

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

November 14, 2018

The Idaho Transportation Board convened at 8:30 AM on Wednesday, November 14, 2018 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
Dwight Horsch, Member – District 5
Scott Stokes, Chief Deputy
Gary Luke, Deputy Attorney General
Sue S. Higgins, Executive Assistant and Secretary to the Board

Member Lee Gagner, District 6, participated via video conference.

Chairman Whitehead requested a moment of silence in remembrance of former Chief Engineer Kimbol Allen who passed away last week.

Safety/Security Share. Chief Administrative Officer (CAO) Char McArthur emphasized the importance of keeping safety in mind. She mentioned that a credit card skimming device was recently found on a fuel pump at a local gas station and cautioned about using credit cards, especially in remote locations. Also, as the weather gets colder and there is a chance of frost on roads, she urged motorists to slow down and drive safely.

Chairman Whitehead thanked CAO McArthur for the safety and security messages.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on October 26, 2018 as submitted. Member Gagner seconded the motion and it passed unopposed.

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

December 13, 2018 – Boise
January 17, 2019 – Boise
February 21, 2019 – 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-
ITB18-38 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 and the updates to Administrative Policy 5070 All-

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Terrain Vehicles, Utility Type Vehicles, Specialty Off-Highway Vehicles,
Motorbike and Snowmobile Travel and Crossing on the State Highways.

1) Certification of Receipts and Disbursements. The FY18 certification of receipts and disbursements cash basis, as shown as Exhibit #505, 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 \$687,235,300, disbursements were \$715,879,300, and the cash balance as of June 30, 2018 was \$81,669,000.

2) Updates to Administrative Policy 5070 All-Terrain Vehicles, Utility Type Vehicles, Specialty Off-Highway Vehicles, Motorbike and Snowmobile Travel and Crossing on the State Highways. Recent revisions to Idaho Code allow the referenced vehicles to travel within cities and one mile beyond city limits on non-full access-controlled state highways where the speed limit is 45 miles per hour or less. The revisions also allow these vehicles to cross non-full access-controlled highways at public road intersections regardless of the speed limit or municipal boundaries. The policy was updated to reflect these changes and conform to Idaho Code.

Informational Items. 1) Contract Awards and Advertisements. Key #19878 – I-15, US-26, and US-30 – FY20 District 5 Revegetation. Low bidder: Adams RC Consulting LLC DBA Snake River Reclamation - \$126,810.

Key #18959 – US-26, Aberdeen Canal, District 5. Low bidder: Cannon Builders Inc. - \$1,842,621.

Key #19093 – US-20, FY19 District 6 Bridge Repair, US-20 Lorenzo Bridges. Low bidder: JM Concrete - \$1,886,452.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From October 5 through October 26, 17 new professional services agreements and work tasks were processed, totaling \$2,584,529. Two supplemental agreements to existing professional services agreements were processed during this period in the amount of \$102,900.

3) Annual Report on Railway-Highway Crossing Program. ITD receives \$250,000 annually for projects in the Rail-Highway Crossing Program. The goal of the program is to reduce the number and severity of vehicle-train collisions at public railroad-highway crossings. The Fund also provides \$25,000 to support public education and safety programs that promote awareness of public safety at railroad grade crossings. The five-year fatality rate at railway-highway crossings for 2013-2017 is 2.2.

4) State FY19 Financial Statements. Revenues to the State Highway Account from all state sources were ahead of projections by 3.3%. Total receipts from the Highway Distribution Account were 3.1% or \$1.6 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 27%, or \$104,000. Expenditures were within planned budgets. Personnel costs had savings of \$3.1 million or 10% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures were \$159.8 million for FY19 year-to-date.

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The balance of the long term investments was \$166 million at the end of September. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$43 million were \$38 million less than at the end of June. Expenditures in the Strategic Initiatives Program Fund through September were \$4.3 million. Deposits into the Transportation Expansion and Congestion Mitigation Fund were \$4.5 million, or 5.3% ahead of forecast.

5) Monthly Reporting of Federal Formula Program Funding through October. Idaho received obligation authority of \$64.7 million through December 7 via a continuing resolution. This corresponds to \$70 million with match after a reduction for prorated indirect costs. This includes \$11.7 million of Highway Infrastructure General Funds carried over from last year. Idaho has received apportionments via notices through November 2, 2018 of \$320.4 million, which includes Redistribution of Certain Authorized Funds. Obligation authority is 20.2% of apportionments. Of the \$65 million allotted, \$53.1 million remains

6) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section did not execute any professional service agreements during the previous month.

Director's Monthly Report on Activities. Chief Deputy Stokes reported on the Department's recent activities in Director Ness's absence. In honor of Veterans Day earlier this week, he expressed appreciation to veterans, including Chairman Whitehead, Members Horsch and Kempton, and numerous ITD employees. The Department is promoting incident response awareness week this week in an effort to recognize those who work on roadways and as part of an effort to keep them safe. The Autonomous and Connected Vehicle Committee submitted its report to the Governor earlier this month. Two unexploded military ordnances were found in the Snake River during an inspection of a SH-45 bridge. He commended the contractor and ITD employees for their response. The two devices have been or will be removed soon.

CAO McArthur said the Best of the Best innovation awards were presented to employees last month. When she was reviewing the innovation accomplishments from the past three years, she noticed that District 6 and the Division of Engineering Products and Plans were often recipients of the awards. She identified former Chief Engineer Kimbol Allen as the common factor and mentioned that he embraced innovating and encouraged his employees to innovate. In honor of his valuable contributions to innovating at ITD, she presented a special award to Mr. Allen's family at the Best of the Best presentation last month.

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

Chairman Whitehead thanked Chief Deputy Stokes and CAO McArthur for the report.

Member Jim Kempton, District 4, joined the meeting at this time.

FY18 Annual Report. Communication Manager (CM) Vince Trimboli presented the revised FY18 Annual Report. Regarding last month's question on the number of drivers' licenses in the state, a change on how that information was collected was made. Additional information on the Strategic Initiatives Program Fund was also added.

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The Board asked about the status of issuing drivers' licenses after the vendor experienced extensive problems several months ago. CM Trimboli said the system has been stabilized and work on a long-term solution is continuing. With the short-term solution in place and other options available, such as allowing qualified motorists to renew their license by mail, he believes things have improved.

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

RES. NO. WHEREAS, §40-316, Idaho Code, requires that the Idaho Transportation Board
ITB18-39 submit in writing to the Governor's Office an annual report on the management and financial condition of the Idaho Transportation Department by December 1st; and

WHEREAS, Idaho Transportation Board Policy 4004 establishes that the Board will review the process and dates for the annual report submitted to the Governor's Office by December 1st; and

WHEREAS, the Board, at the October 2018 Board meeting, reviewed the Idaho Transportation Department's FY18 Annual Report and provided input.

NOW THEREFORE BE IT RESOLVED, that the Board approves of the Idaho Transportation Department's Fiscal Year 2018 Annual Report for submission to the Governor's Office.

Chairman Whitehead thanked CM Trimboli for his work on the Annual Report.

Status: FY20 Appropriation Request. Financial Manager – Financial Planning & Analysis (FM) Joel Drake summarized changes made to the Department's FY19 supplemental request and FY20 appropriation request. A Capital Facilities request of \$330,000 to replace the roof on the District 5 administration building was added to the FY19 supplemental appropriation request. Over \$18.4 million was added to the FY20 appropriation request for items such as operating expenditures, a new District 4 administration building, and contract construction. The full-time positions remain at 1,648 and the total request is now \$725,883,400.

Chairman Whitehead thanked FM Drake for the update.

Report on Leadership Summit. This year's Leadership Summit focused on problem-solving and the culture of the Department, according to CAO McArthur. Twenty-two teams comprised of 174 employees participated. Teams worked on a variety of issues, including safety, employee recognition, personal identifiable information, memorandums of understanding, and construction payouts. The winning team is developing training for equipment operators, as the Department does not have a consistent equipment operator training program.

Chairman Whitehead thanked CAO McArthur for the informative report and congratulated the teams on their accomplishments.

SH-33 Realignment, Basic American Foods, Rexburg, Idaho. District 6 Engineer (DE) Jason Minzghor said the City of Rexburg is requesting the realignment of SH-33. Basic

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American Foods is upgrading its facility and intends to increase truck traffic from approximately 75 per day to 150 trucks per day. It will also add about 50 new jobs once the plant is open. As part of the realignment, the City would like to remove one traffic signal and install a new one at East 7th North. The total cost is estimated between \$3.5 and \$4 million. The City of Rexburg is requesting ITD contribute \$1.5 million. The City has requested a grant from the Department of Commerce. It should find out next month if its application was successful. DE Minzghor said he is presenting this for the Board's information. As this issue develops and more information is obtained, he may request funding assistance for the realignment.

Chairman Whitehead asked if the route could be relinquished to the City. DE Minzghor said that option is being explored. Chairman Whitehead thanked DE Minzghor for the information.

Annual Update on Research Program. Ned Parrish, Research Program Manager (RPM), said the budget for the Research Program for FY19 is \$3.37 million, with 8.4% from state sources. Federal statutes require 2% of federal funding for roads and bridges be used for planning and research.

State Asset Management Engineer James Poorbaugh and Pavement Materials Engineer (PME) Mike Santi summarized several materials and pavement-related research projects. RPM Parrish presented PME Santi with the new ITD Research Excellence Award for his involvement with research projects over the years. He also mentioned that ITD received the PacTrans Partner of the Year Award. PacTrans is the regional university transportation center for the Pacific Northwest. Chairman Whitehead and he are on the external advisory board.

RPM Parrish mentioned projects completed in FY18, including a lab evaluation of High Early Strength Concrete for use in accelerated bridge construction applications, a study of safety impacts of wide pavement markings on two-lane rural highways, and a study of safety in school zones along two-lane rural highways. Some of the current projects include an assessment on concrete performance in aggressive salt environments, a review of best practices for inspection and asset management of mechanically-stabilized earth walls, and a study of freight commodity flows in Idaho. Some of the FY19 projects are a statewide landslide risk assessment for Idaho highways, development of a prediction model for pavement temperature for use in falling weight deflectometer testing, evaluation of a precast pier system for use in accelerated bridge construction, and development of highway safety messaging strategies for K-12 students.

Chairman Whitehead thanked staff for the informative presentation.

Request to Award Contract for FY20 Strong Creek Bridge. Division of Engineering Services Administrator (DESA) Blake Rindlisbacher said bids on the SH-200, Strong Creek Bridge, key #19506, project were opened on November 6, and the responsive low bid was more than ten percent over the engineer's estimate. The District believes the most significant differences between the bids received and the engineer's estimate are due to inflation factors and unforeseen conditions. It does not believe significant cost savings would be realized by modifying the design and rebidding the project. DESA Rindlisbacher said there is some urgency to award the contract so construction can start in spring.

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

RES. NO. WHEREAS, bids received for the Strong Creek Bridge, East Hope project were
ITB18-40 greater than 110% of the engineer's estimate; and

WHEREAS, the apparent low bidder out of six bids is Clearwater Construction & Management, LLC with a bid of \$1,189,469.96.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board awards the SH-200, Strong Creek Bridge project, key #19506 to Clearwater Construction & Management, LLC for \$1,189,470 and offset funds from statewide balancing.

Chairman Whitehead thanked DESA Rindlisbacher for presenting the contract award.

Delegation: MacArthur Eld. Mr. Eld said he is interested in the Historical Marker Sign Program, which was established by the Idaho State Historical Society 62 years ago. He traveled throughout the state and inventoried the approximately 270 signs. He believes about 37% of the signs are in excellent condition, 38% are in good to fair condition, and about 25% are in very poor condition and should be upgraded or replaced. He encouraged the Board to work with the Idaho State Historical Society to make this important program a higher priority.

Chairman Whitehead thanked Mr. Eld for the informative presentation and for his work on this important program. He said staff is aware of the concerns with these signs and is developing a plan to address them.

Executive Session on Legal Issues. Member Vassar made a motion to meet in executive session at 12:20 PM to discuss legal issues as authorized in Idaho Code Section 74-206(f). Member DeLorenzo seconded the motion and it passed 5-0 by individual roll call vote.

The discussions on legal matters related to operations.

The Board came out of executive session at 12:45 PM.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting adjourned at 12:45 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
December 13, 2018
Boise, Idaho

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