

## **2014 - Idaho Transportation Board Minutes**

### **REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD**

January 16, 2014

The Idaho Transportation Board met at 7:30 AM, on Thursday, January 16, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 7:30 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a), (c), and (f). Member DeLorenzo seconded the motion and it passed 5-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 10:45 AM.

New Business. Information Technology Administrator Shannon Barnes requested approval of two agreements with 3M Corporation. The License Agreement is for software to update components such as titles and registrations for the Division of Motor Vehicles' modernization project. The Service Agreement is for training and consulting related to the software.

Member Vassar made a motion, seconded by Vice Chairman Coleman, and passed unopposed to approve the following resolution:

RES. NO.      WHEREAS, in December 2010 the Idaho Transportation Board selected 3M  
ITB14-01      Corporation to modernize the Idaho Transportation Department Division of Motor Vehicles'  
                 (DMV) computer system; and

WHEREAS, the contract was signed and work commenced in May 2011; and

WHEREAS, after 18 months of support from 3M, ITD decided it could independently complete the project and implement the software provided by 3M; and

WHEREAS, the Division of Purchasing has reviewed a License Agreement for ITD to use the 3M software in its DMV modernization program and a Service Agreement under which 3M would install the software and train ITD in its use; and

WHEREAS, the Division of Purchasing has delegated to ITD the authority to enter into the License Agreement and the Service Agreement.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the License Agreement presented to it; and

*BE IT FURTHER RESOLVED*, that the Board approves the Service Agreement presented to it.

Board Minutes. Member Gagner made a motion to approve the minutes of the regular Board meeting held on December 11, 2013 as submitted. Member Vassar seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

February 19-20, 2014 – Boise

March 19-20, 2014 – Boise

April 15-16, 2014 – District 2 (tentative location)

Consent Items. Vice Chairman Coleman made a motion, seconded by Member Gagner, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-02 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of the Railroad-ITD mitigation strategies to FY14 of the program, transit program changes requested by Valley Regional Transit and Community Planning Association of Idaho to FY14, and the designation of an expressway – US-95, Lewiston to Thorncreek Road and proposed Thorncreek Road to Moscow.

1) Addition of the Railroad-ITD Mitigation Strategies to FY14 of the Program. The Department received a \$25,000 Strategic Highway Research Program User Incentive grant from the Federal Highway Administration. The grant is for ITD and Idaho's major rail partners to work cooperatively to delineate responsibilities and identify policy and programmatic changes to expedite project delivery for construction projects involving highways at railroad crossings. The grant will be used to hire a consultant to assist with establishing best practices for partnering with the railroad companies. The goal is to create a standardized institutional agreement to increase collaboration, reduce project delays, and streamline resources. Staff requested the addition of the Railroad-ITD Mitigation Strategies project to FY14 for \$25,000 and to update the Idaho Transportation Investment Program (ITIP) accordingly.

2) Transit Program Changes Requested by Valley Regional Transit (VRT) and Community Planning Association of Southwest Idaho (COMPASS). On behalf of VRT, COMPASS requested increasing funding for vehicle lease or purchase for the fixed line and demand response services, support for equipment and maintenance, and demand response services in the Nampa Urbanized Area for FY13. For the Boise Urbanized Area, it requested increases for mobility management administration and implementation in FY13; and demand response services, transit planning efforts, and mobility management administration implementation in FY14. Additionally, reductions in funding are being requested in the Nampa Urbanized Area for preventative maintenance support for fixed route and demand response service in FY13 and for demand response services in FY14. The COMPASS Regional Transportation Improvement Program has been modified to reflect these changes, as shown as Exhibit #436, which is made a part hereof with like effect. Staff requested modifying the Transit Program and amending the FY13-17 Statewide Transportation Improvement Program.

3) Designate Expressway – US-95, Lewiston to Thorncreek Road and Proposed Thorncreek Road to Moscow. Per IDAPA 39.03.42, the Board has authority to designate a highway as an “expressway” for the purpose of access control. Staff requested the designation of US-95 milepost 312.675 to 323.360 (segment code 001540);

US-95 milepost 323.360 to 330.407 and milepost 330.407 to 337.668 (segment code 001539) and the proposed US-95 Thorncreek to Moscow project, milepost 337.668 to 344.004 as expressways.

Informational Items. 1) Monthly Financial Statements. Net obligations through December totaled \$103.3 million. Of those obligations, \$100.4 million were for activities programmed for 2014; although the Program estimated those activities at \$102.7 million. December's obligations exceeded the three-year average of \$83.1 million for the same period.

Through November, federal aid to the State Highway Fund totaled \$167.3 million year-to-date, or about 23% more than the same time period last year. Revenue from the Highway Distribution Account was 2.3% below projections. Staff will monitor the revenue to determine if adjustments are required. It was noted, however, that December's revenue improved with year-to-date revenue short of projections by .9%. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption was \$1 million over the estimate. Expenditures for personnel costs were 4.4% less than budgeted through November. This is due to a continued effort to evaluate the workforce. Total expenditures, including encumbrances, for operations reflected a 1.7% positive variance. Capital equipment had a 5.6% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through November was 21% over projections. Staff does not believe the trend will continue. Miscellaneous revenue to the State Aeronautics Fund was 21% higher than projected. Overall expenditures were less than budgeted.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From November 23 to December 30, the BSM Section processed three new professional service agreements and renewed one. The total activity equaled \$147,240.

3) FY15 Program Update – Funding Level Assumptions and Highlights. For the FY15 ITIP Update, funding assumptions are \$276 million from federal sources annually from FY15 through FY19. The projected state levels are \$12.5 million for FY15; \$10.2 million for FY16; \$11 million for FY17; and \$6 million for FY18 and FY19 each year. The process and schedule to update the Program was also outlined.

4) Status of FY15 Appropriation Request. The Department's FY15 appropriation request has been adjusted based on the Governor's budget recommendation. The main revisions are the elimination of the 1% change in employee compensation, totaling almost \$1 million; a fee increase of \$25,300 for the Idaho Technology Authority; and an additional \$65,900 for contract construction.

5) Contract Awards. Keys #12305 and #12304 – US-95, Plummer Creek Bridge, Milepost 395 and Plummer Creek Bridge, Milepost 394, District 1. Low bidder: Cook and Sons Construction - \$1,039,386.

Keys #12299 and #12300 – US-95, Kootenai River Bridge, Bonners Ferry and Burlington Northern Santa Fe Railroad and Arizona Street Bridge, Bonners Ferry, District 1. Low bidder: Braun-Jensen, Inc. - \$2,112,000.

Key #12329 – US-12 and US-95, Memorial, Spalding and Big Canyon Creek Bridges, District 2. Low bidder: The Truesdell Corporation - \$214,214.

Keys #12342 and #12396 – I-84, FY14 District 3 Pavement Striping and FY14 District 4 Pavement Striping. Low bidder: Interstate Barricades - \$557,750.

Key #12344 – SH-52, Union Pacific Railroad Overpass Rehabilitation, Payette, District 3. Low bidder: Braun-Jensen, Inc. - \$1,286,000.

Key #12407 – US-30, Snake River Gridley Bridge, District 4. Low bidder: Braun-Jensen, Inc. \$1,388,000.

Key #13065 – FY15 District 4 Districtwide Sealcoat. Low bidder: Intermountain Slurry Seal, Inc. - \$3,028,000.

Key #12401 – SH-50, Intersection 3800 East Road, Twin Falls County, District 4. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$194,987.

Key #12454 – SH-28 and SH-33, FY15 District 6 Guardrail Upgrades. Low bidder: D L Beck Inc. - \$483,022.

Key #11675 – US-20, Island Park Lodge to Montana State Line, District 6. Low bidder: H-K Contractors, Inc. - \$2,715,808.

Key #12467 – US-20, South Rexburg Interchange #332 to South Fork Teton River Bridge, District 6. Low bidder: H-K Contractors, Inc. - \$3,043,588.

6) Professional Services Agreements and Term Agreement Work Task Report. From November 25 through December 27, 19 new professional services agreements and work tasks were processed, totaling \$778,400. Two supplemental agreements to existing agreements were processed during this period in the amount of \$37,330.

7) Annual Report on Outdoor Advertising Sign Status. At the close of federal FY13, 5 illegal and 190 non-conforming signs remained throughout the state. Illegal signs do not comply with state and federal law and are to be removed. Non-conforming signs complied with law at one time, but due to a change in conditions or rules, lost their conforming status. Non-conforming signs are allowed to remain in place but cannot be improved.

8) Administrative and Legal Settlements of Right-of-Way Acquisitions. From July 1 through December 31, 2013, the Right-of-Way Section processed 45 parcels. There were ten administrative settlements and five legal settlements during this time frame.

Legislative Report. Government Affairs Manager (GAM) Mollie McCarty reported on various legislative meetings and presentations scheduled. Overall, the Department's rules are proceeding well through the germane committees. Staff is monitoring and analyzing some non-ITD bills. It is continuing to work with the sponsors on the proposed 24/7 Sobriety and Drug Monitoring Program Act. She also mentioned that Member Gagner's term expires on January 31; however, the Governor is re-appointing him to another six-year term.

Chairman Whitehead thanked GAM McCarty for the report.

Director's Report. Director Ness also summarized some of the legislative activities. The Transportation Coalition has scheduled a series of presentations to the germane committees. Staff will present information on the condition of the state's bridges and highway safety. He recognized employees for their outstanding customer service and mentioned other recognitions ITD received. Director Ness also said he is changing the format of his monthly report. The Executive Team members will report on activities and accomplishments in their respective area.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Some of the Chief Executive Officers' highlights follow. At the federal level, efforts are underway on the next surface transportation act, as Moving Ahead for Progress in the 21<sup>st</sup> Century expires this fall. The final GARVEE bond sale generated a lot of buyers, resulting in an interest rate of 3.86%. About \$320 million in construction projects are on the shelf, ready to bid. The US-95, Thorncreek to Moscow project is proceeding well. The Record of Decision is expected soon, which will be followed by a 30-day advertisement period in the Federal Register. The Human Resource initiatives focus on recruitment; talent management, such as career paths and succession planning; developing employees through efforts such as leadership development and coaching and mentoring; and monitoring success by tracking the turnover rate and employee engagement. The Division of Administration is working on establishing a better team culture, engaging employees, and

collaborating with other divisions. It wants hassle-free results, reports that are easy to understand, and to hire and develop the right people for each position.

Chief Operations Officer Jim Carpenter also announced some personnel changes. Pat Lightfield, Assistant District 2 Engineer, is retiring this month, after 43 years of service. The Headquarters offices are being restructured into two divisions. District 3 Engineer Dave Jones has been promoted to Division of Engineering and Products and Plans Administrator/Chief Engineer and District 6 Engineer Blake Rindlisbacher will be the new Division of Engineering Services Administrator.

Chairman Whitehead thanked Director Ness and the Executive Team for the reports. The Board congratulated District Engineers Jones and Rindlisbacher on their promotions.

Informal Luncheon with the Aeronautics Advisory Board (AAB). The two boards met informally during lunch.

Aeronautics' Annual Report. AAB Chairman Rodger Sorensen reported on global aviation issues, noting commercial airlines recorded a profit this past year and commercial airlines U.S. Airways and American merged. He also commented on the increased use of unmanned aerial systems, also known as drones. AAB Member Chip Kemper said the agriculture aviation industry is doing well; however, he believes there will be challenges in the future, mainly due to drone activity, which could potentially create hazards for aircraft. The aviation fire activity was fairly steady this past year in eastern Idaho.

AAB Member Dan Scott commended the Division of Aeronautics for its search and rescue program. AAB Member Mark Sweeney said aviation activity in the state increased last year. He expressed concern with the decreasing number of pilots. In 2013, there were 25% fewer pilots than in 2000. He believes a bigger emphasis is needed on aviation education and promoting aviation. In response to a question from Member Kempton, AAB Sweeney responded that he believes one of the key reasons for the decline in pilots is the cost to become a pilot.

Aeronautics Administrator (AA) Mike Pape provided a financial report. Revenue is currently over projections due to more flights, as the majority of revenue is from jet fuel. Expenses are less than budgeted, but are expected to be on track. A high priority is to reduce the carryover of Trustee and Benefits expenses. In other areas, the federal government shutdown due to a lack of appropriations bills was a concern last year. No aircraft could be registered during that period and traffic control towers were negatively impacted. He also reported on the use of the state aircraft. State employees saved 3,600 hours by flying instead of driving.

Staff provided reports on various programs and activities. In 2013, \$450,000 was provided as matching funds for 19 Federal Aviation Administration grants to general aviation airports for rehabilitation, planning, and new facility projects. For 2014, \$700,000 is estimated to be available. Work is underway to improve the grant management process, with goals of less annual carryover and faster grant payouts. The volunteer program continues to be a valuable asset, as 335 man hours provided assistance with activities at eight of the state-owned airports. Recreational usage at the state airports was up 10% over the last two years. Last year, there were 33 aviation accidents with 12 fatalities in Idaho compared to 39 accidents with 5 fatalities in 2012. Pilots making poor decisions appeared to be the most common factor in the incidents.

AA Pape also reported that the avionics in the King Air need to be replaced.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO.        WHEREAS, the Idaho Transportation Department's Aircraft Operation function  
ITB14-03        is a critical program utilized by a variety of state agencies to perform state business effectively  
                     across the state; and

WHEREAS, safety of aircraft operations is the highest priority of every flight; and

WHEREAS, the 35 year old avionics (flight instruments, navigation, auto pilot, and associated systems) in the King Air are obsolete and safety and reliability may become a factor in current operations.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board authorizes the Director to make the necessary business decisions to fund the replacement of the avionics systems for the King Air at an estimated cost of \$300,000 from current budgets within the State Aeronautics Fund.

Chairman Whitehead thanked the AAB members and staff for the report.

Delegation – Pacific Northwest Economic Region (PNWER). Idaho Lieutenant Governor Brad Little introduced the PNWER delegation and provided background on the coalition. Comprised of the public and private sector, it addresses various issues of the region, including energy and transportation.

Alana DeLong from Alberta, Canada said there is interest in utilizing the Port of Lewiston; however, a good, reliable corridor to Canada is needed. She stressed the importance of access to markets and moving products.

Bruce Agnew said PNWER would like Idaho to take the lead on harmonizing vehicle size and weight standards in the region and to streamline the permitting process. Another initiative it would like Idaho to help coordinate is Fast Forward Northwest. This public private partnership would improve international market access for exports by eliminating bottlenecks on rail corridors and improving road and port connections.

The Board expressed support for increased usage of the Port of Lewiston and standardizing the truck size and weight regulations. Chairman Whitehead thanked the delegation for its presentation.

Public Transportation Advisory Council (PTAC) Board Policy. PTAC Chair Kathleen Simko discussed proposed revisions to Board Policy 4039 Public Transportation Advisory Council, formerly B-28-04. PTAC supports inclusion of language stating that a philosophy of reducing reliance on federal funding should be pursued. During her tenure on PTAC, there have never been sufficient funds for Idaho's transit needs. No service can be funded solely through fares. PTAC members believe other funding sources need to be identified.

Member Vassar understands PTAC's position; however, she does not support including that language in the Board policy. There is no state funding source for public transportation.

Member Kempton asked if the desire is to reduce reliance on federal funds, would Idaho decline additional federal money? PTAC Chair Simko replied that she does not anticipate additional federal funds would be rejected; however, she believes it is important to seek other funding sources.

Member Vassar made a motion to delete the statement "A philosophy of reducing reliance on Federal funding should be appropriately pursued" from the draft policy. Member DeLorenzo seconded the motion and it passed unopposed.

Member Vassar made a motion to approve the revised Board Policy 4039 Public Transportation Advisory Council. Member Kempton seconded the motion and it passed unanimously.

Policy Introduction. Human Resources (HR) staff introduced board and corresponding administrative policy changes. The legal authority and a purpose statement were added to all of the documents.

Board Policy 4019 Equal Employment Opportunity and Fair Employment Practices combined former policies B-18-07 Code of Fair Employment Practices and B-18-09 Equal Employment Opportunity/Affirmative Action. The consensus of the Board was to hold this policy for further review and discussion.

No additional changes are proposed to Board Policy 4033 Workplace Violence, formerly B-23-03. Minor changes are recommended to the corresponding administrative policy 5033 to ensure compliance with Idaho Code.

Member Vassar made a motion to approve Board Policy 4033 Workplace Violence. Member DeLorenzo seconded the motion and it passed unopposed.

Member Kempton made a motion to recommend Director approval of 5033 Workplace Violence. Member Vassar seconded the motion and it passed unanimously.

Minor changes are proposed to Board Policy 4055 Harassment in the Workplace, formerly B-18-04. More substantive changes are proposed to the corresponding administrative policy. By unanimous consent, the Board held 4055 and 5055 for further review and discussion.

The proposed change to Board Policy 4056 Employee Safety and Risk Management Program, formerly B-23-01, is the removal of a reference to a rule. No changes are proposed to the corresponding administrative policy 5056.

Vice Chairman Coleman made a motion to approve Board Policy 4056 Employee Safety and Risk Management Program. Member Vassar seconded the motion and it passed unopposed.

Member Vassar made a motion to recommend Director approval of 5056 Employee Safety and Risk Management Program. Member Kempton seconded the motion and it passed unopposed.

Administrative Policy Review. HR staff summarized changes to three stand-alone Administrative Policies: 5520 Internship Program, formerly A-01-17; 5521 Standard and Flextime Work Schedules, formerly A-06-03; and 5523 Alcohol and Drug-Free Workplace, formerly A-18-12. It also recommended deleting Administrative Policies A-06-44 Workplace Accommodations and A-18-08 Return to Work because the policies are procedural-based and the information is included in manuals.

The Board had no objection to the proposed changes to the stand-alone administrative policies.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3 PM.

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signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
February 19, 2014  
Boise, Idaho

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## REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

February 19, 2014

The Idaho Transportation Board met at 8 AM, on Wednesday, February 19, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Election of Vice Chairman. Member Vassar nominated Jim Coleman to serve as Vice Chairman. Member Kempton seconded the motion and it passed unopposed.

Review of Subcommittee Assignments. Chairman Whitehead reviewed the Board subcommittee assignments. The Subcommittee on Access Management is being changed to the Subcommittee on Right-of-Way and Access Management with no change to its membership: Vice Chairman Coleman (chair) and Members Gagner and DeLorenzo. There were no changes to the Subcommittee on State Highway System Adjustments: Members Gagner (chair) and Horsch. Member DeLorenzo will serve on the Subcommittee on Audits. Members Kempton (chair) and Vassar will continue to serve on the Subcommittee on Board Policies. The Subcommittee on the Freight Study was disbanded. Member Vassar was added to the Subcommittee on 129,000 Pound Truck Routes, serving with Vice Chairman Coleman and Members Horsch and Kempton (chair).

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on January 16, 2014 as submitted. Member Vassar seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

March 19-20, 2014 – Boise  
April 16, 2014 – District 2  
May 21-22, 2014 – District 5

Consent Items. Member Vassar made a motion, seconded by Member DeLorenzo, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-04 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the Trucking Advisory Council membership extension and appointment; the addition of transit, Texas A & M Transportation Institute project to FY14; program changes requested by Community Planning Association of Southwest Idaho (COMPASS) to FY14 Statewide Transportation Improvement Program; changing grouping classification of all COMPASS projects; transit program changes requested by Valley Regional Transit and COMPASS to FY14; the addition of US-95, Curve Flattening Milepost 172-174, Adams County to FY16; and the addition of expediting project delivery Strategic Highway Research Program 2 to FY14.

1) Trucking Advisory Council (TAC) Membership Extension and Appointment. Staff recommended reappointing Bill Stellmon to the TAC, representing District 2, and appointing Mike Kempel to represent District 5. Both appointments will expire on December 31, 2015.

2) Addition of Transit, Texas A & M Transportation Institute project to FY14. Staff requested the addition of the Transit, Texas A & M Transportation Institute project to FY14 of the Transit Program for \$100,000 and the adjustment of the Statewide Transportation Improvement Program (STIP). The project will assess the Mobility Management System throughout the state. Funds will be transferred from the Urbanized Area 5307 to Federal Transit Administration 5311 to pay for the project.



3) Program Changes Requested by COMPASS to FY14. COMPASS requested delaying the High Capacity Corridor Study, key #13046, in the amount of \$1 million to FY18; increasing the FY15 Capital Maintenance, Ada County Highway District (ACHD) project, key #12363 by \$1 million for a total cost of \$5,259,000; and reducing the FY18 Capital Maintenance, ACHD project, key #12369 by \$1 million for a total project cost of \$5,495,000. Additionally, staff is to amend the FY14-18 STIP accordingly.

4) Changing Grouping Classification of all COMPASS Projects. COMPASS changed the grouping categorization of all of its projects in its FY14-18 Regional Transportation Improvement Program. It requested to ungroup its projects in the STIP, as shown as Exhibit 437, which is made a part hereof with like effect, and for staff to amend the STIP.

5) Transit Program Changes Requested by Valley Regional Transit and COMPASS to FY14. On behalf of Valley Regional Transit, COMPASS requested delaying the Capital Purchase and Maintenance, Boise Urban Area project, key #13828 in the amount of \$210,000 and delaying the Capital Purchase and Service, Nampa Small Urbanized Area project, key #13832 in the amount of \$147,000 to FY14 and to amend the STIP accordingly. The funds are available through the Transit carry over from FY13.

6) Add US-95, Curve Flattening Milepost 172 – 174, Adams County Project to FY16. Staff requested the addition of a US-95, Curve Flattening project to FY16 in the amount of \$1,876,000 and to adjust the STIP. The project will address alignment issues that restrict the size of the trucks that can safely navigate US-95. The rehabilitation project will widen the highway to address off-tracking issues in this two-mile section. The project will be funded through savings from other District 3 projects.

7) Addition of Expediting Project Delivery Strategic Highway Research Program (SHRP) 2 to FY14. The Department was recently awarded a \$250,000 SHRP 2 grant. The funds will be used for the Expediting Project Delivery project to develop and deploy the databases, extract/ transfer/load processes and user interface software to complete the integration between the Investment Corridor Analysis Planning Systems and the Project Scheduling System. It should improve internal communication and coordination and streamline decision making. It should also facilitate the process to ensure a STIP project aligns with current strategic goals. Staff requested the addition of this project to the FY14 Program and to adjust the STIP.

Informational Items. 1) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From December 31 to January 31, the BSM Section processed four new professional service agreements in the amount of \$1,070,337.

2) Contract Awards. Key #12332 – US-95, Award Bridge, District 2. Low bidder: Cannon Builders, Inc. - \$584,729.

The low bid on key #12330 – SH-162, US-12, Lawyers Canyon, Skookumchuck, and Catholic Creek Bridges, District 2, was more than ten percent over the engineer's estimate, requiring justification. The main difference between the engineer's estimate and low bid appears to be in the mobility item. The contract requires all work on each bridge to be completed consecutively, not concurrently, requiring multiple different mobilizations. This requirement was included to reduce traffic impacts to the public. Other reasons the costs of the low bid were higher than the engineer's estimate may be due to the small size of the three bridges and the small overall contract value. Staff did not discover any obvious errors or oversights in the plans and does not believe there is a potential for significant savings if the project is readvertised. It recommended awarding the contract. Low bidder: Braun-Jensen, Inc. - \$697,000.

Key #12319 – SH-7, Gilbert Grade, Clearwater County, District 2. Low bidder: Wood's Crushing and Hauling, Inc. - \$661,500.

Key #9822 – I-84, Gowen Road Interchange, Boise, District 3. Low bidder: Knife River Corporation - Northwest - \$26,983,295.

Keys #12349 and #12348 – I-84, Oregon State Line to Black Canyon Interchange #13, Westbound and Oregon State Line to Black Canyon Interchange #13, Eastbound, District 3. Low bidder: Western Construction, Inc. - \$9,637,376.

Key #9821 – I-84, Broadway Avenue Interchange, Boise, District 3. Low bidder: Concrete Placing Company, Inc. - \$26,680,657.

Key #13064 – SH-24, City Streets Near Rupert, District 4. Low bidder: Western Construction, Inc. - \$1,470,788.

Key #12392 – US-30, Buhl to Filer, District 4. Low bidder: Western Construction, Inc. - \$2,381,312.

Key #12870 – US-91, Pine Lateral Canal Bridge, Bannock County, District 5. Low bidder: Knife River Corporation - Northwest - \$459,736.

Keys #12433 and #12434 – SH-34 and US-30, FY14 District 5 Bridge Deck Life Extension and FY14 District 5 Bridge Repair. Low bidder: Cannon Builders, Inc. - \$784,251.

Key #12872 – US-91, Corbett Slough Canal Bridge, Bingham County, District 5. Low bidder: Cannon Builders, Inc. - \$369,970.

Key #12463 – I-15 and US-20, FY15 District 6 Sign Upgrades. Low bidder: Eagle Rock Blasting, Inc. - \$236,932.

Key #6279 – SH-75, East Fork Salmon River Bridges, Custer County, District 6. Low bidder: Knife River Corporation – Northwest - \$7,367,883.

The low bid on key #12479 – US-20 Business, Del Rio Bridge, Fremont County, District 6, was more than ten percent over the engineer's estimate, requiring justification. The main variances between the engineer's estimate and low bid were in the mobilization and bridge cost items. Overall, the District has noticed an increase in mobilization costs and will adjust its estimates in the future. The engineer's estimate did not account for the additional work that may be required for the historic structure nor alternative method of removal. Staff does not believe re-advertising the project would result in savings, so recommended awarding the contract. Low bidder: D L Beck Inc. - \$2,455,057.

3) Professional Services Agreements and Term Agreement Work Task Report. From December 30 through January 31, 30 new professional services agreements and work tasks were processed, totaling \$4,073,068. Five supplemental agreements to existing agreements were processed during this period in the amount of \$1,189,468.

4) Speed Minute Entry Changes for December 2013 through January 2014. The following speed minute entry changes were processed in December and January in District 4:

Route	Beginning	Ending	Speed Limit	
	Milepost	Milepost	Old	New
SH-77	0.050	0.250	35	20
SH-77	0.300	0.390	55	35

Legislative Report. Government Affairs Manager (GAM) Mollie McCarty reported on various legislative activities. All of the Department's legislative proposals have been approved for printing. Some of the other legislative proposals that staff is monitoring relate to special license plates, eminent domain, increasing transportation revenue, and increasing the maximum speed limit. Aeronautics Advisory Board Member Mark Sweeney's Senate confirmation hearing was held yesterday and Member Gagner's is scheduled tomorrow.

Chairman Whitehead thanked GAM McCarty for the report.

Director's Report. Director Ness said legislators commended the Department for its direction and for delivering on the promises made during the recent joint germane and Joint Finance and Appropriations Committee meetings. Since the last Board meeting, he attended Capital for a Day in Richfield and Craigmont. He commended staff for developing a continuity of operations plan; creating a bridge inspection manual; partnering with the City of American Falls and the Federal Highway Administration (FHWA) on the City's revitalization project, which was honored by the Women in Transportation; continued recognition of the winter maintenance performance system; and notable customer service.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

The Chief Executive Officers highlighted activities in their respective areas. The Division of Aeronautics published an operating procedures manual for the popular Johnson Creek airstrip. Last year State Farm awarded ITD a grant to conduct highway safety outreach at schools. It was so impressed with the Department's efforts that it awarded a larger grant to the Department this year. Efforts are continuing to reorganize the Highways Sections at Headquarters. The

US-95, Thorncreek to Moscow project is proceeding well and the Final Environmental Impact Statement should be issued soon. Development and mentoring opportunities are being developed for Administration supervisors. The Office of Transportation Investments is replacing the legacy system with an improved tracking system and program planning tool.

Innovative Business Practice Team – Innovate! Launch. Chief Administrative Officer (CAO) Charlene McArthur said a program to promote innovation has been established to identify better solutions to meet requirements. Employees are encouraged to collaborate to improve efficiencies, reduce costs, or enhance customer service. She added that FHWA has a strategic objective to promote innovation.

Chairman Whitehead thanked CAO McArthur for the presentation and expressed support for this program.

Federal Lands Access Program. Chief Operations Officer (COO) Jim Carpenter said the Federal Lands Access Program is a federal discretionary program. The funds are to be used on roads that provide access to or through federal lands. Local public agencies are eligible to receive funding; however, a match is required. FHWA Direct Federal, ITD, and the Local Highway Technical Assistance Council provide oversight. The group identified seven projects to fund. The projects have to be mirrored in Idaho's STIP.

Vice Chairman Coleman questioned locals' ability to provide the required match. COO Carpenter concurred that the 7.3% match may be a challenge for some local public agencies. He believes confirmation that the local entity can provide the match will be secured before projects are funded. Vice Chairman Coleman added that due to the match requirement, local public agencies should have a say in which projects are funded.

Member Vassar made a motion, seconded by Member Gagner, and passed unopposed, to approve the following resolution:

RES. NO.        WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-05        to publish and accomplish a current, realistic, and fiscally constrained five-year Transportation  
Investment Program; and

WHEREAS, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) requires that a priority list of projects covering a minimum four-year period be provided in a federally approved statewide transportation improvement program; and

WHEREAS, MAP-21 provided for the replacement of the Forest Highways Program under the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users with a new program to be known as the Federal Lands Access Program (FLAP); and

WHEREAS, the Programming Decisions Committee on which ITD has representation has been actively involved in the process to solicit, review, prioritize and recommend projects for award of FLAP funding; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding.

*NOW THEREFORE BE IT RESOLVED*, that the Board authorizes staff to include and reference projects from the list entitled "Idaho Federal Lands Access Transportation Improvement Program", as shown as Exhibit 438, which is made a part hereof with like effect, to the current FY14-18 ITIP; and

*BE IT FURTHER RESOLVED*, that staff is authorized to make the appropriate changes to the federally approved FY14-18 Idaho Transportation Improvement Program in accordance with the provisions of MAP-21.

IPLAN Data Discussion. Planning and Program Management Manager (PPMM) Erika Bowen provided an overview on the publically-available statewide data available through IPLAN, the data owners, and the schedule to update the data. For datasets with update frequencies to occur more often than annually, additional work is scheduled to address the infrastructure to better automate and distribute data. Some of the next steps will be to maintain current statewide maps, provide support to the Districts, and continue partnerships with outside agencies. Staff intends to provide quarterly updates to the Board on this initiative.

Member Gagner requested information on the costs and return on investment. He would also like to hear from the Districts on how they use IPLAN and the value of this system.

Chairman Whitehead thanked PPMM Bowen for the informative presentation and for her efforts to develop the maps, which he believes are valuable.

Impaired Driving in Idaho. Highway Safety Manager Brent Jennings said 40% of Idaho's highway fatalities in 2012 were a result of impaired driving. The estimated cost of impaired driving crashes was more than \$605 million. To combat the impacts of impaired driving, an assessment of the problem was undertaken and an Impaired Driving Task Force was formed to implement strategies for eliminating fatal and serious injuries associated with impaired driving.

Highway Safety partners elaborated on the assessment and efforts underway. The Impaired Driving Task Force was created to identify specific impaired driving problems, build a cooperative communication network, and develop a plan that sets priorities, outlines strategies, and identifies action steps. Some of its focus areas are the alcohol interlock program, driving under the influence (DUI) mobilization efforts, and DUI courts. The Statewide Impaired Driving Coordinator is responsible for coordinating the drug evaluation and classification program, advanced roadside impaired driving enforcement, standard field sobriety tests, the law enforcement phlebotomy program, and the drug recognition expert program. The Traffic Safety Resource Prosecutor facilitates a coordinated approach to the prosecution of impaired driving and provides training, education, and technical support to prosecutors, law enforcement agencies, and other traffic safety stakeholders. It was also noted that the Positive Community Norms pilot project is proceeding well. The next step will be a media campaign in the three test communities.

To ensure success of these initiatives, the following steps will be undertaken: continually update and implement the Task Force strategies; identify Idaho's current needs through data, collaboration, and assessments; build and utilize the Highway Safety Coalition; continue to work with the Strategic Highway Safety Plan partners and emphasis groups; and promote and fund statewide mobilizations and campaigns.

Chairman Whitehead thanked the team for its presentation and its valuable efforts to address highway safety.

Executive Session on Personnel and Legal Issues. Vice Chairman Coleman made a motion to meet in executive session at 11:55 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a), (b), and (f). Member Vassar seconded the motion and it passed 5-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 2:20 PM.

Monthly Financial Statements. Controller Dave Tolman elaborated on the mid-year financial statements. Through December, federal aid to the State Highway Fund totaled \$194.9 million, or about 6% more than the same time period last year. Revenue from the Highway Distribution Account was .9% below projections. Staff will continue to monitor the revenue to determine if adjustments are required. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were almost \$1 million over the estimate. Expenditures for personnel costs were 4.3% less than budgeted through December. Total expenditures, including encumbrances, for operations reflected a 4% positive variance. Capital equipment had a 9% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through December was 17.5% over projections. Staff does not believe the trend will continue. Miscellaneous revenue to the State Aeronautics Fund was 12% higher than projected. Overall expenditures were less than budgeted.

Controller Tolman summarized the GARVEE Program. The bond proceeds, including interest, total \$857.1 million. The weighted average interest rate on the bonds is 4.47%. Debt service is \$58.8 million per year, with the final debt service expected to be paid in July 2031.

Net obligations through January totaled \$104.6 million. Of those obligations, \$103.6 million were for activities programmed for 2014; although the Program estimated those activities at \$110.3 million. January's net cumulative obligations were below the three-year average of \$117.6 million for the same period.

Annual Report on Human Resources (HR) Activities. HR staff members reported on various activities. The number of written warnings to employees increased from 29 in 2012 to 37 in 2013. Similarly, disciplinary actions increased from 24 to 28 during that time frame. New supervisor orientation sessions were established and coaching and mentoring were provided to supervisors. The employee turnover rate remained static from FY12 to FY13 at 10.8%. In FY13, 38% of the turnovers were due to retirements.

The Equal Employment Opportunity office provided Respectful Workplace training for all employees. It also updated its website to be more user friendly. Training and Development established the Learning Hub to simplify tracking classes taken and scheduling training. It also facilitates expanded on-line training opportunities. Last year, employees spent an average of 36 hours in training. Efforts are continuing on leadership development.

There were 109 injury incidents in 2013, an increase of 8 from the previous year; however, the days lost due to injuries increased dramatically, from 1,085 in FY12 to 4,029 in FY13. There were 143 vehicular collisions reported in FY13, resulting in \$170,000 in damages, compared to 158 vehicle collisions in FY12 at a cost of \$151,563. ITD paid \$108,582 for 65 tort claims; an additional 73 claims were denied; 8 are still open; 3 are inactive, and 1 was won.

Chairman Whitehead thanked the staff members for the informative report and expressed appreciation for their efforts.

Wellness Program Annual Report. Wellness Coordinator Pauline Davis said the Wellness Program, which celebrated its 20<sup>th</sup> anniversary this year, continues to offer a variety of preventive health care benefits. It provides education, resources, and events to promote healthy lifestyle habits. Some of the activities conducted last year included on-site health clinics and fairs; the annual fitness challenge and other organized exercise events; blood pressure monitoring; and flu shots.

Chairman Whitehead thanked Ms. Davis for the report and for her efforts on this important program.

Policy Review. BSM Manager Michelle Doane said additional revisions were made to the previously-introduced policies Use of Department Facilities and Equipment. The language on rental fees was replaced with wording that market rates shall be used for large events.

Member Gagner made a motion to approve Board Policy 4051 Use of Department Facilities and Equipment. Member Vassar seconded the motion and it passed unopposed.

Member DeLorenzo made a motion to recommend Director approval of Administrative Policy 5051 Use of Department Facilities and Equipment. Vice Chairman Coleman seconded the motion and it passed unopposed.

Policy Introduction. GAM McCarty said that in addition to the inclusion of a purpose statement and legal authority, minimal changes were proposed to Board Policy 4057 Release of Department Information to the Media, formerly B-20-01. Similar changes are proposed to the corresponding administrative policy.

Member Vassar made a motion to approve 4057 Release of Department Information to the Media. Vice Chairman Coleman seconded the motion and it passed unopposed.

Member Gagner made a motion to recommend Director approval of 5057 Release of Department Information to the Media. Member Vassar seconded the motion and it passed unanimously.

GAM McCarty said Board Policy 4058 Groundbreaking and Dedication Ceremonies, formerly B-20-02, and the corresponding administrative policy were revised to clarify that the Department will only assist, upon request, with these ceremonies. A purpose statement and the legal authority were also added.

Vice Chairman Coleman made a motion to approve 4058 Groundbreaking and Dedication Ceremonies. Member Vassar seconded the motion and it passed unopposed.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unanimously to recommend Director approval of 5058 Groundbreaking and Dedication Ceremonies.

Program Planning and Development Specialist Maureen Gresham presented new board and administrative policies on the Freight Advisory Committee.

Vice Chairman Coleman made a motion to approve 4048 Freight Advisory Committee. Member Gagner seconded the motion and it passed unopposed.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unanimously, to recommend Director approval of 5048 Freight Advisory Committee.

New Business. CD Stokes proposed changes to Administrative Policy A-28-03, Funding Decision and Appeal Process for Division of Public Transportation Mobility Projects to eliminate the appeal process. That change provides consistency with the funding process for other Divisions and modes. The revised policy, 5514 Decision Process for Funding Division of Transportation Performance Public Transportation Projects, was presented for review.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:45 PM.

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signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
March 19, 2014  
Boise, Idaho

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## Idaho Transportation Board

### 129,000 Pound Truck Route Subcommittee

### March 7, 2014

Idaho Transportation Board (ITB) 129,000 Pound Truck Route Subcommittee Chairman Jim Kempton and ITB Members Jim Coleman and Jan Vassar met at 10 AM on Friday, March 7, 2014 at the Idaho Transportation Department, Boise, Idaho. Member Dwight Horsch was absent. ITB Chairman Jerry Whitehead was also present.

Subcommittee staff members and advisors in attendance included Deputy Attorney General Larry Allen, Chief Engineer Dave Jones, Bridge Asset Management Supervisor Kathleen Slinger, Motor Vehicles Administrator (MVA) Alan Frew, Motor Carrier Services Manager Reymundo Rodriguez, Government Affairs Manager Mollie McCarty, Public Involvement Coordinator Adam Rush, Executive Assistant to the Board Sue Higgins, Local Highway Technical Assistance Council Administrator Lance Holmstrom, and Department of Commerce representative Randy Shroll. ITD Planning and Program Management Manager Erika Bowen and Transportation Legislation Policy Specialist Matt Moore were also present.

Membership. Chairman Kempton noted that with the addition of a fourth board member to the Subcommittee, if a vote results in a tie, he will abstain from voting, resulting in three voting members. He added that the staff addition of Chief Operations Officer Jim Carpenter is being explored.

Form 4688. The consensus of the Subcommittee was to modify the Request for Designated Routes up to 129,000 Pounds, form #4886, to clarify that the requester is responsible to submit the completed application to ITD and local governments

where the requested state route is contiguous to the respective jurisdiction(s). (ACTION: MCSM)

Subcommittee Process. Chairman Kempton presented and reviewed the revised Subcommittee Manual\*, outlining the process to consider designating 129,000 pound truck routes. He encouraged the Chief Engineer (CE) to assign a case number to each requested route.

The CE's posting of a request on the website triggers the public comment period and the time that the public must be noticed of the opportunity to comment. Comments will be filed on the website. They will also be routed to appropriate Subcommittee staff and advisors for information or action.

CE Jones elaborated on the internal process. A tracking system is being developed to monitor the status of requests. Various staff members will conduct analyses concurrently.

After the CE's analysis is completed, a Subcommittee meeting will be called in the appropriate District Office. Although open to the public, these meetings will not be hearings. No oral testimony will be taken. (All of the written comments received on that specific route will be provided to the Subcommittee members in advance.) In addition to the CE's presentation, the party responsible to address specific public comments, if applicable, will address those comments. The Subcommittee will determine the recommendation to present to the full board.

Technically, the Subcommittee's responsibilities end at this point.

Chairman Kempton emphasized that if the action results in a hearing, the proceedings become ex parte. No Subcommittee member or staff/advisor can discuss the issue with the Chief Engineer unless the communication is shared with all parties.

In response to a question on whether a statewide group would have a standing to sue,

DAG Allen said the hearing officer will determine if another party can participate in the appeal.

Miscellaneous Issues. ITB Chairman Whitehead suggested staff develop an educational video or tutorial to post on the web site. (ACTION: PIC/MVA)

Chairman Kempton suggested posting proposed routes on the IPLAN map, where a variety of data is available.

In response to a question on the process to de-designate a route, Chairman Kempton said it would be a technical decision so it should go directly to the full board. DAG Allen added that it may be a permitting decision.

A draft Board Policy was also reviewed. Some minor changes were proposed.

ITB Chairman Whitehead provided an update on Congressional efforts to allow Idaho to designate its interstate system for vehicle combinations up to 129,000 pounds. Congressman Simpson is leading an effort to include language in a transportation appropriations bill.

The meeting adjourned at 11:25 AM.

\_\_\_\_\_ signed \_\_\_\_\_

Respectfully submitted by:

SUE S. HIGGINS

Executive Assistant & Secretary

Idaho Transportation Board

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## SPECIAL SESSION OF THE IDAHO TRANSPORTATION BOARD

March 7, 2014

Idaho Transportation Board Chairman Jerry Whitehead called a special session of the Idaho Transportation Board at 12:30 PM on Friday, March 7, 2014. The following principals were present at the Idaho Transportation Department in Boise, Idaho:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Brian W. Ness, Director  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

The following participated via teleconference:  
Lee Gagner, Member – District 6

Executive Session on Personnel Issues. Member Vassar made a motion to meet in executive session at 12:30 PM to discuss personnel issues as authorized in Idaho Code Section 67-2345(a) and (b). Member DeLorenzo seconded the motion and it passed 5-0 by individual roll call vote.

A discussion was held on personnel matters.



The Board came out of executive session at 1:50 PM.

WHEREUPON the special session of the Transportation Board adjourned at 1:50 PM.

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signed

Jerry Whitehead, Chairman  
Idaho Transportation Board

Read and Approved  
March 19, 2014  
Boise, Idaho

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## REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

March 19, 2014

The Idaho Transportation Board met at 8 AM, on Wednesday, March 19, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Board Minutes. Member Gagner made a motion to approve the minutes of the regular Board meeting held on February 19, 2014 as submitted and the minutes of the special Board meeting held on March 7, 2014 as submitted. Member DeLorenzo seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

April 16, 2014 – District 2  
May 21-22, 2014 – District 5  
June 18-19, 2014 – District 3

Consent Items. Member DeLorenzo made a motion, seconded by Member Vassar, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-06 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the adjustment to the Transit Program, adding three new projects and delaying one to FY14; the addition of Local, Elmira

Road Railroad Crossing, Bonner County to FY14 of the Federal Rail Program; and the state institution road improvement project.

1) Adjust Transit Program: Add Three New Projects and Delay One to FY14. Due to the receipt of New Freedom Section Federal Transit Administration 5317 grants, three projects were requested to be added to the FY14 Transit Program: Transit, New Freedom Small Urban, Pocatello Regional Transit - \$172,126; Transit, New Freedom Small Urban, Valley Regional Transit (VRT) - \$148,000; and Transit, New Freedom Rural, VRT - \$22,400. The delay of key #11350, Transit, Boise State University Bus Maintenance Facility for \$108,000 to FY14 and amendments to the Statewide Transportation Improvement Program (STIP) were also requested.

2) Addition of Local, Elmira Road Railroad Crossing, Bonner County to FY14. Staff requested the addition of the Local, Elmira Road Railroad Crossing, Bonner County, District 1 project to FY14 of the Federal Rail Program for \$450,000 and to amend the STIP accordingly. The project will improve safety at the at-grade railroad crossing at the intersection of US-95 and Elmira Road by adding quad gates, lights, and advance warning signs. The project will be funded through savings.

3) State Institution Road Improvement Project. In accordance with Idaho Code 40-310(14), Board Policy 4045 State Institution Road Improvement provides \$30,000 for the construction, alteration or repair of roadways in, through, or around the grounds of state institutions. The Division of Public Works is requesting funds to patch, re-seal, and re-stripe various parking lots within the Capital Mall complex. The project also includes repair or replacement of some of the concrete approaches into the parking lots. The project is estimated to cost \$67,000; however, the Department of Administration will provide funding above the \$30,000 ITD grant. Governor Otter has approved this recommendation.

Informational Items. 1) Monthly Financial Statements. Net obligations through February totaled \$231.5 million. Of those obligations, \$226.8 million were for activities programmed for 2014. The Program estimated those activities at \$224.6 million. The net cumulative obligations exceeded the three-year average of \$147.1 million for the same period.

Through January, federal aid to the State Highway Fund totaled \$203.2 million year-to-date, or about 5% more than the same time period last year. Revenue from the Highway Distribution Account was right on year-to-date projections. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption was \$1.3 million over the estimate. Personnel expenditures were 4.3% less than budgeted through January. Total expenditures, including encumbrances, for operations reflected a 15% positive variance. Capital equipment had a 12% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through January was 15.8% over projections. Miscellaneous revenue to the State Aeronautics Fund was 1% higher than projected. Billings for the state plane usage in January was not completed so this revenue should have been higher. Overall expenditures were less than budgeted.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From February 1 to February 28, the BSM Section processed six new professional service agreements in the amount of \$105,897.

3) Contract Awards. Key #12346 – I-84, FY14 District 3 Sign Upgrades. Low bidder: Pavement Markings Northwest, Inc. - \$183,809.

The low bid on key #12405 – I-84, FY14 District 4 Bridge Deck Life Extension was more than ten percent over the engineer's estimate, requiring justification. The main difference between the engineer's estimate and low bid appears to be in the rock armor, special bridge remove concrete slope paving, and mobilization items. The cost of the slope protection was higher due to working in the railroad right-of-way, which also affected the cost of the rock armor and concrete slope pavement removal. The tight working conditions underneath the bridge also influenced the cost. The District does not believe re-advertising will result in better bids, so recommended

awarding the contract. Low bidder: L & J Construction Group LLC - \$1,049,906.

Key #12871 – US-91, Tyhee Wasteway Canal Bridge, Bannock County, District 5. Low bidder: Mickelsen Construction Company, Inc. - \$264,940.

The low bid on key #13846 – I-84, Broadway Interchange to Gowen Interchange, Traffic Control, District 3, was more than ten percent over the engineer's estimate, requiring justification. Sixteen of the 21 bid items were significantly higher than the engineer's estimate. Only one bid was received. Staff recommended not awarding the contract. The traffic control items will be added back into their respective construction projects by change order or force account in order to avoid delaying the construction start date on the projects. Low bidder: Specialty Construction Supply, LLC - \$2,197,987.

4) Professional Services Agreements and Term Agreement Work Task Report. From February 3 through February 28, 38 new professional services agreements and work tasks were processed, totaling \$8,504,570. Six supplemental agreements to existing agreements were processed during this period in the amount of \$1,271,067.

5) Annual Report on Status of State-owned Dwellings. The report on the status of ITD-owned dwellings included the fair market rental value, rental status, and monthly rental fee. The Department owns 3 stick-framed houses, 11 manufactured homes, 4 manufactured bunkhouses, and 2 apartments at Johnson Creek and Cavanaugh Bay Air Strips, plus 26 trailer pads, of which 13 currently have employee-owned manufactured housing on them. ITD also owns nine trailer pads and three houses at rest area locations around the state.

Director's Report. Director Ness said the Joint Finance and Appropriations Committee approved ITD's budget. No major changes from the Governor's recommendation were made with the exception of a change in employee compensation. He attended meetings with the Associated General Contractors (AGC) of Idaho and the American Association of State Highway and Transportation Officials' legislative briefing. He commended Division of Motor Vehicles' (DMV) staff for exemplary customer service and for improvements related to drivers' medical certification, as other states are inquiring about Idaho's process; District 4 and its partners for the award on a right-of-way survey project; the Equal Employment Opportunity Office for the assistance it provided to the City of Mountain Home; and the avalanche crew for its commendable efforts.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>

The Chief Executive Officers highlighted activities in their respective areas. DMV worked with the Commission for the Blind to ensure compliance with Idaho Code on the issuance of drivers' licenses. The new program to designate veterans' status on drivers' licenses is proceeding well and should be ready for implementation by November 10. The last GARVEE construction contract, I-84, Meridian Interchange, was awarded recently. Meetings were held with various partners, including the AGC and Local Highway Technical Assistance Council, enhancing those relationships. The four temperaments of behavior were introduced as part of the Leadership Development initiative. Employees have submitted a number of ideas for the Launch Innovate project.

Legislative Report. Government Affairs Manager (GAM) Mollie McCarty reported on various legislative activities. Legislation to address airport land use passed both chambers. The proposal to increase the maximum speed limit has been sent to the Governor. Legislation directing Cigarette Tax Moneys to pay a portion of the GARVEE debt service, approximately \$4.7 million per year through FY30, and possibly some for maintenance passed both chambers. A number of other revenue enhancement bills were not approved.

Chairman Whitehead thanked GAM McCarty for the report.

Employee Service Awards. The Board participated in the Employee Service Awards. Member DeLorenzo provided remarks on behalf of the Board.

Annual Report on Audits. Internal Review Manager (IRM) Carri Rosti and staff members presented the annual report on audits, including internal and external audits performed in 2013 and work planned for 2014. Some of the activities conducted last year included an audit of the Driver Services Section's internal controls and previous audit recommendations, an analysis of BSM's contracts and agreements process, an evaluation of the risks in the fuel management system, pre-award reviews of consultant agreements, a review of consultants' indirect cost rates, and a review of metropolitan planning organizations.

Some of the work planned in 2014 includes a construction project risk assessment, a follow-up to an earlier Aeronautics Division audit, a DMV Port of Entry risk assessment, review of consultants' overhead rates, and grant management training.

Chairman Whitehead thanked IRM Rosti and staff for the informative report.

Industry Request for Economic Hardship Waiver. Chief Operations Officer (COO) Jim Carpenter said Potlatch Corporation has requested an economic hardship temporary waiver as allowed in Administrative Rule 39.03.10, Governing When an Overlegal Permit is Required. The rule states that when a circumstance occurs in which an economic hardship is expected to result due to the application of existing rules or limitations, the Board may consider a petition for the temporary waiver of those rules or limitations which are perceived as being the cause of such economic hardship.

COO Carpenter said the legal width is 8 feet 6 inches for reducible loads. This inhibits the movement of lumber between Potlatch Corporation's kiln and its new mill equipment. The new equipment was an investment to improve efficiency and competitiveness. The waiver would allow movement of lumber up to 9 feet 2 inches wide on SH-3 for approximately ½ mile. He recommends granting the waiver until June 30, 2015. During this time, staff would monitor the safety of these vehicles. It would report its findings to the Board in June 2015.

Potlatch Corporation representative Mike Fitzgerald provided history on Potlatch Corporation and elaborated on the business. Its operation in St. Maries employs about 300 people. He said the waiver would be very beneficial and would reduce truck traffic.

Member Gagner noted the waiver is being requested through June 2015. He asked for clarification if the waiver would need to be permanent. Mr. Fitzgerald indicated that Potlatch Corporation would request continuing the waiver after June 2015. Member Vassar questioned the temporariness of the waiver.

In response to Vice Chairman Coleman's question, Mr. Fitzgerald responded that the additional width would also increase the weight; however, the load would be within the legal weight requirements. In response to Member DeLorenzo's question on the number of trucks involved, Mr. Fitzgerald said he believes there would be about 30 round-trips daily.

Some members had additional, legal questions. The consensus was to revisit the item after the executive session.

Add Coeur d'Alene Lake Drive Corridor Master Plan to FY14 of the Board Unallocated Program. District 1 Engineer Damon Allen requested the addition of a Coeur d'Alene Lake Drive Corridor Master Plan to the State Board Unallocated Program for \$150,000. ITD has been working on transferring the ownership of Coeur d'Alene Lake Drive to the City of Coeur D'Alene. The City has requested a study of the future corridor. The master plan would capture and memorialize the purpose and intent of the road corridor for future opportunities to transfer ownership. The project scope includes meetings with local agencies and stakeholders to develop a draft Joint Powers Agreement that would outline future relinquishment of ITD's ownership, maintenance and operations of the corridor, and capture all stakeholders' comments, opportunities, and responsibilities.

Vice Chairman Coleman made a motion, seconded by Member Horsch, and passed unanimously, to approve the following resolution:

RES. NO. ITB14-07 WHEREAS, it is in the public's interest for the Idaho Transportation Department to publish and accomplish a current, realistic, and fiscally constrained five-year Idaho Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the Board had set aside \$5 million of Board Unallocated funds in FY14 to use at the Board's discretion, of which approximately \$4.5 million is currently available; and

WHEREAS, the Coeur d'Alene City Council voted to reject the transfer of Coeur d'Alene Lake Drive, calling for more study of the future of the corridor; and

WHEREAS, District 1 requests \$150,000 in Board Unallocated funds to cover the cost of this project.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of the Local, Coeur d'Alene Lake Drive Corridor Master Plan, Kootenai County project to FY14 of the Board Unallocated Program for a total cost not to exceed \$150,000; and

*BE IT FURTHER RESOLVED*, that staff is authorized to amend the FY14–18 Statewide Transportation Improvement Program accordingly.

Policy Review. Chief Deputy Stokes noted Administrative Policy 5514 Decision Process for Funding Division of Transportation Performance Public Transportation Projects, formerly A-28-03, was revised to address the appeals process for public transportation projects. The changes were presented to the Public Transportation Advisory Council. The Council voted to support the revisions; however, the decision was not unanimous.

Without objection, the Board concurred with revisions to Policy 5514 Decision Process for Funding Division of Transportation Performance Public Transportation Projects.

Policy Introduction. Motor Vehicles Administrator Alan Frew said a purpose statement and legal authority were added to Board Policy 4062 Port of Entry Program, formerly B-31-01. More substantive changes are proposed to the corresponding administrative policy, 5062. The following board and corresponding administrative policies are being recommended for deletion: B-31-02, Roving Port of Entry Program; B-31-03, Joint Ports of Entry; B-31-04, Commission of Department Employees as Peace Officers; B-31-05, Emergency Vehicle Operations; and B-31-06, Permit Vendors. Language in the administrative policies is either being incorporated into Administrative Policy 5062 Port of Entry Program or manuals.

Member Kempton made a motion to approve Board Policy 4062 Port of Entry Program. Member Vassar seconded the motion and it passed unopposed. Without objection, the Board concurred with revisions to 5062 Port of Entry Program.

Member Kempton made a motion to delete B-31-02, Roving Port of Entry Program. Member Vassar seconded the motion and it passed unopposed.

Member Kempton made a motion, seconded by Member Vassar, and passed unopposed to delete B-31-03, Joint Ports of Entry.

Member Kempton made a motion to delete B-31-04, Commission of Department Employees as Peace Officers. Member Vassar seconded the motion and it passed unanimously.

Member Kempton made a motion to delete B-31-05, Emergency Vehicle Operations. Member Vassar seconded the motion and it passed unopposed.

Member Kempton made a motion to delete B-31-06, Permit Vendors. Member Vassar seconded the motion and it passed unanimously.

Without objection, the Board concurred with deleting the administrative policies that correspond to the above deleted Board policies.

Vice Chairman Coleman made a motion to approve Board Policy 4063 129,000 Pound Vehicle Truck Routes. Member Gagner seconded the motion and it passed unopposed.

Administrative Policy Review. Employee Safety and Risk Management Manager Vic Parrish said the main changes to Administrative Policy 5525 Medical Testing for Employment, formerly A-23-02, are the addition of a purpose statement and legal authority.

Without objection, the Board concurred with revisions to 5525 Medical Testing for Employment.

Executive Session on Personnel and Legal Issues. Member Gagner made a motion to meet in executive session at 12:25 PM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a) and (f). Member Vassar seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 3:05 PM.

Workshop on FY15-19 Program Update. Staff presented various information in preparation of updating the STIP. The percent of pavement rated as good or fair is 85, exceeding the goal of 82%; however, based on projected funding levels, that is expected to decrease to 76% by 2019. Based on the bridge area, 74% of bridges are in good condition, which is below the goal of 80%. By 2019, 76% of bridges are projected to be in good condition.

The five-year highway fatality rate has been decreasing; however, the total fatalities by year increased in 2012 and 2013 after a low of 167 fatalities in 2011. The Highway Safety Corridor Analysis provides a data-assisted analytical process to identify the highest-priority corridors for safety improvements, options for eliminating crashes, and a mechanism to evaluate the effectiveness of improvements.

Crash data in completed GARVEE corridors was reviewed. In comparing three years of crash data after the improvements were made with the three years before the projects were constructed, the total crash rate decreased 38%, the injury crashes declined 51%, and the fatal crashes decreased 89%. Similarly, comparing the crash rate on the US-95, Lewiston Hill to Thorncreek section for five years before the project was completed with five years after the improvements were made, shows a 37% reduction in total crashes, a 75% decline in injury crashes, and a 100% reduction in fatal crashes.

Discussion followed on allocating funds. Staff recommended changing the District targets based on 1/3 lane miles, 1/3 vehicle miles traveled, and 1/3 deficient miles. Because projects like the GARVEE-funded improvements have a significant safety benefit, plus they improve mobility and economic opportunities, staff proposed establishing a Strategic Initiatives Program. The new program, which would include the current Expansion, Safety – Statewide, and Safety Rail Programs, would be implemented in FY19. No changes are proposed for the FY15-18 Program.

The consensus of the Board was to proceed with establishing the Strategic Initiatives Program. It expressed support to emphasize safety and to align the STIP with the Strategic Plan. It requested revisiting this proposal next month.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 5:15 PM.

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signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
April 16, 2014  
Lewiston, Idaho

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## REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

April 16, 2014

The Idaho Transportation Board met at 8 AM, on Wednesday, April 16, 2014, at the Idaho Transportation Department District 2 Office in Lewiston, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on March 19, 2014 as submitted. Member DeLorenzo seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

May 21-22, 2014 – District 5  
June 18-19, 2014 – District 3  
July 10-11, 2014 – Districts 1 and 2 tour; meeting in District 1

Consent Items. Member Gagner made a motion, seconded by Member Horsch, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-08 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the FY14 out-of-state travel budget revision; adjustments to the Transportation Management Area Transportation Alternatives Program; the delay of three Public Transit projects from FY13 to FY14; the Trucking Advisory Council membership

correction; the addition of two National Summer Transportation Institute Discretionary Grants to FY14; and the addition of US-91, Agency Road Partnership to FY14.

1) FY14 Out-of-State Travel Budget Revision. Actual out-of-state travel costs during FY14 are projected to exceed the original FY14 budget by \$27,900, or 11.1%. Staff requested revising the FY14 budget to \$279,200, which will not increase the overall Operating budget because underruns in other cost categories will be moved to out-of-state travel.

2) Adjust Transportation Management Area – Transportation Alternatives Program. The Community Planning Association of Southwest Idaho requested several program changes: increase the West Pedestrian Bridge, Garden City, key #13512 project in FY14 to \$84,000; increase the Garden City to Americana Greenbelt, Boise project, key #13514 in FY15 to \$220,000 and \$187,000 in FY16; delay the \$45,000 Eckert Road Greenbelt Underpass, Boise project, key #13913 from FY14 to FY17; remove the Americana to Fairview, Greenbelt Maintenance, Boise project, key #13915 from FY14 and FY15 programmed at \$18,000 and \$220,000, respectively; remove the Fairview Avenue to Veterans Park Greenbelt Maintenance project, key #13919 from FY14, FY16, and FY17 at a total cost of \$237,000; and decrease the unprogrammed balance by \$3,000 in FY14 and \$13,000 in FY17. Staff also requested approval to amend the Statewide Transportation Improvement Program (STIP) accordingly.

3) Delay Public Transit Projects from FY13 to FY14. Staff requested the delay of the Asset Management Software, Mountain Rides Transportation Authority project, key #13753 for \$20,000; the Vehicle Replacements, Treasure Valley Transit project, key #13777 for \$405,000; and the Driggs Transit Center, City of Driggs, key #13752 for \$830,000 from FY13 to FY14 and to amend the STIP accordingly.

4) Trucking Advisory Council (TAC) Membership Correction. In February 2014 the Board approved extending Bill Stellmon's appointment as the District 2 TAC member and the appointment of Mike Kempel as the District 5 TAC member. Both appointments were incorrectly set to expire on December 31, 2015. Staff requested correcting the error to ensure continuity on the council. It requested revising the length of the term for TAC Members Stellmon and Kempel through December 31, 2016.

5) Add National Summer Transportation Institute Discretionary Grants to FY14. ITD applied for and was awarded funding for FY14 National Summer Transportation Institute projects. Northwest Nazarene University in Nampa received \$20,000 for its Treasure Valley camp, geared towards activities and education in the areas of Science, Technology, Engineering, and Math with an emphasis on transportation. Idaho State University in Pocatello received \$52,500. Its program is specifically targeted to reach students from the Shoshone-Bannock Tribe as well as additional minority, female, and disadvantaged students. Staff requested the addition of these two projects to the FY14 Program and to amend the STIP accordingly.

6) Add US-91, Agency Road Partnership to FY14. Staff requested the addition of the US-91, Agency Road Partnership project, key #8265, to FY14 for \$122,000 in State Funds. The original project to add a right turn lane was scheduled in FY13; however, due to delays with finalizing an agreement with the Shoshone-Bannock Tribe, the project was inadvertently removed from the Program.

Informational Items. 1) Monthly Financial Statements. Net obligations through March 31 totaled \$239.7 million. Of those obligations, \$238.3 million were for activities programmed for 2014. The Program estimated those activities at \$231.8 million. The net cumulative obligations exceeded the three-year average of \$158.2 million for the same period.

Through February, federal aid to the State Highway Fund totaled \$208.1 million year-to-date, or about 4% more than the same time period last year. Revenue from the Highway Distribution Account was .22% below the year-to-date projections. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were \$1.6 million over the estimate. Personnel expenditures were 4.3% less than budgeted through February. Total expenditures, including encumbrances, for operations reflected a 15% positive variance. Capital equipment had a 24% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through February was almost 1% below projections due to a Tax Commission error in processing the transfer. Miscellaneous revenue to the State Aeronautics Fund was 2% more than projected. Billings for state plane usage in February were not completed so this revenue should have been higher. Overall expenditures were less than budgeted.



2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From March 1 to March 31, the BSM Section processed eight new professional service agreements in the amount of \$197,535.

3) Contract Awards. Key #12885 – SH-62, Little Canyon Creek Bridge, Lewis County, District 2. Low bidder: Debco Construction - \$211,211.

Keys #12323 and #12996 – US-95, Whitebird Hill Overlay, Idaho County, and End of Concrete Highway to Lawyers Creek, District 2. Low bidder: Poe Asphalt Paving, Inc. - \$2,164,962.

Key #12333 – US-95, Clearwater River Bridge Scour Mitigation, Nez Perce, District 2. Low bidder: West Company Inc. - \$903,555.

The low bid on key #12944 – Grangemont Road, Clearwater County, District 2, was more than ten percent over the engineer's estimate, requiring justification. The major difference between the engineer's estimate and low bid was in the MSE Retaining Wall Reinforced Fill and Special Horizontal Drainage Trench items. The latter is a relatively new technology for Idaho contractors, which may have resulted in additional costs because of the unfamiliarity with this type of trenchless technology. It is a high-risk item due to unknown geological potential of boulders in the path of the equipment. The retaining wall item is a small quantity item and, along with the remote location of the project, presumably resulted in the higher than anticipated bid. There are no discrepancies indicating an irregular bid. The project is to repair the roadway due to an emergency condition, so the sponsor and Local Highway Technical Assistance Council requested awarding the project. Low bidder: West Company Inc. - \$1,772,093.

Keys #13057 and #10939 – I-84, Meridian Interchange to Five Mile Road and Meridian Road Interchange, Ada County, District 3. Low bidder: Concrete Placing Company, Inc. - \$50,794,892.

Key #12350 – US-95, Trail Creek Bridge to Pinehurst Road, District 3. Low bidder: Debco Construction - \$761,761.

The low bid on keys #12429, #12428, #13098, and #12416 – US-91, I-15 Business Intersection 5<sup>th</sup> Avenue and Carter Signal, Pocatello; Yellowstone Avenue and Pearl Street, Pocatello; Yellowstone Avenue, Cedar to Alameda, Pocatello; and Yellowstone Avenue, Alameda to Flandro, Pocatello, District 5 was more than ten percent over the engineer's estimate, requiring justification. Twelve bid items make up the majority of the difference between the engineer's estimate and low bid. Items with the greatest variance were Excavation, Traffic Control Operations, Granular Subbase, and Mobilization. The project has a compressed schedule and is in the middle of the most densely urban area in Pocatello. The schedule and site conditions presumably resulted in the higher bid prices. The District does not believe re-advertising would result in better bids, so recommended awarding the contract. Low bidder: Staker & Parson Companies dba Jack B. Parson - \$6,778,490.

Key #12121 – I-15, Dubois to Beaver Creek Bridge, Southbound, District 6. Low bidder: H-K Contractors, Inc. - \$1,315,706.

Key #9560 – SH-33, Victor Main Street Improvements, District 6. Low bidder: H-K Contractors, Inc. - \$1,387,342.

Key #11154 – FY14 District 6 Durable Pavement Markings. Low bidder: Specialized Pavement Marking Inc. - \$384,673.

4) Professional Services Agreements and Term Agreement Work Task Report. From March 3 through March 28, 29 new professional services agreements and work tasks were processed, totaling \$2,399,790. Four supplemental agreements to existing agreements were processed during this period in the amount of \$63,400.

5) Report of Speed Minute Entry Changes for March 2014. The following speed minute entry change was processed in March in District 3:

<u>Route</u>	<u>Beginning Milepost</u>	<u>Ending Milepost</u>	<u>Speed Limit Old</u>	<u>New</u>
SH-44	4.068	4.232	35	25

Director's Report. Director Ness commented that the 2014 legislative session has ended, but discussions are already underway on increasing transportation revenue next year. The results of the second employee culture survey have been

released and are being presented to employees. He mentioned a Federal Highway Administration award the Department received for wetland mitigation efforts and commended employees for their excellent customer service.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Human Resources Officer Brenda Williams elaborated on the importance of culture, as it influences employee retention, productivity, and creativity. The organization's and individual culture results are being measured.

Chairman Whitehead welcomed Representatives John Rusche and Thyra Stevenson to the meeting.

Policy Introduction. Aeronautics Administrator (AA) Mike Pape said a purpose statement and legal authority were added to Board Policy 4064 Classification and Maintenance of State-owned and/or Operated Airports, formerly B-27-05. No substantive changes are proposed to the corresponding administrative policy, 5064.

Member Kempton made a motion to approve Board Policy 4064 Classification and Maintenance of State-owned and/or Operated Airports. Member Vassar seconded the motion and it passed unopposed. Without objection, the Board concurred with revisions to 5064 Classification and Maintenance of State-owned and/or Operated Airports.

AA Pape said the only changes proposed to Board Policy 4065 Acquisition and Closure of State Airports, formerly B-27-08, and its corresponding administrative policy are the inclusion of a purpose statement and legal authority.

Member Kempton made a motion to approve Board Policy 4065 Acquisition and Closure of State Airports. Member Vassar seconded the motion and it passed unopposed. Without objection, the Board concurred with revisions to 5065 Acquisition and Closure of State Airports.

Other than the inclusion of a purpose statement and legal authority, no revisions are proposed for Board Policy 4066 Airport Caretakers, formerly B-27-09, and its corresponding administrative policy, according to AA Pape.

Member Kempton made a motion, seconded by Member Vassar, and passed unopposed, to approve Board Policy 4066 Airport Caretakers. Without objection, the Board concurred with revisions to 5066 Airport Caretakers.

Enterprise Technology Services Planning and Governance Manager Tyler Zundel presented a new Board Policy, 4059 ITD System and Information Security. The Board Policy establishes the security program and CyberSecurity Team and corresponds with revisions to the existing Administrative Policy 5059 ITD System and Information Security.

Member Kempton made a motion to approve Board Policy 4059 ITD System and Information Security. Member Vassar seconded the motion and it passed unopposed. Without objection, the Board concurred with revisions to 5059 ITD System and Information Security.

Public Transportation Advisory Council (PTAC) Update. District 2 PTAC Member Deb Smith reported on the public transportation services provided in District 2. The majority of COAST's service is demand response, mainly serving elderly citizens. Although the cost per passenger trip is high, she believes the on-demand service is valuable to rural communities as it enables citizens to age in place.

Ms. Smith said they are always looking for ways to be more efficient and effective. She also emphasized the importance of partnerships, noting the collaboration with entities such as the Nez Perce Tribe and University of Idaho. District 2 is also working with District 1 to provide service between Moscow and Coeur d'Alene.

Chairman Whitehead thanked Ms. Smith for the report and for her efforts to expand and enhance public transportation.

Adopt-A-Highway Presentation (AAH). Member Vassar thanked the Avon Busy Bees for participating in the AAH Program. The group has been picking up litter along a two-mile stretch of SH-9 since 1995.

Administrative Rule 39.03.16 Governing Oversize Permits for Non-reducible Vehicles and/or Loads. Vehicle Size and Weight Specialist Regina Phipps recommended revisions to the Rule Governing Oversize Permits for Non-reducible Vehicles and/or Loads. This is in response to last month's request from Potlatch Corporation for an economic hardship waiver to allow movement of lumber up to 9 feet 2 inches wide on SH-3 for approximately one-half mile in St. Maries.

The rule would allow a permit type for the kiln lumber stacks to be hauled side by side and exceed 8 feet 6 inches wide but not to exceed 9 feet 3 inches.

Member Vassar made a motion, seconded by Vice Chairman Coleman, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board has authority to approve requested  
ITB14-09 changes to Idaho Transportation Department rules; and

WHEREAS, the Board finds the change to I.D.A.P.A 39.03.16 necessary for the industry within Idaho.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the following rule to be submitted for change:

Add the following to Rule 39.03.16 – Rules Governing Oversize Permits for Non-reducible Vehicles and/or Loads:

03. Kiln Lumber Stacks. Overlegal permits may be issued to allow the transportation of specifically produced kiln lumber stacks in excess of eight (8) feet six (6) inches wide but not in excess of nine (9) feet three (3) inches wide on designated highways. Each kiln lumber stack shall be considered a single non-reducible unit and may be hauled two (2) stacks wide and two (2) stacks high. Hauling vehicles eligible for permit for this purpose shall be legal size vehicles registered for travel on public highways. Operations of such overwidth loads shall be subject to the same time of travel restrictions and other safety requirements as other overwidth loads having a similar width; and

*BE IT FURTHER RESOLVED* that the Board approves the request to submit the change as listed above for Rule 39.03.16 and directs staff to promulgate a temporary rule effective May 1, 2014 and concurrently proceed with the regular rule making process.

Adjustments to FY14 and FY15 Idaho Transportation Investment Program (ITIP). Blake Rindlisbacher, Engineering Services Administrator (ESA), requested adjustments to the FY14 and FY15 ITIP to ensure utilizing FY14 funding this construction season. Three projects were not ready as of April 1 totaling \$6.8 million in federal aid and \$2.1 million in state funds. Staff would advance projects from the previously-approved list for advance construction funding and FY15 projects submitted by January 1, 2014 that have construction schedules for this construction season.

Member Vassar made a motion, seconded by Vice Chairman Coleman, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-10 to publish and accomplish a current, realistic, and fiscally constrained five year Idaho Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, there are FY14 construction funds available that will not be utilized during the 2014 construction season; and

WHEREAS, there are FY15 projects available to utilize construction funds during the 2014 construction season.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the delay of US-95, Junction US-20/26 Union Pacific Railroad Overpass in the amount of \$6.3 million federal aid from FY14 to FY15; and

*BE IT FURTHER RESOLVED*, that the Board approves the delay of US-89, Dingle Pond Mitigation in the amount of \$500,000 federal aid from FY14 to FY15; and

*BE IT FURTHER RESOLVED*, that the Board approves the delay of SH-24, Milepost 18 to Milepost 32 in the amount of \$2.1 million state funds from FY14 to FY15; and

*BE IT FURTHER RESOLVED*, that staff is authorized to advance FY15 projects to fully utilize available funding; and

*BE IT FURTHER RESOLVED*, that staff is authorized to amend the FY14-19 Idaho Transportation Improvement Program accordingly.

Allocations for FY15-19 Program Update. ESA Rindlisbacher summarized last month's presentation on revisions to the ITIP program structures and funding allocations. The proposal eliminates the district funding targets in FY19 and creates a Strategic Initiatives Program to align with the Strategic Plan, focusing on safety, mobility, and economic opportunity.

Member Gagner made a motion, seconded by Member Kempton, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board is authorized to expend funds  
ITB14-11 appropriated for construction, maintenance, and improvement of state highways; and

WHEREAS, the Board is charged with considering the safety and convenience of highway users, the common welfare of the people and cities within the state, and the financial capacity of the State of Idaho to construct, reconstruct, and maintain state highways; and

WHEREAS, the Board exercises these powers and duties in part through the creation of performance-based capital investment programs, allocation of funds to these programs, and sub-allocation of funds within these programs to the six administrative districts of the Idaho Transportation Department; and

WHEREAS, the Board acts through the Department to locate, design, construct, reconstruct, alter, extend, repair, and maintain state highways; and

WHEREAS, ensuring optimal performance of the highway system depends upon careful consideration of performance measures, investment needs, and improvement costs.

*NOW THEREFORE BE IT RESOLVED*, that the Board directs staff to create a new program known as Strategic Initiatives for the purpose of funding Safety, Mobility, and Economic Opportunity related improvements on a statewide competitive basis in lieu of the previous Expansion, Safety – Statewide, and Safety Rail (Federal Aid) programs; and

*BE IT FURTHER RESOLVED*, that the Board directs staff to establish program allocation targets for the FY15-19 ITIP Update per Attachment 1 as shown as Exhibit 439, which is made a part hereof with like effect; and

*BE IT FURTHER RESOLVED*, that beginning in FY19 the Board directs staff to establish Pavement and Bridge condition based district sub-allocation targets in lieu of the previous 1/3 lane miles, 1/3 vehicle miles traveled, 1/3 deficient pavements allocation with a minimum Strategic Initiatives allocation of \$1 million per district per Attachment 2, as shown as Exhibit 440, which is made a part hereof with like effect.

Staff Capacity Analysis. Amanda LaMott, Bridge Engineer (BE), reported on a study to determine an appropriate balance between the use of consultants and in-house designers for project development. The intent is to weigh the pros and cons based on efficiency and staff capacity rather than direct cost. There is no national concurrence on whether it is better to use consultants or in-house staff; however, experienced staff is needed to review consultant's work and agencies want to avoid "brain drain", where staff is not sufficiently challenged. It was also noted that outsourcing 50%-70% of work is the ideal target.

ITD's utilization of designers varies, but as a rule, most staff is underutilized. It was noted, however, that guidelines were created for timesheet coding, as accurate data is essential, and not all districts have been coding timesheets appropriately. The study results will enable management to make better decisions in estimating needs, using consultants when the workload exceeds in-house capacity, and enhancing program stability.

Planning and Program Management Manager (PPMM) Erika Bowen said the study can be used to adjust the Project Scheduling System, accurately record consultants' hours, and assess ITD's project delivery effectiveness and future

staffing level needs. One of the next steps will be to evaluate the data to determine what balance of in-house and outsourcing will be successful.

The Board expressed appreciation for the study and believes the data will be valuable. Vice Chairman Coleman suggested looking at the value of service consultants provide rather than cost only. Additionally, the type of project should be considered, as designing a bridge is different than designing an overlay project.

Member Gagner asked if the intent is to utilize design staff statewide: to move staff from district to district as the need arises. PPMM Bowen replied yes. That is currently being done, but the intent is to expand that practice. Member Gagner noted that as a rule, the use of consultants appears to be more expensive. He asked if all employee costs, such as benefits and office space, were considered. BE LaMott replied in the affirmative. She said the loaded rate for ITD employees is about \$30. The comparable cost of consultants is approximately \$36.

Some Board members noted the importance of acquiring accurate data, particularly through the coding of timesheets. PPMM Bowen concurred. She added that it is partly a culture change: having employees take responsibility and account for the type of work performed.

Director Ness believes the study is a good start, but added that more work is needed. He reiterated that it is part of a culture shift: measuring performance and holding employees accountable.

Chairman Whitehead thanked BE LaMott and PPMM Bowen for the informative presentation and for their efforts on this important project.

Presentation: US-95, Lewiston Hill Arrester Bed Replacement of Ramp #3. Engineer Manager (EM) Doral Hoff elaborated on a recent project to replace the arrester bed on the third runaway truck ramp on the US-95, Lewiston Hill. The ramp was originally constructed in 1978. Over time, the material became contaminated from raking, which is part of the routine maintenance operations. About 7,150 tons of material was used to replace the old aggregate at a cost of \$188,000. EM Hoff added that based on preliminary calculations, the ramp should be long enough to accommodate vehicle combinations up to 129,000 pounds, but he cautioned that more research needs to be conducted on these loads.

Chairman Whitehead thanked EM Hoff for the interesting presentation.

District 2 Report. District 2 Engineer (DE) Dave Kuisti welcomed the Board to District 2. He noted the retirement earlier this year of long-time employee and former EM Pat Lightfield and the promotion of Doral Hoff to that position. The US-95, Thorncreek to Moscow project is proceeding well. Three technical reports are being finalized. The legal sufficiency review should be available soon after the Federal Highway Administration accepts the Environmental Impact Statement. After the Record of Decision is issued, final design and right-of-way acquisition will commence. He believes the project will be ready for advertising in the spring of 2016.

DE Kuisti reported on the District's project delivery efforts, construction projects, and winter maintenance efforts. He also reported that staff has provided assistance to District 3 with designing projects.

Chairman Whitehead thanked DE Kuisti for the report and congratulated him on his promotion to the District 2 Engineer position.

Delegation – Valley County. Valley County Commissioner Gordon Cruickshank thanked the Board for its time and for its service to the state. He expressed concern with recent restrictions placed on the SH-55, North Cascade Bridge. The weight restrictions will hinder commerce. Although there is a local road that could possibly be used as a detour, it is not in sufficient shape to handle the increased traffic. Neither the County nor ITD has the estimated \$4 million required to bring it up to standard. He proposed other options: flagging or a traffic signal to allow one-way traffic on the bridge. He added that the truck restrictions on SH-55 north of McCall, in the Goose Creek area, are also hindering economic opportunities.

Chief Engineer (CE) Dave Jones reported that the bridge replacement project has been accelerated to FY15. Staff is researching interim solutions; however, there are restrictions due to environmental issues and the high water level.

Member DeLorenzo asked if a signal may be feasible and what staff recommends. CE Jones replied that he does not recommend a signal, as that would back-up traffic. Flagging one direction may be feasible; however, he prefers accelerating interim repairs to the structure.

Chairman Whitehead thanked Commissioner Cruickshank for his comments, which the Board took under advisement.

Delegation – City of Moscow. Moscow City Supervisor Gary Riedner reported on recent projects. He noted that a number of them were completed through partnerships, including ITD's assistance with American with Disabilities Act ramp improvements and Safe Routes to School projects. The Moscow/Pullman Airport has a project to relocate the runway. Because the facility is in Washington, Washington's match of 10% is required. There is an effort underway to get congressional approval to use Idaho's match of 6.25%, which would reduce the required match by over \$2 million. He commended the partnership with the University of Idaho on transit, noting that ridership has been increasing. In conclusion, Mr. Riedner expressed the City's support for the US-95, Thorncreek to Moscow project.

Chairman Whitehead thanked Mr. Riedner for his comments. He commended the City of Moscow for its collaboration and support for the US-95, Thorncreek to Moscow project.

New Business. Transportation Investments Manager John Krause requested adjustments to the Transit Program. The Community Planning Association of Southwest Idaho project modifications were requested to better reflect the current cost estimates and program expectations. The Bonneville Metropolitan Planning Organization requested the addition of a bicycle/pedestrian improvement project to utilize unprogrammed funds.

Member Vassar made a motion, seconded by Vice Chairman Coleman, and passed unopposed, to approve the following resolution:

RES. NO.            WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-12            to publish and accomplish a current, realistic, and fiscally constrained five year Idaho Transportation  
Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the Community Planning of Southwest Idaho (COMPASS) and the Bonneville Metropolitan Planning Organization (BMPO) have requested multiple transit project changes; and

WHEREAS, COMPASS and BMPO Transportation Improvement Programs have been modified to reflect these changes.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the program changes to FY14 of the Transit Program, as shown as Exhibit #441, which is made a part hereof with like effect, contingent on COMPASS Board approval, expected at its April 21, 2014 meeting; and

*BE IT FURTHER RESOLVED*, that staff is authorized to amend the FY14-18 Statewide Transportation Improvement Program accordingly.

Due to some concern that the Department may not be providing sufficient opportunity for verbal testimony as part of the process to designate 129,000 pound truck routes, Member Kempton proposed a change to that process. He recommended allowing time for verbal testimony approximately one or two weeks before the Board Subcommittee on 129,000 Pound Truck Routes meeting. A transcript of the testimony would be provided to the Subcommittee for its consideration. The respective Board member and District Engineer would be responsible to conduct these meetings. Member Kempton believes that if no verbal testimony is received at the first several meetings, this step may be discontinued. He also suggested looking into conducting this verbal testimony process telephonically.

Member Kempton made a motion to revise the process for designating 129,000 pound truck routes to include an opportunity for verbal testimony after the Chief Engineer's analysis has been completed and prior to the Board Subcommittee on 129,000 Pound Truck Routes meeting. Member Vassar seconded the motion and it passed unopposed.

Executive Session on Personnel and Legal Issues. Member DeLorenzo made a motion to meet in executive session at 11:50 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a), (b), and (f). Vice Chairman Coleman seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 1:40 PM.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 1:40 PM; however, the Board traveled north on US-95 and west on SH-8 to Pullman, Washington where it met with the Washington Transportation Commission. The main topics of discussion were the Moscow/Pullman Airport and the Snake River and Columbia River ports of commerce.

signed

JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
May 22, 2014  
Pocatello, Idaho

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## REGULAR MEETING AND DISTRICT 5 TOUR OF THE IDAHO TRANSPORTATION BOARD

May 21-22, 2014

The Idaho Transportation Board met at 9 AM, on Wednesday, May 21, 2014, in Blackfoot, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Representative Julie VanOrden was also present.

District 5 Tour. The Board met with Blackfoot City Council Member Jan Simpson and Airport Monitor Randy Wareing. They discussed recently-completed transportation projects and planned improvements in the city and at the airport. One of the city's concerns is its aging infrastructure. The airport's physical restrictions impede opportunities to expand the facility. Phase II of its master plan is underway, which will address options for expanding or relocating the airport.

The Board traveled US-91 north to Shelley. Shelley Mayor Stacy Pascoe mentioned a new business under construction on the north end of town. The additional traffic to the plant, particularly truck traffic, is a concern. The Board visited the site of the new facility. District 5 Engineer (DE) Ed Bala believes improvements can be made to the US-91 and Country Club Road intersection in the near future that will improve the truck turning radius. He will also consider other future improvements.

The tour continued on local roads and south on US-91, I-15, and SH-39. The Board met with Power County Commissioners and representatives from Magnida. The delegation talked about plans to construct a fertilizer plant near American Falls. It is exploring partnerships to provide bus service for employees to the facility once it is operating.

The tour continued south on SH-39 and local roads. After visiting the site of the proposed Magnida facility, the Board continued on SH-39 to American Falls. Mayor Beita thanked the Board for the recent downtown improvement project. He expressed concern with access to the I-86 Business route. Because of growth in northeast American Falls, another access is desired; however, the Department's policy is to close one access if a new access is granted. The Board traveled the bypass route, then continued east on I-86.

At the Pocatello Regional Airport, Airport Manager David Allen reported on commercial air service and efforts to expand the industrial park.

The Board toured Petersen Incorporated, which manufactures a variety of products.

The tour continued east on I-86 to Pocatello.

WHEREUPON the tour recessed at 5:05 PM in Pocatello.

May 22, 2014

The Board reconvened at 8 AM on Thursday, May 22, 2014, at Idaho State University, Pocatello, Idaho. All members were present, including District 6 Member Lee Gagner. Deputy Attorney General Larry Allen was also in attendance.

Member Gagner introduced Kimbol Allen. Mr. Allen was recently promoted to the District 6 Engineer position. He was the Operations Engineer in District 4.

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on April 16, 2014 as submitted. Vice Chairman Coleman seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

June 18-19, 2014 – District 3

July 10-11, 2014 – Districts 1 and 2 tour; meeting in District 1

August 20-21, 2014 – Districts 3 and 4 tour; meeting in District 4

Consent Items. Member Vassar made a motion, seconded by Member Horsch, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-13 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the FY15 out-of-state travel; the delay of Cheney Drive, Washington Street to North College Road College of Southern Idaho to FY15; the delay of Kootenai County Base Scheduling System to FY14; and the addition of Shoshone-Bannock Tribes operating to FY14.

1) FY15 Out of State Travel. The FY15 out-of-state travel request is \$367,220. The budget includes \$305,840 in state funds and \$61,380 in federal funds. The request is \$88,020 more than the revised FY14 budget. This is mainly due to the need to provide essential training to new staff and managers because of the large number of retirements experienced over the last year and recent reorganization.

2) Delay Cheney Drive, Washington Street to North College Road College of Southern Idaho to FY15. The City of Twin Falls requests delaying the Cheney Drive, Washington Street to North College Road College of Southern Idaho project, key #11495 from FY14 to FY15. The project design is not complete. The project construction is funded with Section 129 Earmark and local non-participating, so there are no implications to fiscal constraint on federal-aid funding within the program. Staff requests approval to delay the project and amend the FY14 Statewide Transportation Improvement Program (STIP) accordingly.

3) Delay Kootenai County Base Scheduling System Project from FY13 to FY14. The Kootenai Metropolitan Planning Organization requests delaying the Kootenai County Base Scheduling System project to FY14. The public transit project is part of a prior year's award to Idaho for the Veterans Transportation and Community Living Initiative. In addition to delaying the \$275,000 project, staff requests approval to amend the FY14 STIP accordingly.

4) Add Shoshone-Bannock Tribes – Operating to FY14. The Shoshone-Bannock Tribe has been awarded \$200,000 in Federal Transit Administration Section 5311 discretionary funds for public transportation on Indian Reservations. The



funds are for ongoing operations of existing services. Staff requests the addition of this \$200,000 project to the FY14 Transit Program and to amend the STIP accordingly.

Informational Items. 1) FY15-18 Strategic Plan for the Division of Financial Management. Idaho Code requires state agencies to submit a Strategic Plan covering a minimum of four years to the Division of Financial Management by July 1. The document is to include the Department's vision and/or mission statement, goals, objectives, performance measures and benchmarks, and external factors. The draft Plan was presented for the Board's review.

2) Monthly Financial Statements. Net obligations through April 30 totaled \$248.3 million. Of those obligations, \$241.3 million were for activities programmed for 2014. The Program estimated those activities at \$236.6 million. The net cumulative obligations exceeded the three-year average of \$183 million for the same period.

Through March, federal aid to the State Highway Fund totaled \$215.6 million year-to-date, or about 4% more than the same time period last year. Revenue from the Highway Distribution Account was .18% below the year-to-date estimates. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were \$1.2 million more than expected. Personnel expenditures were 4.3% less than budgeted through March. Total expenditures, including encumbrances, for operations reflected a 12% positive variance. Capital equipment had a 26% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through March was 10% above projections. Miscellaneous revenue to the State Aeronautics Fund was right on forecast. Overall expenditures were less than budgeted. To date, \$219,267 in trustee and benefit payments have been made.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From April 1 to April 30, the BSM Section processed two new professional service agreements and renewed six in the amount of \$1,545,837.

4) Contract Awards. Keys #13353 and #13361 – US-95, Alpine Store to Council and FY14 Overlays, Adams County, District 3. Low bidder: Knife River Corporation - Northwest - \$6,678,406.

The low bid on key #12398 – US-26, Junction SH-46 Traffic Signal, Gooding, District 4, was more than ten percent over the engineer's estimate, requiring justification. The major differences were in the Special Storm Water Retention Pond, Superpave Hot Mix Asphalt Pavement Including Asphalt and Additives Class Special-6, and Mobilization items. It appears the higher bid prices were due to subcontractors' costs associated with overhead, mobilization of equipment with trenching, and electrical mobilization. The small amount of pavement and the proximity of the asphalt plant or need to purchase commercial asphalt were also factors in the superpave item. The District does not believe re-advertising will result in better bids, so recommended awarding the contract. Low bidder: Western Construction, Inc. - \$729,616.

Key #8119 – District 5 Bridge Rehabilitation. Low bidder: Cannon Builders Inc. - \$1,843,386.

The low bid on key #12437 – US-89, Ovid Creek East Bridge, Bear Lake County, District 5, was more than ten percent over the engineer's estimate, requiring justification. The major difference between the engineer's estimate and low bid were in thirteen bid items, with the most discrepancy in Mobilization, Superpave Hot Mix Asphalt, and Excavation. Most of the items have a hauling component, which increased the bid amounts. Other apparent reasons for the higher bid were the remote location of the project, schedule constraints, and stage construction. This is a high priority project and staff recommended awarding the bid. Low bidder: Knife River Corporation – Northwest - \$1,929,083.

Keys #12427 and #12419 – I-15 Business, Interchange #57 to Sorelle Road, Inkom and Interchange #44 to North City Limits, McCammon, District 5. Low bidder: Staker & Parson Companies dba Jack B. Parson - \$246,476.

The low bid on key #13104 – US-30, Montpelier South City Limits to Dingle Road, District 5, was more than ten percent over the engineer's estimate, requiring justification. The most significant difference between the low bid and engineer's estimate was in the Superpave Hot Mix Asphalt item. The estimator unit price was erroneously low. The District recommended awarding the project. Low bidder: Staker & Parson Companies dba Jack B. Parson - \$2,024,898.

Key #12880 – SH-31, Pine Creek Bridge, Bonneville County, District 6. Low bidder: Cannon Builders, Inc. - \$2,242,442.

Key #12457 – I-15, FY14 District 6 Pavement Maintenance. Low bidder: Imperial Asphalt - \$297,970.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From March 31 through April 30, 30 new professional services agreements and work tasks were processed, totaling \$5,656,024. Six supplemental agreements to existing agreements were processed during this period in the amount of \$341,250.

6) Report of Speed Minute Entry Changes for March 2014. The following speed minute entry changes were processed in March:

<u>Route</u>	<u>Beginning</u>	<u>Ending</u>	<u>Speed Limit</u>	
	<u>Milepost</u>	<u>Milepost</u>	<u>Old</u>	<u>New</u>
SH-8	13.540	13.660	50	45
SH-8	13.660	13.861	35	45
SH-8	13.861	14.235	25	30
SH-55	130.500	130.694	65	45
SH-55	130.752	130.944	45	35
SH-55	131.573	131.584	45	25
SH-55	131.584	131.709	45	35
SH-55	131.823	131.897	65	45
SH-75	74.900	80.950	55	65

Adopt-A-Highway (AAH) Presentation. Member Horsch thanked the Dr. Fackrell family for participating in the AAH Program. The family provides a valuable service by picking up litter on a two-mile section of US-91.

Director's Report. Director Ness reported on a recent Western Association of State Highway and Transportation Officials' (WASHTO) Chief Executive Officers meeting. The majority of WASHTO states share the priorities of succession planning, the need for increased state funding, and the need for stable federal funding. He summarized federal surface transportation reauthorization proposals.

Director Ness mentioned his attendance at the April Capital for a Day in Bonners Ferry and Chairman Whitehead's participation and Member DeLorenzo's attendance at the I-84, Meridian Interchange groundbreaking ceremony, which the city sponsored. ITD signed a reciprocity agreement with the Republic of China related to obtaining drivers' licenses. The Department's compensation plan was announced last month. He commended District 6 Land Surveyor Rayce Ruiz for receiving the 2014 Distinguished Service Award from the Idaho Society of Professional Land Surveyors. He also mentioned awards for the US-95, Sand Creek Byway; the I-86 Chubbuck Diverging Diamond Interchange; the SH-44, Linder Road to Ballantyne Lane design-build project; and the communication awards from the Idaho Press Club.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy Stokes reported on the successful Highway Safety Summit held last month in Boise with over 200 participants. Updating the commercial drivers' license system is proceeding well and has drawn the attention of other states, as they are inquiring about our system. He also congratulated Division of Motor Vehicles' employees for identifying ways to improve the titles process, which should reduce the backlog of titles to process.

Chief Operations Officer (COO) Jim Carpenter reported on the districts' various activities during employee appreciation week earlier this month. He provided updates on the Strategic Initiative Program projects: US-95, Council Alternate Route; US-95, Thorncreek to Moscow; and US-20, Thornton Interchange. Although the latter project has some issues to resolve, all three are proceeding well. He also elaborated on federal issues. The Highway Trust Fund balance is expected to run out in July unless action is taken. Staff will continue to monitor this issue closely and will delay advertising projects if necessary.

Char McArthur, Chief Administrative Officer (CAO), reported on efforts to change the Department's culture, visits to Districts 5 and 6 last week, the improvement in metrics and visual tools used on the OTIS project which will be similar to those used to manage and measure the future DMV modernization effort. She also provided an update on the Innovate ITD! Program and recognized several District 5 employees for their innovative submittals.

Public Transportation Advisory Council (PTAC) Update. District 5 PTAC Member Kathy Ray reported on the public transportation services provided in District 5, including fixed routes, intercity connectivity, and transportation for the elderly and disabled. Efforts are underway to provide service to veterans, especially in rural areas.

Ms. Ray emphasized the importance of partnerships. Some of those efforts include discussions to provide transportation to the planned Magnida fertilizer plant in Power County and the development of a brochure on the Greater Blackfoot area's 6.5-mile multi-use greenbelt. She added that although the air quality issue in Franklin County is challenging, it also offers opportunities for transit.

Chairman Whitehead thanked Ms. Ray for the report and for her efforts to expand and enhance public transportation.

Moscow-Pullman Airport Realignment. Aeronautics Administrator Mike Pape presented a resolution in support of Congressional action to allow Idaho's match for the Moscow-Pullman Airport runway realignment project.

Member Gagner made a motion, seconded by Member Vassar and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the purpose of the project is to improve safety at the Moscow-  
ITB14-14 Pullman Regional Airport (PUW) by bringing the airfield into compliance with Federal Aviation Administration (FAA) design standards, provide adequate runway length to meet airport user needs, and complete terminal improvements to accommodate existing and projected passenger demand; and

WHEREAS, the Airport currently serves over 76,000 commercial passengers annually with three daily scheduled flights to Seattle on Alaska Airlines. The Airport supports charter aircraft activity of the University of Idaho and the other WAC universities as well as several local businesses that utilize corporate aviation to deliver people and goods to destinations across the U.S., Mexico, and Europe; and

WHEREAS, a recent economic study shows that PUW provides 349 jobs, \$10.7 million in total payroll, and contributes over \$27 million annually to Idaho's economy. The proposed runway realignment project will provide an environment for sustained growth in the region's transportation services and ability to support economic development; and

WHEREAS, the realigned runway project has been in the planning process since 1999 and the airport, in coordination with the FAA, is currently preparing an Environmental Assessment to be completed in the fall of 2014; and

WHEREAS, the project is supported by the Cities of Moscow and Pullman, Latah and Whitman Counties, Washington State University, University of Idaho, and the Washington Department of Transportation – Aviation Division; and

WHEREAS, the FAA Northwest Mountain Region has indicated that this project has the highest priority; and

WHEREAS, the project is estimated to cost \$60 million and will be supported primarily through the FAA's Airport Improvement Program using entitlement and discretionary funding; and

WHEREAS, the FAA reauthorization bill signed into law in February 2012 has increased the local match for most small airports from 5% to 10%, resulting in a local match of \$6 million and this project has been in the planning stages since the 1990's and a 5% match (\$3 million) has been budgeted. Idaho's other commercial service airports are granted a higher federal match of 93.75% resulting in a local match of 6.25%. The City of Moscow, Latah County, and University of Idaho are not able to leverage the higher federal share as the airport is physically located three miles away in the state of Washington; and

WHEREAS, the Moscow-Pullman Regional Airport is, and has been since 1939, considered an Idaho airport for the purposes of statewide planning, economic development, regional air service, access to the Palouse, and airport financial assistance through the Idaho Airport Aid Program (IAAP). During the past 43 years (since 1971) PUW has received more than \$367,000 in IAAP grant funds.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board fully supports the Runway Realignment Project at the Moscow-Pullman Regional Airport (PUW). The Board also supports the

concept of utilizing a federal match rate similar to Idaho's other commercial service airports of 93.75%, resulting in a local match of 6.25%.

GARVEE Program – Revised FY14 Working Plan Summary. GARVEE Program Manager Amy Schroeder said the GARVEE bonds and federal-aid funds to match the construction estimates have been reallocated to draw down the bonds prior to using the federal-aid budgeted on the active projects in the program. In order to utilize the bonds in the most effective manner and to meet drawn down requirements, projects with long close-out periods or ongoing right-of-way negotiations are being converted to federal aid.

Vice Chairman Coleman made a motion, seconded by Member Gagner, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the  
ITB14-15 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-315 directs the Board to consider the cost of the projects and whether or not the project could be funded without GARVEE bonding; and

WHEREAS, Idaho Code § 40-315 directs the Board to balance and coordinate the use of bonding with the use of highways construction funding; and

WHEREAS, Idaho Code § 40-315 authorizes federal-aid debt financing through the issuance of Grant Anticipation Revenue Vehicle (GARVEE) bonds by the Idaho Housing and Finance Association for highway transportation projects; and

WHEREAS, legislative appropriations enacted in 2006, 2007, 2008, 2009, 2010, and 2011 authorized the issuance of GARVEE bonds; and

WHEREAS, the Board is granted the statutory responsibility and duty to allocate GARVEE bond proceeds among legislatively authorized projects, including the following:  
US-95, Garwood to Sagle  
US-95, Worley to Setters  
SH-16 Ext, I-84 to South Emmett  
I-84, Caldwell to Meridian  
I-84, Orchard to Isaacs Canyon  
US-30, McCammon to Soda Springs; and

WHEREAS, \$857.1 million in GARVEE bonds have been authorized, and fully bonded and allocated to projects in the GARVEE Transportation Program; and

WHEREAS, \$81 million Federal-aid formula funds have been included in and administered by the GARVEE Transportation Program.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the GARVEE Program REVISED Fiscal Year 2014 Working Plan Summary, as shown as Exhibit #442, which is made a part hereof with like effect, a copy of which has been provided to the Board.

Alternative Contracting Project Nominations and Deletions. Monica Crider, Contracting Services Engineer, said Districts are to nominate projects for either the design-build or construction manager/general contractor alternative delivery method as part of the STIP update. The draft STIP will reflect the recommended changes. Two projects are being removed from the alternative delivery portfolio: US-20, Commercial Weight and Safety Compliance Station Phase 3 and SH-32, Badger Creek Bridge. Both of these District 6 projects will be constructed via the traditional method. Four new projects are being proposed for alternative contracting: SH-45, Snake River Bridge, Walter's Ferry, key #13389 and US-95, Milepost 122-139 Bridge Replacements, key #13948 in District 3, District 2's US-12, Fish Creek Bridge project, key #13883, and the SH-41, Burlington Northern Railroad Bridge project, key #13851, in District 1. Some of the reasons to use alternative contracting for these projects include the opportunity for accelerating bridge construction, minimizing impacts to the public, the potential for cost savings, and minimizing impacts to natural resources.

FY14 Board State-Funded Unallocated Account. COO Carpenter said the FY14 Board State-Funded Unallocated Account currently has a balance of \$4.5 million. He requested authority to utilize these funds to advance projects for construction this summer.

Vice Chairman Coleman made a motion, seconded by Member Gagner, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-16 to publish and accomplish a current, realistic, and fiscally constrained five year Idaho Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, there are FY14 construction funds available in the Board State-Funded Unallocated Account that are not committed for use during the 2014 construction season; and

WHEREAS, there are FY15 projects available to utilize construction funds during the 2014 construction season.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves that staff advance FY15 projects to fully utilize available funding; and

*BE IT FURTHER RESOLVED*, that staff is authorized to amend the FY14–19 Idaho Transportation Investment Program accordingly.

Spending Plan for House Bill 547 – Cigarette Tax Revenue. COO Carpenter said legislation passed in 2014 directs \$4.7 million from cigarette tax revenues to the GARVEE Debt Service Fund. The transfer of this \$4.7 million payment will start in FY15 and end in FY30. HB547 also authorizes any remaining, uncommitted funds from the cigarette tax to the State Highway Account starting in FY16 with an estimated \$6.2 million transfer. COO Carpenter proposed committing this additional revenue to the newly-created Strategic Initiatives Program. It was noted, however, that the revenue is projected to decline about 2% annually, resulting in transfers to the State Highway Account ending in FY22.

In response to Member Gagner's question, COO Carpenter said he does not believe there are any restrictions with the State Highway Account funds. The revenue is to be used on state highways. With funding dedicated to the GARVEE Debt Service, Vice Chairman Coleman noted that \$4.7 million will be available for other uses. He asked how the \$4.7 million will be distributed. COO Carpenter said it will be directed to the newly-created Strategic Initiatives Program. Member Horsch cautioned not to depend on this funding, as legislation could change the distribution or cigarette sales could decline, reducing this additional revenue to ITD.

Member Gagner made a motion, seconded by Member DeLorenzo, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board is authorized to expend funds  
ITB14-17 appropriated for construction, maintenance and improvement of state highways; and

WHEREAS, the Board is charged with considering the safety and convenience of highway users, the common welfare of the people and cities within the state, and the financial capacity of the state of Idaho to construct, reconstruct and maintain state highways; and

WHEREAS, the Board exercises these powers and duties in part through the creation of performance-based capital investment programs, allocation of funds to these programs, and sub-allocation of funds within these programs to the six administrative districts of the Idaho Transportation Department; and

WHEREAS, the Board acts through the Department to locate, design, construct, reconstruct, alter, extend, repair and maintain state highways; and

WHEREAS, ensuring optimal performance of the highway system depends upon careful consideration of performance measures, investment needs, and improvement costs.

*NOW THEREFORE BE IT RESOLVED*, that the Board directs staff to distribute additional funding from HB547 Distribution of Cigarette Tax to the Strategic Initiatives Program starting in FY16 for the purpose of funding Safety, Mobility, and Economic Opportunity related improvement projects.

Positive Community Norms Highway Safety Project Update. Highway Safety Manager (HSM) Brent Jennings said the Positive Community Norms pilot project is proceeding well. The communities of Blackfoot, Lewiston, and Twin Falls are engaged in an effort to end impaired driving by fostering bystander engagement. He shared some of the messages that are being used in the Blackfoot area. For example, 94% of adults in Blackfoot strongly agree drinking and driving is wrong and 92% reported not driving within two hours of drinking in the past 60 days. The project encourages citizens to speak up and end drinking and driving. Some of these actions could be to report drivers who have been drinking to 911, speak up if you come into contact with someone who has been drinking and tell them to either stay where they are or get a ride with someone else, or to establish clear rules about never drinking and driving in your family and workplace. It is time for all of us to speak up and end impaired driving in our community.

Highway Safety Performance Plan for FY15. HSM Jennings presented the draft Highway Safety Performance Plan. The document, required by the National Highway Traffic Safety Administration, outlines the behavior highway safety program for the year. The Board will be asked to approve the Plan next month.

2025 Idaho State Highway Functional Classification Update. Planning Services Engineer (PSE) Erika Bowen presented the draft 2025 Idaho State Highway Functional Classification map. Functional classification is a method of classifying roads by the service they provide as part of the overall transportation system, plus it provides roadway design expectations. She said the Federal Highway Administration eliminated the “urban” and “rural” designations. The current classifications are interstate, other freeway or other expressway, other principal arterial, minor arterial, major collector, minor collector, and local; however, the state highway classifications do not include the last two categories. Federal aid is available for all classifications except minor collector and rural.

In response to Member Gagner’s question on the impact to the access control policy, Engineering Services Administrator (ESA) Blake Rindlisbacher responded that there is no direct impact. The access control rule considered the classifications. He added that the rule refers to highways of significance. Member Horsch cautioned that lower designations may hurt some communities. Roads are so important, especially to rural areas.

Member DeLorenzo referenced a recent letter from the Community Planning Association of Southwest Idaho (COMPASS) noting concerns with some of the classifications within its boundaries. PSE Bowen said staff has been working with local highway jurisdictions on the proposed map, but not with the Metropolitan Planning Organizations (MPOs). Staff will continue working with local entities as it finalizes the map for Board approval next month. Member DeLorenzo encouraged staff to work with MPOs too.

District 5 Usage of IPLAN. DE Bala reported on staff’s usage of IPLAN, including for asset management, to provide public information, and to obtain data specific to District 5. It also enables faster and more accurate identification of locations for emergency response. IPLAN is a one-stop-shop, resulting in efficiency. It also provides concise data and is a mechanism to accurately develop project charters.

Once fully implemented, PSE Bowen estimates IPLAN could save the Department about \$410,000 annually. The savings would be realized by eliminating the use of consultants to collect and report on existing ITD data and reducing the hours required to compile environmental data.

District 5 Report. DE Bala reported on some of the District’s performance measures. It exceeded the winter mobility goal of 55% by achieving 76%. Similarly, it’s storm index was .06 while the goal was .2. In this case, the lower number is better. He is pleased with the employees’ winter maintenance improvements, but acknowledged it needs to work on summer construction procedures, as that is now the biggest mobility impediment.

The District is doing less with fewer employees through revised quality assurance procedures, using warranties on overlay projects, and scheduling maintenance crews based on the forecast. The full-time equivalent positions were reduced from 169 to 151, with plans to reduce that number further. He also recognized a number of employees for their efforts.

Chairman Whitehead thanked DE Bala for his report and for his leadership.

Policy Introduction. ESA Rindlisbacher said the main changes to Board Policy 4060 Functional Classification of State Highway Systems, formerly B-09-02, Functional Classification of State and Local Highway and Street Systems, is the addition of a purpose statement and legal authority. Additional changes were made to the corresponding Administrative Policy to update language on obtaining data.

Member Kempton made a motion to approve Board Policy 4060 Functional Classification of State Highway Systems. Member Vassar seconded the motion and it passed unopposed. Without objection, the Board concurred with revisions to 5060 Functional Classification of State Highway Systems.

In addition to the purpose statement and legal authority, ESA Rindlisbacher said minor, non-substantive revisions are proposed for Board Policy 4069 Corridor Planning for Idaho Transportation System, formerly B-09-04, and the corresponding Administrative Policy.

Due to the letter COMPASS submitted with concerns on the proposed revisions, the consensus of the Board was to hold the policy for a 30-day review period and have staff consider COMPASS's comments.

ESA Rindlisbacher recommended deleting Board Policy B-09-03 Numbering of State Highways and its corresponding Administrative Policy because they are not necessary.

Member Vassar made a motion, seconded by Member Horsch, and passed unopposed, to delete Board Policy B-09-03, Numbering of State Highways. The Board had no objections to deleting A-09-03, Numbering of State Highways.

CAO McArthur recommended deleting the stand-alone Administrative Policy A-01-04, Enterprise Information Strategy because it is obsolete. The Board had no objections to deleting A-01-04.

COO Carpenter proposed revisions to Board Policy 4001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts. The change requires Board approval on construction contracts when the low bid exceeds the engineer's estimate by more than ten percent or when the low bid exceeds the engineer's estimate by more than \$2 million.

Member Kempton made a motion to approve revisions to Board Policy 4001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts. Member Vassar seconded the motion and it passed unopposed.

COO Carpenter presented revisions to Board Policy 4011 Idaho Transportation Investment Program and the corresponding Administrative Policy. There are two main revisions. One change allows staff to advance or delay projects in the approved Pavement, Bridge, or Strategic Initiatives Programs. The other is the addition of language regarding the end-of-the-fiscal-year process for Redistribution of Obligational Authority Not Used by Other States.

Due to concerns with the proposed revisions that COMPASS expressed in a recent letter, the consensus of the Board was to hold the policy for a 30-day review period and have staff consider COMPASS's comments.

Executive Session on Personnel and Legal Issues. Vice Chairman Coleman made a motion to meet in executive session at 11:55 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a), (b), and (f). Member Gagner seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

Member Gagner left the meeting during the executive session.

The Board came out of executive session at 2:30 PM.

Delegation – White Pine County, Nevada. Jim Garza, Community and Economic Development Director, White Pine County, Nevada, said an effort is underway to connect Phoenix, AZ and Las Vegas, NV via a new interstate, I-11. Nevada leaders are exploring continuing the I-11 corridor from Las Vegas north to Canada. Several proposed routes are being considered. He focused on the US-93 alternative, which would terminate on I-84 just north of Twin Falls. The route encompasses 535 miles of roadway that would need to be addressed and 41 obstacles, such as bridges, railroad/highway crossings, and narrow right-of-ways through townships. Some of the benefits of this corridor include it is the shortest

route being studied, it has the least expensive construction costs per mile, and it would provide two access points into Canada: I-84 east to I-15 or I-84 west to I-5 and then north.

Member Coleman expressed support for the US-93 route, noting one of its advantages is the option for motorists to travel either east or west when they reach I-84. Member Kempton noted the proposed westerly routes have high elevation passes, which are not conducive to 129,000 pound vehicles. With efforts underway to allow 129,000 pound vehicles on Idaho's interstates, he believes the US-93 option would appeal to commerce and provide an economic advantage. Although he supports it, Member Horsch cautioned that constructing a new Interstate from Las Vegas north may not be realistic.

The consensus of the Board was to support the US-93 option. It will send a letter of support to Idaho's Congressional Delegation. It also asked Director Ness to contact the Nevada Department of Transportation Director to discuss the I-11 Intermountain West Corridor study, particularly in support of the US-93 option.

New Business. Member Kempton referenced the 129,000 pound truck route designation process. Earlier, the Subcommittee on 129,000 Pound Truck Routes concurred to hold meetings in the district of the requested route. Since then, an opportunity for verbal testimony has been added to the process. These additional hearings will be in the respective district, so Member Kempton recommended conducting all Subcommittee meetings at ITD Headquarters. Vice Chairman Coleman commented that the change of venue may create a hardship for local officials. Member Kempton responded that the meetings will be available via video conference at the district office or possibly via telephone.

Without objection the Board concurred to hold the Subcommittee on 129,000 Pound Truck Route meetings at the Headquarters office in Boise.

Chief Engineer Dave Jones mentioned that ITD staff is responsible for the bridge load rating on local bridges. Staff has a lot of data on local bridges. He offered ITD's assistance with the analysis on bridges on the local system when local public agencies receive requests for 129,000 pound truck route designation.

The Board concurred to assisting the locals with the bridge analysis. Member Kempton also asked the Chief Engineer or District Engineers to ensure local officials in jurisdictions contiguous to state highways that have been requested for 129,000 pound truck route designation are aware of the request.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:20 PM.

Read and Approved  
June 19, 2014  
Boise, Idaho

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signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

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## WORKSHOP AND REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

June 18-19, 2014

The Idaho Transportation Board met at 1:30 PM, on Wednesday, June 18, 2014, at the District 3 Office in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2



Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Draft FY16 Budget. Senior Budget Analyst Joel Drake presented the draft FY16 budget. The total funds available are estimated at \$553.8 million, which is about \$20 million less than FY15 due to reduced federal funds. Federal funds are estimated at \$293.2 million, state funds at \$256 million, and miscellaneous funds at \$4.6 million. Some of the other highlights include 1,724 full-time positions, \$25 million for replacement items, six line items totaling \$7.1 million, and \$241 million for capital construction and right-of-way.

Draft Idaho Transportation Investment Program (ITIP). Staff summarized the draft FY15-19 ITIP totaling \$1.7 billion. The transit, community choices, and aeronautics programs were summarized and the public involvement process was outlined.

Chairman Whitehead thanked staff for the informative presentations.

WHEREUPON the workshop recessed at 2:55 PM.

June 19, 2014

The Board reconvened at 8:00 AM on Thursday, June 19, 2014, at the District 3 Office in Boise, Idaho. All members were present.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on May 21-22, 2014 as submitted. Member Vassar seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

July 10-11, 2014 – Districts 1 and 2 tour; meeting in District 1  
August 20-21, 2014 – Districts 3 and 4 tour; meeting in District 4  
September 17-18, 2014 – District 6

Consent Items. Member Vassar made a motion, seconded by Member DeLorenzo, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-18 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the adjustments to the FY14 Highway Programs; adjustments to the FY14 Transit Programs; revisions to the Coeur d'Alene Riverstone Transit Center funding; the FY15-18 Strategic Plan for the Division of Financial Management; and the annual update of Safety Rest Areas and Oasis Partnerships.

1) Adjust Highway Programs – June 2014. Staff requested adjustments to the ITIP and to amend the FY14 Statewide Transportation Improvement Program (STIP) accordingly. Delay key #10521, Offsystem, McGary Bridge for \$1,269,000; key #13539 STC-2722, 4100 North Safety Improvement for \$143,000; and key #13449 STC-4771, Cavendish Highway Safety Improvement for \$231,000 from FY14 to FY15. Advance key #12531 Local, FY14/15 Local/Off Bridge inspection for \$1,269,000 to FY14. Increase the Preliminary Engineering Consultant project to \$374,000. Remove key #13914 Local, Pioneer Pathway for \$24,000 and key #13485 Local, Biking Walking Path Signal for \$25,000. Increase key #13484 STP-0719, Centennial Way Roundabout to \$25,000 and key #13916 Offsystem, Dry Creek Trail, Phase 1 to \$290,000.

Utilize \$5,000 Unprogrammed TMA-TAP funding and increase key #13157 Disadvantaged Business Enterprises to \$33,000.

2) Adjust Transit Programs – June 2014. Staff requested adjustments to the Transit Program and to amend the FY14 STIP accordingly. Two projects are requested for addition to FY14: Statewide Planning and Operations for \$115,000 and Bus and Bus Facility Purchase for \$1,248,000. Bannock Transportation Planning Organization requested delaying key #13839 Capital Facility, Pocatello UZA from FY13 to FY14 in the amount of \$200,000 and increasing key #12808 FY14 Pocatello UZA Capital to \$211,000.

3) Revise Coeur d'Alene Riverstone Transit Center Funding. Kootenai County, the Kootenai County Metropolitan Area, and the Coeur d'Alene Tribe requested revisions to the Coeur d'Alene Riverstone Transit Center funding as follows: key #12279 5307-Urbanized Area Funds \$570,000 prior year award, \$628,000 in FY14 and \$428,000 in FY15 for a total of \$1,626,000; key #12279 5339 – Bus and Bus Facilities for \$526,000 in FY14; and AARA – Tribal Transit for \$1,147,000 in prior-year awards. The funds are available from unprogrammed Federal Transit Administration 5339 from the Lewis and Clark Valley Metropolitan Planning Organization (MPO), Bannock Transportation Planning Organization and the Bonneville MPO and unprogrammed 5307 from BMPO.

4) FY15-18 Strategic Plan for the Division of Financial Management. Idaho Code requires all state agencies to submit a Strategic Plan covering a minimum of four years to the Division of Financial Management by July 1. The Plan includes the department's vision and/or mission statement, goals, objectives, performance measures and benchmarks, and external factors. Staff requested approval of the FY15-18 Strategic Plan.

5) Annual Update of Safety Rest Areas and Oasis Partnerships. The 2014 summary identifies the safety rest area facilities currently meeting requirements and those needing rehabilitation/expansion or reconstruction. It also reflects the completion of the upgrade to the Cotterell Rest Areas and the completion of the Winchester Rest Area partnership. The 2014 Safety Rest Areas and Oasis Partnerships Planning Map is shown as Exhibit 443, which is made a part hereof with like effect.

Informational Items. 1) Monthly Financial Statements. Net obligations through May 31 totaled \$266.3 million. Of those obligations, \$253.5 million were for activities programmed for 2014. The Program estimated those activities at \$242.4 million. The net cumulative obligations exceeded the three-year average of \$224.4 million for the same period.

Through April, federal aid to the State Highway Fund totaled \$231 million, or about 1% more than the same time period last year. Revenue from the Highway Distribution Account was .28% below the year-to-date estimates; however, due to an error, ITD's revenue should have been \$625,000 less. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were \$950,000 more than expected. Personnel expenditures were 4.4% less than budgeted through April. Total expenditures, including encumbrances, for operations reflected a 6% positive variance. Capital equipment had a 32% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through April was 7.4% above projections. Miscellaneous revenue to the State Aeronautics Fund was 8% ahead of the forecast. Overall expenditures were less than budgeted. To date, \$749,300 in trustee and benefit payments have been made.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From May 1 to May 31, the BSM Section processed five new professional service agreements in the amount of \$185,820.

3) Contract Awards. Keys #12967 and #12293 – I-90, Mullan to Montana State Line Westbound and Mullan to Montana State Line Eastbound, District 1. Low bidder: Acme Concrete Paving, Inc. - \$26,949,000.

Key #13473 – SH-55, Eagle Road; I-84 to Franklin Southbound, Meridian, District 3. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$1,032,412.

The low bid on key #8821 – Three Cities Intelligent Transportation Systems, Ada County, District 3, was more than ten percent over the engineer's estimate, requiring justification. The main difference between the low bid and engineer's estimate was in the Special Install 2 – 2" Conduit item. The low bid was also higher because it included unanticipated boring for conduit next to existing utilities that have unknown horizontal and vertical locations. The sponsor, Ada County Highway District, recommended awarding the contract, and staff concurred. Low bidder: Quality Electric, Inc. - \$1,232,853.

Key #13105 – SH-39, Thomas Road, Left Turn Lane Westbound, Bingham County, District 5. Low bidder: Mickelsen Construction Company, Inc. - \$493,970.

4) Professional Services Agreements and Term Agreement Work Tasks Report. From May 1 through May 30, 26 new professional services agreements and work tasks were processed, totaling \$1,403,100. Five supplemental agreements to existing agreements were processed during this period in the amount of \$157,570.

Adopt-A-Highway (AAH) Presentation. Member DeLorenzo thanked the Ada County Sheriff's Inmate Labor Group and the Christian Children's Ranch for participating in the AAH Program. The groups have been picking up litter in the greater Boise area since 1991 and 2011, respectively. She commended them for their valuable service.

Director's Report. Director Ness reported on a recent American Association of State Highway and Transportation Officials' meeting. The main topics were the organization's new strategic plan and revenue. A commercial vehicle struck an I-84 structure near Burley on June 13. The impact sheared off a bridge column. Director Ness expressed appreciation to District 4 staff for securing the scene and its quick response to address the damaged structure.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy (CD) Stokes reported on the recent Freight Committee meeting. The second annual Freight Summit will be held December 9. Idaho's highway fatalities are slightly below the three-year average for the January to May time frame. He also distributed a fact sheet on Idaho's bridges. Of the 1,821 bridges on the state highway system, 785 are 50 years of age or older.

In Chief Operating Officer Jim Carpenter's absence, Chief Engineer (CE) Dave Jones reported on highway activities. The three expansion projects: US-95, Thorncreek to Moscow; the US-95, Council Alternate Route; and the US-20, Thornton Interchange are proceeding well and appear to be on schedule. On July 1, the 80 mile per hour speed limit becomes effective on Idaho's interstates, if deemed appropriate based on ITD's analysis. Staff is preparing for this change. CE Jones elaborated on the I-84 bridge structure that was damaged during the fatal collision on June 13. The local road, 850 West Road, which crosses over the Interstate, is currently closed to traffic. He also said that staff reviewed the concerns of the Community Planning Association of Southwest Idaho on policy revisions. Board Policy 4069 Corridor Planning for Idaho Transportation System is on today's agenda. Board Policies 4011 Idaho Transportation Investment Program and 4060 Functional Classification of State Highway Systems should be ready in July and August, respectively.

Chief Human Resources Officer Brenda Williams summarized the various activities conducted during last month's Employee Appreciation Week. She thanked the employees who volunteered their time for the Science, Technology, Engineering and Math camp. The camp appeared successful, with 83 students participating. The Senior Leadership Team participated in Change Principles training earlier this month.

Chief Administrative Officer Char McArthur said employees are working on tying their individual performance plans to the department's strategic plan. It can be challenging for some positions to find a connection to the goals of safety, mobility and economic opportunity, and becoming the best organization. Efforts are underway to plan for potential retirements by providing training and resources to ensure employees will be ready for leadership roles. She also reported on Innovate ITD! She acknowledged individuals who submitted ideas and recognized the employees whose ideas were implemented.

Chairman Whitehead welcomed Representative Phylis King to the meeting.

Results of the Organizational Culture Survey. Director Ness provided background on the second culture survey. Overall, the department realized a small improvement in its effort to move to a more humanistic and encouraging culture since 2012. Some of the activities completed during this time included conducting leadership summits, establishing a recognition program, developing the learning hub to facilitate and track training, and tying individual performance plans to the department's strategic plan. In addition to improved customer service, the returns on investment of an improved culture are national awards and recognitions and more innovations as employees are empowered with their responsibilities. Director Ness intends to conduct culture surveys every two years to measure the progress.

Delegation – Valley Regional Transit (VRT). Kelli Fairless, VRT Executive Director, said VRT provides regional transit services with a focus on efficiency and coordination. Its priorities and goals are to secure stable funding and expand the

public understanding of the benefits of a regional public transportation system. Some of VRT's activities and accomplishments include better coordination of public transit services, the completion of bus stop improvements and two park and ride lots, and preparations to break ground on Boise's downtown mobility center. Efforts are continuing to provide transportation for veterans to jobs and establishing a vanpool program in Canyon County.

Chairman Whitehead thanked Executive Director Fairless for the informative report.

Delegation – Ada County Highway District (ACHD), Commuteride. Commuteride Manager Maureen Gresham said the Commuteride Program was established to serve the workforce by providing a transportation option for commuters. The majority of its funding is derived from fares followed by federal aid and ACHD funds. In addition to vanpools, the program also provides ridematching service and park and ride lots. She emphasized the importance of partnerships, noting the good collaboration with ITD.

Chairman Whitehead thanked Commuteride Manager Gresham for the report and for her efforts on this important program.

Delegation – Golden Gate Highway District. Highway District Director Rich Girard provided an overview on the Golden Gate Highway District, which is responsible for 224 miles of road in Canyon County. He expressed concern with the entities' deteriorating roads, noting that funding has not kept up with inflation or the infrastructure needs. The Highway District is also in need of a dump truck. He noted that the majority of small highway districts are in the same financial predicament. Director Girard asked if the Board could help with funding options, such as local option tax. He also requested assistance with helping local highway jurisdictions collaborate and work together.

Member Kempton noted the statewide effort to address the state's insufficient transportation revenue and the importance of engaging in these efforts through educating the public on the transportation needs and encouraging legislators to support additional funding.

Chairman Whitehead asked if the department may be able to provide assistance with a dump truck. CE Jones replied that local entities are eligible to purchase surplus equipment. He will see if a dump truck is available.

Delegation – Idaho Transportation Coalition. Stuart Davis, Executive Director of the Association of Highway Districts, said the Transportation Coalition's subcommittees have completed their work on fuel tax; sales tax; and rental car, dyed fuel, and PCW transfer. He believes there are two components for the effort to increase Idaho's transportation revenue to be successful: educating the public and providing accurate and reliable information to legislators.

A recent survey was conducted statewide to gauge the public's perception and support for transportation. Overall, the survey results were positive, with 71% of respondents indicating that roads and bridges are very important to the state's economy and 54% saying that increasing transportation funding should be a high priority for the legislature. The Coalition is working on an additional study to determine the economic impact of increasing revenue by \$262 million as identified in the Governor's Task Force on Modernizing Transportation Funding. It is also selecting coalition leaders to be the public face and implementing a public awareness campaign.

Chairman Whitehead thanked Executive Director Davis for the update and for his continued efforts to address the state's funding shortfall.

Awards Ceremony – Excellence in Transportation. CD Stokes presented the Excellence in Transportation awards. In addition to recognizing several projects, CD Stokes presented the Career Achievement Award to Ken Sorensen, the Professional of the Year Award to Nathan Hesterman, and the Engineer of the Year Award to Amy Schroeder.

Chairman Whitehead congratulated the staff members for their achievements.

Executive Session on Personnel and Legal Issues. Member Gagner made a motion to meet in executive session at 11:30 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a), (b), and (f). Member Vassar seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 2:00 PM.

Chairman Whitehead welcomed Representative Rick Youngblood to the meeting.

Idaho Airport Aid Program State Fiscal Year 2015. Bill Statham, Project Manager, said the budget for the Idaho Airport Aid Program is \$765,000 for state FY15. This is a notable increase from the FY14 budget, primarily due to the aircraft registration fee increase. Projects in the proposed Idaho Airport Aid Program were selected based on the Prioritization and Allocation Methodology. The Aeronautics Advisory Board approved the FY15 Program last month.

Member Vassar made a motion, seconded by Member Gagner, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board has the authority to locate, design,  
ITB14-19 construct, reconstruct, alter, extend, repair and maintain state aeronautical facilities; and

WHEREAS, the Board has the authority to expend funds for the construction, maintenance and improvement of publicly owned aeronautical facilities.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho airport aid program for state fiscal year 2015 be approved, as shown as Exhibit 444, which is made a part hereof with like effect; and

*BE IT FURTHER RESOLVED*, that the Board directs the Division of Aeronautics to issue grant offers for the SFY15 year; and

*BE IT FURTHER RESOLVED*, that the Board adopts the proposed airport funding formulas.

Highway Safety Plan, Federal FY15. Highway Safety Manager (HSM) Brent Jennings said the National Highway Traffic Safety Administration requires a Highway Safety Plan that outlines the behavior highway safety program for the year. The goal of the program is to eliminate highway fatalities and injuries. It was developed with highway safety data in collaboration with ITD's partners. It is performance based, multidisciplinary, and supports ITD's Strategic Highway Safety Plan. The Idaho Traffic Safety Commission approved it in April.

The Office of Highway Safety has three components: infrastructure, research, and behavior. Its focus is engineering, education, enforcement, and emergency response. HSM Jennings emphasized the importance of the department's partners. In 2013, 213 people were killed in traffic crashes in Idaho. The economic cost of all crashes was over \$2.5 billion. The leading causes of crashes were distraction, impairment, and aggressive driving.

Member Gagner made a motion, seconded by Member Vassar, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, Idaho experienced 22,347 reportable traffic crashes, 213 traffic  
ITB14-20 deaths, and 11,344 people injured in 2013; and

WHEREAS, the economic cost of traffic crashes in Idaho for 2013 was nearly \$2.6 billion; and

WHEREAS, the Idaho Transportation Department's goal is to have zero traffic deaths; and

WHEREAS, the National Highway Traffic Safety Administration (NHTSA) may allocate about \$3.9 million in funding behavior safety programs for Idaho to reduce traffic deaths and serious injuries; and

WHEREAS, the Federal Highway Administration may allocate about \$1 million from the Highway Safety Improvement Program for behavior type projects; and

WHEREAS, the Idaho Traffic Safety Commission and the Office of Highway Safety have developed the Highway Safety Plan for Federal Fiscal Year 2015 to work towards the elimination of Idaho traffic deaths, serious injuries, and economic losses; and

WHEREAS, the Highway Safety Plan is required by NHTSA in order to receive funding from NHTSA.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board adopts the Highway Safety Plan for Federal FY15, which is on file in the Office of Highway Safety.

Proceed with Public Involvement for the Draft FY15-19 ITIP. Transportation Investments Manager John Krause requested approval to proceed with public involvement for the draft FY15-19 ITIP.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-21 to publish and accomplish a current, realistic, and fiscally constrained five-year Idaho Transportation Investment Program (ITIP); and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the program update cycle requires cooperation with partner agencies in its calendar of activities; and

WHEREAS, the Board reviewed the draft FY15-19 ITIP at the Program Workshop on June 18, 2014; and

WHEREAS, the next activity in the program update cycle is public review and comment per 23 CFR 450.210; and

WHEREAS, project selection and program approval is scheduled for the Board's September meeting after incorporating public comment.

*NOW THEREFORE BE IT RESOLVED*, that the Board will commence public involvement in July with project and program information incorporated from the publication entitled Draft FY15-19 ITIP, June Board Meeting.

2015 Proposed Legislative Concepts. Government Affairs Manager (GAM) Mollie McCarty presented eight legislative ideas. The Division of Motor Vehicles' (DMV) concepts include background checks for county employees accessing DMV systems, making the driver license or identification card the primary proof of legal name needed for titling and registering vehicles, removing wholesale dealers from the Idaho Consumer Asset Recovery Fund requirements, implementing new Commercial Driver's License (CDL) testing and Commercial Learner's Permit standards, implementing a 14-day holding period for commercial learner's permit prior to obtaining a CDL, cleaning up Idaho Code related to the vehicle title process, and cleaning up language related to motor vehicle liens sales. The other proposal is to clean up a section of Idaho Code related to outdoor advertising and junkyards.

Representative and Public Transportation Advisory Council (PTAC) Member George Eskridge said PTAC has two legislative proposals. It would like to expand PTAC to seven members with a member from each district and the chairman representing the state at large. The other proposal is for local option tax to provide funding for transit.

Chairman Whitehead thanked Representative Eskridge and GAM McCarty for the presentation. The Board will consider the proposals and revisit them next month.

District 3 Report. District Engineer (DE) Dave Jones reported on some of the district's activities and performance measures. It exceeded the winter mobility goal of 55% by achieving 66%. Seventy-eight percent of the district's pavements are in fair condition, which is below the goal of 81%, and 71% of the bridges are in good condition, which is below the goal of 80%. Ninety percent of projects were developed on time, short of the goal of 100%. The construction cost of award as a percent of the budget metrics was 91%, which was within the goal.

DE Jones also reported on innovations and other achievements. In FY13, 387 total permits were issued. In comparison, the five other districts processed a total of 541. The district automated a billing and data entry process, reducing staff time from 5 hours to 20 minutes per application.

Member DeLorenzo commended DE Jones and staff for their accomplishments. Chairman Whitehead also recognized DE Jones' efforts and thanked him for the informative report.

New Business. CE Jones requested the addition of a project to repair the I-84, 850 West Road Underpass Bridge, which was struck by a semi-truck on June 13. Staff is assessing the structural integrity of the underpass. If it is stable, the local road may reopen to a single lane of traffic controlled by temporary signals. A weight limit of 10 tons would likely be imposed. He added that the department assumes the motorist's insurance will reimburse it for the damages.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed to approve the following resolution:

RES. NO.        WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-22        to publish and accomplish a current, realistic, and fiscally constrained five year Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the westbound bridge of the I-84, 850 West Road Underpass was struck by a semi-truck; and

WHEREAS, the district design and headquarters bridge sections have developed plans to repair the bridge at the estimated cost not to exceed \$250,000; and

WHEREAS, the Department anticipates reimbursement in SFY 2016 by the insurance carrier of the motorist who caused the damage to this structure.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of I-84, 850 West Road Underpass Bridge Repair to FY15 in the Idaho Transportation Investment Program for a total cost not to exceed \$250,000 in State funds.

Policy Introduction. CE Jones requested deleting B-05-27, Volunteer Activities and its corresponding Administrative Policy because the language is in a manual.

Member Kempton made a motion, seconded by Member Vassar, and passed unopposed, to delete Board Policy B-05-27, Volunteer Activities

By unanimous consent, the Board concurred with deleting Administrative Policy A-05-27, Volunteer Activities.

Board Policy B-12-21 Unregistered All Terrain and Motorcycle Crossings is being retitled Crossings of State Highways by Vehicles not Included in or Exempted from the Motor Vehicle Registration Provisions of Title 49, Chapter 4 of the Idaho Code, according to CE Jones. Other changes include adding a purpose statement and legal authority and clarifying some of the language.

Member Vassar made a motion to approve the revisions to Board Policy 4070 Crossings of State Highways by Vehicles not Included in or Exempted from the Motor Vehicle Registration Provisions of Title 49, Chapter 4 of the Idaho Code. Member Gagner seconded the motion and it passed unopposed.

Member Kempton made a motion to recommend director approval of the corresponding Administrative Policy, 5070. Member Vassar seconded the motion and it passed unopposed.

CE Jones said the only changes to Board Policy 4071 Irregularities on Contract Bids, formerly B-14-09, are the addition of the purpose statement and legal authority. He added that more substantive changes are recommended for the corresponding Administrative Policy.

Member Vassar made a motion to approve Board Policy 4071 Irregularities on Contract Bids. Member Gagner seconded the motion and it passed unanimously.

Without objection the Board concurred with the revisions to Administrative Policy 5071 Irregularities on Contract Bids.

CE Jones said staff addressed the metropolitan planning organizations' concerns with revisions to Board Policy 4069 Corridor Planning for Idaho Transportation Systems, formerly B-09-04, and the corresponding Administrative Policy.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve revisions to Board Policy 4069 Corridor Planning for Idaho Transportation Systems.

Without objection, the Board concurred with revisions to Administrative Policy 5069 Corridor Planning for Idaho Transportation Systems.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:30 PM.

signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
July 11, 2014  
Coeur d'Alene, Idaho

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## Idaho Transportation Board

### 129,000 Pound Truck Route Subcommittee

June 18, 2014

Idaho Transportation Board (ITB) 129,000 Pound Truck Route Subcommittee Chairman Jim Kempton and ITB Vice Chairman Jim Coleman and Members Dwight Horsch and Jan Vassar met at 3:30 PM on Wednesday, June 18, 2014 at the Idaho Transportation Department, District 3 Office, Boise, Idaho. ITB Chairman Jerry Whitehead and Member Julie DeLorenzo were also present.

Subcommittee staff members and advisors in attendance included Deputy Attorney General (DAG) Larry Allen, Chief Engineer (CE) Dave Jones, Bridge Asset Management Engineer Dan Gorley, Motor Vehicles Administrator Alan Frew, Public Involvement Coordinator (PIC) Adam Rush, Executive Assistant to the Board Sue Higgins, Bridge Engineer Amanda LaMott, and Local Highway Technical Assistance Council Administrator Lance Holmstrom.

Chairman Kempton noted the absence of several Subcommittee advisors. He suggested the advisors send a delegate to meetings if they are unable to attend.

Process. Chairman Kempton said some changes have been made to the process to designate routes. Overall, the revisions were not substantive; mainly internal clarification on the steps and identification of the responsible party. The District will be responsible to contact affected local officials to ensure they are aware of the route request. An informal hearing will be conducted during the public comment period to accept verbal testimony. One hearing may be held for several route requests. ITD will provide assistance to local entities with the bridge analyses on local routes.

Idaho State Police Lieutenant Tim Horn joined the meeting at this time.

Case #201402: SH-77, Milepost (MP) 25.11 to 30.67. CE Jones said the Division of Motor Vehicles (DMV) confirmed that the route can safely accommodate commercial vehicles weighing up to 129,000 pounds. The bridge analysis determined that the four bridges on the route will safely support weights up to 129,000 pounds, assuming the axle configuration conforms to the legal requirements. The District reported that the road is in good condition from an operation stand point. Based on the analysis, CE Jones recommends approving the SH-77 route request.

Case #201403: SH-25, MP 52.45 – 58. CE Jones said DMV confirmed that the route can safely accommodate commercial vehicles weighing up to 129,000 pounds. The bridge analysis determined that the four bridges on the route will safely



support weights up to 129,000 pounds, assuming the axle configuration conforms to the legal requirements. District 4 reported that the road is in good condition from an operation stand point. Based on the analysis, CE Jones recommends approving the SH-25 route request from MP 52.45 to 58.

Case #201404: SH-25, MP 37.57 – 46.02. CE Jones reported that DMV confirmed that the route can safely accommodate commercial vehicles weighing up to 129,000 pounds. The bridge analysis determined that the four bridges on the route will safely support weights up to 129,000 pounds, assuming the axle configuration conforms to the legal requirements. The District reported that the road is in good condition from an operation stand point. Based on the analysis, CE Jones recommends approving the SH-25 route request from MP 37.57 to 46.02.

Public Comments. PIC Rush said 13 comments have been received. Two were general in nature. Seven people testified verbally at the hearing in Burley on May 29. Of the 11 comments received on the District 4 routes, ten were in support of designating the routes for vehicles up to 129,000 pounds and one comment was neutral.

Member Coleman made a motion to approve the three route requests (SH-77, MP 25.11 to 30.67; SH- 25, MP 52.45 to 58; and SH-25, MP 37.57 to 46.02) and to send the requests to the full transportation board for consideration. Member Horsch seconded the motion.

Member Vassar asked for clarification on the process, particularly the hearings and whether a hearing will be held at ITD Headquarters after the CE makes his recommendation. Chairman Kempton said Subcommittee meetings are open meetings. They will be available via video conference from the District that the route is in. There was no adversarial testimony on the District 4 routes. CE Jones added that after the full Board considers the requests, then the process may include a formal IDAPA hearing.

DAG Allen clarified that the process is different if the Board acts on a request or if it defers to the Chief Engineer for a decision. If it is a CE decision and the decision results in a contested case, the CE could meet informally with the parties to attempt to resolve the issue. If that is not successful, then a hearing officer would be hired to conduct a formal IDAPA hearing. He added that the process provides extensive opportunity for public comment and involvement. If a route receives a lot of negative comments, the Subcommittee may consider recommending the CE conduct an informal hearing to resolve the issue.

The motion to approve the three routes and send them to the full board was approved unanimously.

The meeting adjourned at 4:20 PM.

\_\_\_\_\_, signed \_\_\_\_\_  
Respectfully submitted by:  
SUE S. HIGGINS  
Executive Assistant & Secretary  
Idaho Transportation Board

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## DISTRICTS 1 AND 2 TOUR AND REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

July 10-11, 2014

The Idaho Transportation Board met at 8:00 AM, on Thursday, July 10, 2014, in Lewiston, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4

Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Districts 1 and 2 Tour. The Board visited the Port of Lewiston. Port Manager Dave Doeringsfeld summarized the facilities' mission and activities. Economic development is its main focus. One of its challenges is dredging the river and the biological opinion. Manager Doeringsfeld thanked the Board for various improvements made to US-95. He expressed concern with the status of US-12 and emphasized the importance of ensuring its use for commerce.

While traveling north on US-95, District 2 staff briefed the Board on the Thorncreek to Moscow project. In Moscow, the Board toured the recently-completed Intermodal Transit Center. Various officials emphasized the collaboration that resulted in the Center's construction, including a \$1.5 million federal grant. The facility is owned by the City of Moscow; however, it is located on the University of Idaho campus.

The tour continued north on US-95. During lunch at the Plummer Maintenance Shed, maintenance employees demonstrated innovations and efficiencies. The Board traveled US-95 north to Coeur d'Alene and local routes to Post Falls. After touring Ground Force, which manufactures large mining equipment, the Board returned to Coeur d'Alene.

WHEREUPON the tour recessed at 3:40 PM.

July 11, 2014

The Board reconvened at 8:00 AM on Friday, July 11, 2014, at the District 1 Office in Coeur d'Alene, Idaho. All members were present.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on June 18-19, 2014 as corrected. Member Gagner seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

August 20-21, 2014 – Districts 3 and 4 tour; meeting in District 4  
September 17-18, 2014 – District 6  
October 15, 2014 – Boise

Consent Items. Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-23 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the appointment of the District 5 Public Transportation Advisory Council member and the award of contracts exceeding the engineer's estimate by more than ten percent.

1) District 5 Public Transportation Advisory Council (PTAC) Appointment. Kathleen Lewis was appointed to represent District 5 on the PTAC with a term to expire May 30, 2017.

2) Approval of Contract Awards. The low bid on key #12301 – SH-3, Bridge Deck Life Extensions, District 1, was more than ten percent over the engineer's estimate, requiring justification and Board approval. Major differences between the engineer's estimate and low bid were in Wedge Milling, Concrete Bridge Deck Removal, and Special Bridge Epoxy Overlay. Staff believes the differences were due to the overall increase in materials and mobilization costs relative to the small quantities. The District does not believe any savings would be realized by re-advertising the project, so recommended awarding the project. Low bidder: West Company, Inc. - \$635,882.

The low bid on key #12942 – Dent Bridge Road Milepost 1, Clearwater County, District 2, was more than ten percent over the engineer’s estimate requiring justification and Board approval. The major difference between the engineer’s estimate and the low bid was in Excavation, Granular Subbase, ¾” Aggregate Type A for Base, and Special – Compacted Backfill. The engineer’s estimate did not account for the small quantity items or the remote location. There are no discrepancies indicating that the bid is irregular. The project is to repair the roadway due to an emergency condition, so Clearwater County and the Local Highway Technical Assistance Council recommended awarding the project. Low bidder: Debco Construction - \$281,452.

Informational Items. 1) Monthly Financial Statements. Net obligations through June 23 totaled \$274.1 million. Of those obligations, \$259.2 million were for activities programmed for 2014. The Program estimated those activities at \$247.8 million. The net cumulative obligations exceeded the three-year average of \$240.3 million for the same period.

Through May, federal aid to the State Highway Fund totaled \$241 million, or about 2% less than the same time period last year. Revenue from the Highway Distribution Account was 1.1% below the year-to-date estimates. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were \$1 million more than expected. Personnel expenditures were 3% less than budgeted through May. Total expenditures, including encumbrances, for operations reflected a 10% positive variance. Capital equipment had a 31% negative variance, which is a timing difference in allotments versus contracts issued.

Aviation fuel tax revenue through May was 4.9% above projections. Miscellaneous revenue to the State Aeronautics Fund was 11% ahead of the forecast. Overall expenditures were less than budgeted. To date, \$797,900 in trustee and benefit payments have been made.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From June 1 to June 24, the BSM Section processed five new professional service agreements in the amount of \$1,827,225.

3) Annual Report of Activities to the Board of Examiners. ITD did not submit any requests to the Board of Examiners during FY14.

4) Contract Awards. Key #11551 – Prairie Avenue; Meyer to Huetter Road, District 1. Low bidder: Interstate Concrete & Asphalt Company - \$2,737,393.

Key #13967 – SH-24, Milepost 18 to Milepost 32, Minidoka County, District 4. Low bidder: Kloepper, Inc. - \$1,431,018.

Key #12430 – I-15, FY15 District 5 Fence Repair. Low bidder: Specialty Construction Supply, LLC - \$359,927.

Key #13574 – I-15 and US-20, Ramp Improvements, District 6. Low bidder: H-K Contractors, Inc. - \$464,955.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From June 2 through June 20, 16 new professional services agreements and work tasks were processed, totaling \$1,651,053. Two supplemental agreements to existing agreements were processed during this period in the amount of \$78,200.

6) Speed Minute Entry Changes for June 2014. The following speed minute entries were processed during June in Districts 2 and 4:

<u>Route</u>	<u>Beginning</u>	<u>Ending</u>	<u>Speed Limit</u>	
	<u>Milepost</u>	<u>Milepost</u>	<u>Old</u>	<u>New</u>
SH-14	31.100	31.420	35	45
SH-75	115.775	115.501	25	35

7) Administrative and Legal Settlements of Right of Way Acquisitions. From January 1 through June 30, 2014, the Right of Way Section processed 11 administrative settlements totaling \$321,725 and 7 legal settlements in the amount of \$341,321 as part of its right-of-way acquisition process.

Adopt-A-Highway (AAH) Presentation. Vice Chairman Coleman thanked the Proud Employees of Idaho Forest Group for participating in the AAH Program. He commended the group for its valuable service.

Director's Report. Director Ness reported on recent activities, including the Governor's Cabinet meeting where he provided updates on the 129,000 pound truck route applications and the Department's organizational culture study; the completion of all individual performance plans by the end of the 2014 fiscal year; and the Division of Motor Vehicles' (DMV) development of a free mobile application to test a person's knowledge of the rules of the road. Due to several factors, the end-of-the-year Strategic Plan report will be presented next month. Amy Revis has been selected to fill the District 3 Engineer position, effective July 21. Director Ness thanked Chief Engineer Dave Jones for his service as acting District 3 Engineer for the past six months. The Department of Agriculture commended ITD for its assistance with the invasive species program. In conclusion, he reported on a public awareness campaign to prevent distracted driving, focusing on the dangers of texting while driving.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy Stokes reported on the Division of Aeronautics' efforts to develop operating procedures for the most popular backcountry airstrips. The Division is receiving commendations for its efforts to address safety.

Chief Operations Officer (COO) Jim Carpenter said the Department's construction work is ahead of previous years. Due to concerns with insufficient revenue to the federal Highway Trust Fund, the advertisement of several projects was delayed; however, based on information from the U.S. Department of Transportation, the advertisement and award of projects is continuing. The three expansion projects: US-95, Thorncreek to Moscow; US-95, Council Alternate Route; and US-20, Thornton Interchange are proceeding well and continue to be on schedule. He also reported on Innovate ITD!, acknowledging individuals who submitted ideas and recognizing the employees whose ideas were implemented.

Chairman Whitehead welcomed Senator Shawn Keough and Representative George Eskridge to the meeting. He thanked them for their continued support.

Delegation – City of Oldtown. Oldtown Mayor Lonnie Orr reported on the City's expansion plans and economic development efforts. He thanked the Board for the improvements planned on US-2. The City has safety concerns with the SH-41 railroad overpass, specifically for pedestrians and because there are no lights in that vicinity. He noted that the overpass is scheduled to be replaced in several years, but expressed interest in partnering with ITD to address safety concerns now.

In response to Member Horsch's question on potential projects, such as lighting, Mayor Orr said lighting has been discussed, but there are no funds available for that. The City removes snow from the sidewalk in winter, which helps address safety, but otherwise, he does not know what else can be done. Member Horsch said ITD inspects bridges on a regular basis to ensure the structure is safe. He indicated the District may be able to help with short-term remedies.

Chairman Whitehead thanked Mayor Orr for his presentation.

Delegation – City of Ponderay. Ponderay Mayor Carol Kunzeman thanked the Board for its service to the state. She expressed gratitude for the major improvements that have been made to northern Idaho's transportation system. She emphasized that the Sandpoint Byway is especially beneficial and the community really appreciates it.

Chairman Whitehead thanked Mayor Kunzeman for her comments.

Delegation – Bonner County Area Transportation Team (BCATT). BCATT Chairman Glen Bailey provided background on the Team, noting it was created in 1995 to address the area's transportation issues. He thanked ITD for its valuable partnership. BCATT is establishing a rail advisory council to consider issues such as delays to vehicle traffic at crossings and potential derailments. BCATT is very appreciative of the numerous improvements to the area's transportation system, particularly to US-95.

Chairman Whitehead thanked BCATT Chairman Bailey for his remarks.

Delegation – City of Sandpoint. Sandpoint Mayor Carrie Logan provided an update on efforts to address the US-2 traffic in downtown Sandpoint. She believes an acceptable solution has been reached, partly due to Vice Chairman Coleman's active involvement. The operational changes on 5<sup>th</sup> Street are estimated to cost between \$2 million and \$2.5 million. The City is willing to partner by acquiring easements or funding improvements such as street lights or conduit for fiber optic cable. The proposal is scheduled to be presented to the Sandpoint City Council next week.

Vice Chairman Coleman thanked Mayor Logan for her efforts to address the US-2 traffic in Sandpoint. He believes the operational change will work well, partly due to the elimination of some left turns. He added that the City is aware that the change may create delays to traffic crossing 5<sup>th</sup> Street. Mayor Logan concurred. The City knows the change may result in congestion on some of the side streets; however, that is an acceptable tradeoff.

Chairman Whitehead expressed appreciation for the City's partnership. He believes it will be a good improvement to the transportation system.

Delegation – City of Bonners Ferry. Bonners Ferry Mayor David Anderson expressed concern with inadequate shoulders on US-95 in Bonners Ferry. This results in commercial vehicles encroaching on the other lane at places. He expressed appreciation for the numerous improvements that have been made to US-95 over the years; however, the highway in Bonners Ferry is now a bottleneck. He requested improvements to the highway.

Chairman Whitehead thanked Mayor Anderson for his comments. Vice Chairman Coleman concurred with the need to improve US-95 in Bonners Ferry. He added that the Department's funds are insufficient and encouraged Mayor Anderson to support efforts to increase the state's transportation revenue.

Chairman Whitehead welcomed Representative Kathy Sims to the meeting.

District 1 PTAC Annual Update. Representative and PTAC Member George Eskridge emphasized the importance of public transportation, particularly to rural communities. In addition to improving the quality of life, it also has economic benefits and helps address congestion. He reported on the four providers in the District and noted that ridership is continuing to increase. PTAC and the District Coordinating Council work with local officials to coordinate public transit services and ensure the services are efficient and effective. He commended ITD staff for its assistance.

Member Vassar thanked Representative Eskridge for his service on PTAC and for his support of ITD. The Board commended his valuable contributions to transportation and said that his leadership and assistance on transportation issues in the legislature will be missed.

2015 Proposed Legislative Ideas. Government Affairs Manager (GAM) Mollie McCarty presented eight legislative ideas. The DMV concepts include background checks for county employees accessing DMV systems, making the driver license or identification card the primary proof of legal name needed for titling and registering vehicles, removing wholesale dealers from the Idaho Consumer Asset Recovery Fund requirements, implementing new Commercial Driver's License (CDL) testing and Commercial Learner's Permit standards, implementing a 14-day holding period for commercial learner's permit prior to obtaining a CDL, cleaning up Idaho Code related to the vehicle title process, and cleaning up language related to motor vehicle liens sales. The other proposal is to clean up a section of Idaho Code related to outdoor advertising and junkyards. PTAC also has two legislative proposals: expand PTAC to seven members and local option tax to fund public transportation.

GAM McCarty said the approved ideas will be submitted to the Division of Financial Management. Upon approval, legislation will be drafted. She recommended a small legislative package due to anticipated efforts to enhance revenue and to limit the staff resources needed to address legislation.

Chairman Whitehead thanked GAM McCarty for the presentation. He said the Board will consider the proposals later. (See later minute entry.)

Rules Governing Safety Rest Areas – IDAPA 39.03.50. Maintenance Services Manager (MSM) Steve Spoor summarized proposed changes to IDAPA 39.03.50, Rules Governing Safety Rest Areas. The main revision clarifies the terms "fireworks and incendiary devices". Clarifying language related to soliciting restrictions and hours of rest restrictions for truck drivers is also proposed. He added that staff intends to request approval of the changes next month.

Chairman Whitehead thanked MSM Spoor for the presentation.

Additional 129,000 Pound Designated Routes in District 4. COO Carpenter said three requests to designate routes up to 129,000 pounds have been received: SH-77, Milepost 25.11 to 30.67; SH-25, Milepost 52.45 to 58; and SH-25, Milepost 37.57 to 46.02. The Chief Engineer's analyses have been completed. DMV, the Bridge Section, and District 4 concur that the three routes can accommodate the request. No negative comments on the three District 4 routes under consideration

were received during the public hearing or public comment period. The requests were then presented to the Board Subcommittee on 129,000 Pound Truck Routes last month.

Member Kempton elaborated on the Board Subcommittee on 129,000 Pound Truck Routes meeting. The Subcommittee approved the three route requests.

Member Kempton made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho  
ITB14-24 Transportation Board to designate state highways for permitted vehicle combinations up to 129,000 pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck Routes to implement provisions of the legislation; and

WHEREAS, the Idaho Transportation Department has received three requests for 129,000 pound routes in District 4: SH-77, Milepost (MP) 25.11 to 30.67; SH-25, MP 52.45 to 58; and SH-25, MP 37.57 to 46.02; and

WHEREAS, the Chief Engineer and ITD staff received the applications and reviewed the proposed routes by conducting an engineering and safety analyses of the routes; and

WHEREAS, upon completion of the engineering and safety analyses, a 30-day public comment period was held, including an opportunity for verbal testimony, and no adversarial comments were received on the three specific routes; and

WHEREAS, the Chief Engineer presented his analyses to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on June 18, 2014, with a recommendation to approve all three routes; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analyses and public comments, it passed a motion to approve the three route requests; and

WHEREAS, the Chief Engineer and the Board Subcommittee presented their analyses and recommendations to the full Board at the regularly scheduled Board meeting of July 2014.

*NOW THEREFORE BE IT RESOLVED*, that the Board accepts the Chief Engineer's analyses and recommendations on the SH-77, MP 25.11 to 30.67; SH-25, MP 52.45 to 58; and SH-25, MP 37.57 to 46.02 routes, and the recommendation of approval from the Board Subcommittee; and

*BE IT FURTHER RESOLVED*, that the Board directs the Chief Engineer to issue a Letter of Determination that approves the three referenced route requests in District 4.

District 1 Report. District Engineer (DE) Damon Allen reported on some of the District's activities and performance measures. In FY14, it committed to delivering 10 projects, but delivered 11. It met its FY15 target of delivering six projects. With 85% of the District's pavement in good condition, it exceeded the goal of 82%; however, the District's 70% of bridges in good condition was below the goal of 80%. The mobility index of 72% exceeded the state goal of 55%.

DE Allen reported on the GARVEE projects, which should be completed this summer, resulting in 13 miles of four-lane divided highway and three new interchanges. He believes it will greatly improve safety on the US-95 corridor. He summarized several partnerships, including the plans to shift traffic in Sandpoint and the relinquishment of some state highways to the City; assisting the City of Post Falls with its Greensferry Road Bridge overpass; and constructing a turn bay on SH-53 at Pleasant View Road with the Post Falls Highway District. In closing he highlighted an innovation for inventorying signs. The previous method to inventory signs was labor- and time-intensive, requiring multiple entries. With the new mobile application, up to 200 signs can be inventoried in one day by a two-person crew. The data is also updated immediately to TAMS.

Chairman Whitehead thanked DE Allen for the interesting report and for his service.

Proposed Changes to Interstate Speed Limits. Engineering Services Administrator (ESA) Blake Rindlisbacher summarized legislation approved in 2014 that allows speed limits on Interstates to be raised to 80 miles per hour (MPH) and up to 70 MPH on state highways; however, trucks are limited to 10 MPH less than other vehicles in nonurban areas and are limited to 65 MPH in urban areas. A traffic and engineering investigation was performed on the sections of Interstate where changes are proposed on I-84, I-86, and I-15. Reviews on I-90 will be conducted later. The analyses considered factors such as crash data, roadway geometrics, and skid resistance. Staff contacted Idaho State Police (ISP), with varied responses. Overall, ISP was supportive of increasing the speed limit because traffic, as a rule, is traveling close to 80 MPH now; however, ISP expressed some concern with the higher speed limits during winter.

ESA Rindlisbacher said national studies indicate that the 85<sup>th</sup> percentile speed (the speed that 85% percent of motorists travel) is the safest speed; although there is some concern with the differential speed limit for trucks. He summarized a Utah study conducted after its speed limits were increased to 80 MPH on certain Interstate segments. The study reported a decrease in traffic crashes.

ESA Rindlisbacher mentioned that ITD received concerns with increasing the speed limit from the Idaho Trucking Association and AAA Idaho. Some of the comments relate to the differential speed, the studies were conducted too hastily and were not thorough, and changes to the speed limit should be made incrementally, not all at once. Because of these concerns, the Design/Traffic Services Engineer at Headquarters reviewed every district minute entry to ensure the analyses were complete and consistent statewide. Regarding the differential speed limit, as a rule, the Interstates in southern Idaho are generally flat and wide open, which allows for motorists to plan accordingly when approaching commercial vehicles. ESA Rindlisbacher added that the Department also received support to increase the speed limits.

Member Kempton commented that the Utah Department of Transportation conducts annual reviews on its speed limits. He asked if the Department intends to review the adjusted speed limits. ESA Rindlisbacher responded that Utah's legislation required the annual review. ITD can conduct annual reviews.

Member Kempton said the legislation indicated the speed limit change is to be in the public interest. He asked what constitutes the public's interest. ESA Rindlisbacher replied that the public interest is safety. He added that increasing the speed limit to 80 MPH will result in better compliance, as motorists are generally driving close to that speed now. Member Kempton said he is not averse to increasing the speed limit; however, he supports an annual review.

Member Horsch concurred with an annual review. He expressed concern with some sections of I-84 that have steeper grades, which will be more difficult for commercial vehicles to climb, resulting in an increased differential speed limit. Additionally, a section of I-84 near King Hill has a curve that he questioned if cars could safely handle at 80 MPH.

Member Vassar commented that she seldom drives on these Interstates, but she is concerned with safety and believes any increase in the speed limit should be monitored.

Chairman Whitehead thanked ESA Rindlisbacher for the thorough presentation. (See later minute entry.)

Executive Session on Legal Issues. Member Vassar made a motion to meet in executive session at 11:35 AM to discuss legal issues as authorized in Idaho Code Section 67-2345(f). Member Gagner seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on legal matters.

The Board came out of executive session at 2:00 PM.

Proposed Legislative Ideas, Revisited. Member Vassar made a motion, seconded by Member Gagner, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Governor's Office has requested that State agencies  
ITB14-25 submit Legislative Ideas to the Division of Financial Management (DFM) for review and approval; and

WHEREAS, the Idaho Transportation Board has requested that staff prepare and submit Legislative Ideas that will serve to advise the Governor and DFM of agency issues with legislative solutions.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board approves submittal of Legislative Ideas below to DFM, and, upon approval, the development of draft legislation by Department staff for subsequent review and approval:

- I-15-004 Remove Wholesale Dealers from Idaho Consumer Asset Recovery Fund Requirements;
- I-15-005 Commercial Learner's Permit;
- I-15-006 Commercial Learning Permits Waiting Period;
- I-15-007 Vehicle Title Process Clean-Up; and
- I-15-008 Motor Vehicle Liens Sales – Business Process Clean-Up

Proposed Changes to Interstate Speed Limits, Revisited. Member Kempton made a motion, seconded by Member Horsch, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, Idaho Code 49-654 specifies that the maximum allowable speed  
ITB14-26 limit on the Interstate Highway System may be increased to eighty (80) miles per hour if the Idaho Transportation Board concurs with legislated Idaho Transportation Department staff analysis; and

WHEREAS, Idaho Code 49-654 limits the maximum speed of vehicles with five (5) axles operating at a gross weight of more than twenty-six thousand (26,000) pounds to not less than ten (10) miles per hour less than vehicles with less than five (5) axles; and

WHEREAS, the Department staff has completed engineering and traffic studies on the routes and segments listed below; and

WHEREAS, the Department staff is aware of concerns regarding speed limit increases from the public as well as recent comments from the Idaho Trucking Association and the AAA Idaho; and

WHEREAS, the Department staff has considered effects of maximum speed limit increases as part of the engineering and traffic studies; and

WHEREAS, the Department staff has considered all comments received in light of the studies conducted; and

WHEREAS, the Department staff concludes that an increase in the speed limit on the Interstate Highways on the segments listed is in the public interest; and

WHEREAS, the Department will conduct an annual review of adjusted speed limits.

*NOW THEREFORE BE IT RESOLVED*, that the Board concurs with the proposed speed limit changes on Interstate Highways 84, 86, and 15 as follows:

Route	Beginning Milepost	Ending Milepost	Speed Limit	
			Old	New
I-84	0.000	25.500	75	80
I-84 (trucks)	0.000	25.500	65	70
I-84	55.000	275.650	75	80
I-84 (trucks)	55.000	275.650	65	70
I-86	0.000	61.288	75	80
I-86 (trucks)	0.000	61.288	65	70
I-15	0.000	66.780	75	80
I-15 (trucks)	0.000	66.780	65	70
I-15	73.655	117.757	75	80
I-15 (trucks)	73.655	117.757	65	70
I-15	119.690	196.000	75	80
I-15 (trucks)	119.690	196.000	65	70

New Business. Vehicle Services Manager (VSM) Amy Smith summarized proposed changes to IDAPA 39.02.03 Rules Governing Dealer's Principal Place of Business. The temporary rule proposal defines how the Idaho Consumer Asset



Recovery (ICAR) fee will be set and by whom, which is the ICAR Board. It clarifies that only dealers who are not exempt shall pay into the fund. Sections for the liability insurance and surety bond information are being moved and renumbered in a more logical flow. It also requires the surety bond for three years in addition to paying into the ICAR fund for newly licensed dealers, as outlined in code. In addition to those revisions, the proposed rule change includes the definition for “reasonable times” for the operation of a dealership. VSM Smith added that the Dealer Advisory Board supports the rule revisions, which staff intends to seek Board approval on next month.

Chairman Whitehead thanked VSM Smith for the presentation.

WHEREUPON, the Idaho Transportation Board’s regular monthly meeting officially adjourned at 2:05 PM.

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signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
August 21, 2014  
Stanley, Idaho

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## DISTRICTS 3 AND 4 TOUR AND REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

August 20-21, 2014

The Idaho Transportation Board met at 9:30 AM, on Wednesday, August 20, 2014, in Boise, Idaho. The following principals were present:

- Jerry Whitehead, Chairman
- Jim Coleman, Vice Chairman – District 1
- Janice B. Vassar, Member – District 2
- Julie DeLorenzo, Member – District 3
- Jim Kempton, Member – District 4
- Dwight Horsch, Member – District 5
- Lee Gagner, Member – District 6
- Brian W. Ness, Director
- Scott Stokes, Chief Deputy
- Sue S. Higgins, Executive Assistant and Secretary to the Board

Districts 3 and 4 Tour. The Board traveled west on SH-44, north on SH-55, and east on the Banks to Lowman Highway. It stopped on the local route for presentations on the recently-completed Davies Bridge replacement project and the rock scaling project underway.

After a presentation on the avalanche program at the Lowman Maintenance Shed, the tour continued north on SH-21. District 3 and 4 staff members reported on various projects and activities in their respective districts during the tour.

In Stanley, the Board visited the Stanley Airport. Aeronautics Advisory Board Chairman Rodger Sorensen provided an overview on the facility. He complimented District 4 for its partnership to pave a portion of the runway a couple of years ago.

WHEREUPON the tour recessed at 4:20 PM.

August 21, 2014

The Board reconvened at 8:00 AM on Thursday, August 21, 2014, at the Stanley Community Center in Stanley, Idaho. All members were present. Lead Deputy Attorney General Larry Allen was also present.

Board Minutes. Member Gagner made a motion to approve the minutes of the regular Board meeting held on July 10-11, 2014 as submitted. Member Vassar seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

September 17-18, 2014 – District 6

October 15, 2014 – Boise

November 12-13, 2014 – Boise

Consent Items. Member Vassar made a motion, seconded by Member Horsch, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-27 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the FY14 account write-off; adjustments to the Lewis/Clark Valley Metropolitan Planning Organization and Community Planning Association of Southwest Idaho (COMPASS) FY14 Transit Programs; adjustments to the COMPASS FY14 Surface Transportation Program Urban Program; temporary and proposed rule changes 39.02.03 Rules Governing Dealer's Principal Place of Business; proposed rule changes 39.02.03 Rules Governing Dealer's Principal Place of Business; and the 2025 Idaho state highway functional classification update.

1) FY14 Account Write Off. ITD policy requires all uncollectible accounts exceeding \$1,000 be reviewed and approved for write off by the Board. The Director or a designee reviews and approves for write off all accounts less than \$1,000. For FY14, staff requests Board approval to write off 20 accounts totaling \$80,219.11, as shown as Exhibit 445, which is made a part hereof with like effect. Sixty accounts in amounts less than \$1,000 have been determined as uncollectible, totaling \$18,131.30. The outstanding receivables are more than four years delinquent. Customers are not allowed to do business with ITD until their deficiencies are paid or the statute of limitations is reached.

2) Adjust Lewis/Clark Valley Metropolitan Planning Organization (LCVMPO) and COMPASS FY14 Transit Programs. The LCVMPO requests an increase of \$6,000 for a total cost of \$8,000 to the Lewiston Transit project, key #14326, for the purchase and implementation of tablets for the Paratransit vehicles. COMPASS requests an additional \$12,000 for a total of \$23,000 for key #12759, Nampa Urbanized Area and a reduction of \$109,000 for a total of \$100,000 for key #14220, Purchase of Service Administration and Implementation.

3) Adjust the COMPASS FY14 Surface Transportation Program – Urban Program. COMPASS requests a decrease of \$150,000 for key #12047, South Midland Boulevard; Ustick to US-20/26 for a total amount of negative \$150,000; an increase of \$66,000 for a total of \$341,000 for the Centennial Way Roundabout, Caldwell project, key #13484; and an increase of \$84,000 for a total of \$84,000 for the Colorado and Holly Signal/Pedestrian Improvements, Nampa project, key #13486.

4) Temporary and Proposed Rule Changes 39.02.03, Rules Governing Dealer's Principal Place of Business. The proposed temporary rule amendments define how the Idaho Consumer Asset Recovery (ICAR) fee will be set and by whom, which is the ICAR Board. It clarifies that only dealers who are not exempt shall pay into the fund. Sections for the liability insurance and surety bond information are being moved and renumbered in a more logical flow. It also requires the surety bond for three years in addition to paying into the ICAR fund for newly licensed dealers, as outlined in code.

5) Proposed Rule Changes 39.02.03, Rules Governing Dealer's Principal Place of Business. In addition to the revisions outlined above as part of the temporary and proposed rule changes, staff requests including the definition for reasonable business hours for the operation of a dealership in proposed rule changes to 39.02.03.

6) 2025 Idaho State Highway Functional Classification Update. In accordance with Board Policy 4060 Functional Classification of State Highway Systems, staff requests the approval of the Idaho State Highway Functional Classification Map, as shown as Exhibit 446, which is made a part hereof with like effect. The map reflects the changes made in

conjunction with the districts and metropolitan planning organizations. The National Highway System routes were coordinated with neighboring states. The total mileage is 4,984.

Informational Items. 1) Performance Measurement Report for Division of Financial Management and Legislative Services Office. Idaho Code requires each state agency to submit an updated Performance Measurement Report by September 1. The document is to include the agency profile, core functions, revenues and expenditures, cases managed and/or key services provided, performance highlights or awards, and performance measures and benchmarks.

2) Summary of FY14 Budget vs. Actual Out-of-State Travel. FY14 out-of-state travel expenditures totaled \$281,960. The budgeted amount was \$279,200. In comparison, \$205,715 was spent on out-of-state travel in FY13. In FY14, \$1,101,091 was expended on in-state travel, compared to \$1,097,313 in FY13.

3) Return Check Report for FY14. During FY14, \$38,585,205 in checks were received, while 65 checks, or .26%, totaling \$101,610 were returned. Collection of returned checks equaled \$99,443 for an annual collection rate of 97.87%.

4) Contract Awards. Key #13982 – US-26, Malad River Bridge to Gooding East City Limits, District 4. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$1,182,279.

Key #12887 – SH-36, Mink Creek Bridge, Franklin County, District 5. Low bidder: Cannon Builders, Inc. - \$987,221.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From June 23 through July 31, 31 new professional services agreements and work tasks were processed, totaling \$2,069,901. Four supplemental agreements to existing agreements were processed during this period in the amount of \$386,300.

6) FY14 Federal Aid End-of-Year Plan for ITD Infrastructure Work. At the April 2014 Board meeting, the Board approved the delay of several FY14 projects. All of the other FY14 projects have been delivered. There is no available obligation authority for additional state system projects; therefore, no projects will be advanced with an end-of-year plan.

7) FY14 Federal Aid End-of-Year Plan for Local Public Agencies. The local public agencies have submitted sufficient projects to utilize FY14 obligation authority.

Adopt-A-Highway (AAH) Presentation. District 4 Engineer (DE) Devin Rigby said the Buhl Mennonite Youth Group has been selected as the District's AAH group of the year. Although the group couldn't be present, he commended it for its valuable service.

Director's Report. Director Ness reported on recent activities, including the designation of I-84 from the Oregon border to the Utah border as the Vietnam Veterans Memorial Highway; the dedication of the SH-16 extension from SH-44 to US-20/26; the Western Association of State Highway and Transportation Officials' annual conference, which was attended by Member DeLorenzo and a number of ITD employees; and the 2014 ITD Leadership Summit. He expressed appreciation for Chairman Whitehead's, Vice Chairman Coleman's, and Member DeLorenzo's attendance at the Summit. He also mentioned Chairman Whitehead's and Chief Administrative Officer (CAO) Char McArthur's participation at the Pacific Northwest Economic Region conference. He thanked Chairman Whitehead for his presentation at the conference on transportation challenges in the Pacific Northwest.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy (CD) Stokes said the Division of Aeronautics conducted a basic training workshop on various topics, including zoning, master plans, and capital improvement plans. Additional workshops will be held throughout the state in the near future. The Division is also planning a Safety Stand-down in October. Pilots are encouraged to not fly that day and to attend a seminar in Boise that will focus on safety.

Chief Operating Officer (COO) Jim Carpenter said some concerns have been received on a proposed gravel pit along SH-55 in the Meadows area. He will ensure the proper procedures for establishing a new gravel source are followed. Oversize detectors are being erected on a SH-5 railroad bridge in St. Maries to prevent conflicts, as the structure is not wide enough to accommodate two commercial vehicles at the same time. The three expansion projects: US-95, Thorncreek to Moscow; US-95, Council Alternate Route; and US-20, Thornton Interchange are proceeding well and are on schedule. He also reported that the Division of Transportation Performance has been eliminated and its responsibilities have been integrated into Operations.

Brenda Williams, Chief Human Resources Officer (CHRO), said efforts are continuing to move the Department's culture to a more humanistic and encouraging culture. One of the steps to improve the culture has been the creation of thank you cards. Employees are being encouraged to send hand-written notes of appreciation.

CAO Char McArthur reported on efforts to link the Division goals to the Department's strategic goals. Some of those goals include ensuring information is accurate and easy to understand and hiring and developing the right people. She said Congress extended Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) through May 2015 and included funding for the Highway Trust Fund; however, the spending authorization for MAP-21 will likely need continuing resolutions to extend it through May 2015. Staff will continue to monitor federal activities and ITD's cash flow. In conclusion, she reported on Innovate ideas and the implementation of two suggestions: a paperless travel form that will save time and a frame mount flusher that will prolong the life of the frame and make it easier to flush truck frames.

Strategic Plan End-of-Year Report. CD Stokes said the five-year highway fatality rate was 1.25 per 100 million miles driven in 2013, which was slightly below the goal. He noted that the fatalities per year increased from a low of 167 in 2011 to 213 in 2013. The Positive Community Norms project should be completed by the end of this year. If it is successful, the pilot project, which is to change a community's attitudes and perceptions of impaired driving, will be expanded. The Safety Team is also focusing on the new Strategic Initiatives Program, which includes safety projects. Projects will be evaluated to determine their safety benefits.

Discussion followed on safety issues, including concern with the trend in increased fatalities and if crashes may be related to speed or weather. COO Carpenter said staff will look at the data and report its findings to the Board at a future meeting.

The two main goals of the Economic Opportunity Team were to implement performance based planning and to continue scheduling projects that facilitate commerce, according to COO Carpenter. Projects are evaluated for their return on investment and safety benefits. During the next fiscal year, the emphasis will be on analyzing the value of projects for safety components, their ability to maintain the infrastructure, and their economic benefits; and to revisit the freight study and re-establish the Freight Advisory Committee.

Discussion followed on the ability to determine and track projects' economic benefits. It was also mentioned that projects on US-95 improved mobility. Vehicles can get to their destination faster, which can save businesses money. COO Carpenter said ITD is working closely with the Department of Commerce. Models are being used to help prioritize projects based on their economic value. There is also a focus on corridors. He added that the economic component can be elaborated on at a future meeting.

CHRO Williams said the Employee Development Team's focus has been on the culture change and succession planning. Training is being provided to move to a more constructive culture. Efforts are also underway to attract and retain quality employees. Some progress has been made as a result of the raises that were implemented recently; however, the Department's pay is still below market. Customer service is also an important component. Some of the future plans include continuing employee retention strategies; developing leaders and determining the effectiveness of those efforts; and performance management activities, which include ensuring employees know their expectations.

CAO McArthur said the Innovative Business Practices Team's goal that all infrastructure projects will be under contract by April 1 of each federal fiscal year was realized this past year. The Innovate! program was launched, with the first recognition for submitted ideas presented in May. The Team's focus will continue to be on creating a culture that fosters innovation. The number of innovative ideas submitted will continue to be tracked and reported.

Member Kempton expressed some concern with keeping score of submitted ideas and the emphasis on submitting ideas. He believes that may result in less-quality ideas, and the pressure to submit ideas may eliminate the motivation to be innovative. CAO McArthur said the Team discussed those issues. It wants to create an environment that encourages innovation without demanding it; however, the Team believes it is important to track and measure these efforts.

Director Ness said minor revisions are being proposed to the Strategic Plan. He encouraged the Board to review the updated document and submit comments. The Strategic Plan will be revisited next month.

Rules Governing Safety Rest Areas. Division of Engineering Products and Plans Administrator (DEPPA) Dave Jones summarized proposed changes to IDAPA 39.03.50, Rules Governing Safety Rest Areas. The main revision is the addition

of the prohibition of fireworks and incendiary devices. Clarifying language related to soliciting restrictions and hours of rest restrictions for truck drivers is also proposed.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board has the authority to approve  
ITB14-28 requested changes to Administrative Rules; and

WHEREAS, the Board finds the requested changes to the Rules Governing Safety Rest Areas are necessary to comply with changes made to Idaho Code and to clarify prohibited acts.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the recommended changes to IDAPA 39.03.50, Rules Governing Safety Rest Areas; and

*BE IT FURTHER RESOLVED*, that the Board directs staff to proceed with rulemaking on IDAPA 39.03.50.

New Board Policy Addressing the Use of Board Unallocated Funds. DEPPA Jones presented a new policy, 4076 Use of Board Unallocated Idaho Transportation Investment Program Funds to provide guidance on the use of these funds.

Member Gagner noted the policy allows the Director or Chief Operating Officer to request the use of unallocated funds. He asked if that precludes Board members from requesting the funds. DEPPA Jones said that was not the intent. The policy does not exclude a Board member from requesting these funds. The intent was to provide policy level guidance to staff on the proper protocols for accessing these funds.

Member Kempton made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board established a Board Unallocated  
ITB14-29 Account to use at its discretion, including to fund unexpected, urgent projects; and

WHEREAS, prior to February 2009, the Board was asked to fund a number of repairs to Interstate structures that were damaged when motor vehicles hit them; and

WHEREAS, via Idaho Transportation Board Resolution #09-09, the Board directed staff to use operating or state construction funds to repair collision damage to the state highway system; and

WHEREAS, staff drafted Board Policy 4076 Use of Board Unallocated Idaho Transportation Investment Program Funds outlining the intent of the Board Unallocated Funds, including that the account shall be funded with state funds in an amount not to exceed \$5 million annually; the account may fund projects such as partnerships that will enhance Idaho's economic goals and mobility, urgent safety concerns, and emergency repairs to damaged highways and structures; and that staff shall direct uncommitted funds as of May 1 to advance current projects in accordance with Board Policy 4011 Idaho Transportation Investment Program.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves Board Policy 4076 Use of Board Unallocated Idaho Transportation Investment Program Funds; and

*BE IT FURTHER RESOLVED*, that the Board rescinds Resolution #09-09, enabling the use of Board Unallocated Account funds to repair collision damage to the state highway system.

Redistribution Plan. COO Carpenter said the Department will request additional obligation authority not used by other states. The maximum amount of redistribution funds that Idaho could receive is the difference between Idaho's federal apportionment and the obligation authority of 93%, which amounts to \$21 million. Historically, Idaho has not received the maximum amount, but approximately \$10 million per year in redistribution funds.

Based on Board Policy 4028 Allocation of Federal Formula Highway Apportionments to Local Public Agencies, local public agencies should receive 12.6% of additional obligation authority funds. COO Carpenter provided a list of state and local projects to be funded with these additional funds, assuming Idaho receives additional obligation authority.

Member Gagner made a motion, seconded by Vice Chairman Coleman, to approve the following resolution:

RES. NO. WHEREAS, it is in the public interest for the Idaho Transportation Department to  
ITB14-30 accomplish a current, realistic and fiscally constrained Highway Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available Federal-aid Highway Funding; and

WHEREAS, a list of existing projects with cost increases and ready projects has been identified should additional funding become available; and

WHEREAS, Board Policy 4028 shall govern the allocation of available FY14 federal highway redistribution funding between the Department and local public agencies (LPA); and

WHEREAS, it is the intent to fully utilize the FY14 federal highway redistribution funding; and

WHEREAS, if LPAs or the Department cannot obligate their full share of the redistribution funding, any remaining portion shall be made available to the other for usage.

*NOW THEREFORE BE IT RESOLVED*, that the Board authorizes staff to advance projects in the list entitled "Ready Projects and Cost Increases for FY14 Redistribution List" as shown as Exhibit 447, which is made a part hereof with like effect, as funding becomes available and as ITD/LPA splits are determined; and

*BE IT FURTHER RESOLVED*, that staff is authorized to advance projects on the state highway system to maximize redistribution usage; and

*BE IT FURTHER RESOLVED*, that staff is authorized to advance projects or obligate for cost increases on the local system based on the priority listed within the "Ready Projects and Cost Increases for FY14 Redistribution List;" and

*BE IT FURTHER RESOLVED*, that staff is authorized to make the appropriate changes to the federally approved FY14-18 Statewide Transportation Improvement Program in accordance with the provisions of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users and Moving Ahead for Progress in the 21<sup>st</sup> Century.

Member DeLorenzo asked for confirmation that the local public agencies, including COMPASS and the metropolitan planning organizations, understand the policy. COO Carpenter replied in the affirmative. Local entities understand the policy, including that the required match has to be submitted before ITD proceeds with any local project. The motion passed unopposed.

Monthly Financial Statements. Controller Dave Tolman summarized the year-end highlights. Total federal aid of \$309.8 million was approximately 2% more than ITD received in FY13. FY14 Highway Distribution Account (HDA) revenue was -1.3% or -\$2.4 million below the forecast. Gasoline taxes provided 49% of the HDA revenue, followed by 19% from the diesel tax, 15% from truck registrations, 15% from automobile registrations, and 2% from miscellaneous sources. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were ahead of the forecast by \$1.1 million.

State Highway Fund expenditures for personnel costs were \$4.7 million less than budgeted. Of this amount, \$3.8 million was planned and used in the FY15 appropriation for Construction. Total expenditures, including encumbrances, for operating costs reflected a 2% positive variance. Capital Equipment expenditures came in at forecast with a very small unexpended balance.

Controller Tolman said the aviation fuel tax revenue was 5.2% above projections for the year. Miscellaneous revenue to the State Aeronautics Fund was 1.3% ahead of the forecast. Overall expenditures were less than budgeted. A total of \$802,300 in trustee and benefit payments were made in FY14.

To date, GARVEE bond proceeds equal \$857.1 million with interest. The weighted average of the interest rate on the bonds is 4.41%. The debt service is \$58.5 million per year with the final debt service to be paid in July 2031.

Net obligations through July totaled \$286.3 million. Of those obligations, \$261.6 million were for activities programmed for 2014. The Program estimated those activities at \$252.5 million. The net cumulative obligations exceeded the three-year average of \$264 million for the same period.

August 2014 Revenue Forecast and FY16 Proposed Budget Request. Economist Bob Thompson presented the revised revenue forecast. The projected revenue to the State Highway Account in FY16 is \$548 million, which is a decrease from the actual receipts during the past three fiscal years. The decreased revenue is mainly due to a reduction of federal aid. The total Aeronautics revenue is projected to be \$2.57 million.

Senior Budget Analyst (SBA) Joel Drake summarized the proposed FY16 budget request. Some highlights include 1,724 full-time positions; a 1% change in employee compensation; \$25.6 million for equipment replacement; a capital facilities program of \$3.3 million; \$241.5 million for contract construction and right-of-way acquisition; and \$58.8 million for debt service. The request includes five line items totaling \$812,600.

Member Gagner made a motion, seconded by Member Vassar, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the FY16 Idaho Transportation Department budget request will be  
ITB14-31 prepared in accordance with instructions in the Division of Financial Management's (DFM) Budget Development Manual; and

WHEREAS, the Idaho Transportation Board has reviewed the proposed FY16 budget request summary.

*NOW THEREFORE BE IT RESOLVED*, that the Board has reviewed the budget request estimates reflected in the Department Summary and Certification, submitted for approval August 21, 2014, as shown as Exhibit 448, which is made a part hereof with like effect, and authorizes the estimates and guidance provided to serve as the basis for the FY16 budget request submitted to DFM and Legislative Services Office.

Member Horsch expressed concern with the 1% CEC. He does not believe that is sufficient to address the employee retention and recruitment concerns.

Chairman Whitehead thanked Economist Thompson and SBA Drake for their work on the budget.

District 4 Report. DE Rigby reported on some of the District's activities and performance measures. All 8 of its FY15 projects were delivered on time. Seven of its ten FY16 projects were delivered by January 1, 2014. The other three were delivered by April 1, 2014. In response to Member Gagner's question, DE Rigby said the cause of the delayed projects was the design process. Staff knew it would not be able to accelerate all of the projects because of various time-consuming issues such as right-of-way acquisition and coordination with a canal company. He believes moving to a project management system where one employee is responsible for a project from start to finish should improve and expedite the design process.

DE Rigby said staff met its goal of closing out 100 projects in FY14. He mentioned the I-84 structure under 850 West Road that was hit earlier this summer. He explained the employees' response and efforts to address that incident, and commended their coordination, collaboration, and dedication to the project, which resulted in the structure being repaired ahead of schedule. He said the District is focusing on communication, improving processes, and safety to improve its culture.

Member Horsch commended DE Rigby and staff for their exemplary efforts in response to the I-84 bridge hit. Member DeLorenzo also complimented Districts 3 and 4 for yesterday's interesting tour and their coordination efforts.

Executive Session on Personnel and Legal Issues. Vice Chairman Coleman made a motion to meet in executive session at 12:20 PM to discuss legal issues as authorized in Idaho Code Section 67-2345(a), (b), and (f). Member Vassar seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 2:55 PM.

Appointment of District 3 Public Transportation Advisory Council (PTAC) Member. CD Stokes said the District 3 PTAC member's term expired in June. ITD received two applications for that vacancy. The application packages were provided to the Board for its consideration.

Member Vassar made a motion, seconded by Vice Chairman Coleman, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, Idaho Code 40-514 creates the Public Transportation Advisory  
ITB14-32 Council (PTAC) to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho; and

WHEREAS, PTAC shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems; and

WHEREAS, the PTAC shall be composed of six (6) members appointed by the Idaho Transportation Board; and

WHEREAS, appointed PTAC members shall be representatives of local governments and agencies, private organizations, citizen groups and private providers that have an interest in public transportation, and people with disabilities and the elderly who utilize public transportation; and

WHEREAS, the Board shall appoint PTAC members from recommendations submitted by said organizations, groups, providers, users and state agencies in each district; and

WHEREAS, one (1) PTAC member shall be appointed from each of the six (6) transportation department districts. The term of each member shall be three (3) years and the initial appointments to the council shall be such that two (2) members shall be appointed each year thereafter.

*NOW THEREFORE BE IT RESOLVED*, the Board appoints Maureen Gresham to fill the District 3 PTAC vacancy with a term to expire June 2017.

Draft Legislation. Government Affairs Manager (GAM) Mollie McCarty presented the draft legislation for the five ideas approved by the Board last month: removing wholesale dealers from the Idaho Consumer Asset Recovery Fund requirements, commercial learner's permit, commercial learning permits waiting period, vehicle title process clean-up, and motor vehicle liens sales – business process clean-up.

Chairman Whitehead thanked GAM McCarty for the presentation.

District 4 PTAC Annual Update and I-Way Leadership Award. District 4 Mobility Manager Vanessa Fry reported on the public transit services provided in the region. Some of the services the three providers offer are door-to-door service, a voucher program, vanpools, and a deviated fixed route. She expressed appreciation to District 4 for its collaboration with Blaine County on its bicycle/pedestrian master plan. SH-75 over Galena Summit was restriped to narrow the travel lanes and provide a wider shoulder for uphill bicyclists, improving safety for cyclists and runners. Some of the region's future plans include conducting a Transit Development Plan in the City of Twin Falls and identifying new funding sources to match federal operating funds and expand services. She added that the Community Choices Program is a popular and successful program to address bicycle and pedestrian infrastructure and enhance the quality of life.

Ms. Fry presented two I-Way Leadership Awards to Jason Miller of Mountain Rides. The Mountain Rides Vanpool program was recognized because of its partnerships and employer contributions, resulting in a reliable, low-cost transportation option for employees in the Wood River Valley. Mr. Miller was recognized for his leadership in developing public private partnerships to provide multi-modal public transportation services in Blaine County. Some of the results were the consolidation of four organizations into one multi-modal agency, 20 new bus shelters, a vanpool program, and the first bikeshare program in the state.

Chairman Whitehead congratulated Mr. Miller for his awards and efforts to address transit issues. He also thanked Ms. Fry for the informative report.



Policy Introduction. Motor Vehicles Administrator (MVA) Alan Frew said the only changes proposed to Board Policy 4068 Division of Motor Vehicle/County Automated Systems, formerly B-30-03, were the inclusion of the purpose statement and legal authority. Minor, non-substantive changes are recommended for the corresponding administrative policy.

Member Vassar made a motion, seconded by Member DeLorenzo, and passed unopposed, to approve 4068 Division of Motor Vehicle/County Automated Systems.

Without objection, the Board concurred with revisions to Administrative Policy 5068 Division of Motor Vehicle/County Automated Systems.

Proposed revisions to Board Policy 4072 Overlegal Permit Operations, formerly B-31-07, include the addition of the purpose statement and legal authority, and updates to and clarification on the overlegal allowances and designated routes for overlegal operation. MVA Frew said similar revisions are proposed for the corresponding administrative policy.

Member Vassar made a motion to approve revisions to Board Policy 4072 Overlegal Permit Operations. Member Horsch seconded the motion and it passed unopposed.

Without objection, the Board concurred with revisions to Administrative Policy 5072 Overlegal Permit Operations.

MVA Frew said no major changes are proposed for Board Policy 4073 Registration, Fuel and Mileage Tax, and the Cost of Overlegal Permit Exemptions, formerly B-31-08, or the corresponding administrative policy.

Member Vassar made a motion, seconded by Member DeLorenzo, and passed unopposed, to approve Board Policy 4073 Registration, Fuel and Mileage Tax, and the Cost of Overlegal Permit Exemptions.

Without objection, the Board concurred with revisions to Administrative 5073 Registration, Fuel and Mileage Tax, and the Cost of Overlegal Permit Exemptions.

The main revisions to Board Policy 4074 Suspension of Motor Vehicle Procedures during Disaster Relief Operations, formerly B-31-09, are the inclusion of the purpose statement and legal authority, according to MVA Frew. There is no corresponding administrative policy.

Member Vassar made a motion to approve 4074 Suspension of Motor Vehicle Procedures during Disaster Relief Operations. Member Gagner seconded the motion and it passed unopposed.

CD Stokes presented changes to Board Policy 4075 Assistance to Idaho's Airports, formerly B-27-10. The policy was updated to reflect recent legislative changes related to local planning and zoning. It also better defines the aeronautical assistance ITD shall provide.

Vice Chairman Coleman made a motion to approve Board Policy 4075 Assistance to Idaho's Airports. Member Gagner seconded the motion and it passed unanimously.

Without objection, the Board concurred with revisions to Administrative Policy 5075 Assistance to Idaho's Airports.

DEPPA Jones recommended deleting Administrative Policy A-05-09, Fuel Storage Tank Insurance because the language is contained in the Maintenance Manual.

Member Gagner made a motion, seconded by Member Horsch, and passed unopposed, to delete A-05-09, Fuel Storage Tank Insurance.

CHRO Williams proposed revisions to the stand-alone Administrative Policy 5521 Standard Work Week, Flextime Work Schedules, and Attendance, formerly A-06-03. The language is being updated to reflect today's work schedules, which are broader than 8 AM to 5 PM Monday through Friday. Information on attendance is also being added.

Without objection the Board concurred with the revisions to Administrative Policy 5521 Standard Work Week, Flextime Work Schedules, and Attendance.

New Business. Member Kempton said additional changes are being proposed to the 129,000 Pound Truck Route Manual. The main revision is the inclusion of the process when requests for new 129,000 pound routes are approved or rejected.

Member Kempton made a motion to accept revisions to the 129,000 Pound Truck Route Manual, adding language to outline the process for rejecting or approving 129,000 pound route requests and clarifying language on the Subcommittee on 129,000 Pound Truck Route's recommendations to the full Board. Vice Chairman Coleman seconded the motion and it passed unanimously.

MVA Frew said the industry recently requested a change to Administrative Rule 39.03.10 Governing When an Overlegal Permit is Required. Currently, self-propelled vocational vehicles such as cranes or motor graders can only tow a motorized vehicle that does not exceed 8,000 pounds and the motorized vehicle is used solely for the return trip after delivery of the permitted vehicle. The rule revision would allow a motorized vehicle to be hauled on a trailer towed behind the self-propelled vocational vehicle when the motorized vehicle is used solely for the return trip after delivery of the permitted vehicle. The combination of the trailer and motorized vehicle may not exceed 8,000 pounds.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board has authority to approve requested  
ITB14-33 changes to Idaho Transportation Department rules; and

WHEREAS, the Board finds the change to IDAPA 39.03.10 necessary for the industry.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the following rule to be submitted for change:

Add the following to Rule 39.03.10 – Rules Governing When an Overlegal Permit is Required:

400. Overlegal Permits for Self Propelled Vehicles.

Permitted overweight/oversize self propelled vocational vehicles (such as cranes, loaders, motor graders, drills) may haul or tow any motorized vehicle provided that the motorized vehicle or combination of vehicles being towed (trailer & motorized vehicle) does not exceed eight thousand (8,000) pounds or less when such and the motorized vehicle is used solely for return trip after delivery of the permitted vehicle.  
(4-2-08)(09-01-14)T; and

*BE IT FURTHER RESOLVED*, that the Board approves the request to submit the change as listed above for Rule 39.03.10 and directs staff to promulgate a temporary rule effective September 1, 2014 and concurrently proceed with the regular rule making process.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 4:10 PM.

Read and Approved  
September 18, 2014  
Island Park, Idaho

signed  
\_\_\_\_\_  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

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## Idaho Transportation Board 129,000 Pound Truck Route Subcommittee

August 25, 2014

Idaho Transportation Board (ITB) 129,000 Pound Truck Route Subcommittee Chairman Jim Kempton called the meeting to order at 11:05 AM on Monday, August 25 in Room 212 at the Idaho Transportation Department, Boise, Idaho. ITB

Vice Chairman Jim Coleman and Member Dwight Horsch participated via teleconference. Member Jan Vassar participated via video conference from District 2. ITB Chairman Jerry Whitehead and Member Julie DeLorenzo were also present.

Subcommittee staff members and advisors in attendance included Deputy Attorney General Larry Allen, Chief Engineer (CE) Dave Jones, Highway Safety Manager Brent Jennings, Freight Coordinator Mark Bathrick, Public Involvement Coordinator Adam Rush, Vehicle Size and Weight Specialist Reggie Phipps, District 3 Operations Manager Jason Brinkman, Executive Assistant to the Board Sue Higgins, and Randy Shroll from the Department of Commerce. District 2 Engineer Dave Kuisti and District 2 Engineering Manager Doral Hoff participated via video conference. Laura Lantz, Association of Highway Districts, was also present.

June 2014 Meeting Minutes. The minutes of the June 18, 2014 Subcommittee meeting were approved without objection.

Case #201405: US-95, Milepost (MP) 240.27 to 312.0. CE Jones said the Division of Motor Vehicles (DMV) confirmed that the route meets all of the length and off-tracking requirements. The bridge analyses determined that the bridges on this route will safely support vehicle combinations of 129,000 pounds, assuming the axle configuration conforms to the legal requirements. District 2 reported that the road is in good condition from an operation stand point. Based on the analysis, CE Jones recommends approving the US-95 route request from MP 240.27 to 312.

Member Shroll made a motion to approve the Chief Engineer's recommendation on US-95, 240.27 to 312. Member Coleman seconded the motion and it passed unanimously.

Member Coleman noted the request also included a local road, Spalding Mill Road. Member Vassar stated that the appropriate local jurisdictions have been contacted.

Chairman Kempton referenced the crash data. He asked that, where possible, future reports break out the crash data by passenger vehicles and commercial vehicles; specifically trucks.

Case #201406: US-12, MP 3 to 1.49. CE Jones said DMV confirmed that the route meets all of the length and off-tracking requirements. The bridge analysis determined that the bridge on the route will safely support weights of 129,000 pounds, assuming the axle configuration conforms to the legal requirements. District 2 reported that the road is in good condition from an operation stand point. Based on the analysis, CE Jones recommends approving the US-12 route request from MP 3 to 1.49.

Member Coleman made a motion to approve the Chief Engineer's recommendation on US-12, MP 3 to 1.49. Member Horsch seconded the motion.

In response to Chairman Kempton's question, Member Vassar said the cities and county are aware of the request to allow 129,000 pound vehicles on local routes. The City of Lewiston submitted comments with concerns related to off-tracking from US-12 onto East Main and with the culvert at Lindsay Creek. ITB Chairman Whitehead said he visited with the Lewiston City Engineer at the public hearing. He believes the City's concerns were adequately addressed.

The motion passed unopposed.

Case #201401: SH-55, MP 10.61 to 16.76. CE Jones reported that DMV confirmed that the route meets all of the length and off-tracking requirements. The bridge analysis determined that the three bridges on the route will safely support weights of 129,000 pounds, assuming the axle configuration conforms to the legal requirements. District 3 does not have

any concerns with this request and recommends proceeding. Based on the analysis, CE Jones recommends approving the SH-55 route request from MP 10.61 to 16.76.

Member DeLorenzo made a motion to approve the Chief Engineer's recommendation on SH-55, MP 10.61 to 16.76. Member Vassar seconded the motion.

Member DeLorenzo explained her support for this request. The route has a high traffic volume. If commercial vehicles can haul up to 129,000 pounds, that will reduce the number of trucks on the route and reduce the stress on the road.

CE Jones added that the City of Nampa and the highway district acknowledged that the local road will need to be approved for weights up to 129,000 pounds to enable the heavier trucks to access the Amalgamated Sugar factory. Ms. Lantz said she talked to the local officials and they indicated they do not anticipate any problems with that approval.

Member Kempton noted that several portions of the pavement on SH-55 MP 10.61 – 16.76 are in poor condition; although he acknowledged that the 129,000 pound vehicle combinations would lessen the foot print on the roadway and result in fewer trucks on the highway. District 3 staff responded by stating that because of the high traffic volume, there is a need to expand the highway to four lanes. No priorities have been assigned for the work. Chairman Kempton suggested District 3 staff and ITD staff keep in mind the need for priority work on "poor" roadway segments designated as 129K routes; not only for this particular segment, but when reviewing other commercial arterials. Designated commercial corridors, in particular, are important considerations.

Member Horsch noted that Member DeLorenzo will be the fourth voting member on this motion. He will not be voting.

The motion passed unopposed.

CE Jones said he will have these three route requests ready for the full Board's consideration at the September meeting.

Process. Chairman Kempton said some changes have been made to the process to designate routes. The main revision is the inclusion of the process when requests for 129,000 pound routes are approved or rejected. That involves preparing, distributing, and posting the Letter of Determination. Clarifying language on the Subcommittee's recommendations to the full Board was also added.

Member Shroll made a motion to submit the Subcommittee recommendation to approve the three route requests considered today (US-95, MP 240.27 to 312; US-12, MP 3 to 1.49; and SH-55, MP 10.61 to 16.76) to the Idaho Transportation Board. Member Vassar seconded the motion and it passed unopposed.

New Business. CE Jones said the Letter of Determination for the three District 4 route requests has been posted on the website. He does not believe the 14-day time period for individuals to take action (appeal the decision) has expired yet.

The meeting adjourned at 11:40 AM.

\_\_\_\_\_ signed \_\_\_\_\_

Respectfully submitted by:  
SUE S. HIGGINS  
Executive Assistant & Secretary  
Idaho Transportation Board

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## DISTRICT 6 TOUR AND REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

September 17-18, 2014

The Idaho Transportation Board met at 8:30 AM, on Wednesday, September 17, 2014, in Idaho Falls, Idaho. The following principals were present:

Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

District 6 Tour. The Board traveled north on US-20. District 6 staff reported on various projects and activities in the corridor. The Board had an informal luncheon with the Montana Transportation Commission in West Yellowstone, Montana.

Joint Meeting with Montana Transportation Commission. Vice Chairman Coleman relayed Chairman Jerry Whitehead's regrets for missing the meeting. Vice Chairman Coleman and Member Kempton elaborated on increasing the speed limit on Idaho's interstates to 80 miles per hour and the history on and process to allow 129,000 pound vehicles on the state highway system. Some discussion was also held on Congressional efforts to allow 129,000 pound weights on Idaho's interstate system.

Other topics of discussion included the Board's structure and responsibilities, overlegal loads, train traffic, and the Disadvantaged Business Enterprise program. It was also noted that the two departments have an excellent working relationship.

The joint session ended at 2:35 PM. The Board traveled south on US-20 to Harriman State Park in the Island Park vicinity.

WHEREUPON the tour recessed at 3:35 PM.

September 18, 2014

The Board reconvened at 8:00 AM on Thursday, September 18, 2014, at Harriman State Park. All members were present except Chairman Whitehead. Vice Chairman Coleman presided.

Board Minutes. Member Gagner made a motion to approve the minutes of the regular Board meeting held on August 20-21, 2014 as submitted. Member Vassar seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:  
October 15, 2014 – Boise

November 12-13, 2014 – Boise

December 17-18, 2014 – Boise

Vice Chairman Coleman welcomed Senator Brent Hill and Representative Paul Romrell to the meeting.

Consent Items. Member Vassar made a motion, seconded by Member Horsch, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-34 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of the FY14 On-the-Job-Training/Supportive Services Heavy Equipment Operator Training project to the Program.

1) Add FY14 On-the-Job-Training/Supportive Services Heavy Equipment Operator Training Project to the Program. The Department received \$63,347 in federal funds for On-the Job-Training/Supportive Services to identify and train heavy equipment operators. During the training, the participants will be placed with regional construction companies working on Idaho highway projects. Staff requested the addition of the FY14 On-the-Job/ Supportive Services Heavy Equipment Operator Training project in the amount of \$63,347 and to amend the Statewide Transportation Improvement Program (STIP) accordingly.

Informational Items. 1) Monthly Financial Statements and Program Obligations. Net obligations through August 31 totaled \$301.5 million. Of those obligations, \$277.5 million were for activities programmed for 2014. The Program estimated those activities at \$267.2 million.

In July, federal aid to the State Highway Fund totaled \$24.5 million. Revenue from the Highway Distribution Account was 4.3% ahead of the forecast. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were right on forecast. Personnel expenditures were 7% less than budgeted for FY15. Total expenditures for operations, including encumbrances, and capital equipment were more than forecast. This was a timing issue.

Aviation fuel tax revenue was 2.4% below projections. Miscellaneous revenue to the State Aeronautics Fund was \$6,400 below the forecast. Overall expenditures were more than budgeted, which is due to a timing of expenditures to local airports. To date, \$71,400 in trustee and benefit payments have been made.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From August 1 to August 31, the BSM Section processed one new professional service agreement in the amount of \$2,500.

3) Contract Awards. Key #13546 – Addison Avenue and Carriage Lane, Twin Falls, District 4. Low bidder: Cache Valley Electric Company - \$344,609.

Key #13997 – SH-27 and SH-77, FY15 District 4 Pavement Preservation. Low bidder: Western Construction, Inc. - \$1,271,794.

Key #9245 – Pleasant Valley Creek Bridge, Clark County, District 6. Low bidder: D L Beck Inc. - \$814,950.

Key #11686 – Pancheri Drive; Bellin Road to Skyline Drive, Idaho Falls, District 6. Low bidder: H-K Contractors, Inc. - \$3,549,178.

4) Professional Services Agreements and Term Agreement Work Tasks Report. From August 1 through August 29, 23 new professional services agreements and work tasks were processed, totaling \$2,873,079. Three supplemental agreements to existing agreements were processed during this period in the amount of \$57,800.

5) Annual Report on Railway-Highway Crossing Program. The Department receives \$250,000 from fuel tax revenues and approximately \$1.5 million in federal funds annually for railway-highway crossing projects, including educating motorists and pedestrians on the safe use of crossings. The goal of the program is to reduce the number and severity of vehicle-train

collisions at public railroad crossings. Twelve railroads operate in Idaho with approximately 1,440 public rail-highway crossings. During calendar year 2013, there was one fatality and one serious injury as a result of vehicle-train collisions.

Director's Report. Director Ness reported on his employee visit to District 6 and the Western Association of State Highway and Transportation Officials' Subcommittee on Highway Transport meeting held in Boise. Idaho received \$500,000 in federal emergency aid for the Middle Fork Boise River Road, which was damaged by heavy rain last month. He recognized various staff members for innovations, partnerships, and commendable performance.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy (CD) Stokes said the Division of Aeronautics conducted six basic training workshops on various topics and has two more scheduled. A Safety Stand-down will be held in October. Pilots are encouraged to not fly that day and to attend a safety seminar in Boise.

Chief Operating Officer (COO) Jim Carpenter said the three expansion projects: US-95, Thorncreek to Moscow; US-95, Council Alternate Route; and US-20, Thornton Interchange are all progressing well and are on schedule. It appears increasing the speed limit on the interstate system to 80 miles per hour has resulted in the 85<sup>th</sup> percentile speed also increasing three to four miles per hour, or to approximately 83 miles per hour.

Chief Administrative Officer (CAO) Char McArthur reported on the obligation authority status and cost-saving efforts. The proposed FY16 budget was submittal to the Governor's Office; however, there are anticipated changes due to the field sobriety legislation, the statewide cost allocation, and changes to the Public Employee Retirement System of Idaho.

Proposed Legislation – 2015 Session. Government Affairs Manager (GAM) Mollie McCarty presented draft legislation for removing wholesale dealers from Idaho Consumer Asset Recovery Fund, commercial learner's permit, commercial learning permits waiting period, vehicle title process clean-up, and motor vehicle liens sales – business process clean-up.

Some discussion followed on the process. GAM McCarty said the legislative concepts were approved in July. Staff presented the draft legislation last month for information to allow sufficient time for review and consideration before seeking approval this month. Vice Chairman Coleman suggested revising the process based on the legislative package, as some years more review and scrutiny may be warranted.

Member Vassar made a motion, seconded by Member Kempton, to approve the following resolution:

RES. NO. WHEREAS, the Office of the Governor of Idaho has requested that state agencies  
ITB14-35 submit proposed 2015 legislation to the Division of Financial Management (DFM) for review and approval; and

WHEREAS, the Idaho Transportation Board, at the June and July 2014 meetings, reviewed and approved legislative ideas for submission to DFM; and

WHEREAS, DFM approved all five legislative ideas submitted, authorizing the development of legislative proposals.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves five of the five draft legislation proposals, listed individually below, for submittal to DFM for its consideration:

- Remove Wholesale Dealers from Idaho Consumer Asset Recovery Fund
- Commercial Learner's Permit
- Commercial Learning Permits Waiting Period
- Vehicle Title Process Clean-Up
- Motor Vehicle Liens Sales – Business Process Clean-Up

Member Horsch asked if staff works with stakeholders when it drafts legislation, as it is important for impacted parties to be informed of legislative proposals. GAM McCarty replied that as a rule, yes, staff contacts stakeholders.

The motion passed unanimously.

Chairman Jerry Whitehead joined the meeting at this time.

Delegation – Idaho State Police (ISP). ISP Lieutenant Colonel Wills requested Board support for a legislative proposal. ISP would like authority to close highways when necessary for the safety of the public. He believes it would address a liability issue.

In response to Member Vassar’s question, CD Stokes replied that ITD worked with ISP on the proposal and ITD supports it. He added that the two agencies have developed a good working relationship.

Member Kempton noted that the proposal authorizes closing highways. It does not address re-opening highways. Lieutenant Colonel Wills does not believe that process needs to be identified in legislation. ISP will work with ITD on that. Division of Engineering Products and Plans Administrator (DEPPA) Dave Jones said the incident commander generally re-opens highways. COO Carpenter added that all six district engineers and ISP captains from those districts will be meeting in November to enhance the working relationship and ensure good, continued coordination on transportation issues.

Vice Chairman Coleman thanked Lieutenant Colonel Wills for his presentation and for the good partnership. (See later minute entry.)

FY14 Annual Report. GAM McCarty said Idaho Code requires an annual report to the Governor on the condition, management, and financial condition of the Department. She presented the draft report. The new format is concise and includes ITD’s strategic objectives, performance measures, accomplishments, financial information, and trends.

Overall, the Board expressed support for the new format and the content of the report.

ISP’s Proposed Legislation (revisited). Member Kempton noted that staff worked with ISP on the proposed legislation presented earlier. He made a motion for the two agencies to jointly submit the legislative proposal authorizing ISP to close highways when deemed necessary for safety purposes. Member Horsch seconded the motion.

Member Gagner expressed concern with taking a position on non-ITD legislation. Member Vassar suggested having staff analyze the proposal before taking action.

GAM McCarty said the next step is for the Governor’s Office to act on the legislative request. The Board could postpone action for one month.

The motion passed 3-2.

GARVEE Program Update. Division of Engineering Services Administrator (DESA) Blake Rindlisbacher provided an update on the GARVEE Program. The 2006 through 2011 bond series are completely drawn down and closed. The 2012 Series A bonds are on track for draw down prior to the three-year limit next year, and the 2014 Series A bonds are also being drawn down for the three I-84 interchange projects, which are on schedule. The US-30 projects are being closed out. The US-95 and SH-16 projects are in the final stages of construction and should be completed this fall. The program-wide services are ongoing and under contract through June 2016.

Member Gagner made a motion, seconded by Member DeLorenzo, to approve the proposed resolution.

Member Horsch asked for clarification on the use of federal formula funds for right-of-way acquisition. Controller Dave Tolman explained the intent was to ensure bond proceeds were expended in the required three-year time frame. Member Gagner requested modifying the resolution to clarify the federal formula language. Member DeLorenzo concurred.

The following resolution was approved unanimously:

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the  
ITB14-36 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-315 directs the Board to consider the cost of the projects and whether or not the project could be funded without GARVEE bonding; and

WHEREAS, Idaho Code § 40-315 directs the Board to balance and coordinate the use of bonding with the use of highways construction funding; and



WHEREAS, Idaho Code § 40-315 authorizes federal-aid debt financing through the issuance of Grant Anticipation Revenue Vehicle (GARVEE) bonds by the Idaho Housing and Finance Association for highway transportation projects; and

WHEREAS, legislative appropriations enacted in 2006, 2007, 2008, 2009, 2010, and 2011 authorized the issuance of GARVEE bonds; and

WHEREAS, the Board is granted the statutory responsibility and duty to allocate GARVEE bond proceeds among legislatively authorized projects, including:

US-95, Garwood to Sagle

US-95, Worley to Setters

SH-16 Extension, I-84 to South Emmett

I-84, Caldwell to Meridian

I-84, Orchard to Isaacs Canyon

US-30, McCammon to Soda Springs.

*NOW THEREFORE BE IT RESOLVED*, that \$81 million federal-aid formula funds have been included in and administered by the GARVEE Transportation Program; and

*BE IT FURTHER RESOLVED*, that the Board approves the GARVEE Program FY15 Working Plan Summary, as shown as Exhibit 449, which is made a part hereof with like effect, a copy of which has been provided to the Board.

DESA Rindlisbacher said Idaho Code requires the Department to submit an annual GARVEE report by September 30. The document summarizes the program, project progress to date, and utilization of funds allocated to the GARVEE Program.

Chairman Whitehead suggested modifying the annual report to include information on the debt service: the annual payment amount and the length of those payments.

Vice Chairman Coleman made a motion, seconded by Member Gagner, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the  
ITB14-37 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-315 includes a legislative reporting requirement wherein the GARVEE Transportation Program submits an annual update on the status of highway transportation projects being constructed with bond financing.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the 2014 GARVEE Transportation Program Annual Report, which is on file in the GARVEE Program Office, and in turn directs staff to publish and submit the report to the legislature.

Toward Zero Deaths Presentation. CD Stokes acknowledged that some people may not believe the goal of zero highway fatalities in Idaho is realistic. However, he noted that there have been some successes. Thanks to ITD's partnerships, five counties reported zero fatalities last year. Three of those counties are in District 6: Butte, Madison, and Teton. The other two counties are Camas and Lewis. Member Gagner congratulated ISP and the District 6 local law enforcement agencies for their success and for their efforts. He presented certificates to the law enforcement officers commending this accomplishment.

Recommended FY15-19 Idaho Transportation Improvement Program (ITIP). John Krause, Transportation Investments Manager (TIM), presented the recommended FY15-19 ITIP. He noted changes to the Program since the draft was presented in June. The anticipated federal funding was reduced in out years, resulting in the delay of some projects. The average available funding is \$316.4 million per year, while about \$321.3 million is programmed for projects each year. Upon approval of the ITIP, staff will ensure that the metropolitan planning organizations' Transportation Improvement Programs are mirrored in the document and then submit it to the Federal Highway Administration (FHWA), Federal Transit Administration, and the Environmental Protection Agency for approval.

Public Involvement Coordinator (PIC) Adam Rush summarized the public involvement process. During the July 1 through August 1 comment period, 13 comments were received on a variety of projects. He mentioned a new, interactive on-line tool that was developed to enhance the public's opportunity to submit comments.

Chairman Whitehead thanked TIM Krause and PIC Rush for the presentation.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-38 to publish and accomplish a current, realistic, and fiscally constrained Idaho Transportation Investment Program (ITIP); and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the 2013 Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) transportation act requires that a fiscally constrained list of projects covering a four-year minimum be provided in a statewide transportation improvement program; and

WHEREAS, the Divisions of Highways, Transportation Performance, and Aeronautics have recommended new projects and updated the costs and schedules for projects in the Recommended FY15-19 ITIP; and

WHEREAS, the Recommended FY15-19 ITIP was developed in accordance with all applicable federal, state, and policy requirements including adequate opportunity for public involvement and comment; and

WHEREAS, the Recommended FY15-19 ITIP incorporated public involvement and comment whenever appropriate while maintaining a fiscally constrained Program; and

WHEREAS, it is understood that continued development and construction of improvements are entirely dependent upon the availability of future federal and state capital investment funding in comparison to the scope and costs of needed improvements.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the Recommended FY15-19 ITIP, which is on file in the Office of Transportation Investments; and

*BE IT FURTHER RESOLVED*, that staff is authorized to submit the federal format of the Recommended FY15-19 ITIP for federal approval in accordance with the provisions of MAP-21.

District 6 Public Transportation Advisory Council Annual Update. District 6 Mobility Manager Jeff Osgood reported on the public transit services provided in the region. A condition assessment of Targhee Regional Public Transit Authority (TRPTA) recommended forming an emergency management team to conduct numerous tasks, including long-term financial planning and board training. Due to a re-organization and personnel changes, that project has been delayed. START Bus, which operates weekday intercity service from Teton Valley to Jackson, Wyoming, saw a 10% year-over-year ridership increase since 2009. Discussions are underway on the need to expand the service. A new service provider was established in Salmon. It is currently operating under a memorandum of agreement with TRPTA on a transition plan.

Mr. Osgood said the Area Agency on Aging identified transportation for rural seniors as a significant challenge. It created a pilot program with TRPTA to provide vouchers to allow citizens over the age of 60 to ride fare-free on TRPTA buses. It hopes to expand that program outside of Idaho Falls. Expanding START Bus service and creating a fixed-route service in Rexburg are desirable; however, there is insufficient funding for the District's needs.

Member Gagner thanked Mr. Osgood for the informative report and for his efforts to address the region's transit issues.

Additional 129,000 Pound Designated Routes in District 2. DEPPA/Chief Engineer (CE) Jones said two requests to designate routes up to 129,000 pounds have been received in District 2: US-95, milepost (MP) 240.27 to 312 and US-12, MP 3 to 1.49. The analyses have been completed, with the Division of Motor Vehicles (DMV), the Bridge Section, and District 2 concurring that both routes can accommodate the request. Of the 14 comments received on the routes, 9 were in

support of designating the routes for vehicles up to 129,000 pounds, 2 comments were neutral, and 3 were in opposition. DEPPA/CE Jones said the Board Subcommittee on 129,000 Pound Truck Routes approved his recommendation to approve both routes at its August 25 meeting.

Member Vassar believes some of the negative comments were from local officials who didn't fully understand the process. She believes their concerns have been addressed.

Member Vassar made a motion, seconded by Member Horsch, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho  
ITB14-39 Transportation Board to designate state highways for permitted vehicle combinations up to 129,000 pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck Routes to implement provisions of the legislation; and

WHEREAS, the Idaho Transportation Department has received two requests for 129,000 pound routes in District 2: US-95, Milepost (MP) 240.27 to 312.0 and US-12, MP 3 to 1.49; and

WHEREAS, the Chief Engineer and ITD staff received the applications and reviewed the proposed routes by conducting an engineering and safety analyses of the routes; and

WHEREAS, upon completion of the engineering and safety analyses, a 30-day public comment period was held, including an opportunity for verbal testimony, and 14 comments were received with nine in support, two were neutral, and three were adversarial on the two specific routes; and

WHEREAS, the Chief Engineer presented his analyses to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on August 25, 2014, with a recommendation to approve both routes; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analyses and public comments, it passed a motion to approve the two route requests; and

WHEREAS, the Chief Engineer and the Board Subcommittee presented their analyses and recommendations to the full Board at the regularly scheduled Board meeting of September 2014.

*NOW THEREFORE BE IT RESOLVED*, that the Board accepts the Chief Engineer's analyses and recommendations on the US-95, MP 240.27 to 312.0 and US-12, MP 3 to 1.49 routes, and the recommendation of approval from the Board Subcommittee; and

*BE IT FURTHER RESOLVED*, that the Board directs the Chief Engineer to issue a Letter of Determination that approves the two referenced route requests in District 2.

Additional 129,000 Pound Designated Route in District 3. DEPPA/CE Jones said a request to designate SH-55 from MP 10.61 to 16.76 in District 3 as a 129,000 pound route has been received. The analyses have been completed, with DMV, the Bridge Section, and District 3 concurring that the route can accommodate the request. Four comments were received on the route, all in support of designating it for permitted vehicles up to 129,000 pounds. The Board Subcommittee on 129,000 Pound Truck Routes passed a motion approving the route at its August 25 meeting.

Member DeLorenzo made a motion to approve the following resolution. Vice Chairman Coleman seconded the motion.

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho  
ITB14-40 Transportation Board to designate state highways for permitted vehicle combinations up to 129,000 pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck Routes to implement provisions of the legislation; and

WHEREAS, the Idaho Transportation Department has received a request for a 129,000 pound route in District 3: SH-55, Milepost (MP) 10.61 to 16.76; and

WHEREAS, the Chief Engineer and ITD staff received the application and reviewed the proposed route by conducting an engineering and safety analysis of the route; and

WHEREAS, upon completion of the engineering and safety analysis, a 30-day public comment period was held, including an opportunity for verbal testimony, and four comments were received with all comments in support of designating the route for vehicles up to 129,000 pounds; and

WHEREAS, the Chief Engineer presented his analyses to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on August 25, 2014, with a recommendation to approve the route; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analyses and public comments, it passed a motion to approve the route request; and

WHEREAS, the Chief Engineer and the Board Subcommittee presented their analysis and recommendation to the full Board at the regularly scheduled Board meeting of September 2014.

*NOW THEREFORE BE IT RESOLVED*, that the Board accepts the Chief Engineer's analysis and recommendation on the SH-55, MP 10.61 to 16.76 route, and the recommendation of approval from the Board Subcommittee; and

*BE IT FURTHER RESOLVED*, that the Board directs the Chief Engineer to issue a Letter of Determination that approves the referenced route request in District 3.

Member Kempton noted that a portion of the route is in poor condition; however, due to additional axles on 129,000 pound vehicle combinations, they will not cause more damage to the road. There are no plans to improve this section of SH-55. He encouraged staff to consider commercial corridors when programming projects. He understands the inadequate funding for all of the state's needs, but believes commercial corridors should be given a higher priority.

The motion passed unanimously.

Add Middle Fork Boise River Road, Elmore County to the STIP. DESA Rindlisbacher said heavy rain and flashfloods last month damaged the Middle Fork Boise River Road in Elmore County. Atlanta Highway District and Elmore County do not have money to repair it. Last week ITD was awarded \$500,000 in FHWA Quick Release funds for emergency repairs. The temporary repairs are estimated to cost more than \$700,000, with the permanent restoration estimated at \$1,500,000.

Local Highway Technical Assistance Council (LHTAC) Administrator Lance Holmstrom expressed appreciation to ITD and FHWA for its partnership on this project. In response to Chairman Whitehead's question on the additional funding source to repair the road, Administrator Holmstrom said \$100,000 is available from LHTAC's emergency fund. The Surface Transportation Program may also be a funding source; however, he hopes additional federal emergency funds will be secured for the permanent improvements.

FHWA Idaho Division Administrator Pete Hartman added that the \$500,000 is from the Quick Release program to provide immediate assistance. He believes emergency funds will be allocated for the permanent repairs.

Member Gagner made a motion, seconded by Member DeLorenzo, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-41 to publish and accomplish a current, realistic, and fiscally constrained five year Idaho Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, heavy rainfall and subsequent flash flooding in August 2014 resulted in extensive damage to the Middle Fork Boise River Road in Elmore County, rendering it impassable; and

WHEREAS, the cost of temporary repairs to the flooded area met the threshold for Federal Emergency Relief funding and a disaster was declared by the Governor of the State of Idaho so the repairs are eligible for Federal Emergency Relief funding; and

WHEREAS, the temporary repairs are estimated at \$700,000 and the permanent repairs are estimated at \$1,500,000; and

WHEREAS, ITD received notification of Emergency Release funds of \$500,000.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of STC-3809, Middle Fork Boise River Road, Elmore County for \$500,000 in emergency funding.

Executive Session on Personnel and Legal Issues. Member Gagner made a motion to meet in executive session at 11:10 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a) and (f). Member Vassar seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 2:20 PM.

District 6 Report. District 6 Engineer (DE) Kimbol Allen expressed appreciation to DE5 Ed Bala and District 6 Engineering Manager Karen Hiatt for their assistance during his transition as district engineer. He reported on some of the District's activities and performance measures. Four percent of the district's pavements are deficient. Its winter storm deicing was significantly effective 78% of the time. Almost 60% of the time, mobility was not impacted during a winter event, which exceeded the goal of 55% of the time. He noted that 950 of the state's 3,600 winter events this past year occurred in District 6.

DE Allen said efforts are continuing to improve the culture. District 6 employees reported high job satisfaction, mainly due to the variety of work. He noted that improvements are needed in the employee involvement category: making employees feel like their ideas matter. He also mentioned several accomplishments, including the satisfactory outcome of a contract claim, an employee intervening when he came upon an impaired motorist, and the innovation used on the Del Rio bridge project.

The Board commended DE Kimbol for his report and efforts.

Policy Introduction. DESA Rindlisbacher requested changes to Board Policy 4011 Idaho Transportation Investment Program. The main revisions enable staff to get projects out faster for construction and address redistribution of obligation authority.

Member DeLorenzo referenced a recent letter from the Community Planning Association of Southwest Idaho (COMPASS). DESA Rindlisbacher believes COMPASS's concerns have been addressed in the policy, as it states that the STIP must be developed in cooperation with metropolitan planning organizations.

Member Gagner made a motion, seconded by Member Vassar, and passed unopposed, to approve revisions to 4011 Idaho Transportation Investment Program.

DESA Rindlisbacher said more significant changes were made to the corresponding administrative policy, 5011. In addition to the revisions proposed to 4011, language addressing the project delivery process was added, including ensuring the current year's and next year's projects are ready for advertising, the program is within budget, and savings are to be grouped and directed to construction or development cost increases.

Chairman Whitehead asked if this policy applies to local highway jurisdictions. DESA Rindlisbacher replied in the affirmative.

Member Kempton made a motion, seconded by Member DeLorenzo, and passed unopposed, to accept Administrative Policy 5011 Idaho Transportation Investment Program.

DESA Rindlisbacher proposed combining Administrative Policy A-12-04 Traffic Control and Temporary Traffic Control Certification During Construction, Maintenance, Utility, or Private Development Operations and A-12-17, Work Area Traffic Control Certification into 5530 Temporary Traffic Control and Temporary Traffic Control Certification.

Without objection, the Board concurred with 5530 Temporary Traffic Control and Temporary Traffic Control Certification.

A purpose statement and legal authority are being added to Administrative Policy 5531 Use of Median Crossovers on Interstates and Divided Highways, formerly A-12-19, according to DESA Rindlisbacher. Other revisions include clarifying language and stating that signing will be in accordance with the Traffic Manual.

Member Kempton made a motion to accept 5531 Use of Median Crossovers on Interstates and Divided Highways. Member Gagner seconded the motion and it passed unopposed.

DEPPA Jones recommended deleting Administrative Policy A-05-35, Paint Color, Identification, and Sale of Department Equipment because the language is contained in the Maintenance Manual.

Without objection, the Board concurred with deleting A-05-35.

DESA Rindlisbacher recommended deleting Administrative Policy A-12-07, State Highway Speed Limits within City Jurisdictions. Recent legislation authorizes ITD to establish speed limits on state highways within city limits, so the policy is obsolete.

Without objection, the Board concurred with deleting A-12-07.

Because Administrative Policy A-12-17, Work Area Traffic Control Certification was incorporated into 5530 Temporary Traffic Control and Temporary Traffic Control Certification, DESA Rindlisbacher recommended deleting it.

Without objection, the Board concurred with deleting A-12-17.

DESA Rindlisbacher said the language in Administrative Policy A-16-01, Division of Highways' Product Review Committee, is contained in a manual, so he recommended deleting it.

Without objection, the Board concurred with deleting Administrative Policy A-16-01.

CAO McArthur does not believe Administrative Policy A-06-04, Headquarters Office Space and Furnishings is needed, so recommended deleting it.

Without objection the Board concurred with deleting Administrative Policy A-06-04.

New Business. Vice Chairman Coleman announced that the Department received a TIGER (Transportation Investments Generating Economic Recovery) grant for the US-95, Worley North, Stage 2 project.

DESA Rindlisbacher elaborated on the \$7.4 million award. A 20% match of \$1.85 million is required. Staff will identify the source of the state match. The project will expand the highway to three lanes through Worley and construct curb and gutter. An environmental re-evaluation is required, plus the cost estimates need to be updated and staff needs to ensure the Americans with Disabilities Act requirements are met. He believes the project will be ready to advertise by October 2015.

Vice Chairman Coleman expressed appreciation for the Coeur d'Alene Tribe's partnership on this project.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-42 to publish and accomplish a current, realistic, and fiscally constrained five year Idaho Transportation  
Investment Program (ITIP); and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, it is the intent of the Department to complete the US-95 upgrade to address the remaining substandard and unsafe 2.75 mile section through the city of Worley, Idaho; and

WHEREAS, the U.S. Department of Transportation made possible an award to the Idaho Transportation Department of \$7.4 million in way of the TIGER grant; and

WHEREAS, the TIGER grant would not have been possible without continued efforts of the District 1 staff in pursuing funding for the US-95 corridor; and

WHEREAS, District 1 and Headquarters staff will develop a plan to fund the state match required for the TIGER grant in the amount of \$1.85 million in the FY15 budget.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of the US-95, Worley North, Stage 2 project to FY15 of the approved FY14-18 ITIP for a total cost of \$9.25 million.

LHTAC applied for and received an FHWA State Transportation Innovation Council (STIC) Incentive Program award of \$100,000, according to DESA Rindlisbacher. A 20% match is required. The STIC incentive is for development of design standards for Geosynthetic Reinforced Soil-Integrated Bridge System technology, which will be used on a Jerome Highway District bridge replacement project. The structure is similar to hundreds of existing bridge crossings in Idaho that are over canals and need to be replaced due to structural deficiencies or functional obsolescence. These design plans will be used as standard examples for other low-volume locally-owned short-span bridge projects throughout the state.

Member Gagner made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department  
ITB14-43 to publish and accomplish a current, realistic, and fiscally constrained five year Idaho Transportation Investment Program; and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the Local Highway Technical Assistance Council (LHTAC) received \$100,000 from the Federal Highway Administration State Transportation Innovation Council Incentive Program; and

WHEREAS, LHTAC will utilize the Geosynthetic Reinforced Soil-Integrated Bridge System technology to develop design standards for low-volume bridge projects across the state.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the addition of Local, Bridge Design Standard for \$125,000 (\$100,000 federal aid plus \$25,000 local match) to the FY14-FY18 Statewide Transportation Improvement Program.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:10 PM.

Read and Approved  
October 15, 2014  
Boise, Idaho

signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

October 15, 2014

The Idaho Transportation Board met at 8:30 AM, on Wednesday, October 15, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Board Minutes. Vice Chairman Coleman made a motion to approve the minutes of the regular Board meeting held on September 17-18, 2014 as submitted. Member Horsch seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

November 12-13, 2014 – Boise  
December 17-18, 2014 – Boise  
January 21-22, 2015 – Boise

Consent Items. Member Vassar made a motion, seconded by Member Gagner, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-44 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the contract awards and the Burma Road; Gotham Bay Road to Junction SH-97, Kootenai County agreement increase.

1) The following low bids were more than ten percent over the engineer's estimate, requiring justification. Key #13418 – Upriver and West River Drive Safety Upgrades, District 1. The major difference between the engineer's estimate and the low bid was in the Special Traffic Control Operations item. The Local Highway Technical Assistance Council (LHTAC) assumes the extra traffic control required for this project and the acceptable risk the low bidder believes exists for the edge line stripe application contributed to the higher bid. There are no discrepancies indicating the bid is irregular. LHTAC believes additional funds are available and recommends awarding the project. Low bidder: Apply-A-Line Inc. - \$137,653.

Key #11993 – South Fork Coeur d'Alene River Road Bridge, South of Enaville, District 1. The main differences between the engineer's estimate and the low bid were in the Removal of Bridge; Concrete Class 40-A Schedule No. 1 and No. 2; Prestress Stringer; Furnishing and Driving Pile – 42" Diameter Steel Shell Pile; Furnishing and Driving Test Pile – 42" Diameter Steel Shell Pile; Special Bridge – Contractor Work Access Road; and Mobilization. LHTAC believes these items were bid higher because of the remote location, the rising prices for concrete and steel, and a different construction method for constructing pier in water work. There are no discrepancies showing the bid is irregular. LHTAC believes the additional funding for the higher bid has been identified, and recommends awarding the project. Low bidder: West Company Inc. - \$3,617,919.

Key #13446 – Intersection Flashing Arrow Signals, Lewiston, District 2. The major differences between the engineer's estimate and the low bid were in Night Work Lighting, Special Traffic Signal Modification, and Mobilization. LHTAC believes the differences may be due to the small project, and traffic control items can be difficult to estimate without knowing contractors' staging plans. No discrepancies were found indicating the low bid is irregular, so LHTAC recommends awarding the project. Low bidder: Stillwater Electric, Inc. - \$93,710.

Key #13489 – Intersection Improvements, Canyon Highway District #4, District 3. The major differences between the engineer's estimate and the low bid are in the Removal of Bituminous Surface; ¾" Aggregate Type B for Base; Super-



Pave Hot Mix Asphalt Paving Including Asphalt and Additives; Pavement Marking Spray Applied; Special Pavement Markings Spray Applied; and Mobilization. LHTAC believes the engineer's estimate may not have considered the small areas of pavement removal, new roadway base material, and pavement that require the use of small rollers. No discrepancies were found indicating the low bid is irregular. LHTAC does not believe re-advertising the project will result in a savings, so recommends awarding the project. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$639,639.

Key #13540 – Golf Course Road Safety Improvement, Jerome Highway District, District 4. The major differences between the engineer's estimate and the low bid were in the Pavement Marking Spray Applied MMA and Survey items. The low bid for the Pavement Marking item may have been higher due to the small quantity. The Survey item was presumably bid higher because of the extra survey work needed and the risk to perform the slope staking. LHTAC does not believe re-advertising the project would result in better bids, so recommends awarding the project. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$99,918.

2) Burma Road; Gotham Bay Road to Junction SH-97. The construction engineering and inspection services on the Burma Road; Gotham Bay Road to Junction SH-97, Kootenai County project, key #9462 were initially estimated at \$896,500. Due to historic rainfall during construction, additional erosion and sediment control duration and measures are required. The additional work is increasing the construction engineering and inspection costs by \$443,500, exceeding the consultant agreement limit by \$340,000. LHTAC requests approval to exceed the consultant agreement amount of \$1,000,000 by \$340,000. It has identified funds to cover the additional costs.

Informational Items. 1) Financial Statements and Program Obligations. Idaho received \$14.5 million of redistribution of obligation authority not used by other states last month. With match, the total estimated funding is \$334.4 million. Net obligations through September 30 totaled \$334.4 million. Of those obligations, \$316.1 million were for activities programmed for 2014. The Program estimated those activities at \$286.9 million.

Through August, federal aid to the State Highway Fund totaled \$59.8 million for state fiscal year 2015. Revenue from the Highway Distribution Account was 3.6% ahead of the forecast. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were right on forecast. Personnel expenditures were 7.8% less than budgeted for FY15. Total expenditures for operations, including encumbrances, reflect a strong positive variance. Capital equipment expenditures were more than forecast due to a timing issue. Contract construction expenditures were \$20.1 million less than during this time period last year.

Aviation fuel tax revenue was 3% above projections. Miscellaneous revenue to the State Aeronautics Fund was \$10,600 below the forecast. Overall expenditures were less than budgeted. To date, \$71,400 in trustee and benefit payments have been made.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From September 1 to September 30, the BSM Section processed one professional service agreement in the amount of \$16,610.

3) Monthly Reporting of Federal Formula Program Funding for FY15. The Moving Ahead for Progress in the 21<sup>st</sup> Century federal transportation act was extended through May 31, 2015. The partial-year level of funding provides a prorated share of \$183.8 million for a total of \$199 million with match. Congressional action, however, limits Idaho's federal formula spending authority to \$51 million through December 11, 2014. Staff will start reporting the levels of federal formula program funding and spending authority available on a monthly basis. It will also provide program funding reports to local public agencies on a regular basis.

4) Contract Awards. Key #13856 – I-90, Washington State Line to Montana/Idaho State Line, Kootenai County, District 1. Low bidder: Stillwater Electric Inc. - \$504,552.

Key #13502 – Intersection Middleton Road and Flamingo Avenue, Nampa, District 3. Low bidder: Power Plus, Inc. - \$291,827.

Key #13545 – Poleline Road and Eastland Drive, Twin Falls, District 4. Low bidder: Balanced Rock Electric, Inc. - \$174,974.

Key #12404 – SH-74, US-93, and I-84, FY14 District 4 Districtwide Bridge Repair. Low bidder: Cannon Builders, Inc. - \$862,157.

Key #13599 – 1<sup>st</sup> and Ammon Signalization, Idaho Falls, District 6. Low bidder: Wheeler Electric, Inc. - \$338,838.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From September 1 through September 26, 18 new professional services agreements and work tasks were processed, totaling \$2,554,349. Three supplemental agreements to existing agreements were processed during this period in the amount of \$22,600.

6) Innovative Project Contracting Update. District 3 has a Design/Build (DB) project under construction. The SH-55 North Fork Payette River Bridge in McCall is being replaced via a lateral slide accelerated bridge construction method. The accelerated method will result in a significant reduction in road closure duration. The project is expected to be completed by the end of this year. District 3 is working on two more DB projects: the FY16 SH-55, Gold Fork River Bridge and FY18 US-95, Milepost 122-139 Bridge Replacements and Weiser River and Mud Creek Bridge. It is also using the Construction Management/General Contractor method for the FY17 SH-45, Snake River Bridge, Walter's Ferry project. District 1 is using DB for a project in FY17 to reconstruct the SH-3 structures over the St. Joe River and the railroad in St. Maries.

7) Sponsorship of Department Programs Annual Report. During the past year, the LOGO signs, the tourist oriented directional signs, incident response vehicles, and rest areas were considered for sponsorships; however, none was secured. Legislative action would be required before the two sign programs could be sponsored. The Department solicited sponsors for the incident response program, but received no interest. There are two rest area partnerships. District 5 has an agreement with Flying J for an oasis rest area in McCammon and District 2 recently completed a public/private project with the Nez Perce Tribe for a joint facility near Winchester.

Director's Report. Director Ness made presentations to two outside entities recently on the Department's efforts to change its culture and other initiatives underway. Efforts are continuing on succession planning. An internal workshop on the current and future technology needs was held last month. A technology plan will be created. He recognized various staff members for innovations and commendable performance.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy Stokes said an emergency incident management workshop was held recently with various partners, mainly from law enforcement and emergency medical services. Congress passed a continuing resolution to fund the Highway Trust Fund through December 11, 2014. An Aviation Safety Stand-down will be held later this week, with a seminar on safety being conducted in Boise.

Chief Operating Officer Jim Carpenter reported on the three expansion projects. The Plans, Specifications, and Estimates package has been submitted for the US-20, Thornton Interchange project. The US-95, Council Alternate Route project is proceeding well. A delay has been encountered with the US-95, Thorncreek to Moscow project due to Federal Highway Administration comments on the Final Environmental Impact Statement. District 1 is implementing an innovative solution on SH-5 to address off-tracking issues. A new claims tracking process has been developed, which should mitigate damages. He was pleased to report that 92% of the FY15 projects were delivered by October 1. Last year 86% of the projects were delivered by that time.

Chief Human Resources Officer Brenda Williams is making a concerted effort to meet with employees. She said her office is establishing human resource metrics. Some of its focus areas are recruitment - ensuring the right people are being hired - and retaining employees.

Community Choices Program Update. Monica Crider, Contracting Services Engineer (CSE), reported on the Community Choices Program. Thirty-two projects were approved in the FY15-19 Idaho Transportation Improvement Program. Of those, 16 are in urban areas and 16 are in rural areas. The breakout by types of projects is 23 sidewalks or pathways, 3 bicycle/ pedestrian facilities, 2 pedestrian crosswalk signals, 2 Safe Routes to School (SR2S) Coordinator positions, 1 Americans with Disabilities Act curb ramp improvements, and 1 pedestrian bridge.

There were several questions on the SR2S coordinator positions. CSE Crider said the positions are full-time. Some of their responsibilities are to conduct outreach, provide education, and promote alternative methods of transportation. Transportation Management Areas receive some SR2S funding directly and may fund additional SR2S coordinators and activities. Chairman Whitehead asked if the SR2S coordinators' responsibilities overlap with Community Transportation Association of Idaho's (CTAI) efforts. CSE Crider said she is not sure. CTAI's responsibilities appear broader. Member

DeLorenzo commented that there was a desire to include a local representative on the Community Choices Advisory Committee. CSE Crider responded that efforts are underway to review the Program, including the advisory committee, but a local representative will be considered.

Chairman Whitehead thanked CSE Crider for the informative report.

FY14 Annual Report. GAM McCarty said Idaho Code requires an annual report to the Governor on the condition, management, and financial condition of the Department. The document has been revised since it was presented last month. It still includes ITD's strategic objectives, performance measures, accomplishments, financial information, and trends. If the Board approves the proposed resolution, she requested authority to make minor, non-substantive changes to the report before it is finalized and submitted.

The Board had several questions and comments on the draft report related to the number of full-time equivalent positions, the projected life expectancy of bridges, the number of highway crashes and serious injuries, and vehicle miles traveled.

Member Gagner made a motion, seconded by Vice Chairman Coleman, and passed unopposed to approve the following resolution:

RES. NO.        WHEREAS, Idaho Code Section 40-316 requires that the Idaho Transportation  
ITB14-45        Board submit in writing to the Governor's Office a proposed Fiscal Year 2014 annual report on the  
                 management and financial condition of the Idaho Transportation Department by December 1<sup>st</sup> or at such  
                 time as the Governor requires; and

WHEREAS, Board Policy 4004 establishes that the Board will review the process and dates for the  
annual report submitted to the Governor by December 1<sup>st</sup> or at such time as the Governor requires; and

WHEREAS, the Board, at the September 2014 and October 2014 meetings, reviewed the Idaho State  
Transportation Department's fiscal year 2014 Annual Report submission to the Governor's Office.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves of the Idaho Transportation  
Department's 2014 Annual Report.

Policy Introduction. Division of Engineering Services Administrator (DESA) Blake Rindlisbacher presented minor revisions to Administrative Policy 5012 Protecting and Maintaining State Highways. The main change updates the list of agencies to be notified of road closures.

Without objection the Board concurred with revisions to 5012 Protecting and Maintaining State Highways.

DESA Rindlisbacher said Administrative Policy 5016 Traffic Regulation is being revised to address recent legislative changes allowing the Board to establish a maximum speed limit of 80 miles per hour on the Interstate system and 70 miles per hour on state highways.

Without objection the Board concurred with revisions to 5016 Traffic Regulation.

DESA Rindlisbacher said the only revisions to Administrative Policy 5540 Use of State Forces on Betterment Projects, formerly A-04-06, are the addition of a purpose statement and legal authority.

Without objection, the Board concurred with 5540 Use of State Forces on Betterment Projects.

Employee Service Awards. The Board participated in the Employee Service Awards. Member Gagner provided remarks on behalf of the Board. David Petersdorf from District 5 was recognized as the Maintenance Person of the Year and Ty Winther from District 2 received the Safety Person of the Year award.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 10:55 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a) and (f). Member Horsch seconded the motion and it passed 5-0 by individual roll call vote.

District 4 Board Member Jim Kempton participated in the remainder of the meeting via teleconference.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 1:35 PM.

Mobility Management Agreement. Acting Transit Manager (ATM) Brent Jennings said the Mobility Management Program was established to improve coordination among public transportation providers with a goal of expanding the availability of public transit service. Through a sub-recipient agreement, CTAI has been conducting these planning and management activities since 2009. The current agreement with CTAI expired on September 30, 2014; however, a one-month extension was issued. Last month, the Public Transportation Advisory Council (PTAC) recommended an agreement with CTAI to continue the mobility management program through March 31, 2015.

ATM Jennings said efforts are underway to determine the best method for Idaho's Mobility Management Program. Texas A&M University is completing a research project that will provide recommendations to improve Idaho's program. Additionally, PTAC formed a task force to review the results of the study and to identify and determine how to implement long-term strategies, including sustainable funding. The Task Force is expected to conclude its work in early 2015.

Based on the estimated timeline, Vice Chairman Coleman asked if a contract with CTAI through March 31 would provide sufficient time to make changes to the mobility management program if desired. ATM Jennings admitted that a contract through April would be better.

Vice Chairman Coleman made a motion, seconded by Member Gagner, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Department's Strategic Plan is *Your Safety*,  
ITB14-46 *Your Mobility, Your Economic Opportunity*; and

WHEREAS, mobility as provided by public transit systems is a valuable service that is desired by Idahoans; and

WHEREAS, public transportation is provided by a number of public transit providers; and

WHEREAS, the need is present to build coordination among existing public transportation providers in order to expand the availability of public transit service; and

WHEREAS, an existing Mobility Management service consists of planning and management activities and projects for improving coordination among public transportation and other transit service providers carried out by a sub-recipient agreement; and

WHEREAS, this work includes integration and coordination of transit services for individuals with disabilities, seniors, and low-income individuals; and

WHEREAS, the Community Transportation Association of Idaho (CTAI) currently provides this Mobility Management Service; and

WHEREAS, the current agreement with CTAI will expire October 31, 2014.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board grants permission to negotiate and enter into a Mobility Management Services contract with CTAI to provide Mobility Management Services starting November 1, 2014 and ending April 30, 2015.

Old/New Business. Member Gagner, Chairman of the Board Subcommittee on Adjustments to the State Highway System, reported on the October 14 meeting. Regarding US-2 in Sandpoint, the Subcommittee recommends that staff conducts a public hearing on the proposed operational changes to 5<sup>th</sup> Street (US-2) and the relinquishment of Superior Street, Pine Street, Cedar Street, and 1<sup>st</sup> Avenue to the appropriate local jurisdiction. The results of the hearing would be presented to the Subcommittee for further consideration.

The consensus of the Board was to proceed with the recommended public hearing in Sandpoint.

District 4 Engineer (DE) Devin Rigby said the District entered into a long-term lease agreement with the Twin Falls Area Chamber of Commerce on April 16, 2014. Approximately two acres located at the southwest corner of the US-93, I. B. Perrine Bridge has been leased to the City of Twin Falls in the past for public use. The Twin Falls Area Chamber of Commerce provides tourist information and hosts public events at the site. Currently, the Twin Falls Area Chamber of Commerce is constructing a permanent facility on the westerly portion of the property to provide better services and offices for the Chamber staff.

DE Rigby said that financing the facility during construction has become an issue. Because the current lease agreement includes cancellation of the agreement upon 12 months written notice, the financial institution issuing the loan to the Chamber has concerns about security of the loan given the relatively short notice of termination. An addendum to the existing lease agreement has been proposed that would add language stating that the westerly half of the property be exempt from lease termination for a period of ten (10) years to be commensurate with the term of the loan.

Shawn Barigar, Twin Falls Area Chamber of Commerce President, believes the Chamber is providing a valuable asset to the public, including to the highway users. He encouraged the Board to approve a ten-year lease.

Member Gagner asked if the lease agreement could be for either ten years or terminated upon the loan being satisfied. Mr. Barigar thought it would be acceptable to terminate the proposed agreement upon satisfaction of the loan.

Vice Chairman Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Department owns a parcel of land in fee  
ITB14-47 simple located in Lots 3 and 4, Section 34, Township 9 South, Range 17 East, Boise Meridian, Twin Falls County, Idaho, being approximately 2 acres; and

WHEREAS, the Department entered into a long-term lease agreement (50 years) with the Twin Falls Area Chamber of Commerce to lease the parcel described above on April 16, 2014; and

WHEREAS, the current lease agreement allows for termination upon 12 months written notice; and

WHEREAS, in accordance to the lease agreement, the Twin Falls Area Chamber of Commerce is constructing a permanent structure on the leased parcel; and

WHEREAS, the Twin Falls Area Chamber of Commerce requires financing of a portion of its building project; and

WHEREAS, financing of the Twin Falls Area Chamber of Commerce facility requires security of investment by its financial institution including the requirement that the Department agree not to terminate the lease for the first ten (10) years of the lease term.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board authorizes an addendum to the existing lease agreement with the Twin Falls Area Chamber of Commerce that the westerly half of the property be exempt from termination for a term of 10 years or upon satisfaction by the financial institution.

Data Collection Equipment. Tom Points, Transportation Systems Engineer, summarized some of his office's responsibilities, focusing on the data collection activities required for managing the Department's assets. The information helps management make informed decisions regarding investments.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:15 PM; however, the Board then viewed the falling weight deflectometer equipment, the skid truck, the profiler van, and a station demonstrating portable traffic counts, classification counts, miovision, radar sites, and weigh-in-motion sites.

signed  
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JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

## REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

November 13, 2014

The Idaho Transportation Board met at 8:00 AM, on Thursday, November 13, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Jim Coleman, Vice Chairman – District 1  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Board Minutes. Member Horsch made a motion to approve the minutes of the regular Board meeting held on October 15, 2014 as submitted. Vice Chairman Coleman seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

December 18, 2014 – Boise  
January 21-22, 2015 – Boise  
February 23 or 24, 2015 – Boise

Consent Items. Member Vassar made a motion, seconded by Vice Chairman Coleman, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-48 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the certification of receipts and disbursements, the addition of public transit projects to FY15 of the FY14-18 Program, the delay of the off-system Orofino Creek Bridge to FY17, and contract awards.

1) Certification of Receipts and Disbursements. The FY14 certification of receipts and disbursements cash basis, as shown as Exhibit #450, which is made a part hereof with like effect, was submitted for Board approval in conformance with the requirements of Section 40-708, Idaho Code. Total receipts were \$579,258,100, disbursements were \$572,582,200, and the cash balance as of June 30, 2014 was \$56,908,000.

2) Add Public Transit Projects to FY15 of the FY14-18 Approved Statewide Transportation Improvement Program (STIP). The Community Planning Association of Southwest Idaho requested the addition of three projects to the STIP: FY12 Fixed Line and Demand Response Operations, Nampa, \$413,000; FY13 Preventative Maintenance, Nampa, \$65,000; and FY12 Capital Lease or Purchase and Maintenance, Nampa, \$769,000. It also requested delaying 24 projects from FY14 to FY15, per the list as shown as Exhibit #451, which is made a part hereof with like effect, and adjusting the FY14-18 STIP accordingly.

3) Delay Offsystem, Orofino Creek Road Bridge to FY17. Clearwater County requested delaying the Orofino Creek Road Bridge project, key #12019, to FY17 due to environmental issues. The \$1 million programmed for this project in FY15 would be made available to the Burma Road project, key #9462. Staff recommended delaying the requested project and amending the FY15 STIP accordingly.

4) The following low bids were more than ten percent over the engineer's estimate, requiring justification. Key #10541 – Amity Road; Robinson Road to Kings Corner, Nampa, District 3. The major differences between the engineer's estimate and the low bid were in 13 items. The City of Nampa provided justification for the variances, committed to funding the additional costs, and requested the award of the contract. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$5,284,468.

Key #12421 – SH-39, Idaho Street to Sterling West Road, Power/Bingham County, District 5. The main difference between the engineer's estimate and the low bid was in the Special Warranty Seal Coating item. The District realized its unit price was underestimated. It did not have enough history on this item at the time the estimate was completed. It does not believe a better bid would result if the project is re-advertised, so recommended awarding the project. Low bidder: Snake River Construction, Inc. - \$611,265.

Informational Items. 1) Financial Statements. Through September, federal aid to the State Highway Fund totaled \$104.7 million for state fiscal year 2015. Revenue from the Highway Distribution Account was 5.1% ahead of the forecast. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were right on forecast. Personnel expenditures were 9.2% less than budgeted due to vacant positions. Total expenditures for operations, including encumbrances, reflect a strong positive variance, which is a timing difference. Capital equipment expenditures were right on forecast. Contract construction expenditures were \$17.8 million less than during this time period last year.

Aviation fuel tax revenue was 5.7% below projections. Miscellaneous revenue to the State Aeronautics Fund was \$17,400 above the forecast. Both variances appear to be a timing issue. Overall expenditures were less than budgeted. To date, \$71,400 in trustee and benefit payments have been made.

2) Monthly Reporting of Federal Formula Program Funding for October. The Moving Ahead for Progress in the 21<sup>st</sup> Century federal transportation act was extended through May 2015. The partial-year level of funding provides a prorated share of \$199 million with match; however, Idaho has authority to obligate \$55 million of funding including match through December 11, 2014. Of the \$44.1 million available for the state highway system, \$39.4 million remains. Of the \$10.8 million for the other programs, such as Metropolitan Planning, Community Choices, Surface Transportation – Local Urban, Local Rural, and Surface Transportation Program – Transportation Management Area, \$10.4 million remains to be expended.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section did not process any professional service agreements from October 1 to October 24.

4) Contract Awards. Key #13435 – US-95, Lewiston Hill Northbound and Southbound Lanes Rehabilitation, Nez Perce County, District 2. Low bidder: Knife River Corporation - Northwest - \$11,550,144.

Key #12050 – FY14 Ada County Highway District Overlays, District 3. Low bidder: C & A Paving Company, Inc. - \$2,694,966.

Key #13394 – SH-55, North Fork Payette River Bridge, Cascade, District 3. Low bidder: Braun-Jensen, Inc. - \$244,000.

Key #13518 – Swan Falls Road Shoulder Widening, Kuna, District 3. Low bidder: Knife River Corporation - Northwest - \$532,532.

Key #13474 – I-84B, Intersection Old Highway 30, Mountain Home, District 3. Low bidder: C & A Paving Company, Inc. - \$1,214,869.

Key #13512 – West Pedestrian Bridge, Garden City, District 3. Low bidder: Knife River Corporation – Northwest - \$719,205.

Key #12417 – I-15, Interchange #47 to Interchange #67, Bannock County, District 5. Low bidder: Snake River Construction, Inc. - \$1,282,481.

Key #12420 – SH-34, 4800 North Road to Treasureton Road, Franklin County, District 5. Low bidder: Intermountain Slurry Seal, Inc. - \$238,000.

Key #14033 – US-26, Blaine County Line to Arco, District 6. Low bidder: Snake River Construction, Inc. - \$1,164,074.

Key #14034 – US-26, Junction SH-31 to Wyoming State Line, Bonneville County, District 6. Low bidder: H-K Contractors, Inc. - \$1,133,578.

Key #10609 – Eagle Rock and Anderson Canal Bridges, Bonneville County, District 6. Low bidder: D L Beck Inc. - \$824,025.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From September 29 through October 24, 20 new professional services agreements and work tasks were processed, totaling \$1,364,214. Five supplemental agreements to existing agreements were processed during this period in the amount of \$1,158,300.

Director's Report. Director Ness said the Organizational and Mission Awareness Training classes are well underway. He has facilitated the training at five districts to date. He commended the Division of Aeronautics for the Aviation Safety StandDown held last month, with almost 150 participants at the safety seminar. District 3 replaced the SH-55, Lardo Bridge in McCall last month via an innovative approach to slide the two-and-a-half-million-pound bridge into its location. The repairs to the Middle Fork Boise River Road, which were caused by a washout due to extensive rain, were completed last month. He praised the cooperative efforts of ITD, the Local Highway Technical Assistance Council, the U.S. Forest Service, and the Atlanta Highway District for addressing this urgent project and re-opening the road ahead of schedule. Idaho's driver's licenses can now display a veteran's designation. He also recognized various staff members for innovations and commendable performance.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

Chief Deputy Stokes said the Idaho Traffic Safety Commission met last month. One of the presentations focused on marijuana use, as several of Idaho's surrounding states have legalized the drug for recreational and/or medicinal purposes. The Commissioners would like to be more engaged with the Department's highway safety efforts. Staff is proposing including a highway safety presentation in conjunction with the Board tours next year. He added that the Division of Aeronautics has completed operating procedure manuals for four of the five most popular backcountry airstrips.

Chief Operating Officer (COO) Jim Carpenter said he has been visiting the district offices recently to discuss organizational changes and winter storm preparations, amongst other things. He viewed the recently-completed project at the railroad overpass on SH-5 in St. Maries to warn commercial vehicles of oncoming traffic, as the structure is too narrow for two commercial vehicles to pass simultaneously. He commended District 1's innovative approach to address that issue. District 2 will be providing assistance to District 1 on the US-95, Worley North project, which is being funded via a federal TIGER grant. He also reported on the three expansion projects. District 6 has one parcel left to acquire for the US-20, Thornton Interchange project. District 2 resubmitted the Final Environmental Impact Statement to the Federal Highway Administration. This process is delaying the project about one month. The US-95, Council Alternate Route project is proceeding well.

Chief Human Resources Officer Brenda Williams reported that Tony Loomer, Training and Development Manager (T&DM), was responsible for the national conference for department of transportation trainers this year. Part of the agenda focused on ITD's efforts to improve its culture. T&DM Loomer noticed that ITD has made significant improvements in its culture over the past several years. She commended the Division of Motor Vehicles' (DMV) staff for breaking the record for the number of titles processed in one month; a District 1 maintenance crew for its leadership approach; and Enterprise Technology Services for the change to only order speakers with new computers upon request, saving ITD about \$9,000 annually.

Char McArthur, Chief Administrative Officer, summarized the federal obligation status, noting that Idaho has authority to obligate \$55 million of funding, including match, through December 11, 2014. Revenue to the State Highway Account is slightly above the forecast. Some revisions have been made to the FY16 proposed budget, which will be summarized in detail later. The financial reports are being re-formatted. Efforts are continuing to improve customer service through activities such as visits to each District and surveys. She also reported that a thorough review of the record retention schedules has been completed. A record retention plan is now being implemented.



Annual Report of the Dealer Advisory Board (DAB). DAB Chairman Con Paulos reported on the activities of the DAB. During FY14, it recommended legislative changes to the Idaho Consumer Asset Recovery Fund. The Department is including the proposal in its 2015 legislative package. The DAB is continuing to address the problem of curbstoning, which are unlicensed dealers or licensed dealers who operate away from their licensed locations. It also worked on developing a method to help create a better understanding of the allowable and prohibited uses of the various types of dealer plates. The outcome was a special decal that will be placed on the back of each dealer plate that outlines the uses for each type of dealer plate. ITD is working with Correctional Industries to develop and print the decals and attach them to the dealer plates as they are produced.

Chairman Whitehead thanked DAB Chairman Paulos for the report and for the DAB's assistance on motor vehicle issues.

District 3 Public Transportation Advisory Council (PTAC) Update and I-Way Leadership Award. PTAC Member Maureen Gresham provided an update on public transit activities in District 3. Through an innovative partnership, Access McCall is providing transportation in McCall and also between Riggins and McCall. Treasure Valley Transit, in partnership with 13 agencies and Valley Regional Transit, implemented a purchase of service program for seniors and persons with disabilities in eight southwestern Idaho counties. She expressed appreciation for ITD's partnership to construct a park and ride lot in Mountain Home. She also mentioned the McCall Highway 55 Sidewalk Project. The project, completed this year, improved the safety of pedestrians and increased access to public transportation services.

Chairman Whitehead thanked Ms. Gresham for the update on public transportation.

District 3 Mobility Manager Brooke Greene and Member DeLorenzo presented the I-Way Leadership Award to Matt Edmond with Ada County Highway District. Mr. Edmond developed a Downtown Boise Implementation Plan, which is a five-year plan to install bike lanes, coordinate streetscape enhancements, and install mini roundabouts to improve traffic flow.

Chairman Whitehead commended Mr. Edmond for his leadership and innovation.

Impaired Driving Task Force. Highway Safety Manager (HSM) Brent Jennings said highway crashes involving impairment decreased 2% in 2013; however, fatalities resulting from impaired driving crashes increased by 32%. Over 45% of all fatalities were the result of impaired driving crashes in 2013, with an estimated cost of more than \$749 million. To combat impaired driving, an Impaired Driving Task Force was created.

Judge George Hicks, Chairman of the Impaired Driving Task Force, said its mission is to prevent and eliminate impaired driving in Idaho through strategies and action plans. One of those actions is to expand the capacity of existing Driving Under the Influence (DUI) Courts to serve additional high risk offenders through distance treatment and internet-based contacts. Plans are to purchase and install equipment to create wireless networks connecting Twin Falls and Nez Perce County DUI courts. Plans for 2015 include an emphasis on DUI mobilization efforts, additional work on the ignition interlock program, and legislation to reduce the excessive blood alcohol content from .20 to .15. He added that marijuana use is also a focus area, as several of Idaho's surrounding states have legalized the drug for recreational and/or medicinal use.

Chairman Whitehead thanked Judge Hicks for the informative report and for his leadership on this important issue.

Highway Safety Data. HSM Jennings said the highway crash reports follow a quality assurance process to ensure their accuracy and credibility. A five-year average for fatalities and injuries is used to provide a better overall trend, as an abnormal year may skew the data. Also, programs to address highway safety are generally long-term, allowing the effect at five-year intervals to be determined. There were 124 fatalities on the state highway system in 2013, which was above the five-year average of 118; however, the 600 serious injuries were below the five-year average of 661.

Member Kempton asked if ITD shares highway safety data with Idaho State Police (ISP) and if the Department has noticed any specific trends since the interstate speed limit was increased to 80 miles per hour (MPH). HSM Jennings said ISP provides the crash reports to ITD. It is too early to identify any trends related to the 80 MPH speed limit, which was raised in July.

Member Kempton said one concern that has been brought to his attention is the difficulty merging onto the interstate at 80 MPH. Some of the on-ramps are too short to get up to interstate speeds before merging. He does not believe concerns with

vehicles stacking behind a commercial vehicle as it passes a slower commercial vehicle have been realized. He suggested ITD work closely with ISP on vehicle patterns and trends the Department observes. Member DeLorenzo concurred and added that it would be helpful to have crash data on trucks, specifically 129,000 pound vehicles.

HSM Jennings responded that ITD has a good working relationship with ISP. The Department collects and reports on crash data for commercial vehicles; however, the reports do not specify the weight of the vehicle, so it does not have a breakdown of crashes involving 129,000 pound vehicles.

Member Gagner noticed a lot of vehicles travel around 83 or 84 MPH on the interstate. He asked why the annual fatality rate has been increasing the past two years. HSM Jennings believes the crash rates may be higher because people are driving more. The recession resulted in a reduction of vehicle miles traveled, but the vehicle miles traveled usually increases as the economy improves. He added that impaired driving continues to be a main factor in crashes.

COO Carpenter said all of the district engineers and district ISP captains will be meeting later this month to improve coordination on highway safety. He will share the Board's comments with the officers. He added that speed studies indicate the 85<sup>th</sup> percentile speed on the interstates is about 82 or 83 MPH now.

Chairman Whitehead thanked HSM Jennings for the informative report.

Annual Update on ITD's Research Program. Ned Parrish, Research Program Manager (RPM), reported on the Research Program. The budget for FY15 is \$1.4 million, with 14% from state sources. Federal statutes require that 2% of funding for roads and bridges be used for planning and research, with some state match required. A study on the use of salt brine and a survey on highway users' expectations have been completed. The recommendations are to maintain the existing level of service, set targets to achieve bare pavement within four hours after a storm, continue studying corrosion inhibitors, and expand public outreach efforts. An evaluation of the IdaShield program indicated there was a significant reduction in crashes after the signs were installed, with recommendations to retain the requirement for IdaShield signs at railroad crossings with no stop signs and to work with FHWA to add the IdaShield to the national Manual on Uniform Traffic Control Devices.

RPM Parrish summarized some of the FY14 research projects. Assistance is being provided for leadership development. This is a four-year effort to strengthen leadership capabilities and develop a more constructive organizational culture. Other projects are to develop a system for remote detection of avalanches, develop guidelines for the use of positive protection in work zones, assess the field performance of pavement mixes with a high percentage of recycled asphalt pavement, evaluate low cost methods to improve passing lane safety, and study the freight movement and needs on the US-95 corridor. Some of the projects planned in FY15 include studying a low-cost approach to monitoring bridge scour, studying safety impacts of wide pavement markings on two-lane rural highways, reviewing port-of-entry best practices and innovative technologies, and conducting a DMV customer satisfaction survey.

Chairman Whitehead thanked RPM for the informative report and for his efforts on this important program.

Report on Cotterell Rest Area. District 4 Engineer (DE) Devin Rigby said when the bid for the Cotterell Rest Area was awarded in early 2013, it was 114% of the engineer's estimate. Because the Board had a number of questions about the project and the high bid, it asked for a close-out report on the construction project, specifically if the project was constructed on time and on budget. The project was to improve the rest area facilities along I-84 to meet existing and future user demand. It included a variety of work, such as upgrades to meet roadway geometrics, water and waste water needs, compliance with the Americans with Disabilities Act, environmental compliance, and building functionality.

DE Rigby said the initial bid was \$5,587,700. The final cost of the project was \$5,762,840 for a difference of \$175,140, or about 3%. It was completed within the required 172 day timeframe.

DE Rigby also reported that a motorist crashed into the District 4 complex in Shoshone last night, causing damage to a vehicle, the fence, and the office building. Staff is still evaluating the extent of the damage.

Chairman Whitehead thanked DE Rigby for the report on the Cotterell Rest Area and the information on the damages to the District's facilities.

Status: FY16 Appropriation Request. Senior Budget Analyst (SBA) Joel Drake summarized revisions to the FY16 appropriation request. The \$709,500 Public Employee Retirement System of Idaho increase was eliminated, which also

reduced the change in employee compensation by \$7,300. Some of the other changes include a reduction of \$691,500 for Statewide Cost Allocation Plan and the removal of \$127,000 for the line item for the 24/7 sobriety legislation. Funding from most of the reductions will be moved to contract construction. The total spending authority is \$496,280,300.

Chairman Whitehead thanked SBA Drake for the update on the budget.

Board Policy on Legislation. Mollie McCarty, Governmental Affairs Manager (GAM), proposed a new Board policy to better define the internal legislative process and address outside legislation. As drafted, the policy provides flexibility for the latter issue. If the Board approves the policy, she recommends rescinding Idaho Transportation Board Resolution #05-21 that outlines the current legislative process.

Some discussion was held on whether the Board should see all legislative changes, even minor, non-substantive revisions, and whether the policy should provide definite language on handling outside legislation.

Member Gagner made a motion to approve the resolution approving Board Policy 4077 Approval of Department Legislation and Legislation Endorsements and rescinding ITB05-21. Member Kempton seconded the motion.

Member Horsch made a motion to amend the motion to include revisions to Board Policy 4077 Approval of Department Legislation and Legislation Endorsements to require all legislative changes to be submitted to the Board and to clarify the process for the Board to consider outside legislation. Member Vassar seconded the motion and it passed unanimously.

The original motion to approve the following resolution passed unopposed.

RES. NO. WHEREAS, the Idaho Transportation Board is vested with the authority, control,  
ITB14-49 supervision, and administration of the Idaho Transportation Department, including legislative issues; and

WHEREAS, the current legislative practice is not consistent with Board resolution ITB05-21, which outlines the legislative process; and

WHEREAS, staff drafted Board Policy 4077 Approval of Department Legislation and Legislation Endorsements to establish the legislative process in a policy.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves Board Policy 4077 Approval of Department Legislation and Legislation Endorsements that establishes the Department's legislative process and sets forth guidelines when external entities request Board review of legislative proposals; and

*BE IT FURTHER RESOLVED*, that the Board rescinds resolution ITB05-21.

Policy Introduction. Because the contents of Administrative Policy A-27-03, Scheduling of State Aircraft, are contained in a manual, Member Kempton made a motion to delete A-27-03. Member Vassar seconded the motion and it passed unopposed.

Executive Session on Personnel and Legal Issues. Vice Chairman Coleman made a motion to meet in executive session at 11:35 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a), (b), and (f). Member Vassar seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 1:30 PM.

Policy Introduction, Continued. Controller Dave Tolman proposed revisions to Administrative Policy 5535 State-owned Vehicle Usage Practices, formerly A-06-06. In addition to the inclusion of a purpose statement and legal authority, redundant language is being deleted and other clean-up revisions are being proposed.

Without objection the Board concurred with revisions to 5535 State-owned Vehicle Usage Practices.

The only changes proposed to Administrative Policy 5536 Financial Reporting Approach for the Infrastructure Inventory Classification of Roadways, formerly A-19-10, are the addition of the purpose statement and legal authority, according to Controller Tolman.

Without objection, the Board concurred with revisions to 5536 Financial Reporting Approach for the Infrastructure Inventory Classification of Roadways.

Controller Tolman said a purpose statement and legal authority are being added to Administrative Policy 5537 Purchasing Card Program, formerly A-19-11, plus the allowable uses for the Purchasing Card are being expanded and titles are being updated.

Without objection, the Board concurred with revisions to 5537 Purchasing Card Program.

Controller Tolman said changes to Administrative Policy 5538 Purchase, Inventory and Disposal of Personal Property, formerly A-29-01, include the addition of a purpose statement and legal authority, the deletion of language exempting right-of-way, and minor updates.

Without objection, the Board concurred with revisions to 5538 Purchase, Inventory and Disposal of Personal Property.

Administrative Policy 5539 Construction Materials Remaining on Hand, formerly A-29-02, was revised to remove duplicative language, add the purpose statement and legal authority, and change some of the responsible parties, according to Controller Tolman.

Without objection, the Board concurred with changes to 5539 Construction Materials Remaining on Hand.

Old/New Business. Member Gagner said the Board Subcommittee on State Highway System Adjustments met yesterday to discuss the Banks to Lowman Highway. Member DeLorenzo said Boise County still needs to complete some tasks before ITD assumes jurisdiction of the first segment of the road. Member Gagner added that the contract is open-ended. The Subcommittee explored cancelling the agreement; however, Boise County wants to retain it and pursue completing its responsibilities, which would result in the relinquishment of the entire route to the state.

In response to Chairman Whitehead's question on the Banks maintenance shed, Chief Engineer Dave Jones said the Department met with the Forest Service earlier this year. The Forest Service will let ITD remain at the current site at the SH-55 and Banks to Lowman Highway intersection indefinitely. ITD does not have to re-locate the Banks maintenance shed.

Vice Chairman Coleman said efforts to develop a master plan for Coeur d'Alene Lake Drive began this week. A number of stakeholders are involved in that process.

Member Gagner said the public hearing for ITD to relinquish Superior Street, Pine Street, Cedar Street, and First Avenue in Sandpoint will be held on November 18.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 1:50 PM.

Read and Approved  
December 18, 2014  
Boise, Idaho

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signed  
JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

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## REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

December 18, 2014

The Idaho Transportation Board met at 8:00 AM, on Thursday, December 18, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman  
Janice B. Vassar, Member – District 2  
Julie DeLorenzo, Member – District 3  
Jim Kempton, Member – District 4  
Dwight Horsch, Member – District 5  
Lee Gagner, Member – District 6  
Brian W. Ness, Director  
Scott Stokes, Chief Deputy  
Larry Allen, Lead Deputy Attorney General  
Sue S. Higgins, Executive Assistant and Secretary to the Board

Jim Coleman, Vice Chairman – District 1, participated via teleconference.

Member Gagner said the Board Subcommittee on State Highway System Adjustments met yesterday to discuss US-2 and other streets in the City of Sandpoint. He made a motion to amend the agenda to add US-2/5<sup>th</sup> Avenue Reconfiguration and Sandpoint City Streets Relinquishment. Vice Chairman Coleman seconded the motion and it passed unopposed.

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on November 13, 2014 as amended. Member Kempton seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

January 22, 2015 – Boise  
February 24, 2015 – Boise  
March 24-25, 2015 – Boise

Consent Items. Vice Chairman Coleman made a motion, seconded by Member Horsch, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB14-50 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the contract award.

1) The low bid on key #13820 – Natures Wood Duck Island Trail Restoration, District 3, was more than ten percent over the engineer's estimate, requiring justification. Two items account for the difference. The project is located in a challenging setting, so the contractor's mobilization bid was higher. The project sponsor, Ada County, did not have unit price information for the Special Provision for Restoration Seeding and Planting, which was also bid higher. It does not believe the bids on these two items are out of line, and recommends awarding the project. Low bidder: Granite Excavation Inc. - \$99,356.

Informational Items. 1) Proposed Legislation Changes – Commercial Learner's Permit Proposal. Minor changes were made to the proposed legislation related to commercial learner's permits.

2) Monthly Reporting of Federal Formula Program Funding for November. The Moving Ahead for Progress in the 21<sup>st</sup> Century federal transportation act was extended through May 2015. The partial-year level of funding provides a prorated share of \$199 million with match; however, Idaho has authority to obligate \$55 million including match through December 11, 2014. Of the \$44.1 million available for the state highway system, \$30.4 million remains. Of the \$10.8 million for the other programs, such as Metropolitan Planning, Community Choices, Surface Transportation – Local Urban, Local Rural, and Surface Transportation Program – Transportation Management Area, about \$8 million remains to be expended.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section did not process any professional service agreements from November 1 to November 30.

4) Contract Awards. Key #12999 – FY16 District 2 Districtwide Sealcoat. Low bidder: Knife River Corporation - Northwest - \$1,521,000.

Key #13456 – I-84, FY15 District 3 Ramp Projects. Low bidder: Western Construction, Inc. - \$1,332,900.

Key #12046 – SH-55, Intersection Karcher and Middleton Roads, Nampa, District 3. Low bidder: C & A Paving Company, Inc. - \$3,816,691.

Key #12347 – I-84, FY15 District 3 Sign Upgrade. Low bidder: Pavement Markings Northwest, Inc. - \$159,936.

Key #13022 – I-84, FY15 District 3 Guardrail Upgrade. Low bidder: Northwest Guardrail LLC - \$135,767.

Key #12341 – I-84, FY15 District 3 Bridge Deck Life Extension. Low bidder: Braun-Jensen, Inc. - \$434,000.

Key #11694 – I-15, FY14 Closed Circuit Television Statewide, District 5. Low bidder: Mountain West Electric, Inc. - \$621,963.

Key #12425 – US-89, 3<sup>rd</sup> Street in Montpelier to Geneva, District 5. Low bidder: Intermountain Slurry Seal, Inc. - \$621,000.

Key #7508 – Cheyenne South Valley Connector, Pocatello, District 5. Low bidder: W W Clyde & Company - \$13,457,833.

Key #14035 – SH-31, Swan Valley to Victor, District 6. Low bidder: H-K Contractors, Inc. - \$741,778.

Keys #12470 and #12469 – US-93, Salmon City Streets and Rattlesnake Creek to Salmon, District 6. Low bidder: Western Construction, Inc. - \$3,607,778.

Key #13583 – Road and Bridge Guardrail, Madison County, District 6. Low bidder: Northwest Guardrail LLC - \$53,333.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From October 27 through November 28, 26 new professional services agreements and work tasks were processed, totaling \$1,048,986. Six supplemental agreements to existing agreements were processed during this period in the amount of \$84,900.

6) Annual Outdoor Advertising Sign Report. At the close of federal FY14, there were 1,149 signs, with 7 illegal and 189 non-conforming signs throughout the state. There were six new sign applications during the fiscal year. Illegal signs do not comply with state and federal law and are to be removed. Non-conforming signs complied with law at one time, but due to a change in conditions or rules, lost their conforming status. Non-conforming signs are allowed to remain in place but cannot be improved.

Director's Report. Director Ness summarized activities from 2014. The main initiatives were an expanded culture survey, developing a horizontal career ladder, continued development on the leadership program, and improved cash flow management and project funding. The survey results indicated improvements in the Department's effort to move towards a more humanistic and encouraging culture. The horizontal career ladder has been developed; however, it has not been implemented yet. The Leadership Summit and training continue to be the main activities related to developing employees. All of the construction projects were ready for advertising on time this year and future projects are being accelerated. Any savings realized on projects will be used for other projects.

Some of the past year's accomplishments consist of winning two American Association of State Highway and Transportation Officials' (AASHTO) awards, including Dennis Jensen as the recipient of the Alfred E. Johnson award for leadership; the innovative approach to replace the SH-55, Lardo Bridge in McCall; designating veterans' status on driver's licenses; the completion of the SH-16 extension to US-20/26; and the replacement of three I-84 interchanges, Meridian, Broadway, and Gowen, which is still underway.

Director Ness said the initiatives for 2015 are additional revenue, continue improving and becoming the best department of transportation, and employee development. In conclusion, he thanked the Board for its support and leadership and the employees for their efforts.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board>.

The Board expressed appreciation for Director Ness's efforts and the informative report.

Member Gagner said he attended the annual AASHTO conference last month. Some of the main topics of discussion were a vehicle miles traveled pilot study; performance measures; and educational efforts focusing on science, technology, engineering, and math. He noted that Idaho has an impact nationally, and with the director of the Wyoming Department of Transportation serving as the AASHTO president and Director Ness expected to be selected the Western Association of State Highway and Transportation Officials' president in 2015, western, rural states could have a significant influence on national transportation issues.

Delegation – Jerry Deckard, CapitolWest Policy Group. Mr. Deckard, representing the Associated Logging and Log Hauling Contractors of Idaho, presented legislative proposals. The modification to Idaho Code 49-102 adds a definition for agricultural products which includes forestry and forest products, logging of timber and timber harvesting. Modifications to 49-1001 remove the reference allowing single rear axle refuse/sanitation trucks transporting refuse to exceed the legal weight by 4,000 pounds on that single rear axle. Revisions to Idaho Code 49-1002 would allow for the steer axle tires to be governed by the manufacturer's load rating but not to exceed 20,000 pounds overall for the steer axle. Changes to Idaho Code 49-1011 allow refuse/sanitation trucks transporting refuse to exceed legal weight up to 2,000 pounds in excess of any axle, bridge or gross vehicle weight limits established in Idaho Code 49-1001.

Chairman Whitehead had some concerns related to the width of the tire and the axle rating. On changes to Idaho Code 49-1011, he suggested that logging trucks should be considered for the exemption, too. Mr. Deckard said he believes those concerns can be addressed in the legislation.

Chairman Whitehead thanked Mr. Deckard for the information and said the Board will revisit the legislative proposals next month.

Annual Local Rural Highway Investment Program (LRHIP) Report. Contracting Services Engineer (CSE) Monica Crider said the goal of LRHIP is to provide funding to the rural local highway jurisdictions for construction and planning efforts. It is a grant program with no federal-aid requirements. Funding in an amount not to exceed \$2.8 million annually is available to cities with less than 5,000 population, county road and bridge departments, and highway districts. The local highway jurisdiction must assess property tax or use substitute property tax as a funding mechanism for highways and bridges.

Local Highway Technical Assistance Council (LHTAC) Program Manager Laila Kral said there were 78 applications for funding in FY14, while only 36 projects were funded. Four types of projects are eligible for funding: construction, signs, transportation plans, and emergencies. Excluding emergency projects, \$2.4 million were awarded. She summarized a number of projects that were completed this past year throughout the state.

Chairman Whitehead thanked CSE Crider and Program Manager Kral for the report.

Jeff Miles reported that Lance Holmstrom resigned as the LHTAC Administrator. He is the interim administrator and will continue working closely with ITD.

Annual Freight Advisory Committee (FAC) Report. Mark Bathrick, Public Transportation Program Manager (PTPM), identified four components of the freight program: the FAC, outreach and economic development, engaging stakeholders in the Statewide Transportation Improvement Program (STIP) process, and an annual report and performance review. The FAC elected Winston Inouye as its chairman. It identified needs and responsibilities that would help ITD and explored the potential for a comprehensive statewide Freight Plan. One of the outreach activities will be to identify an industry stakeholder to address the Board when it visits each District next year. To engage in the STIP process, the FAC will review freight data and the STIP for potential corridors to focus on. PTPM Bathrick said a freight summit is being planned in 2015.

Chairman Whitehead thanked PTPM Bathrick for the informative report and for his efforts on this important program.

Financial Statements. Controller Dave Tolman presented the financial statement in a new format, including showing the activity year-to-date as compared to the prior year and as compared to the forecast or budget. Through October, the revenues are tracking close to the forecast and the expenditures are within the projected budgets. Revenues from the

Highway Distribution Account (HDA) are ahead of the forecast by over 2%. State revenues to the State Aeronautics Fund are ahead of projections by about 4%. Expenditures are within planned budgets with the exception of the Facilities Program. Expenditures for that program were more than planned due to a timing difference between planned and actual expenditures plus encumbrances for building projects.

The Board expressed appreciation for the new format, which is an excellent summary of the Department's financial situation and identifies trends and concerns.

Presentation: Revenue Issues. Member Kempton said he has been working with staff on revenue-related issues, including the impacts of the buying power since the last fuel tax increase.

Controller Tolman said revenue from the HDA has grown about 10% since 1997, while the Department's total state funds, excluding the Buyback Program, increased about 27% in that time frame. The state's General Fund revenue increased about 100% since 1997. The HDA buying power has decreased approximately 25%. Other trends include annual vehicle miles traveled in Idaho increased 21% since 1997; passenger cars registered in Idaho are up 11%; the number of drivers' licenses in force grew 30%; the state's population increased by 33%; and the gallons of highway fuel consumed increased 17%.

Division of Engineering Services Administrator Blake Rindlisbacher said 85% of the Department's pavement is currently in good or fair condition. Based on current revenue projections, that will decrease to 76% in 2018. Today, almost 75% of the Department's bridges are in good condition. Because of the intent to focus on bridges, 75% are expected to be in good condition in 2018; however, that is below the goal of 80% in good condition.

Extensive discussion followed. Some of the comments related to concern with including good and fair pavement in the same category; the cost to meet the goal of 80% of bridges in good condition; and the prioritization of projects.

Member Kempton made a motion, seconded by Member Vassar, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board provided the Idaho Legislature with  
ITB14-51 data that indicated an Idaho revenue shortfall from FY2005 – FY2035 of over \$200 million a year in state-wide capital improvement needs (not to include maintenance and operations) and recommended, in part, that the Wilbur Smith and Associates 1995 Idaho Transportation Needs Assessment Study Update be updated approximately every 10 years (2006 Forum on Transportation Investment); and

WHEREAS, the 2010 Governor's Task Force on Modernizing Transportation Funding in Idaho recommended the following additional amounts (Scenario 1 and 2 survey averages) to currently existing revenue:

- \$155 million annually for operation, preservation and restoration of the state system,
- \$107 million annually for operation, preservation and restoration of the local system,
- \$207 million annually for capacity and safety enhancement for the state system, and
- \$74 million annually for capacity and safety enhancement for the local system; and

WHEREAS, no legislative actions were undertaken to significantly address recommendations of the Forum on Transportation Investment or the Governor's Task Force on Modernizing Transportation Funding in Idaho; and

WHEREAS, inflation effects and the drawdown of the Federal Highway Trust Fund now threaten to further destabilize the ability of the Idaho Transportation Department to maintain Idaho pavement conditions at the 82 percent "good and fair" level; and

WHEREAS, inflation effects and the drawdown of the Federal Highway Trust Fund now threaten to further destabilize the ability of the Department to return Idaho bridges from 75 percent "good" to the desired standard of 80 percent good; and

WHEREAS, the purchasing power of Federal funding is now the same as it was in FY2000 while both pavement miles and the number of Idaho registered vehicles have increased; and

WHEREAS, the number of fuel efficient vehicles have increased, thereby reducing fuel tax revenues; and



WHEREAS, Department staff has prepared data and charts that portray the concerns of the Department and the Board.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the inclusion of data and charts presented to the Board on December 18, 2014, together with explanatory language to clarify any concerns or ambiguities addressed by the Board, as an addendum to the Director's report at the 2015 joint session of the House and Senate Transportation committees; and

*BE IT FUTHER RESOLVED*, that following presentation to the House and Senate Transportation committees, staff findings will be released to all legislators and the general public through newspaper and radio media.

Vice Chairman Coleman believes the Department's total funding should be reflected in the information, including GARVEE. The GARVEE Program shows the benefits of additional revenue, as indicated by the improved pavements and replaced structures. It is also an indication that ITD can manage additional revenue. Member Kempton does not believe the Governor's Task Force on Modernizing Transportation Funding included information on the GARVEE Program.

In response to Member Gagner's question on utilizing additional revenue for bridges or pavement, Controller Tolman responded that the intent of the Task Force was to provide additional funding for bridges, pavement, and operations.

Member Kempton added that the intent is for staff to refine the charts as needed, add explanatory language, and keep the Board informed of the status of the charts and any changes recommended.

The motion passed unopposed.

Policy Introduction. Executive Assistant to the Board Higgins presented a draft policy on resolutions. The main intent is to establish the life of resolutions. Resolutions will be in effect for four years or until the subject matter of the resolution is completed, whichever occurs first. If the specified action has not been completed within four years, the action or direction contained in the resolution becomes null and void unless renewed by the Board.

Without objection, the Board concurred with Board Policy 4078 Board Resolutions.

Division of Engineering Products and Plans Administrator (DEPPA) Dave Jones proposed changes to Administrative Policy 5532 Commercial Driver's License Requirement, formerly A-05-02, including re-formatting, eliminating references to volunteer snowplow drivers, and clarifying language related to employees' requirements for a commercial driver's license.

Without objection, the Board concurred with proposed revisions to 5532 Commercial Driver's License Requirement.

DEPPA Jones recommended deleting Administrative Policy A-05-39, Use of Inmate Labor. He does not believe the policy is needed because of operational changes that have been implemented. Additionally, parts of this policy are addressed in another policy on agreements or in the Maintenance Manual.

Without objection the Board concurred with deleting A-05-39, Use of Inmate Labor.

DEPPA Jones recommended deleting Administrative Policy A-15-01, Damaged Structures because a new Board policy addresses funding damaged structures and the language in the administrative policy is more appropriate for the Maintenance Manual.

Without objection, the Board concurred with deleting A-15-01, Damaged Structures.

DEPPA Jones proposed deleting Administrative Policy A-15-02, Seal Coat Application and Bituminous Treatment on Bridges. The procedures outlined in the policy have been institutionalized and the language would be more appropriate for a manual.

Without objection, the Board concurred with deleting A-15-02, Seal Coat Application and Bituminous Treatment on Bridges.

Executive Session on Legal Issues. Member Gagner made a motion to meet in executive session at 11:15 AM to discuss legal issues as authorized in Idaho Code Section 67-2345(f). Member Vassar seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on legal matters.

The Board came out of executive session at 12:30 PM.

Informal Luncheon with the Trucking Advisory Council (TAC). The Board visited informally with the TAC members during lunch. Some of the topics of discussion were interstate speed limits, 129,000 pound truck routes, and transportation revenue.

TAC Annual Report and Membership Extension. TAC Chairman Bill Moad expressed appreciation for the 129,000 pound truck route legislation as it is providing an economic benefit. He expressed appreciation for the Department's efforts to keep the highways safe and to the Transportation Coalition for its efforts to address the shortfall in transportation funding. He believes an educational component on the need for additional revenue is needed. TAC Chairman Moad requested the TAC be informed of any legislative proposals that impact the trucking industry. He also stated that one of the challenges is the truck driver shortage.

Chairman Whitehead thanked Mr. Moad for the report and for his service as the TAC Chairman.

Motor Vehicle Administrator (MVA) Alan Frew recommended reappointing Member Kevin Iversen to the TAC, representing District 4, through December 31, 2017. With the appointment of District 6 Member John Pocock to TAC chairman and District 1 Member Jack Buell declining another three-year appointment, MVA Frew said staff will solicit interested stakeholders to fill those two vacancies.

Member Vassar made a motion, seconded by Member DeLorenzo, and passed unopposed, to approve the following resolution:

RES. NO.        WHEREAS, the Idaho Transportation Board's Trucking Advisory Council (TAC)  
ITB14-52        exists as an important tool to provide the Idaho Transportation Department with valuable information  
                     regarding trucking and freight issues; and

WHEREAS, the Department recognizes the ongoing need to stay involved with the Idaho trucking industry as partners in highway transport, safety, operations, and freight management; and

WHEREAS, the Board has authority to establish length of terms for TAC appointees.

*NOW THEREFORE BE IT RESOLVED*, that the Board accepts newly elected TAC Chairman John Pocock and the recommendations of the Motor Vehicle Administrator and TAC Chairman to extend the length of term of District 4 Member Kevin Iversen to December 31, 2017; and

*BE IT FURTHER RESOLVED*, that the Board and the TAC convey their gratitude to outgoing TAC Chairman Bill Moad and District 1 Member Jack Buell for their contributions to the success of this important Council; and

*BE IT FURTHER RESOLVED*, that the Board directs the Motor Vehicle Administrator to solicit and accept recommendations for the member vacancies in District 1 and District 6 for future Board consideration and approval; and

*BE IT FURTHER RESOLVED*, that the Board directs staff to provide the necessary administrative support to the Trucking Advisory Council for the efficient and timely disposition of its duties to the Board.

US-2/5<sup>th</sup> Avenue Reconfiguration and Sandpoint City Streets Relinquishment, District 1. District 1 Engineer (DE) Damon Allen said a public hearing was held in Sandpoint on the potential relinquishment of Superior Street, Pine Street, Cedar Street, and 1<sup>st</sup> Avenue to the appropriate local jurisdiction. Information on the operational changes to 5<sup>th</sup> Avenue (US-2) was also provided at the hearing. Some of the operational changes to 5<sup>th</sup> Avenue include converting it to a two-way street; eliminating on-street parking; traffic signal changes; and prohibiting some left turns. The project is estimated to cost \$2.5 million, including acquiring right-of-way and easements, with construction expected in 2016. There were 131 attendees at

the public hearing. Of the 88 comments received, 72% were in favor of the proposal, 13% opposed the project, and the remainder was neutral.

DE Allen said the Board Subcommittee on State Highway System Adjustments approved a motion at its December 17 meeting to proceed with securing an agreement with the City of Sandpoint for these changes and then to relinquish the above city streets (which would be the former US-95 and US-2) to the City of Sandpoint via a quit claim deed.

Member Gagner complimented Vice Chairman Coleman, DE Allen, and DAG Allen for their involvement on this proposal.

The consensus of the Board was for staff to proceed with the operational changes on US-2 and the relinquishment of Superior Street, Pine Street, Cedar Street, and 1<sup>st</sup> Avenue to the City of Sandpoint.

Executive Session on Personnel Issues. Member Vassar made a motion to meet in executive session at 2:00 PM to discuss personnel issues as authorized in Idaho Code Section 67-2345(a) and (b). Member Horsch seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel matters.

The Board came out of executive session at 3:10 PM.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:10 PM.

Read and Approved  
January 22, 2015  
Boise, Idaho

signed  
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JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

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