

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

February 19, 2014

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

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

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

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

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

Board Meeting Dates. The following meeting dates and locations were scheduled:
March 19-20, 2014 – Boise
April 16, 2014 – District 2
May 21-22, 2014 – District 5

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

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

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

February 19, 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chairman Whitehead thanked GAM McCarty for the report.

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

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

The Chief Executive Officers highlighted activities in their respective areas. The Division of Aeronautics published an operating procedures manual for the popular Johnson Creek airstrip. Last year State Farm awarded ITD a grant to conduct highway safety outreach at schools. It was so impressed with the Department's efforts that it awarded a larger grant to the Department this year. Efforts are continuing to reorganize the Highways Sections at Headquarters. The US-95, Thorncreek to Moscow project is proceeding well and the Final Environmental Impact Statement should be issued soon. Development and mentoring opportunities are being developed for Administration supervisors. The Office of Transportation Investments is replacing the legacy system with an improved tracking system and program planning tool.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Impaired Driving in Idaho. Highway Safety Manager Brent Jennings said 40% of Idaho's highway fatalities in 2012 were a result of impaired driving. The estimated cost of impaired

driving crashes was more than \$605 million. To combat the impacts of impaired driving, an assessment of the problem was undertaken and an Impaired Driving Task Force was formed to implement strategies for eliminating fatal and serious injuries associated with impaired driving.

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

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

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

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

Discussions were held on personnel and legal matters.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

New Business. CD Stokes proposed changes to Administrative Policy A-28-03, Funding Decision and Appeal Process for Division of Public Transportation Mobility Projects to

eliminate the appeal process. That change provides consistency with the funding process for other Divisions and modes. The revised policy, 5514 Decision Process for Funding Division of Transportation Performance Public Transportation Projects, was presented for review.

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

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
March 19, 2014
Boise, Idaho

February 19, 2014