

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/report.htm>.

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. ITB14-32 WHEREAS, Idaho Code 40-514 creates the Public Transportation Advisory 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.

signed

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JERRY WHITEHEAD, Chairman  
Idaho Transportation Board

Read and Approved  
September 18, 2014  
Island Park, Idaho