

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

October 15, 2014

The Idaho Transportation Board met at 8:30 AM, on Wednesday, October 15, 2014, at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

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

Board Minutes. Vice Chairman Coleman made a motion to approve the minutes of the regular Board meeting held on September 17-18, 2014 as submitted. Member Horsch seconded the motion and it passed unopposed.

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

November 12-13, 2014 – Boise
December 17-18, 2014 – Boise
January 21-22, 2015 – Boise

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB14-44 explanatory items that can be approved in one motion; and

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

NOW THEREFORE BE IT RESOLVED, that the Board approves the contract awards and the Burma Road; Gotham Bay Road to Junction SH-97, Kootenai County agreement increase.

1) The following low bids were more than ten percent over the engineer's estimate, requiring justification. Key #13418 – Upriver and West River Drive Safety Upgrades, District 1. The major difference between the engineer's estimate and the low bid was in the Special Traffic Control Operations item. The Local Highway Technical Assistance Council (LHTAC) assumes the extra traffic control required for this project and the acceptable risk the low bidder believes exists for the edge line stripe application contributed to the higher bid. There are no discrepancies indicating the bid is irregular. LHTAC believes additional funds are available and recommends awarding the project. Low bidder: Apply-A-Line Inc. - \$137,653.

Key #11993 – South Fork Coeur d'Alene River Road Bridge, South of Enaville, District 1. The main differences between the engineer's estimate and the low bid were in the Removal of Bridge; Concrete Class 40-A Schedule No. 1 and No. 2; Prestress Stringer; Furnishing and Driving Pile – 42" Diameter Steel Shell Pile; Furnishing and Driving Test Pile – 42" Diameter Steel Shell Pile; Special Bridge – Contractor Work Access Road; and Mobilization. LHTAC believes these items were bid higher because of the remote location, the rising prices for concrete and steel, and a different construction method for constructing pier in water work. There are no discrepancies showing the bid is irregular. LHTAC believes the additional funding for the higher bid has been identified, and recommends awarding the project. Low bidder: West Company Inc. - \$3,617,919.

Key #13446 – Intersection Flashing Arrow Signals, Lewiston, District 2. The major differences between the engineer's estimate and the low bid were in Night Work Lighting, Special Traffic Signal Modification, and Mobilization. LHTAC believes the differences may be due to the small project, and traffic control items can be difficult to estimate without knowing contractors' staging plans. No discrepancies were found indicating the low bid is irregular, so LHTAC recommends awarding the project. Low bidder: Stillwater Electric, Inc. - \$93,710.

Key #13489 – Intersection Improvements, Canyon Highway District #4, District 3. The major differences between the engineer's estimate and the low bid are in the Removal of Bituminous Surface; ¾" Aggregate Type B for Base; Super-Pave Hot Mix Asphalt Paving Including Asphalt and Additives; Pavement Marking Spray Applied; Special Pavement Markings Spray Applied; and Mobilization. LHTAC believes the engineer's estimate may not have considered the small areas of pavement removal, new roadway base material, and pavement that require the use of small rollers. No discrepancies were found indicating the low bid is irregular. LHTAC does not believe re-advertising the project will result in a savings, so recommends awarding the project. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$639,639.

Key #13540 – Golf Course Road Safety Improvement, Jerome Highway District, District 4. The major differences between the engineer's estimate and the low bid were in the Pavement Marking Spray Applied MMA and Survey items. The low bid for the Pavement Marking item may have been higher due to the small quantity. The Survey item was presumably bid higher because of the extra survey work needed and the risk to perform the slope staking. LHTAC does not believe re-advertising the project would result in better bids, so recommends awarding the project. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$99,918.

2) Burma Road; Gotham Bay Road to Junction SH-97. The construction engineering and inspection services on the Burma Road; Gotham Bay Road to Junction SH-97, Kootenai County project, key #9462 were initially estimated at \$896,500. Due to historic rainfall during construction, additional erosion and sediment control duration and measures are required. The additional work is increasing the construction engineering and inspection costs by \$443,500, exceeding the consultant agreement limit by \$340,000. LHTAC requests approval to exceed the consultant agreement amount of \$1,000,000 by \$340,000. It has identified funds to cover the additional costs.

Informational Items. 1) Financial Statements and Program Obligations. Idaho received \$14.5 million of redistribution of obligation authority not used by other states last month. With match, the total estimated funding is \$334.4 million. Net obligations through September 30 totaled \$334.4 million. Of those obligations, \$316.1 million were for activities programmed for 2014. The Program estimated those activities at \$286.9 million.

Through August, federal aid to the State Highway Fund totaled \$59.8 million for state fiscal year 2015. Revenue from the Highway Distribution Account was 3.6% ahead of the forecast. Miscellaneous revenue and transfers in from the elimination of the ethanol exemption were right on forecast. Personnel expenditures were 7.8% less than budgeted for FY15. Total expenditures for operations, including encumbrances, reflect a strong positive variance. Capital equipment expenditures were more than forecast due to a timing issue. Contract construction expenditures were \$20.1 million less than during this time period last year.

Aviation fuel tax revenue was 3% above projections. Miscellaneous revenue to the State Aeronautics Fund was \$10,600 below the forecast. Overall expenditures were less than budgeted. To date, \$71,400 in trustee and benefit payments have been made.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). From September 1 to September 30, the BSM Section processed one professional service agreement in the amount of \$16,610.

3) Monthly Reporting of Federal Formula Program Funding for FY15. The Moving Ahead for Progress in the 21st Century federal transportation act was extended through May 31, 2015. The partial-year level of funding provides a prorated share of \$183.8 million for a total of \$199 million with match. Congressional action, however, limits Idaho's federal formula spending authority to \$51 million through December 11, 2014. Staff will start reporting the levels of

federal formula program funding and spending authority available on a monthly basis. It will also provide program funding reports to local public agencies on a regular basis.

4) Contract Awards. Key #13856 – I-90, Washington State Line to Montana/Idaho State Line, Kootenai County, District 1. Low bidder: Stillwater Electric Inc. - \$504,552.

Key #13502 – Intersection Middleton Road and Flamingo Avenue, Nampa, District 3. Low bidder: Power Plus, Inc. - \$291,827.

Key #13545 – Poleline Road and Eastland Drive, Twin Falls, District 4. Low bidder: Balanced Rock Electric, Inc. - \$174,974.

Key #12404 – SH-74, US-93, and I-84, FY14 District 4 Districtwide Bridge Repair. Low bidder: Cannon Builders, Inc. - \$862,157.

Key #13599 – 1st and Ammon Signalization, Idaho Falls, District 6. Low bidder: Wheeler Electric, Inc. - \$338,838.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From September 1 through September 26, 18 new professional services agreements and work tasks were processed, totaling \$2,554,349. Three supplemental agreements to existing agreements were processed during this period in the amount of \$22,600.

6) Innovative Project Contracting Update. District 3 has a Design/Build (DB) project under construction. The SH-55 North Fork Payette River Bridge in McCall is being replaced via a lateral slide accelerated bridge construction method. The accelerated method will result in a significant reduction in road closure duration. The project is expected to be completed by the end of this year. District 3 is working on two more DB projects: the FY16 SH-55, Gold Fork River Bridge and FY18 US-95, Milepost 122-139 Bridge Replacements and Weiser River and Mud Creek Bridge. It is also using the Construction Management/General Contractor method for the FY17 SH-45, Snake River Bridge, Walter's Ferry project. District 1 is using DB for a project in FY17 to reconstruct the SH-3 structures over the St. Joe River and the railroad in St. Maries.

7) Sponsorship of Department Programs Annual Report. During the past year, the LOGO signs, the tourist oriented directional signs, incident response vehicles, and rest areas were considered for sponsorships; however, none was secured. Legislative action would be required before the two sign programs could be sponsored. The Department solicited sponsors for the incident response program, but received no interest. There are two rest area partnerships. District 5 has an agreement with Flying J for an oasis rest area in McCammon and District 2 recently completed a public/private project with the Nez Perce Tribe for a joint facility near Winchester.

Director's Report. Director Ness made presentations to two outside entities recently on the Department's efforts to change its culture and other initiatives underway. Efforts are continuing on succession planning. An internal workshop on the current and future technology needs was held last month. A technology plan will be created. He recognized various staff members for innovations and commendable performance.

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

Chief Deputy Stokes said an emergency incident management workshop was held recently with various partners, mainly from law enforcement and emergency medical services. Congress passed a continuing resolution to fund the Highway Trust Fund through December 11, 2014. An Aviation Safety Stand-down will be held later this week, with a seminar on safety being conducted in Boise.

Chief Operating Officer Jim Carpenter reported on the three expansion projects. The Plans, Specifications, and Estimates package has been submitted for the US-20, Thornton Interchange project. The US-95, Council Alternate Route project is proceeding well. A delay has been encountered with the US-95, Thorncreek to Moscow project due to Federal Highway Administration comments on the Final Environmental Impact Statement. District 1 is implementing

an innovative solution on SH-5 to address off-tracking issues. A new claims tracking process has been developed, which should mitigate damages. He was pleased to report that 92% of the FY15 projects were delivered by October 1. Last year 86% of the projects were delivered by that time.

Chief Human Resources Officer Brenda Williams is making a concerted effort to meet with employees. She said her office is establishing human resource metrics. Some of its focus areas are recruitment - ensuring the right people are being hired - and retaining employees.

Community Choices Program Update. Monica Crider, Contracting Services Engineer (CSE), reported on the Community Choices Program. Thirty-two projects were approved in the FY15-19 Idaho Transportation Improvement Program. Of those, 16 are in urban areas and 16 are in rural areas. The breakout by types of projects is 23 sidewalks or pathways, 3 bicycle/ pedestrian facilities, 2 pedestrian crosswalk signals, 2 Safe Routes to School (SR2S) Coordinator positions, 1 Americans with Disabilities Act curb ramp improvements, and 1 pedestrian bridge.

There were several questions on the SR2S coordinator positions. CSE Crider said the positions are full-time. Some of their responsibilities are to conduct outreach, provide education, and promote alternative methods of transportation. Transportation Management Areas receive some SR2S funding directly and may fund additional SR2S coordinators and activities. Chairman Whitehead asked if the SR2S coordinators' responsibilities overlap with Community Transportation Association of Idaho's (CTAI) efforts. CSE Crider said she is not sure. CTAI's responsibilities appear broader. Member DeLorenzo commented that there was a desire to include a local representative on the Community Choices Advisory Committee. CSE Crider responded that efforts are underway to review the Program, including the advisory committee, but a local representative will be considered.

Chairman Whitehead thanked CSE Crider for the informative report.

FY14 Annual Report. GAM McCarty said Idaho Code requires an annual report to the Governor on the condition, management, and financial condition of the Department. The document has been revised since it was presented last month. It still includes ITD's strategic objectives, performance measures, accomplishments, financial information, and trends. If the Board approves the proposed resolution, she requested authority to make minor, non-substantive changes to the report before it is finalized and submitted.

The Board had several questions and comments on the draft report related to the number of full-time equivalent positions, the projected life expectancy of bridges, the number of highway crashes and serious injuries, and vehicle miles traveled.

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

RES. NO. WHEREAS, Idaho Code Section 40-316 requires that the Idaho Transportation
ITB14-45 Board submit in writing to the Governor's Office a proposed Fiscal Year 2014 annual report on the
management and financial condition of the Idaho Transportation Department by December 1st or at such
time as the Governor requires; and

WHEREAS, Board Policy 4004 establishes that the Board will review the process and dates for the
annual report submitted to the Governor by December 1st or at such time as the Governor requires; and

WHEREAS, the Board, at the September 2014 and October 2014 meetings, reviewed the Idaho State
Transportation Department's fiscal year 2014 Annual Report submission to the Governor's Office.

NOW THEREFORE BE IT RESOLVED, that the Board approves of the Idaho Transportation
Department's 2014 Annual Report.

Policy Introduction. Division of Engineering Services Administrator (DESA) Blake Rindlisbacher presented minor revisions to Administrative Policy 5012 Protecting and Maintaining State Highways. The main change updates the list

of agencies to be notified of road closures.

Without objection the Board concurred with revisions to 5012 Protecting and Maintaining State Highways.

DESA Rindlisbacher said Administrative Policy 5016 Traffic Regulation is being revised to address recent legislative changes allowing the Board to establish a maximum speed limit of 80 miles per hour on the Interstate system and 70 miles per hour on state highways.

Without objection the Board concurred with revisions to 5016 Traffic Regulation.

DESA Rindlisbacher said the only revisions to Administrative Policy 5540 Use of State Forces on Betterment Projects, formerly A-04-06, are the addition of a purpose statement and legal authority.

Without objection, the Board concurred with 5540 Use of State Forces on Betterment Projects.

Employee Service Awards. The Board participated in the Employee Service Awards. Member Gagner provided remarks on behalf of the Board. David Petersdorf from District 5 was recognized as the Maintenance Person of the Year and Ty Winther from District 2 received the Safety Person of the Year award.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 10:55 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345(a) and (f). Member Horsch seconded the motion and it passed 5-0 by individual roll call vote.

District 4 Board Member Jim Kempton participated in the remainder of the meeting via teleconference.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 1:35 PM.

Mobility Management Agreement. Acting Transit Manager (ATM) Brent Jennings said the Mobility Management Program was established to improve coordination among public transportation providers with a goal of expanding the availability of public transit service. Through a sub-recipient agreement, CTAI has been conducting these planning and management activities since 2009. The current agreement with CTAI expired on September 30, 2014; however, a one-month extension was issued. Last month, the Public Transportation Advisory Council (PTAC) recommended an agreement with CTAI to continue the mobility management program through March 31, 2015.

ATM Jennings said efforts are underway to determine the best method for Idaho's Mobility Management Program. Texas A&M University is completing a research project that will provide recommendations to improve Idaho's program. Additionally, PTAC formed a task force to review the results of the study and to identify and determine how to implement long-term strategies, including sustainable funding. The Task Force is expected to conclude its work in early 2015.

Based on the estimated timeline, Vice Chairman Coleman asked if a contract with CTAI through March 31 would provide sufficient time to make changes to the mobility management program if desired. ATM Jennings admitted that a contract through April would be better.

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

RES. NO. WHEREAS, the Idaho Transportation Department's Strategic Plan is *Your Safety*,
ITB14-46 *Your Mobility, Your Economic Opportunity*; and

WHEREAS, mobility as provided by public transit systems is a valuable service that is desired by Idahoans; and

WHEREAS, public transportation is provided by a number of public transit providers; and

WHEREAS, the need is present to build coordination among existing public transportation providers in order to expand the availability of public transit service; and

WHEREAS, an existing Mobility Management service consists of planning and management activities and projects for improving coordination among public transportation and other transit service providers carried out by a sub-recipient agreement; and

WHEREAS, this work includes integration and coordination of transit services for individuals with disabilities, seniors, and low-income individuals; and

WHEREAS, the Community Transportation Association of Idaho (CTAI) currently provides this Mobility Management Service; and

WHEREAS, the current agreement with CTAI will expire October 31, 2014.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board grants permission to negotiate and enter into a Mobility Management Services contract with CTAI to provide Mobility Management Services starting November 1, 2014 and ending April 30, 2015.

Old/New Business. Member Gagner, Chairman of the Board Subcommittee on Adjustments to the State Highway System, reported on the October 14 meeting. Regarding US-2 in Sandpoint, the Subcommittee recommends that staff conducts a public hearing on the proposed operational changes to 5th Street (US-2) and the relinquishment of Superior Street, Pine Street, Cedar Street, and 1st Avenue to the appropriate local jurisdiction. The results of the hearing would be presented to the Subcommittee for further consideration.

The consensus of the Board was to proceed with the recommended public hearing in Sandpoint.

District 4 Engineer (DE) Devin Rigby said the District entered into a long-term lease agreement with the Twin Falls Area Chamber of Commerce on April 16, 2014. Approximately two acres located at the southwest corner of the US-93, I. B. Perrine Bridge has been leased to the City of Twin Falls in the past for public use. The Twin Falls Area Chamber of Commerce provides tourist information and hosts public events at the site. Currently, the Twin Falls Area Chamber of Commerce is constructing a permanent facility on the westerly portion of the property to provide better services and offices for the Chamber staff.

DE Rigby said that financing the facility during construction has become an issue. Because the current lease agreement includes cancellation of the agreement upon 12 months written notice, the financial institution issuing the loan to the Chamber has concerns about security of the loan given the relatively short notice of termination. An addendum to the existing lease agreement has been proposed that would add language stating that the westerly half of the property be exempt from lease termination for a period of ten (10) years to be commensurate with the term of the loan.

Shawn Barigar, Twin Falls Area Chamber of Commerce President, believes the Chamber is providing a valuable asset to the public, including to the highway users. He encouraged the Board to approve a ten-year lease.

Member Gagner asked if the lease agreement could be for either ten years or terminated upon the loan being satisfied. Mr. Barigar thought it would be acceptable to terminate the proposed agreement upon satisfaction of the loan.

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

RES. NO. WHEREAS, the Idaho Transportation Department owns a parcel of land in fee
ITB14-47 simple located in Lots 3 and 4, Section 34, Township 9 South, Range 17 East, Boise Meridian, Twin
Falls County, Idaho, being approximately 2 acres; and

WHEREAS, the Department entered into a long-term lease agreement (50 years) with the Twin Falls Area Chamber of Commerce to lease the parcel described above on April 16, 2014; and

WHEREAS, the current lease agreement allows for termination upon 12 months written notice; and

WHEREAS, in accordance to the lease agreement, the Twin Falls Area Chamber of Commerce is constructing a permanent structure on the leased parcel; and

WHEREAS, the Twin Falls Area Chamber of Commerce requires financing of a portion of its building project; and

WHEREAS, financing of the Twin Falls Area Chamber of Commerce facility requires security of investment by its financial institution including the requirement that the Department agree not to terminate the lease for the first ten (10) years of the lease term.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board authorizes an addendum to the existing lease agreement with the Twin Falls Area Chamber of Commerce that the westerly half of the property be exempt from termination for a term of 10 years or upon satisfaction by the financial institution.

Data Collection Equipment. Tom Points, Transportation Systems Engineer, summarized some of his office's responsibilities, focusing on the data collection activities required for managing the Department's assets. The information helps management make informed decisions regarding investments.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:15 PM; however, the Board then viewed the falling weight deflectometer equipment, the skid truck, the profiler van, and a station demonstrating portable traffic counts, classification counts, miovision, radar sites, and weigh-in-motion sites.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
November 13, 2014
Boise, Idaho