



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
December 14, 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 October 12, 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 – October/November 2017
- 6. Administrative Matters**
 - a. October and November 2017 KMPO Expenditures & Financial Report – Glenn Miles
 - b. FY 2017 Financial Audit Report – Glenn Miles
 - c. FY 2018 Budget Amendment – Glenn Miles
 - d. Draft 2018 KMPO Board and KCATT Meeting Dates & Locations
 - e. Notice of Applications for KCATT Non-voting Positions
- 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. Regional Traffic Management Center Initial Discussion Item - Damon Allen
- 9. Director's Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – January 11, 2018**
- 12. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION
250 Northwest Blvd, Suite 209 Coeur d' Alene, ID 83814
1-208-930-4164 website: www.kmpo.net

MEETING MINUTES

Kootenai Metropolitan Planning Organization
Regular Board Meeting
December 14, 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
Lynn Borders	City of Post Falls
Darrell Rickard, Alternate	City of Rathdrum
Terry Werner	Post Falls Highway District
Rod Twete	Lakes Highway District
Damon Allen	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

Board Members Absent:

John Austin	East Side Highway District
Marc Eberlein	Kootenai County
Dick Panabaker	City of Hayden
Vic Holmes	City of Rathdrum

Staff Present:

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

Attendees:

Rod Mitchell	Citylink, Coeur d'Alene Tribe
Kimberly Hobson	Kootenai County (employee)
Jody Bieze	Kootenai County (employee)
John Pankratz	East Side Highway District
Eric Shanley	Lakes Highway District
Corinne Johnson	Worley Highway District
Diane Fountain	Lakes Highway District
Daniel Carmichael	Kootenai County (employee)
Kevin Jump	City of Rathdrum

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

3. Approval of October 12, 2017 KMPO Board Meeting Minutes

Mr. Terry Werner moved to approve the meeting agenda and the minutes from the October 12, 2017 KMPO Board meeting. Mr. Lynn Borders seconded the motion which passed unanimously. No declarations of conflict were declared.

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 – October/November 2017

KCATT Chair Kevin Jump, City of Rathdrum Public Works Director, noted October and November meeting discussions included updates to Kootenai County's Airport Master Plan and KMPO's Regional Non-Motorized Plan. The KMPO Regional Public Transportation Plan was last updated in 2012; consultant selection for an update will take place in January/February 2018. In November, Mr. Damon Allen told the committee ITD was interested in beginning discussions on a regional Traffic Management Center. The term for the two KCATT ex-officio members expires this month; the committee is seeking to fill all five positions. In 2018, Eric Shanley, Lakes Highway District, will serve as KCATT chair and Rob Palus, City of Post Falls, will serve as vice chair. There were no recommendations.

6. Administrative Matters

a. October and November 2017 KMPO Expenditures & Financial Report – Glenn Miles

Mr. Miles noted all 2018 assessments had been received.

Mr. Terry Werner moved to approve the expense registers for October/November 2017. Mr. Rod Twete seconded the motion which passed unanimously.

b. FY 2017 Financial Audit Report – Glenn Miles

Mr. Miles provided the Board with a copy of the September 30, 2017 KMPO Financial Statement and audit report conducted by Magnuson, McHugh & Co.; there were no findings. KMPO's financial position has improved from last year. Once approved by the KMPO Board, the document will be published with the Legislative Services Office and provided to Idaho Transportation Department, Federal Highway Administration, and Federal Transit Administration.

Chair Mangan noted the matter will be before the KMPO Board next month.

c. FY 2018 Budget Amendment – Glenn Miles

Mr. Miles explained FY 2018 Budget Amendment #1 incorporated funding anticipated in the 2018 Unified Planning Work Program (UPWP) approved earlier this year. In November, the additional funds were obtained through the Urban Balancing Committee. He noted the budget categories that were restored. Mr. Miles answered questions from the Board.

Mr. Darrell Rickard moved to approve the additional revenue as Amendment #1 to the 2018 budget. Vice Chair Jim Kackman seconded the motion which passed unanimously.

d. Draft 2018 KMPO Board and KCATT Meeting Dates & Locations

Mr. Rod Twete moved to approve the 2018 KMPO Board and KCATT Meeting Dates & Locations calendar. Mr. Terry Werner seconded the motion which passed unanimously.

e. Notice of Applications for KCATT Non-Voting Positions

Mr. Miles noted the application period for the KCATT non-voting member positions was December 9 – 22. The announcement was published in the Coeur d'Alene Press and posted on the KMPO website. Applications will be presented to KCATT in January. KCATT's recommendations are expected to be presented to the KMPO Board in February. As noted by KCATT Chair Jump, the term for the two currently held positions expires this month.

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's report was provided to the Board. Updates include installation of the cameras on fixed route buses, implementation of phase 2 of the Intelligent Transit System (ITS), automatic passenger counters, and on-board annunciators. A meeting to discuss an alternate route for weather or shutdowns in the downtown area was held with the Coeur d'Alene Tribe and Coeur d'Alene planners. The first meeting with the Transit Center Design Advisory Committee was held. Ms. Hobson noted the US 95 curve project will require the redesign of the Citylink A Route. ADA Paratransit/Ring-a-Ride provided 1,213 rides in October and 1,177 rides in November; 16% were Ring-a-Ride. Ms. Hobson remarked on the low ridership in September.

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

Mr. Rod Mitchell noted Mr. Eirls was not able to attend the meeting today. November was a quiet month; there were no accidents to report. They are preparing for winter.

8. Other Business

a. Regional Traffic Management Center Initial Discussion Item – Damon Allen

Mr. Damon Allen, ITD, discussed the possibility of a regional Traffic Management Center (TMC); the matter was discussed with KCATT during their November meeting. He provided a PowerPoint presentation, noted the amount of growth in the area, traffic volumes, fiber connectivity throughout the region, and District 1's current traffic management operation. Mr. Allen provided an overview of Ada County Highway District's (ACHD) TMC operation. He noted next steps toward a TMC and said ITD will begin seeking funding for a planning study. If successful in obtaining funding, Mr. Allen would like KMPO to lead the study.

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

Mr. Miles noted the Seltice Way Congestion Mitigation project had not gone out to bid. The State ran out of obligation authority and is awaiting the next continuing resolution.

The ITD Board is expected to approve the Government Way – Hanley to Prairie Avenue project award; construction is expected in the spring of 2018.

Mr. Miles is an ex-officio member on the Idaho Freight Advisory Committee. The Committee met in Boise in November to review eight applications for the \$20-25 million in FHWA Freight Formula Funds received by the State of Idaho. ITD District 1 submitted an application for \$7 million toward the construction of the Union Pacific mainline overpass at State Highway 41. After reviewing the projects, the Committee ranked the District 1 project #1. If approved by the ITD Board, the project will be included in the Idaho Transportation Improvement Program (ITIP) in March 2018; funding will be available during the widening of Highway 41.

Congress is expected to take up a major infrastructure bill during the first quarter of 2018. Mr. Miles noted infrastructure would include much more than roads, streets, and airports.

10. Board Member Comments

Mr. Gookin noted he had attended the Transit Center Design Advisory Committee yesterday and felt it was productive; he thanked Kootenai County. He wished everyone a Merry Christmas.

Mr. Allen attended the ITD Subcommittee on State Highway System Adjustments yesterday in Boise; the committee decides on the inclusion or removal of roadways on the state highway

system. He presented the Coeur d'Alene Lake Drive Master Plan and recommended budgetary levels. The Subcommittee gave them the green-light to move forward. ITD will be reaching out to the City of Coeur d'Alene and East Side Highway District regarding the transfer.

Mr. Twete introduced the Idaho Association of Highway Districts' Executive Director, Nick Veldhouse. Mr. Veldhouse is touring the Coeur d'Alene Resort where they will be holding their conference next fall. Mr. Twete wished everyone a Merry Christmas and a Happy New Year.

11. Next Meeting – January 11, 2018

12. Adjournment

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Mangan wished everyone a Merry Christmas and a Happy New Years and, without objection, adjourned the December 14, 2017 meeting.

The regular meeting was adjourned at 2:16 p.m.

Recording Secretary