

WORKSHOP AND REGULAR MEETING
OF THE IDAHO TRANSPORTATION BOARD

November 16, 2017

The Idaho Transportation Board convened at 8:07 AM on Thursday, November 16, 2017 at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman
Lee Gagner, Vice Chairman – District 6
Jim Coleman, Member – 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
Larry Allen, Lead Deputy Attorney General
Sue S. Higgins, Executive Assistant and Secretary to the Board

Amendment to the Agenda. Chief Operations Officer (COO) Travis McGrath said he developed an interim policy to address fatigue management and requested its addition to the agenda. The draft policy would be implemented on a temporary basis so it can be expanded to address other related concerns. There is some urgency because snowplow operations have begun.

Vice Chairman Gagner noted the Board's desire is to limit late items. COO McGrath said he wasn't aware of the procedures for establishing a new administrative policy.

Member Coleman made a motion to amend the agenda to add Administrative Policy 5552 Employee Shift Duration and Fatigue Management to the agenda. Member Vassar seconded the motion and it passed 5-1 with Vice Chairman Gagner opposing.

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on October 12, 2017 as submitted. Member Horsch seconded the motion and it passed unopposed.

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

December 14, 2017 – Boise
January 17, 2018 – Boise
February 21, 2018 – Boise

Consent Items. Vice Chairman Gagner questioned the revisions to Board and Administrative Policies 4017 and 5017 Office of Internal Review. He asked if the Board Subcommittee on Audits' revisions were incorporated into the policies. (See later minute entry.) He also noted the numerous requests for consultant agreements to exceed the \$1 million limit. He suggested reviewing the limits established in policy. Engineering Services Administrator Blake Rindlisbacher said staff is finalizing Administrative Policy 5001. The dollar amounts are being reviewed as part of that exercise. He added that the policy also states that staff does not have to

November 16, 2017

seek Board approval if the consultant agreement does not exceed the consultant engineering limit programmed in the Statewide Transportation Improvement Program; however, for transparency, staff has been presenting those requests to the Board.

Vice Chairman Gagner referenced the number of low bids that have exceeded the engineer's estimate by more than 10% recently. He suggested training for staff to prepare better estimates. COO McGrath acknowledged that preparing the engineer's estimates has been challenging and he has an initiative to address that. Member Coleman believes the industry is at or above capacity, which generally increases prices and can make estimating more difficult.

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

RES. NO. ITB17-49 WHEREAS, consent calendar items are to be routine, non-controversial, self-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; revision of Board Policy 4017 Office of Internal Review; change to FY17 Annual Report; Trucking Advisory Council – District 2 membership appointment; Public Transit Program modifications to the FY17 Program; the addition of Local, Collection of Traffic Volume Data to FY18; SH-53, Hauser Lake Road to North Bruss Road, Kootenai County; I-90, SH-41 Interchange, Kootenai County; US-95, Culdesac Canyon Passing Lane Phase 2 and Lapwai Creek Bridges – consultant agreement exceeding \$1 million; US-95, Culdesac Canyon Passing Lane Phase 3, 4, and 5; Old Highway 30, West Plymouth Street Bridge – consultant agreement exceeding \$1 million; contract awards; and contracts for rejection.

1) Certification of Receipts and Disbursements. The FY17 certification of receipts and disbursements cash basis, as shown as Exhibit #489, 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 \$604,568,900, disbursements were \$598,107,900, and the cash balance as of June 30, 2017 was \$110,312,900.

2) Revisions to Board Policy 4017 Office of Internal Review. Staff requests approval of the revised Board Policy 4017 Office of Internal Review and concurrence with the changes to the corresponding Administrative Policy. The documents were reviewed by the Board Subcommittee on Audits last month.

3) Change to FY17 Annual Report. Staff requests approval to add a sentence to the FY17 Annual Report stating that the Strategic Initiatives Program Fund will receive \$16.6 million in FY18 pending legislative action.

4) Trucking Advisory Council (TAC) Membership Appointment. Staff recommends appointing Wally Burchak to the TAC as the District 2 representative for a term of January 2017 to December 31, 2019.

5) Public Transit Program Modifications to the FY17-21 Idaho Transportation Improvement Program (ITIP). Per the Kootenai Metropolitan Planning Organization (KMPO) and the Community Planning Association of Southwest Idaho (COMPASS), staff requests changes to the Public Transit Program. KMPO requests removing key #19209, Coeur d'Alene Urbanized Area Transit Center from FY18, FY19, and FY20 for \$214,000 in each year; key #19832, Coeur d'Alene Urbanized Area Project Administration in FY18 for \$269,000, FY19 for \$275,000, FY20 for \$280,000, and FY21 for \$286,000; and key #20209, Coeur d'Alene Urbanized Area Transit Center Operations in FY18 for \$222,000, FY19 for \$230,000, FY20 for \$236,000, and FY21 for \$243,000. KMPO also requests the addition of Coeur d'Alene Urbanized Area Maintenance in FY19 for \$39,000, FY20 for \$39,000, FY21 for \$44,000, and FY22 for \$44,000; Coeur d'Alene Acquisition of Radios for \$75,000 in FY18; Coeur d'Alene Operations Planning for \$150,000 in FY18, \$125,000 in FY19, \$113,000 in FY20, \$113,000 in FY21, and \$113,000 in FY22; Coeur d'Alene Operations Planning, Staff Training for \$9,000 in each FY18 through FY22; and Coeur d'Alene Urbanized Area Electronic Fare System for \$235,000 in FY18. COMPASS requests delaying key #19609 College of Western Idaho Entrance and Roundabout, Valley Regional Transit, Nampa from FY17 to FY18 for \$779,000.

6) Add Local, Collection of Traffic Volume Data to FY18. Idaho received an FY17 State Transportation Innovation Councils incentive grant. It will provide \$50,000 to fund the collection of traffic volume data for a local highway jurisdiction to be identified to advance the Data Driven Safety Analysis initiative. A local match of \$12,500 is required. Staff requests the addition of this project to FY18 of the ITIP.

7) SH-53, Hauser Lake Road to North Bruss Road, Kootenai County. Staff requests approval to exceed the \$1 million consultant engineering agreement limit for the SH-53, Hauser Lake Road to North Bruss Road, Kootenai County project, key #20575. District 1 is preparing a request for proposal to hire an engineering firm or team to develop the project through plans, specifications, and estimates and to provide engineer record services during construction. The services are estimated to cost \$1.3 million. Construction is programmed in FY22, but the project has been selected for early delivery.

8) I-90, SH-41 Interchange, Kootenai County. Staff requests approval to exceed the \$1 million consultant engineering agreement limit for the I-90, SH-41 Interchange Kootenai County project, key #20442. District 1 is preparing a request for proposal to hire an engineering firm or team to develop the project through plans, specifications, and estimates and to provide engineer record services during construction. The services are estimated to cost \$2 million. The project is programmed in FY23, but has been selected for early delivery.

9) US-95, Culdesac Canyon Passing Lane Phase 2 and Lapwai Creek Bridges – Consultant Agreement Exceeding \$1 Million. Staff requests approval to exceed \$1 million for the consultant agreement for the US-95, Culdesac Canyon Passing Lane Phase 2, key #19261 and Lapwai Creek Bridges, key #19287 projects. District 2 plans to deliver the project in two stages. Stage 1 is a preliminary phase that solidifies the final scope of work by identifying the

highway alignment and bridge types. Stage 2 includes the remainder of the work. Stage 1 is nearing completion and negotiations with the team of Horrocks Engineers, David Evans and Associates, and American Geotechnics are underway. Stage 1 was less than \$1 million and Stage 2 is estimated at \$1.4 million.

10) US-95, Culdesac Canyon Passing Lane Phase 3, 4, and 5. Staff requests approval to exceed the \$1 million consultant contract for the US-95, Culdesac Canyon Passing Lane Phase 3, 4, and 5 projects, keys #20032, #20395, and #20444. District 2 is preparing to hire an engineering firm or team to develop the projects simultaneously for efficiency. The estimated design cost is \$2.5 million.

11) Old Highway 30; West Plymouth Street Bridge – Consultant Agreement Exceeding \$1 Million. The Local Highway Technical Assistance Council (LHTAC) requests approval to exceed the \$1 million consultant contract limit for the Old Highway 30; West Plymouth Street Bridge, key #13494 project. Forsgren Associates, Inc. was selected for the two-phase design project. Phase 1 was \$509,300. Phase 2 will provide preliminary and final design; right-of-way plans; the environmental evaluation; and plans, specifications, and estimates delivery. The two phases combined are expected to cost approximately \$1.9 million.

12) Contracts for Award. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification. The temporary shoring and box culvert tunnel items accounted for the majority of difference between the low bid and engineer's estimate in the US-95, Intersection Bottle Bay Road, Bonner County project, District 1, key #20297. These items were examined to see if modifications could be made to lower the prices, but nothing was found that would not compromise the project's purpose. Given the narrow right-of-way, elevated road, and extensive utilities, the temporary shoring and length of tunnel are fixed. The project sponsor, Bonner County, believes the bid is realistic to the current bidding conditions and should be accepted. LHTAC concurs. Low bidder: Earthworks Northwest Inc. - \$797,703.

The mobilization item was bid significantly higher than the engineer's estimate on the I-84, Simco Road Delineators, Mountain Home Highway District project, District 3, key #19090. The variation is likely a reflection of the current high demand for all types of contractors. Analysis of the bid indicates it is valid with no irregularities. LHTAC recommends awarding the contract. Low bidder: Railco-LLC - \$40,040.

A review of the bids on SH-31, North Pine Creek Bridge, Bonneville County, District 6, key #18962 indicates that the engineer's estimate did not account for a late season work schedule or the limited ability of the contractor to perform concurrent work. It appears the engineer's estimate on excavation did not account for the large project that requires significantly more bridge and road work with little opportunity for concurrent work. This results in more overtime work, less schedule flexibility, and more potential for work in adverse conditions. Mobilization was apparently bid higher due to the short, late season work schedule and remote location. Staff does not believe there is a potential for savings if the project is re-advertised, so recommends awarding the bid. Low bidder: D L Beck Inc. - \$1,317,996.

The low bids on the Multiple Approach Radar Detection System and Special Replace Traffic Signal Cabinet and Controller items were significantly higher than the engineer's estimate on the Northside Boulevard Signals, Nampa project, District 3, key #18702. The variations could be attributed to the general increase in contract prices that occurred since the project was originally developed a year ago and the current high demand for all types of contractors. The bid does not contain any discrepancies that would cause it to be irregular. The City of Nampa and LHTAC recommend awarding the bid. Low bidder: Hawkeye Builders Inc. - \$491,375.

The main differences between the low bid and engineer's estimate on the I-15 Business, Intersection Alameda Road and Jefferson, Bannock County, District 5 project, key #11657, were in the Clearing and Grubbing, ¾" Aggregate Type B for Base, Curb Ramp, and Mobilization items. The project has many small elements such as median islands, requiring construction in high traffic and limited space. Staff does not believe the engineer's estimate considered the higher cost associated with inconvenience and limited work area, and recommends awarding the project. Low bidder: Staker & Parson Company, DBA Jack B Parson - \$1,080,473.

13) Contracts for Rejection. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification. The contract specified wood sign posts for the Delineators and Signage, St. Joe River Road, Benewah County, District 1, key #20290 project; however, the potential to hit rock caused unit prices to increase dramatically. LHTAC and the project sponsor recommend rejecting the bid to modify the proposal. Low bidder: Northwest Landscape - \$121,178.

The City of Twin Falls does not have the funds to cover the overage on the Signals and Turn Bay, Shoshone Street, Twin Falls, District 4, key #20295 project, and requests rejecting the lone bid and modifying the proposal. Concrete is late season and local contractors are busy. The MMA paint item was over 100% of the engineer's estimate, likely due to the absence of qualified local contractors. The traffic control items were also substantially over the engineer's estimate, partly due to the current construction season and local contractors being overwhelmed with ongoing projects. Low bidder: Electric 1 West Inc. - \$1,212,462.

Informational Items. 1) State FY18 Financial Statements. Revenues to the State Highway Account from all sources were ahead of projections by 3.5% at the end of September. Of that total, receipts from the Highway Distribution Account were 3.2% or \$1.6 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 20%, or \$139,000. Expenditures were within planned budgets. Personnel costs had savings of \$5.1 million or 16% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures of \$150.3 million through September exceeded any from the past three years.

The balance of the long term investments was \$163.1 million at the end of September. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$99 million was \$10 million less than the end of June. Expenditures in the Strategic Initiatives Program Fund through September were \$4.2 million. Deposits into the new Transportation Expansion and Congestion Mitigation Fund were \$4.2

million year-to-date. These funds have been requested as a supplemental appropriation for the legislature's action in January.

2) Monthly Reporting of Federal Formula Program Funding through October. Idaho received obligation authority of \$54.3 million through December 8 via a continuing resolution. This corresponds to \$53.8 million with match after a reduction for prorated indirect costs. Apportionments were \$301.1 million, which includes Redistribution of Certain Authorized Funds. Currently, obligation authority is 18% of apportionments. Of the \$53.8 million allotted, \$33 million remains.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section processed one professional service agreement in October for \$94,600.

4) Contract Awards and Advertisements. Key #19052 – I-90, Interchange #68 to East of Mullan, District 1. Low bidder: Concrete Placing Company Inc. - \$10,398,856.

Key #19085 – SH-34, SH-36, and US-91, FY19 District 5 Districtwide Seal Coats. Low bidder: Staker & Parson DBA Jack B Parson – \$3,617,504.

Key #18828 – District 5 Bridge Repair. Low bidder: Cannon Builders, Inc. - \$2,081,805.

Key #19811 – I-15, FY18 District 6 Ballast Stabilization. Low bidder: Western Construction Inc. - \$17,417,778.

Keys #20101 and #19896 – York Road to Holmes and Idaho Falls, District 6. Low bidder: Depatco Inc. - \$2,869,889.

The list of projects currently being advertised was provided.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From September 23 through October 26, 28 new professional services agreements and work tasks were processed, totaling \$4,049,609. Four supplemental agreements to existing professional services agreements were processed during this period in the amount of \$58,900.

Director's Report. Director Ness said the Leadership Summit was held last month. The event provided training and tools for leaders in a team environment to solve an ITD problem. More information on the successful Leadership Summit will be provided next month. Several highway safety teen driving campaigns are underway. In partnership with the City of Paris, District 5 re-striped US-89 to reduce speeding and improve safety. The Division of Motor Vehicles has a new share point site for the counties. Other recent Department activities included an emphasis on hazards in District 3 to promote employee safety, recognition for the heavy equipment training program, an external video highlighting various transportation issues and projects, and an internal video emphasizing appropriate employee behaviors and actions.

Chief Deputy Stokes commended the Division of Aeronautics for hosting a successful aviation safety stand down last month and the Division's efforts to reduce aviation fatalities and

November 16, 2017

improve safety. The legislative interim committee on weight distance fees met last week. It did not make any decisions.

COO McGrath said additional actions are being taken to maintain winter mobility and emphasize employee safety. More training on equipment and technical skills is being provided. Although the Department hired 39 snowplow drivers recently, a number of employees also left, so there are a number of vacancies for transportation technician positions. In response to Vice Chairman Gagner's question, COO McGrath said a number of employees left ITD to work for local highway jurisdictions for more pay, in spite of the wage increases ITD was able to provide through the horizontal career path initiative. Director Ness added that with the good economy and low unemployment rate, it is becoming more difficult to retain employees and hire new employees in several positions, including the engineering and cybersecurity fields.

Impaired Driving - Marijuana. Darrin Grondel, Director, Washington Traffic Safety Commission, summarized efforts to legalize marijuana in Washington and its impacts. About 50% of Washington's traffic fatalities are related to impairment. Alcohol impairment appears to be decreasing while drug impairment is increasing. Drugged driving is more complicated than drunk driving because there are hundreds of different drugs, there is limited data, impairment varies by type of drugs, the crash rate varies by drug type, and there doesn't appear to be a strong public attitude on the dangers of drugged driving.

Based on Washington's experience, Mr. Grondel believes other states should give consideration to establishing a task force to focus on marijuana and drugged driving; review data on subjects such as crashes and toxicology and identify areas that need to be strengthened; take a systems approach because it is not one entity's problem; develop and implement educational campaigns; create a regulatory agency that has full authority and enforcement; and seek dedicated funding from revenue sources such as marijuana taxes for education and enforcement. Washington found that drivers with marijuana in their system is as common during the day as night and as common during the weekday as the weekend. Mr. Grondel added that although marijuana is a very common drug in impaired drivers, it is usually found in combination with alcohol or other drugs.

The Board thanked Mr. Grondel for the informative presentation.

Employee Service Awards. The Board participated in the Employee Service Awards. Member DeLorenzo provided remarks. Tyler Carrico from District 1 and the District 2 Traffic Services Crew were co-recipients of the Maintenance Person of the Year award. Dale Moore from District 1 was recognized as the Safety Person of the Year.

Safety and Capacity Policy. Senior Transportation Planner (STP) Ken Kanownik presented proposed changes to Board Policy 4079 and Administrative Policy 5079 Safety and Capacity, noting the revisions recommended at last month's meeting.

Member Kempton made a motion and seconded by Member Horsch to approve the revised resolution that STP Kanownik distributed. Member DeLorenzo questioned the absence of language regarding Board concurrence with the corresponding Administrative Policy in the revised resolution.

Member DeLorenzo made a motion to amend the resolution to add language stating that the Board concurs with the corresponding Administrative Policy. Member Vassar seconded the motion. The motion passed unopposed.

The original motion to approve the following resolution passed unanimously:

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the
ITB17-50 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-720 directs the Idaho Transportation Department to establish a Transportation and Expansion Mitigation Program; and

WHEREAS, Idaho Code § 40-720 directs the Idaho Transportation Board to select projects based on a policy that may include mitigation of traffic times, improvement to traffic flow and mitigation of traffic congestion; and

WHEREAS, Idaho Code § 40-719 extended the sunset provision for the Strategic Initiatives Program funding; and

WHEREAS, staff has recommended a policy that uses data assisted project selection to enhance the Department's strategic goals of Safety, Mobility and Economic Opportunity and provides flexibility for any changes to funding for programs covered by the policy; and

WHEREAS, staff has recommended a policy that allows for the inclusion of new funding sources, should they arise, that relate to safety and capacity improvements.

NOW THEREFORE BE IT RESOLVED, that the Board adopts the amended Board Policy 4079 Safety and Capacity as presented on November 16, 2017 and concurs with the amendments to the corresponding Administrative Policy 5079.

129,000 Pound Truck Route Requests – District 5. Freight Program Manager Jeff Marker said 11 requests were received to designate routes in District 5 as 129,000 pound truck routes. Staff's analyses determined that all of the routes can support the higher weight limit. During the public comment period, which included a public hearing on the route requests, six comments were received, all in support of designating routes for vehicle combinations up to 129,000 pounds. Staff presented its findings to the Board Subcommittee on 129,000 Pound Truck Routes last month and recommended approving all of the routes. The Subcommittee concurred.

Member Coleman 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
ITB17-51 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

November 16, 2017

WHEREAS, the Idaho Transportation Department has received eleven requests for 129,000 pound trucking routes in District 5; and

WHEREAS, the Chief Engineer and ITD staff received the applications and reviewed the proposed routes by conducting an engineering and safety analysis of each route; 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 six total comments were received with all favoring approval of the requested 129,000 pound trucking routes; and

WHEREAS, the Chief Engineer's representative presented the Chief Engineer's analyses to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on October 11, 2017 with a recommendation to approve all requested routes; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analyses and public comments, it passed motions to recommend approval of each of the 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 November 16, 2017.

NOW THEREFORE BE IT RESOLVED, that the Board accepts the Chief Engineer's analyses and recommendations on:

- the US-26 route, milepost (MP) 276.53 to 306.104
- the SH-34 route, MP 78.07 to 113.6
- the US-89 route, MP 0.0 to 41.17
- the US-89 route, MP 41.17 to 44.24
- the SH-61 route, MP 0.0 to 0.74
- the I-86 Business Loop route, MP 4.08 to 4.61 and MP 100.26 to 101.87
- the US-91 route, MP 9.21 to 42.54
- the US-91 route, MP 77.89 to 80.0
- the SH-38 route, MP 0.0 to 0.69 and MP 1.33 to 23.44
- the SH-37 route, MP 37.48 to 68.71
- the US-30 route, MP 333.0 to 335.77

and the recommendations of approval from the Board Subcommittee; and

BE IT FURTHER RESOLVED, that the Board directs the Chief Engineer to issue Letters of Determination that approves the referenced route requests in District 5.

Blackfoot and Jerome Oasis Partnership Update. Mobility Services Engineer (MSE) Nestor Fernandez said District 5 solicited interest from the travel centers and truck stops at I-15 Exit 113 in Idaho Falls for an Oasis partnership. To date, there has been no interest in establishing a partnership from the private sector. The Blackfoot Rest Area will continue to

November 16, 2017

operate for now. For the Jerome Rest Area, conversations are continuing between District 4 and potential Oasis partners in the Twin Falls area. Two facilities appear to meet the requirements and a draft agreement is being developed. SME Fernandez added that both of the Bliss rest areas could be expanded for additional truck parking.

Member Horsch mentioned that there are some maintenance issues at the Blackfoot Rest Areas that will have to be addressed.

Chairman Whitehead thanked MSE Fernandez for the update.

Executive Session on Legal Issues. Vice Chairman Gagner made a motion to meet in executive session at 11:38 AM to discuss legal issues as authorized in Idaho Code Section 74-206 (f). Member DeLorenzo seconded the motion and it passed 6-0 by individual roll call vote.

The discussions on legal matters related to operations.

The Board came out of executive session at 1:10 PM.

Contribution Agreement for Northgate Interchange. District 5 Engineer (DE) Ed Bala said a value engineering study was done on the proposed I-15, Northgate Interchange project, key #20314. It found the roundabout interchange concept infeasible due to conflicts at the northbound off ramp between left turning and through movements. This conflict was not foreseen in the previous analyses because the assumption was that the area would not be developed for some time. During the study, it was discovered that a large residential and commercial development is going through Chubbuck's zoning process, which, if approved, would conflict with the proposed design. The value engineering study determined the best option to mitigate the conflict is a signalized standard diamond interchange. The estimated cost of \$12.5 million is higher than the roundabout interchange due to the requirement for signals, larger deck surface, and longer ramps. The project is currently programmed at \$8.4 million.

Vice Chairman Gagner recommended approaching the Cities of Chubbuck and Pocatello and the developer to identify the source of the additional \$4 million needed for the new design. The Board concurred.

Chairman Whitehead thanked DE Bala for his efforts.

Annual Update on Research Program. Ned Parrish, Research Program Manager (RPM), said the budget for the Research Program for FY18 is \$1.8 million, with 13% from state sources. Federal statutes require 2% of funding for roads and bridges be used for planning and research.

Bridge Asset Management Engineer Dan Gorley and Bridge Design Engineer Manager Shanon Murgotio summarized several bridge research projects, including seismic performance of columns with grouted couplers in Idaho accelerated bridge construction applications, field evaluation of thermal method to monitor bridge scour, fatigue crack detection using unmanned aerial systems in under-bridge inspections, and American Association of State Highway and Transportation Officials' (AASHTO) bridge rating software modernization.

RPM Parrish summarized projects completed in FY17, including an evaluation of Doppler Radar-based wildlife detection system, a study to update peak stream flow data in “Streamstats”, characterizing concrete materials for mechanistic-empirical pavement design, and an evaluation of the use of bacteria for control of cheat grass on highway rights-of-way. Some of the current projects are to develop performance tests for asphalt mix design, study safety impacts of wide pavement markings on two-lane rural highways, evaluate ITD and AASHTO test methods used to determine specific gravity and absorption properties to fine aggregates, and assess concrete performance in aggressive salt environments.

Chairman Whitehead thanked staff for the informative presentation.

FY19 Line Item Revision to Include Purchase of an Aircraft. Aeronautics Administrator (AA) Mike Pape requested a line item in the FY19 revised budget request for the purchase of a single engine turboprop aircraft. It is estimated that an aircraft like that would cost around \$2 million, and would replace the aging Cessna Skylane, which was built in 1972. It would complement the King Air; although it would be more economical to operate.

Member DeLorenzo asked if a specific aircraft has been identified. AA Pape said three single engine turboprops are being reviewed. In response to Chairman Whitehead’s question, AA Pape replied that this acquisition will presumably extend the King Air’s life by about two years. Chairman Whitehead also asked if the Division of Aeronautics has funding available to put towards the purchase of an aircraft. AA Pape said revenues have been increasing, and he believes the Division could identify some funding for a new aircraft.

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

RES. NO. WHEREAS, Idaho Code 31-2229 directs the Idaho Transportation Department’s
ITB17-52 Division of Aeronautics to coordinate aerial search and rescue for missing aircraft and such a mission requires safe, utility, high wing, low level flight coupled with specific, aircraft-locating avionics; and

WHEREAS, Idaho Code 21-106 directs the Department to continue to plan, establish, construct, enlarge, improve and maintain a system of 31 state airports, many in mountainous locations requiring air access; and

WHEREAS, Federal Aviation Administration compliance requires that all 128 Idaho public airports be subject to the FAA 5010 Airport Safety Inspection requiring travel to each public use airport; and

WHEREAS, Idaho Code 40-707(3) provides that moneys in the state highway account are appropriated for the purpose of defraying the costs incurred in carrying out the powers and duties of the Idaho Transportation Board, including the aeronautics air flight program; and

WHEREAS, the Division of Aeronautics operates the state air pool to transport passengers on State approved travel in addition to the Idaho Code requirements noted.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board authorizes staff to include a line item in the 2019 budget request revision in the amount of \$2 million for the purchase of a single engine turboprop aircraft.

Status: FY19 Appropriation Request. Financial Manager – Financial Planning and Analysis (FM-FP&A) Joel Drake summarized the FY19 appropriation request revisions submitted to the Division of Financial Management and Legislative Services Office on October 27. He added that he has been communicating with those offices on the potential addition of a line item for a new aircraft and will make that revision. The FY18 supplemental request is also being revised to increase one item and add three. An additional \$252,000 is being requested in Construction - Emergency Relief Funds to add the Idaho Office of Emergency Management grant. The additional items are Motor Vehicles - International Registration Plan software replacement for \$1,000,000; Capital Facilities – District 3 Headquarters Maintenance Shop/ Building for \$4,500,000; and Construction – Local Participation for the Northgate Interchange project for \$3,400,000. The District 3 building is still being assessed. Refined costs estimates are expected by early December; however, \$110,000 is being dedicated to repair the roof now. The FY18 supplemental appropriation request has been revised to \$62,237,600.

FM-FP&A Drake reported on the FY19 appropriation revisions. The Personnel; Operating Costs - FY19 Statewide Indirect Cost Allocation Plan; and Equipment - Buyback Program are being reduced by a total of almost \$8.5 million. Equipment (pickup trucks and desktop computers) and Contract Construction are being increased by approximately \$13.3 million. The total appropriation request is \$700,507,600.

District 4 Office Building Report Technical Review. Economist Bob Thompson said he reviewed the economic data, process, and conclusions of the Bootstrap Solutions study on the District 4 office building. In analyzing the workforce impacts, it determined 30 minute commute zones and concluded that the Crossroads Business Park in Jerome was suitable for the largest number of job candidates. Locating the office in the outskirts of Jerome or in Twin Falls would raise the number of potential applicants for replacement jobs by five to six times. The report also identified numerous improvements in the quality of life available in the Jerome and Twin Falls area that appeal to a larger pool of applicants.

The study used personnel salaries for Lincoln County resident and non-resident employees to calculate the economic impact. At the time of the report, there were 7 resident employees and 54 non-resident employees. It estimated that resident employees spend 75% of their salaries in the county, including about one-third for housing, and non-resident employees were estimated to spend 5% in the county. The analysis concluded that Lincoln County would lose about \$250,000 in direct economic activity annually. When including the effects of the multiplier, the total economic impact to the county is \$306,000 annually. Economist Thompson believes the approach to the study was conservative, the assumptions were reasonable, and the results realistic and rational.

Economist Thompson said he also reviewed the Bengal Solutions study, which relied on survey data to determine the economic impact of relocating the District 4 office out of Lincoln County. The report estimates a loss of revenue from \$82,000 to \$125,000 annually. It is difficult to compare the findings from the two reports due to the difference in how the data was collected

and the impact calculated; however, he believes the range of economic impact from relocating the District 4 office would be between \$82,000 and \$306,000 annually.

Chairman Whitehead thanked Economist Thompson for the report.

I-84 Corridor Funding. Controller Tolman explained the funding scenarios being considered for the I-84, Nampa to Caldwell corridor. Funding sources include Transportation Expansion and Congestion Mitigation, Surplus Eliminator, Cigarette Tax, State funds, debt service refunding, debt service reduction, GARVEE bonds, and federal Infrastructure for Rebuilding America (INFRA) grant. A final decision on the combination of funds will be made after INFRA grants are awarded in spring and ITD learns if its application was successful.

Member DeLorenzo expressed support to utilize all of the available GARVEE bonding authority, either on the I-84 corridor or other eligible corridors.

Board Policy 4017 Internal Review Office, Revisited. As a follow-up to Vice Chairman Gagner's earlier question on whether the Internal Review Office policy was the most recent version as reviewed and approved by the Board Subcommittee on Audits, Member DeLorenzo confirmed that the policy submitted was the correct document.

Administrative Policy 5552 Employee Shift Duration and Fatigue Management. The Board reviewed the proposed Employee Shift Duration and Fatigue Management policy and concurred with it.

Enterprise Risk Management Workshop. Chief Administrative Officer Char McArthur, COO McGrath, and Internal Review Manager Michelle Yankovich led a workshop on enterprise risk management. A risk register was developed based on interviews with staff. Five types of impacts were identified: reputational, health and safety, financial, compliance, and operations or disruption of service. The Senior Leadership Team evaluated the risk if the event occurs and assessed the likelihood of each event occurring within the next five years.

Staff requested guidance on how to prioritize and respond to risks to achieve the Department's strategic objectives. The consensus of the Board was that it is not willing to accept a very high risk without mitigation and to take cost-effective actions to improve very high risks to high or medium if possible, and take cost-effective actions to reduce the risks to medium. There was also some discussion on reporting to the Board. Overall, the Board believes an annual report is sufficient; however, reports should be provided when significant issues are identified.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 4:25 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
December 14, 2017
Boise, Idaho

November 16, 2017