

REGULAR MEETING AND DISTRICT 2 TOUR
OF THE IDAHO TRANSPORTATION BOARD

April 29-30, 2015

The Idaho Transportation Board met at 9:30 AM, on Wednesday, April 29, 2015, in Orofino, 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
Larry Allen, Lead Deputy Attorney General
Sue S. Higgins, Executive Assistant and Secretary to the Board

Welcome. Clearwater County Commissioner Don Ebert welcomed the Board to Clearwater County and Orofino. He commended the District 2 staff for its exceptional work, and, as chairman of the Local Highway Technical Assistance Council (LHTAC), he expressed appreciation for the good working relationship with ITD. He also emphasized the important role transportation plays in the state's economy.

Adopt-A-Highway Presentation (AAH). Member Vassar thanked the Veterans of Foreign War Post 5407 from Kamiah for participating in the AAH Program. The group has been picking up litter along a two-mile stretch of SH-162 since 2010.

Amendments to the Meeting Agenda. Staff requested the removal of four items from the meeting agenda. It would like additional time to consider the request to add SH-14, Mount Idaho Bridge to Hungry Ridge Road to the Federal Lands Access Program. It would like to remove the item to delay SMA-7564, A Street, Moscow, Stage 2, to work with LHTAC on additional changes to the Program as a result of delaying this project. The request to revise Administrative Rule 39.03.01 Definitions and 39.03.22 Extra Length, Excess Weight and Up to 129,000 Pounds needs to be reviewed by the Division of Financial Management. The City of Stites requested time at the Board meeting to discuss concerns with SH-13; however, District 2 Engineer (DE) Dave Kuisti met with city officials last week. The city officials believe staff will address their concerns, so cancelled their appearance before the Board.

Member Horsch made a motion to amend the agenda to remove the addition of SH-14, Mount Idaho Bridge to Hungry Ridge Road to the Federal Lands Access Program; the delay of SMA-7564, A Street, Moscow, Stage 2; revisions to Administrative Rule 39.03.01 Definitions and 39.03.22 Extra Length, Excess Weight and Up to 129,000 Pounds; and the delegation from the City of Stites. Member Gagner seconded the motion and it passed unopposed.

Board Minutes. Member Gagner made a motion to approve the minutes of the regular Board meeting held on March 24-25, 2015 as submitted. Member DeLorenzo seconded the motion and it passed unopposed.

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

May 20-21, 2015 – Districts 5 and 6 tour, meeting in District 5
June 15-16, 2015 – District 4
July 23, 2015 – District 3

Consent Items. Vice Chairman Coleman 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-

ITB15-14 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 changes to the Public Transit Program; changes to the Transportation Alternative Program – Transportation Management Area Program; the advance of STC-3857, Sand Hollow, Payette County Stage 1 from FY17 of the Local Rural Program; the removal of STC-2753, 300 North Road at 95 East, Jerome Highway District from the Local Safety Program; and Burma Road; Gotham Bay Road to Junction SH-97.

1) Changes to the Public Transit Program of the FY15-19 Statewide Transportation Improvement Program (STIP). The Community Planning Association of Southwest Idaho (COMPASS) requests the following changes to the STIP and staff requests authorization to amend the STIP to reflect the changes:

Add Rideshare Platform Valley Regional Transit/Ada County Highway District to FY15 for \$48,000;
Delay key #12759, Nampa Urbanized Area from FY14 to FY15 for \$12,000;
Delay key #12761, Nampa Urbanized Area from FY14 to FY15 for \$70,400;
Delay key #13832, Purchase of Service FY13 from FY14 to FY15 for \$147,000;
Increase key #18788, Associated Capital Enhancements, Boise to \$552,000 in FY15 and to \$45,000 in FY16;

and

Increase key #19122, Capital Lease or Purchase/Maintenance to \$79,000 in FY15 and to \$40,000 in FY16.

2) Changes to the Transportation Alternatives Program – Transportation Management Area. COMPASS requests the following changes and staff requests approval to modify the STIP accordingly:

Remove key #13920, Loggers Creek Pedestrian Bridge from FY15 and FY17 for \$10,000 and \$110,000, respectively;

Delay key #13916, Dry Creek Trail, Eagle from FY15 to FY16 for \$95,000; and

Advance key #13514, Garden City to Americana Greenbelt from FY16 to FY15 for \$95,000.

3) Advance STC-3857, Sand Hollow, Payette County Stage 1 from FY17. LHTAC requests advancing key #11237, STC-3857, Sand Hollow, Payette County, Stage 1 from FY17 to FY15 in the Local Rural Program for \$2.8 million. LHTAC recently decreased obligations on several projects in preparation for closing those projects. It also reduced many FY15 schedules to more accurately reflect needs for this fiscal year. Those efforts resulted in \$2.8 million in unprogrammed funds, allowing for the advancement of this project. Staff also requests approval to adjust the STIP accordingly.

4) Remove STC-2753, 300 North Road at 95 East, Jerome Highway District. LHTAC requests the following changes to the Local Safety Program and staff requests approval to amend the STIP accordingly:

Remove key #13994, STC-2753, 300 North Road at 95 East for \$48,000 in FY15 and \$200,000 in FY16;

Increase key #18721, East Canyon Road Guardrail to \$48,000 in FY15; and

Reallocate \$200,000 in FY16 following the April 2015 program update.

5) Burma Road; Gotham Bay Road to Junction SH-97, Kootenai County. LHTAC requests approval to exceed the consultant agreement amount of \$1,000,000 by \$590,000 for the Burma Road; Gotham Bay Road to Junction SH-97 project, key #9462. The additional work is required due to landslide events that need to be repaired. LHTAC has identified savings to cover the \$250,000 shortfall of funds.

Informational Items. 1) State FY15 Financial Statements. Through February, revenues to the State Highway Account were ahead of the forecast by 5.2%. Of that total, receipts from the Highway Distribution Account were ahead of forecast by 4.3% or \$5.4 million. State revenues to the State Aeronautics Fund were ahead of projections by about 2.9%. Expenditures were within planned budgets with the exception of the Facilities Program, which were more than expected due to a timing difference between planned and actual expenditures plus encumbrances for building projects. At the end of February, the balance of the long-term investments was \$62.2 million. These funds are obligated against construction projects and encumbrances. Expenditures for GARVEE approved projects through the end of February

exceeded \$41.7 million and are progressing as planned.

2) Monthly Reporting of Federal Formula Program Funding for March. The Moving Ahead for Progress in the 21st Century federal transportation act was extended through May 2015. The partial-year level of funding provides a prorated share of \$199 million with match. Obligation authority is currently 93.7%. Of the \$168.7 million allotted for all programs, \$1.6 million remains.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section processed three professional service agreements from March 1 to March 31 in the amount of \$243,400.

4) Contract Awards. Key #13018 – Pedestrian Safety Improvements, Lapwai. Low bidder: West Company, Inc. - \$557,054.

Key #13465 – I-84 Business, FY15 District 3 Microseals, Canyon County. Low bidder: Intermountain Slurry Seal, Inc. - \$1,913,000.

Key #12085 – Yale Road, Cassia County, Stage 3. Low bidder: Western Construction, Inc. - \$2,253,379.

The following projects are currently being advertised:

Key #13515 – Upper Middle Fork Road, Atlanta Highway District, District 3;

Key #13468 – SH-16 and SH-52, Hamiltons Corner to Junction SH-16, District 3;

Key #13470 – SH-55, FY16 Sealcoats, Valley County, District 3;

Key #11495 – Cheney Drive; Washington Street to North College Road, College of Southern Idaho, District 4;

Key #13563 – Turner Road Penstock Bridge, Caribou County, District 5; and

Key #9854 – 21st Street Reconstruction, Heyburn, District 4.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From March 1 through March 31, 22 new professional services agreements and work tasks were processed, totaling \$1,642,261. Five supplemental agreements to existing agreements were processed during this period in the amount of \$229,820.

Director's Report. Director Ness expressed appreciation for Commissioner Ebert's remarks and concurred with the improved relationship between LHTAC and ITD. He thanked DE Kuisti and the District 2 staff for their hospitality this week, as he started his 6th annual District visits.

Director Ness reported that the legislature increased the state's transportation revenue by approximately \$94 million annually, which is a good start to address the funding shortfall. In addition to the permanent revenue increase via mechanisms such as a 7 cent fuel tax increase and \$21 vehicle registration fee increase, the legislature also dedicated some of the state's surplus revenue to transportation; however, that component sunsets in two years. Projects will be selected based on their ability to improve safety and economic opportunities.

Director Ness thanked ITD employees for their continued efforts to identify efficiencies and innovations. The legislature passed a 3% change in employee compensation for FY16. He was pleased to report that the Department will implement that in May with salary savings. He thanked the Board for its support for this proposal.

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

Chief Deputy Scott Stokes reported on Congressional action to approve the Secure Rural Schools Act, which provides funding for roads and bridges to some local highway jurisdictions. He summarized the administration's transportation proposal, which has an emphasis on safety, data-driven decisions, and performance measures. The American Association of State Highway and Transportation Officials' Subcommittee on Highway Safety held its meeting in Boise earlier this month. ITD and a number of its partners participated in Governor Otter's proclamation of April as distracted driving awareness month.

Chief Operating Officer (COO) Jim Carpenter said the Department has agreements with the Federal Highway Administration and Associated General Contractors of Idaho on pavement warranties. ITD's seal coat warranties were successful, so that alternative is being expanded. In response to a number of questions, COO Carpenter said the contractor is involved with the project specifications; the Department initially saw an increase in the bid amounts, but after several projects, the bids were lower; and ITD has to accept the lowest responsible bid, but it will monitor the contractor's quality of work.

COO Carpenter said efforts are continuing on succession planning. District 2 is expected to address FHWA's comments on the legal sufficiency review on the US-95, Thorn Creek to Moscow project next month. It is expected to be published in the Federal Register in July or August. The US-95, Council Alternate Route is proceeding well, with one right-of-way parcel left to acquire. Although the US-20, Thornton Interchange project is on the shelf, ready to be advertised, staff is revisiting the project to consider an additional off-ramp.

Alive at 25 Youth Highway Safety Program. Orofino Police Chief Jeff Wilson, who is also a member of the Idaho Traffic Safety Commission, said the Alive at 25 program is an interactive effort that encourages young drivers between the ages of 15 and 24 to take responsibility for their driving behavior. He expressed appreciation to the Office of Highway Safety for its partnership, including a grant that was used for training for this program.

Officer Matt Russell elaborated on the highway safety program. It encourages drivers to make wise decisions and to consider the impacts that may result from poor decisions.

The Board thanked Chief Wilson and Officer Russell for the presentation and commended them for establishing this excellent program in Orofino.

District 2 Report. DE Kuisti reported on some personnel changes, noting the consolidation of the contract administration duties under a single resident engineer. The special crew and traffic services were reduced and consolidated into one crew. He said 100% of the 2014 projects were designed on time. Eleven of the district's 13 construction projects met the goal of final construction cost as a percent of contract award. Staff's winter storm mobility metric improved considerably. During the 2013-14 winter, the District's roads were not significantly impeded 42% of the time. This past year, that increased to 70% of the time. Additionally, the winter road reports were delivered on time 99% of the time. The District will work on delivering projects on time, staying on target with contract administration, continuing to refine winter maintenance efforts, and continuing to improve the culture.

Member Vassar commended DE Kuisti and his staff for their efforts. Chairman Whitehead thanked DE Kuisti for the informative report.

Add US-2, Pine Street to Cedar Street, Sandpoint to the Board Unallocated Program. COO Carpenter summarized the Board's action last month to proceed with operational changes on US-2 in Sandpoint and the relinquishment of several streets to the City of Sandpoint. The total project cost is estimated at \$2,245,000. He requested \$400,000 in FY15 Board Unallocated Account funds for development costs and \$1,770,000 in FY16 for right-of-way acquisition, utility relocation, and construction. The remaining \$75,000 in costs will be from state forces. He noted that the current balance in the Unallocated Account is \$5 million in both fiscal years.

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

RES. NO. WHEREAS, it is in the public interest for the Idaho Transportation Department to
ITB15-15 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, state, local, and private capital investment funding; and

WHEREAS, at the City of Sandpoint's request, ITD District 1 performed a traffic analysis to determine a feasible alternative to allow two-way traffic along 5th Avenue (US-2); and

WHEREAS, the Department is interested in constructing a project so that US-2 traffic could be shifted off of the downtown City streets; and

WHEREAS, at the March 2015 Board meeting the Board unanimously voted to approve a resolution to allow two-way traffic on 5th Avenue (US-2) and execute agreements to relinquish ownership of 1st Avenue, Pine Street, Cedar Street, and the portion of Superior Street identified.

NOW THEREFORE BE IT RESOLVED, that the Board approves the addition of US-2, Pine Street to Cedar Street, Sandpoint to FY16 of the Program and to designate the funding program for this project to come from the State funded Board Unallocated Program; and

BE IT FURTHER RESOLVED, that the Board approves the use of the State Board Unallocated funding of \$400,000 in FY15 and \$1,770,000 in FY16 to construct the reconfiguration of 5th Avenue in FY16; and

BE IT FURTHER RESOLVED, that staff is authorized to amend the FY15-19 Statewide Transportation Improvement Program accordingly.

State Highway System Adjustments Procedures Document and Policy Review. Chief Engineer/Division of Engineering Products and Plans Administrator Dave Jones said staff has been working with the Board Subcommittee on State Highway System Adjustments to revise the policies on state highway system adjustments. The main change is removing the process and criteria for system adjustments from the administrative policy. A new manual, State Highway System Adjustments Procedures, was created to outline the process. The document includes a new form to be completed when a system action is being requested.

The manual includes language from Idaho Code. When contemplating state highway system routes, the Board is to consider the development of government, industry, commerce and agriculture; safety and convenience of the traveling public; public interest statewide; and the state's financial capacity to operate the highway, including long-term maintenance.

Member Gagner relayed the Subcommittee's support for these revisions. He also commended staff for developing the procedures manual.

Member Gagner 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
ITB15-16 requested changes to Idaho Transportation Department procedures; and

WHEREAS, the Idaho Transportation Board finds the creation of the State Highway System Adjustments Procedures Manual, including the System Action Evaluation Criteria, the System Adjustments process, and a new System Additions and Deletions Request Form, is an improvement to identifying and categorizing highways for inclusion or removal from the State Highway System from the process and criteria being included in a policy.

NOW THEREFORE BE IT RESOLVED, that the Board concurs with proposed changes to Administrative Policy 5061 State Highway System Adjustments, formerly A-09-04; and

BE IT FURTHER RESOLVED, that the Board approves the revisions to Board Policy 4061 State Highway System Adjustments, formerly B-09-04; and

BE IT FURTHER RESOLVED, that the Board approves the State Highway System Adjustments Procedures Manual.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 11:45 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 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 2:15 PM.

Legislative Update. Governmental Affairs Manager (GAM) Mollie McCarty summarized some of the legislative activities, focusing on the revenue enhancement proposal. Total revenue from the fuel tax, registration fee, commercial vehicle registration fee, and electric/hybrid fee increases is expected to raise about \$94 million annually, with ITD receiving 60% of the funds and the local highway jurisdictions receiving 40%. Additionally, if there is a General Fund surplus at the end of FY15 and FY16, that revenue is to be directed to the Budget Stabilization Fund and ITD's Strategic Initiatives Program. She also highlighted some of the legislative intent language. An operating fee by weight class based on the total miles operated by commercial vehicles and farm vehicles having a maximum gross weight in excess of 60,000 pounds is to be implemented by 2019. This would be in addition to a registration fee. The new revenue is to be used for road and bridge maintenance and replacement projects at both the state and local level, and the recipients of these funds are to prepare annual reports for the Senate Transportation Committee and House Transportation and Defense Committee on the utilization of these funds.

Member DeLorenzo asked for more information on House Bill 329 regarding transferring some of LHTAC's responsibilities to ITD, such as administering federal funds. She noted the good working relationship the two agencies have and the desire to work cooperatively. GAM

McCarty said the legislative proposal was introduced late in the session. It was not an ITD proposal. She added that when asked, staff often provides comments on or assistance with legislative proposals.

The Board commended GAM McCarty for her efforts during the legislative session.

COO Carpenter said the Department intends to advance projects in the current STIP to utilize the additional revenue. The Districts have done a commendable job getting projects ready for construction, as approximately \$91 million in projects are designed, ready to be advertised. Projects funded through the Strategic Initiatives Program focus on safety, mobility, and economic opportunity. He emphasized that the funding amount for that program is not known at this time and the legislature only provided funding for that program for two years.

WHEREUPON the meeting recessed at 2:55 PM.

April 30, 2015

The Board reconvened at 7:45 AM on Thursday, April 30, 2015 in Orofino, Idaho. All members were present except Vice Chairman Coleman. Clearwater County Commissioner Ebert was also present.

District 2 Tour. The Board visited the Orofino Airport. Orofino Mayor Ryan Smathers welcomed the group to the facility, which has an economic impact of \$9.4 million. The Board traveled US-12 east and SH-11 north to Weippe. After a brief stop at the Weippe Maintenance Shed, the tour continued north on SH-11 to Pierce.

The Board toured the Idaho Youth Challenge Academy. The program meets the criteria established by the National Guard Bureau and provides an option for troubled youth.

The Board returned to Orofino via local roads, with a stop at the Dent Bridge, a 1,500-foot long suspension bridge spanning the Dworshak Reservoir.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:35 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
May 21, 2015
Pocatello, Idaho