers. As required by statute, Kootenai County's POP, comments, and answers to the comments will continue to be part of the TIP.

Mr. Panabaker questioned the reason for Kootenai County's actions and asked if they should be doing something or helping in some way.

Ms. Hobson indicated the County saw this as an opportunity to collaborate.

Chair Mangan suggested not making changes this late in the process. Let Kootenai County do what they have been doing the last few years, conducting their own public outreach on the Program of Projects (POP); the final will be included in the TIP. The Board offered no comments.

Mr. Terry Werner moved, as far as the public outreach on the TIP, as in the past, Kootenai County does its public outreach and KMPO does all the rest. Mr. Rod Twete and Mr. Dick Panabaker seconded the motion which passed unanimously.

Chair Mangan suggested Board members check projects on the TIP to ensure accuracy in order to avoid the amendment process. The FY2018-2022 TIP will be voted on in September.

- b. KMPO Designation of Representative to Coeur d' Alene Airport Master Plan Stakeholder Committee – Glenn Miles

Chair Mangan noted the Airport Master Plan impacted a few important road projects. He asked for a volunteer to represent KMPO at the stakeholder meetings.

Mr. Eberlein explained Kootenai County had reached out to Rathdrum, Post Falls, Hayden, Coeur d'Alene, the chambers of commerce, and others, but felt it was important to have someone from either Lakes or Post Falls Highway District as they are most likely to be impacted by decisions related to the airport.

Mr. Twete volunteered to represent KMPO at the Coeur d'Alene Airport Master Plan stakeholder meetings; Mr. Miles will also attend. The next meeting is July 26th.

c. ITD Board of Director's Meeting August 16-17 in District 1

The ITD Board meeting will be held in District 1 on August 16th and 17th. Mr. Miles suggested KMPO send a delegation to formally meet with the ITD Board next year. The Board was encouraged to attend the August meeting.

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

Mr. Miles received another amendment to the 2017-2021 TIP making it Amendment 13. As discussed last month, the Government Way, Hanley to Prairie project is \$1.4 million over the engineer's estimate; the scope will remain the same. The intent is to have the bid package to ITD late August and out for bid in September with bids coming in October. They are hoping for a more favorable bid. A proposal to stockpile waste scrapings from the Government Way project on the Wilbur Road right-of-way project for later use would bring the cost of the project down and closer to the engineer's estimate. As the Wilbur Road project is part of the US 95 FASTLANE grant project, the Federal Highway Administration will need to make a decision.

The Seltice Way Congestion Mitigation project will be out to bid this fall for 2018 construction.

10. Board Member Comments

Mr. Fenn noted the amount of work on I-90 through the corridor and asked to be made aware of anything that should be addressed. After receiving a number of complaints, ITD is working with Ironman to reduce long delays.

Mr. Twete reported Lakes Highway District was busy with construction; they are in the second phase of the Perimeter Road project, crushing rock, and gearing up for seal coats.

Chair Mangan reported on two roads in Worley Highway District; while one is partially closed, the other is completely closed. Federal Highway Administration officials have verbally approved both projects making them eligible for 100% funding. Construction is expected to begin before the end of summer.

Mr. Holmes invited everyone to Rathdrum Prairie Days; the event begins tomorrow and runs through the weekend.

Mr. Panabaker invited everyone to attend Hayden Days which is also scheduled in July.

11. Next Meeting – August 10, 2017

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Mangan adjourned the July 13, 2017 meeting without objection.

The regular meeting was adjourned at 2:13 p.m.

Recording Secretary