



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**

**June 8, 2017 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 April 13, 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 – Bike/Ped Training (No Meeting April or May)
  - b. Recommendations – None
- 6. Administrative Matters**
  - a. April and May 2017 KMPO Expenditures & Financial Report
  - b. Draft 2018 Annual Budget
  - c. 2017-2021 TIP Amendment #8, Administrative Amendment to reallocate and increase PC funding levels for project KN 19452 “U.S. 95, IC #430 to La Crosse Ave., CDA”
  - d. 2017-2021TIP Administrative Amendment #9 Increase in PC for KN 19452 US 95 La Crosse Avenue
  - e. 2017-2021TIP Administrative Amendment #10 Increase in PC in FY 2017 for KN 20098 and KN20120 SH-41 Corridor
  - f. 2017-2021TIP Administrative Amendment #11 Increase in PC in FY 2017 for KN 19471 and KN 19883
- 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 Bieze
  - b. Coeur d Alene Tribe Rural Transit Report – Alan Eirls
- 8. Other Business**
- 9. Director’s Report** (written report included in Board packet)
- 10. Board Member Comments**
- 11. Next Meeting – July 13, 2017**
- 12. Adjournment**

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KOOTENAI METROPOLITAN PLANNING ORGANIZATION  
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## MEETING MINUTES

Kootenai Metropolitan Planning Organization  
Regular Board Meeting  
June 8, 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, Alternate	East Side Highway District
Marc Eberlein	Kootenai County
Dick Panabaker	City of Hayden
Vic Holmes	City of Rathdrum
Rod Twete	Lakes Highway District
Marvin Fenn, Alternative	Idaho Transportation Department Dist. 1
Dan Gookin	City of Coeur d'Alene

### Board Members Absent:

Terry Sverdsten	East Side Highway District
Lynn Borders	City of Post Falls
Terry Werner	Post Falls Highway District
Damon Allen	Idaho Transportation Department Dist. 1

### Staff Present:

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

### Attendees:

Donna Montgomery	KMPO Volunteer
Alan R. Eirls	Citylink, Coeur d'Alene Tribe
John Pankratz	East Side Highway District
Jody Bieze	Kootenai County
Kimberly Hobson	Kootenai County
Jeannette Leckvold	Kootenai County
Sara Sumner	Kootenai County
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. He noted East Side Highway District's Graham Christensen had attended on behalf of Terry Sverdsten; Post Falls Highway District Alternate Lynn Humphreys was unable to attend on behalf of Board member Terry Werner.

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

Chair Mangan noted no conflicts of interest were declared.

**Mr. Marc Eberlein moved to approve the agenda as presented. Mr. Dick Panabaker seconded the motion which passed unanimously.** Chair Mangan concurred.

### **3. Approval of April 13, 2017 KMPO Board Meeting Minutes**

**Mr. Marc Eberlein moved to approve the minutes of the April 13, 2017 KMPO Board meeting. Mr. Jim Kackman 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 – Bike/Ped Training (No Meeting April or May)

KCATT Chair Kevin Jump, City of Rathdrum Public Works Director, said, due to lack of business, the committee did not hold a meeting in April. The May KCATT meeting was cancelled to facilitate the bike/ped safety training scheduled May 23rd and 24th. Mr. Jump commented on the training. The next KCATT meeting is scheduled for June 27, 2017.

- b. Recommendations – None

### **6. Administrative Matters**

- a. April and May 2017 KMPO Expenditures & Financial Report

**Mr. Vic Holmes moved to meet the obligations of the April and May 2017 expenditures. Mr. Jim Kackman seconded the motion which passed unanimously.**

- b. Draft 2018 Annual Budget

Mr. Miles provided background on the 2017 budget and a comparison to the draft 2018 budget. The 2018 budget includes a ten (10%) percent reduction in personnel costs, a twenty-six (26%) percent reduction in travel costs, a twenty-nine (29%) percent reduction in contractual services, and a reduction in the budget for office furniture. The cost of the office lease will hold for another year; another three-year lease will be negotiated next year. The reduced travel budget is sufficient to accommodate any travel necessary to maintain a competitive position for receiving funding. A request to restore travel and contractual service budgets may be sought if funding is restored. Any questions should be directed to Mr. Miles. The 2018 draft budget will be added to the agenda for a vote in July 2017.

- c. 2017-2021 TIP Amendment #8 Administrative Amendment to reallocate and increase PC funding levels for project KN 19452 “U.S. 95, IC #430 to La Crosse Ave., CDA”
- d. 2017-2021TIP Administrative Amendment #9 Increase in PC for KN 19452 US 95 La Crosse Avenue
- e. 2017-2021TIP Administrative Amendment #10 Increase in PC in FY 2017 for KN 20098 and KN20120 SH-41 Corridor
- f. 2017-2021TIP Administrative Amendment #11 Increase in PC in FY 2017 for KN 19471 and KN 19883

Mr. Miles noted the two processes for amending the Transportation Improvement Program (TIP). The Federal Highway Administration (FHWA) requires significant changes to project design concept, scope or budget to go through a 30-day comment period and be formally brought before the Board. Administrative Amendments are allowed on active projects where there is a change in the amount of money by phase; however, the Board must be notified. The above Administrative

Amendments, agenda items 6c – f, were done over the past two months, reviewed/approved by Mr. Miles and posted on the KMPO Board website. No action is required.

## **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 noted they had their annual ITD audit in April and the Federal Transit Administration (FTA) site visit in May. A comprehensive inventory of their bus stops and amenities was done twice this year – with and without snow; once they are ready for amenities, they will know what upgrades are needed. An RFQ is going out for the transit center and bus stop design standards. Cameras are being purchased for the fixed route buses. Ms. Hobson noted the changes approved by the Kootenai County Board of County Commissioners were included in the report she provided. All bus stops will be changed to a clockwise direction with a one hour headway; the change and schedule are expected to increase ridership. New stops include the senior center and food bank in Post Falls, Sherman Avenue, and a stop near NIC. The hours of operation will be cut. The proposed fare has been approved, \$1.50 one-way on fixed routes and \$3.00 one-way on Paratransit; there will be a discounted monthly pass and discounts for seniors and low income individuals. The “Ring-a-Ride” service was implemented and had approximately 74 passengers last month; more applications were received this week. At the current passenger rate, funding for this service is expected to last three years; however, ridership is expected to increase to 1,000. They will reapply for FY 2018 5310 funds.

Mr. Eberlein noted the reduced hours of operation being Monday – Friday and questioned if they had success in funding the Saturday and Sunday service. Ms. Bieze is awaiting final word from the cities.

Mr. Gookin asked Ms. Hobson whether or not office spaces were planned for the transit center. In order to avoid misinformation, he wanted to ask them directly. He expressed his concern and the reason for inquiring about the number of offices spaces.

Ms. Hobson confirmed there would be offices, but could not provide the number of as they did not have drawings; they will be seeking engineering and design. She believed having an office at the transit center would make it more effective for them to oversee the system. Ms. Hobson said they currently run out there all the time; being able to talk with the drivers hour by hour would be a help.

Ms. Bieze said there may be 2 to 3 offices, noting they had plans for a bus driver breakroom, dispatch, a space for law enforcement, and possibly, a training room. After some discussion, Ms. Bieze said she believed Mr. Gookin was asking how many people would be at the transit center. If that was his question, she knew there would be two people, so there would be two offices; whether or not there will be 4 or 5 offices has not been determined. Ms. Bieze clarified her answer to Mr. Gookin saying if he was “literally asking for the number of offices spaces,” she could not provide that at this time.

Mr. Gookin said, given the crime statistics associated with Citylink in the past, he may request the bus stop at Garden and Hubbard to be removed. He questioned Ms. Bieze about the location of the bus stop near North Idaho College (NIC); if the purpose of the stop was to serve the students of NIC, the route should extend into NIC not drop riders in the neighborhood.

Ms. Bieze explained extending the route into NIC would put the route behind schedule.

Mr. Gookin asked if Greyhound and/or Spokane Transit Authority (STA) would be using the transit center.

Ms. Bieze said Greyhound currently has two stops in Coeur d'Alene. At this time, there has not been any further discussion with Greyhound. Although STA's 2025 plan shows them going to Post Falls, there has not been any further discussions.

Mr. Eirls explained Citylink had originally set the stop at NIC. Although NIC was originally willing to contribute to the bus coming into the area, the funding never materialized. They lost 5-7 minutes going into NIC, so were not able to make that stop without compromising the integrity of the route; that is the reason the stop was dropped back to the main street.

Mr. Eberlein said one of the common complaints he hears from Post Falls residents is that their children want to attend NIC, but have difficulty getting there. He questioned Ms. Bieze about changing the Garden and Hubbard stop to NIC and suggested the route be modified to accommodate the additional 5-7 minutes it takes to make the NIC stop. Mr. Eberlein said it would be very useful to the community if the stop could be moved to NIC.

Ms. Bieze said they take all comments into consideration.

Ms. Hobson noted they served at the direction of the Kootenai County Board of County Commissioners.

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

Mr. Eirls reported an increase in ridership in the rural area and a decrease in ridership in the urban areas; overall, ridership was higher than last month, but lower than last year during the same time. They recently received three new buses; they are expected to be wrapped and on the routes late next week. ITD has awarded them another new bus. An FTA grant for a small bus is pending. Another bus will be added in the fall; they hope to add two more new buses next summer. Mr. Eirls said the new buses will give them the opportunity to sell some of the aging fleet that are expensive to operate. This summer, they will be towing away approximately 15 buses that have been retired and have no monetary value. With the exception of major repairs, bus maintenance is done at the Plummer facility. Kootenai County is in the process of acquiring some new buses for the fixed route area. The Tribe has opted not to start a fare system on any rural routes.

### **8. Other Business**

Ms. Marienau provided an update on the National Highway Institute's two-day bike/ped safety training held May 23 and 24. The training included a bike tour in the Coeur d'Alene area and a pedestrian tour in the Post Falls area. Ms. Marienau felt the training opened the discussion on bike and pedestrian safety in Kootenai County. Approximately 25 people attended both days. The training is expected to be helpful in updating the Regional Non-Motorized Transportation Plan.

Mr. Miles noted the training was done by a representative from the Federal Highway Administration's Denver Resource Center. He felt it was beneficial for individuals and agencies to hear the material at the same time. The resource packet is available electronically upon request.

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

Mr. Miles has begun working on the 2018 Transportation Improvement Program (TIP). Kootenai County has delivered their draft Program of Projects (POP). Work will continue through June and is expected to go out for public participation and comment in July.

An Urban Balancing Committee meeting is scheduled for July 6. They will be looking at the redistribution of funds. Funds for the Government Way project are secure as they have been obligated for the construction phase.

Mr. Miles attended the Coalition for America's Gateways and Trade Corridors board meeting in Washington DC last month and met with a number of individuals, agencies and the USDOT. He provided an update on the "\$1 trillion dollar infrastructure plan."

Announcement of the FY 2017 FASTLANES grant award is expected soon; ITD had applied to move the I-90 port of entry. The announcement will be followed by the FY 2018 FASTLANE grant program which is expected to be awarded late this fall. Mr. Miles noted there would be another round of TIGER grants expected late June or July.

Mr. Miles said questions related to the federal role in public transportation have shown up in the Administration budget. For that reason, he felt a watch should be placed on public transportation. Although the current five-year bill is expected to be safe for the next three years, the question has been raised at the congressional level. The topic is expected to get a lot of attention during the next reauthorization.

Mr. Miles has begun meeting with the city administrators of North Idaho every other month to discuss transportation projects in their areas. He is also meeting with local planning directors once a month; discussions include the role land use plays in transportation.

The City of Hayden has received additional funding to ensure they have the necessary resources to address road changes associated with the Ramsey Road extension project and the Airport Master Plan update.

The status of the Government Way project is pending a decision by the ITD Board this month. A fall bid is anticipated and expected to address concerns identified in the last bid. The intent would be to get the project underway next spring. Mr. Miles noted the original completion date and believed there was a penalty associated with the limited timeframe/workforce requirements. A more cost effective bid is expected this fall.

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

Mr. Rod Twete noted Lakes Highway District crews were busy.

Chair Mangan congratulated Mr. Twete on his re-election.

Mr. Eberlein commented on the hiring of the new airport director. They are seeing a positive outcome, things are going smoothly, relationships are being built, and there is a lot of participation in the Airport Master Plan Update.

#### **11. Next Meeting – July 13, 2017**

#### **12. Adjournment**

There being nothing further before the Kootenai Metropolitan Planning Organization Board, Chair Mangan adjourned the June 8, 2017 meeting without objection.

The regular meeting was adjourned at 2:28 p.m.

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Recording Secretary