

DISTRICT 1 TOUR AND REGULAR MEETING
OF THE IDAHO TRANSPORTATION BOARD

August 19-20, 2015

The Idaho Transportation Board met at 8:15 AM, on Wednesday, August 19, in Coeur d'Alene, Idaho. The following principals were present:

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

Representatives Don Cheatham, Ron Mendive, and Kathy Sims were also present.

District 1 Tour. The Board traveled east on I-90. It toured the Silver Valley Mine in Wallace. During lunch, Mike Dexter from Hecla Mining reported on the economic impact of mining and emphasized the importance of a good transportation system.

The tour continued east on I-90. At the Montana State Line, the Board turned around and returned to Coeur d'Alene. It viewed several bridge projects under construction and the reconstruction of I-90 east of Mullan.

The Board visited the Kootenai Medical Center in Coeur d'Alene. Representatives from the facility reported on the expansion plans and impacts to traffic, particularly at the US-95 and Ironwood Drive intersection. ITD has been involved in the partnership to address traffic concerns. An intersection improvement project is included in the draft Statewide Transportation Improvement Program.

WHEREUPON, the tour ended at 3:45 PM.

August 20, 2015

The Board convened at 8 AM at the District 1 Office in Coeur d'Alene. All members were present except Chairman Jerry Whitehead. Deputy Attorney General Larry Allen was present. Vice Chairman Coleman presided.

Vice Chairman Coleman welcomed Senator Shawn Keough to the meeting.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on July 23, 2015 as corrected. Member Gagner seconded the motion and it passed unopposed.

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

September 16, 2015 – District 6
October 21-22, 2015 – Boise
November 18-19, 2015 – Boise

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB15-33 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 FY15 Account Write Off; revisions to 39.02.22 Governing Registration and Permit Fee Administration; revisions to 39.03.17 Governing Manufactured Homes, Modular Buildings and Office Trailers; and contract awards.

- 1) FY15 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 FY15, staff requests Board approval to write off 24 accounts totaling \$106,507.32, as shown as Exhibit 458, which is made a part hereof with like effect. Forty-seven accounts in amounts less than \$1,000 have been determined as uncollectible, totaling \$12,985.47. 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) Administrative Rule 39.02.22 Governing Registration and Permit Fee Administration. Revisions to Rule 39.02.22 Governing Registration and Permit Fee Administration were presented to the Board on July 23, 2015. The Board requested revisions to Section 600 clarifying that a customer must pay the amount of the check that was unpaid by the bank and an additional \$20 fee.
- 3) Administrative Rule 39.03.17 Governing Manufactured Homes, Modular Buildings and Office Trailers. Revisions to Rule 39.03.17 Governing Manufactured Homes, Modular Buildings and Office Trailers were presented to the Board on July 23, 2015. The Board recommended standardizing the wording in the rule.
- 4) Contract Awards for Approval. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification.

Key #9458 – US-95, Smith Creek to Sheep Creek Stage 1, Benewah County, District 1. The main differences between the low bid and engineer's estimate are in the Water for Dust Abatement, Temp Shoring, 24" Pipe Culvert, Mobilization, and Granular Subbase items. Staff believes the most significant differences are due to the late mid-season bid date with no guarantee of work during 2015 with apparent concerns over drainage and erosion control work; tight construction time frame for all work to be completed by October 31, 2016; increased volume of ITD projects bid at the same time; limited availability of suitable materials sources and waste areas; and significant construction staging requirements. The District does not believe re-bidding the project would result in a significant cost savings. It also believes it is critical to upgrade this roadway section with safety, drainage and pavement improvements, so recommends awarding the project. Low bidder: Apollo, Inc. - \$11,641,882.

Key #13099 – US-91, Flandro to Poleline, Pocatello/Chubbuck, District 5. The main difference between the engineer's estimate and low bid is in the Grind Concrete Pavement, Resealing Joints, Temp Shoring, and Special Stormwater Quality Filter Treatment items. Part of the variance is likely due to the small quantities. The project is less than one-half mile, with about half the work concrete and the other half asphalt, requiring specialized equipment. Some of the cost differences may also be due to the liability of the work. The District does not believe re-bidding the project would be beneficial, so recommends awarding the project. Low bidder: Braun-Jensen, Inc. - \$1,311,608.

Key #13563 – Turner Road Penstock Bridge, Caribou County, District 5. Granular Sub-Base and Superpave Hot Mix Asphalt Pavement comprised the major difference between the engineer's estimate and the low bid. The higher prices may have been due to a relatively new method for construction of the bridge foundation, and the work involves some risk due to the need to protect the existing historic penstock. The sponsor, Caribou County, understands it will be responsible for the additional local match. Low bidder: Whitaker Construction - \$1,299,977.

Informational Items. 1) Monthly Reporting of Federal Formula Program Funding for July. Obligation authority through July 21 is \$220.5 million which corresponds to \$216.1 million with match after a reduction of prorated indirect costs. The Moving Ahead for Progress in the 21st Century federal transportation act has been extended through October 29.

Idaho received a prorated 83% share of its annual federal formula apportionments or approximately \$255.3 million with match. Obligation authority is currently 93.5% of apportionments. Of the \$216.1 million allotted for all programs, \$10.7 million remains.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section processed three professional service agreements from July 1 to July 31 in the amount of \$122,665.

3) Summary of FY15 Budget vs. Actual Out-of-State Travel. FY15 out-of-state travel expenditures totaled \$273,004. The budgeted amount was \$367,220. In comparison, \$281,960 was spent on out-of-state travel in FY14. In FY15, \$1,107,086 was expended on in-state travel, compared to \$1,101,091 in FY14.

4) Return Check Report for FY15. During FY15, \$40,403,903 in checks were received, while 62 checks, or .43%, totaling \$175,428 were returned. Collection of returned checks equaled \$179,609 for an annual collection rate of 102.38%.

5) Contract Awards. Key #12947 – US-2, FY16 District 1 Bridge Deck Life Extension. Low bidder: Braun-Jensen, Inc. - \$900,000.

Key #12954 – FY16 District 2 Bridge Repair. Low bidder: Braun-Jensen, Inc. - \$993,000.

Key #13936 – I-84, I-184, Various Ramp Improvements, District 3. Low bidder: Central Paving Company, Inc. - \$1,068,502.

Key #13956 – High Accident Warning Signs, Canyon Highway District #4, District 3. Low bidder: Specialty Construction Supply, LLC - \$116,745.

Key #13937 – SH-19, Simplot to Blaine Street, Caldwell, District 3. Low bidder: Knife River Corporation - Northwest - \$1,121,956.

Key #13923 – SH-44, West State Street to Junction SH-55 North, Eagle, District 3. Low bidder: Knife River Corporation - Northwest - \$1,819,052.

The list of projects currently being advertised was also presented.

6) Professional Services Agreements and Term Agreement Work Tasks Report. From July 1 through July 31, 34 new professional services agreements and work tasks were processed, totaling \$2,615,733. Two supplemental agreements to existing professional services agreements were processed during this period in the amount of \$26,500.

7) Speed Minute Entry Changes for July 2015. The following speed minute entries were processed during July in District 4:

Route	Beginning	Ending	Speed Limit	
	Milepost	Milepost	Old	New
US-26	149.924	150.354	45	35
US-26	150.355	150.491	65	45
US-30	220.817	221.479	60	45
US-93	48.425	48.875	35	45

8) FY15 Federal Aid End-of-Year Plan for Local Public Agencies. Idaho has received 83.3% of the expected 93.5% of annual obligation authority. Of that amount, local public agencies have remaining federal funding available in the total amount of \$3,786,000. There are also bid savings, prior year released funds, and unused scheduled funds that are available to cover cost increases or to advance projects. ITD will obligate the funds based on the prioritized project lists received from the local public agencies, as shown as Exhibit 459, which is made a part here of with like effect.

9) Performance Measurement Report for Division of Financial Management. Idaho Code requires each state agency to

submit an annual Performance Measurement Report by September 1. The document is to include an overview of the agency, core functions, revenues and expenditures, cases managed and key services provided, performance highlights and awards, and performance measures and benchmarks.

Director's Report. Director Ness thanked District 1 for its hospitality this past week, including during his employee visits. He mentioned a recent award the Department received for the US-95 Spalding Bridge project and recognized employees for exceptional customer service.

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

CD Stokes provided end-of-year reports for the Strategic Teams. The Safety Team established highway safety corridors and is in the process of automating the data, which will be valuable in the decision-making process. The tool will provide a return on investment to help prioritize projects. The current focus area is distracted driving. Plans are to continue focusing on that behavior in 2016 with an emphasis on youthful driving.

The Economic Opportunity Team completed a travel demand model and TREDIS. The tools will help establish project priorities. Freight will be a higher priority this year and weigh-in-motion sensors will be installed at more ports of entry.

Encouraging new ideas and improving service is the main focus of the Innovation Team. In FY15, 70 ideas were implemented, resulting in an annual savings of \$385,000. The Innovate Idaho program will be expanded in FY16 through stewards and training will be provided.

The Employee Development Team is continuing to focus on succession planning. The employee evaluation process consists of monthly visits and ensuring the employees' expectations are known. A new program for emerging leaders is being established.

Delegation – Selkirks-Pend Oreille Transit (SPOT). Marion Johnson and Clif Warren summarized SPOT's activities, noting the important service it provides to the region. Some highlights include ridership continues to increase, technology to track vehicles on mobile devices is being implemented, and a partnership with Schweitzer is being established.

Vice Chairman Coleman thanked Ms. Johnson and Mr. Warren for the informative report and the valuable service SPOT is providing.

Delegation – City of Sandpoint. Sandpoint Mayor Carrie Logan thanked the Board for approving the operational changes on 5th Avenue. She expressed appreciation for the District's assistance and partnership. She also emphasized the importance of bicycle/pedestrian paths and asked for assistance with signing the US Bike Route 10 corridor through Bonner County.

Vice Chairman Coleman thanked Mayor Logan for her remarks and for her service.

Delegation – City of Ponderay. Ponderay Councilmember Karen Engel presented remarks on behalf of Mayor Carol Kunzeman. She thanked the Board for its service to the state and for the major improvements that have been made to northern Idaho's transportation system. She also praised District 1 staff for its responsiveness and assistance.

Vice Chairman Coleman thanked Councilmember Engle for relaying Mayor Kunzeman's kind remarks.

Delegation – City of Kootenai. Kootenai Mayor Nancy Lewis provided an overview on the community of about 770. She expressed concern with elementary students walking to school along SH-200. She requested assistance with connecting the community's pathways.

Vice Chairman Coleman thanked Mayor Lewis for her comments and said the Safe Routes to School Program may be a

funding option.

Delegation – City of Dover. Dover Councilman Neal Hewitt thanked the Board for visiting northern Idaho and for its service. The new Dover Bridge is a valuable asset to the area. The City would like signs and has been working with the District staff on that. He praised SPOT for the valuable service it is providing. He also commended the Local Highway Technical Assistance Council (LHTAC) for its service to small communities, as the transportation system is so important to the economy.

Vice Chairman Coleman thanked Councilmember Hewitt for his remarks.

Delegation – Bonner County Area Transportation Team (BCATT). BCATT Chairman Glen Bailey provided background on the Team, created to address the area's transportation issues. He thanked the Board for visiting District 1 and the District employees for their valuable partnership. He summarized some of the transportation projects underway and thanked the Board for the numerous improvements to the area's transportation system, particularly to US-95. He believes the projects are saving lives; although he added that the two-lane stretch of US-95 south of Sandpoint is a concern.

Member Kempton emphasized that local transportation committees such as BCATT are a valuable asset to the Board and Department. Vice Chairman Coleman thanked BCATT Chairman Bailey for his comments.

Delegation – City of Bonners Ferry. Bonners Ferry Mayor David Anderson thanked the Board for improvements to US-95, as a good transportation system is vital to economic activity. He expressed appreciation to SPOT for providing service to Bonners Ferry. A study to address concerns with US-95 in Bonners Ferry was recently completed. Some of the original \$2 million is available for the design, right-of-way, and possibly some construction. He requested funding to complete the project and suggested the legislatively-approved Strategic Initiatives Program may be a funding option, as that revenue is to be used for projects that promote economic opportunity and safety.

Vice Chairman Coleman expressed appreciation for the legislature's action on transportation funding this past year. Staff is working on the criteria for the Strategic Initiatives Program. He thanked Mayor Anderson for his presentation.

Vice Chairman Coleman recognized District 1 Planner Don Davis, who will be retiring next month, and thanked him for his exemplary service.

Delegation – City of Kellogg. As Chairman of LHTAC, Kellogg Mayor Mac Pooler said the Council is committed to serving small local public agencies. A number of changes have been made recently, including promoting Jeff Miles to executive director and improving the project application process. Mayor Pooler thanked the Board for the I-90 reconstruction project.

Vice Chairman Coleman expressed appreciation for the improvements at LHTAC and thanked Mayor Pooler for his comments.

Delegation – Priest Community Forest Connection. Steve Linton summarized efforts to construct a 25 mile shared-use path from Oldtown to Dover. The commuter and recreational path would enhance safety and economic opportunities. A separated path along US-2 is desired. Design is underway and construction is anticipated in three phases. Mr. Linton asked for assistance with funding the path.

In response to Member Gagner's question on the anticipated cost of the pathway, Mr. Linton replied that the cost has not been determined yet. It will depend on the design. The preference is to construct an asphalt path and ensure it complies with the Americans with Disabilities Act.

Vice Chairman Coleman thanked Mr. Linton for the presentation and believes the path would be a valuable asset to the region.

Adopt-A-Highway (AAH) Presentation. Vice Chairman Coleman thanked the Bonner County Monday Hikers for

participating in the AAH Program. The members provide a valuable service picking up litter along US-95.

State FY15 Financial Statements. Controller Dave Tolman said ITD's revenues exceeded the FY15 forecast. Revenues to the State Highway Account from all state sources were ahead of projections by 3.5%. Of that total, receipts from the Highway Distribution Account were ahead of forecast by 4.2% or \$7.6 million. State revenues to the State Aeronautics Fund were essentially on target. Expenditures were within planned budgets. Savings of \$11.6 million in personnel costs and \$4 million in operating were transferred to contract construction. The balance of the long-term investments at the end of the fiscal year was \$63 million. These funds are obligated against construction projects and encumbrances. Expenditures for GARVEE projects through the end of June were \$59.3 million. The transfer of \$54.8 million was made to the Strategic Initiates Program Fund as part of the legislative transportation funding approved in House Bill 312. He also mentioned a loss of \$621,406 to ITD as a result of the State Treasurer posting an investment loss of \$8 million to the Idle Pool fund.

August 2015 Revenue Forecast and FY17 Proposed Budget Request. Economist Bob Thompson presented the revised revenue forecast, which has been updated to reflect the additional revenue approved during the 2015 legislative session. The projected revenue to the State Highway Account in FY17 is \$608.08 million. Total revenue to ITD from all sources is estimated at \$610.87 million.

Senior Budget Analyst Joel Drake summarized the proposed FY17 budget request. Some of the changes since the June workshop include a \$400,000 reduction in Federal Transit Administration funds; a \$1.6 million reduction in personnel costs; a decrease of \$1.7 million in operating expenditures due to a projected decrease in fuel costs; a \$700,000 reduction in debt service resulting from bond refunding completed in July; and a \$22.3 million increase for contract construction mainly due to the actual FY15 year-end close out. Other highlights include 1,698.7 full-time positions; \$25.9 million for equipment replacement; \$3.3 million for capital facilities; \$376.3 million for contract construction and right-of-way acquisition; and \$58 million for debt service. The request includes seven line items totaling \$36.6 million.

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

RES. NO. WHEREAS, the FY17 Idaho Transportation Department budget request will be
ITB15-34 prepared in accordance with instructions in the Division of Financial Management's Budget
Development Manual; and

WHEREAS, the Idaho Transportation Board has reviewed the proposed FY17 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 20, 2015, as shown as Exhibit 460, which is made a part hereof with like effect, and authorizes the estimates and guidance provided to serve as the basis for the FY17 budget request submitted to the Division of Financial Management and Legislative Services Office.

Vice Chairman Coleman welcomed Representative Eric Redman to the meeting.

Update on the 80 Mile Per Hour (MPH) Speed Zones Implemented on I-15, I-84, and I-86. Kevin Sablan, Design/Traffic Services Engineer (DTSE), said that since the speed limit was raised to 80 MPH on portions of Idaho's southern interstates a year ago, the 85th percentile speeds have increased by one to three MPH. Observed speeds are between 81 and 84 MPH. The average speed of motorists also increased between one and three MPH with the average speed between 72 and 77 MPH now. The differential speeds between passenger cars and heavy vehicles have remained relatively constant, with the observed differential speeds around 9 to 11 MPH. Crash data is still preliminary and incomplete; however, it appears that the number of total crashes and injury and fatal crashes are remaining steady or decreasing. Staff will continue to monitor the impacts of the 80 MPH speed limit.

Vice Chairman Coleman thanked DTSE Sablan for the report.

US-20, Broadway Bridge, Key #11588, Boise. Design and Engineering Services Administrator (DESA) Blake Rindlisbacher said the high-profile US-20, Broadway Bridge project by Boise State University is progressing well. It should be advertised on September 14 with a bid opening date of October 6. The girders and piles are being pre-purchased. Options to accelerate the construction schedule are being reviewed. Right-of-way acquisition is still underway and several utilities need to be relocated.

Member DeLorenzo commended District 3 staff for its efforts on this important project.

DESA Rindlisbacher also briefed the Board on a bridge hit in District 5. Three girders were damaged on an I-15 overpass near Blackfoot this morning.

Vice Chairman Coleman thanked DESA Rindlisbacher for the updates.

District 1 Report. District 1 Engineer (DE) Damon Allen reported on some of the District's activities and performance measures. Eighty-four percent of the District's pavement is in good condition. The goal is 82%. Seventy percent of its bridges is in good condition while the goal is 80%. The winter mobility goal of 55% was exceeded, as the District's roads were not significantly impeded 82% of the time. Some of the District's partnerships include the proposed US-95 and Ironwood Drive intersection improvements with Kootenai Health Medical Center and the City of Coeur d'Alene; the I-90, Greensferry Road Overpass with the City of Post Falls; operational changes to 5th Avenue in Sandpoint; and conducting the Coeur d'Alene Lake Drive Master Plan with the City of Coeur d'Alene and other impacted parties.

Some of the District's innovations include developing an electronic accounts payable/ accounts receivable payment process saving an estimated \$25,000 to \$35,000 per year; providing bicyclists traveling through the I-90 Mullan to Montana work zone with shuttle service to insure safe passage through the construction zone; and developing a mobile traffic detection system that integrates commercial off the shelf technologies to collect traffic information in work zones, providing detailed, real-time traffic volumes and travel times through work zones to help identify peak traffic periods and adjust construction activities accordingly.

Vice Chairman Coleman thanked DE Alan for the informative report and for yesterday's interesting tour.

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 74-206 (b) and (f). Member Kempton 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 1:05 PM.

Proposed Draft Legislation: Waiving Idaho's Sovereign Immunity with Regard to the National Environmental Policy Act (NEPA). Mollie McCarty, Government Affairs Manager, presented draft legislation for waiving Idaho's sovereign immunity with regard to NEPA. The proposal would allow Idaho to assume full NEPA responsibility and decision-making authority, which should improve project delivery processes. She said the fiscal impact is difficult to determine because ITD would be responsible to defend an environmental document from legal challenges and disputes. Staff estimates the costs to be less than \$150,000 annually. She added that the Division of Financial Management has not approved the concept yet.

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

RES. NO. WHEREAS, the Office of the Governor of Idaho has requested that the state
ITB15-35 agencies submit proposed 2016 legislation to the Division of Financial Management for review and
 approval; and

WHEREAS, the Idaho Transportation Board at the July 2015 meeting reviewed the legislative idea for

submission to the Division of Financial Management; and

WHEREAS, the Division of Financial Management has not approved the legislative idea.

NOW THEREFORE BE IT RESOLVED, that the Board approves the National Environmental Policy Act Sovereignty Immunity draft legislation proposal for submittal to the Division of Financial Management for its consideration.

Administrative Rule 39.03.13 Governing Overweight Permits. Vehicle Size and Weight Specialist (VS&WS) Reggie Phipps said staff determined that the current rule governing bridge analysis is outdated and inadequate. With the current staffing levels and the increased number of overweight vehicles/loads traveling within and through the state, more realistic guidelines for the completion of a bridge analysis when one is required and whether staff or a third party will be required to complete that analysis were needed. Negotiated rulemaking was held on July 16 for Rule 39.03.13. Neither of the two comments received were negative.

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

RES. NO. WHEREAS, the Idaho Transportation Board has authority to approve requested
ITB15-36 changes to Idaho Transportation Department rules; and

WHEREAS, the Board finds the change to I.D.A.P.A 39.03.13 Governing Overweight Permits necessary for the Department and industry.

NOW THEREFORE BE IT RESOLVED, that the Board approves the following rule to be submitted for change:

Rule 39.03.13 – Rules Governing Overweight Permits:

Section 100.01 – Clarify that vehicles not required to be registered are not exempt from any weight limits;

Section 100.03 – Clarify that variable load suspension (VLS/lift axles) axles are required to be deployed when the adjacent axles exceed legal axle weights;

Section 200.01 – Weight Formula information removed from 200.05 and added to this section.

Section 200.02 – Clarify that vehicles and/or loads exceeding annual permitted weights must operate by single trip permit if approved.

Section 200.03 – Clarify that the 800 pounds restriction applies to tires;

Section 300.00 - Being deleted as it is no longer required;

Section Old 400.00 – New Section 300.00 which defines bridge analysis process and eliminates old and outdated processes; and

Section New 400.00 – New bridge analysis criteria and time frames are listed; and

BE IT FURTHER RESOLVED, that the Board approves the request to submit the changes as listed above for Rule 39.03.13 and directs staff to promulgate a temporary rule effective August 20, 2015 and concurrently proceed with the regular rule making process.

Member Horsch asked if the rule addresses using variable load suspension axles on slick highways, as he believes those axles can be a safety hazard on slick roads. VS&WS Phipps said the rule does not specifically address using variable load suspension axles on slick highways.

The motion passed 5-1 with Member Horsch dissenting.

Administrative Rule 39.03.21 Governing Overlegal Permit Fees. VS&WS Phipps requested revisions to Administrative Rule 39.03.21 Governing Overlegal Permit Fees to delete the fee account procedures because cash drawer will allow customers to have an escrow account so fee accounts will no longer be needed or allowed.

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

RES. NO. WHEREAS, the Idaho Transportation Board has authority to approve requested
ITB15-37 changes to Idaho Transportation Department rules; and

WHEREAS, the Board finds the change to I.D.A.P.A 39.03.21 Governing Overlegal Permit Fees necessary for the Department and industry.

NOW THEREFORE BE IT RESOLVED, that the Board approves the following rule to be submitted for change:

Rule 39.03.21 – Rules Governing Overlegal Permit Fees
Section 200 and 300 – Delete fee account procedures because cash drawer will allow customers to have an escrow account so fee accounts will no longer be needed or allowed; and

BE IT FURTHER RESOLVED, that the Board approves the request to submit the change as listed above for Rule 39.03.21 Governing Overlegal Permit Fees and directs staff to proceed with the regular rule making process.

Vice Chairman Coleman thanked VS&WS Phipps for the presentations.

Policy Introduction. DESA Rindlisbacher presented a new policy, Board Policy 4079 Strategic Initiative Program and its corresponding Administrative Policy. The policies address the Department's Strategic Initiatives Program and the legislatively-authorized Strategic Initiative Program Fund and the project selection and evaluation criteria. Because the policies incorporate some of the language from Board Policy B-19-07, Highway Safety Funds, and its corresponding Administrative Policy, staff requests the deletion of B-19-07 and A-19-07.

Some discussion was held on Administrative Policy 5079, with concern that the policy did not adequately reflect the difference between the Board's established Strategic Initiatives Program and the legislative-approved Program, particularly the funding requirements. The consensus of the Board was to hold 4079 and 5079, with staff to make revisions to 5079. It also directed staff to continue the evaluation and prioritization process for projects to be funded in the Strategic Initiatives Program.

DESA Rindlisbacher requested holding B-19-07 and A-19-07, Highway Safety Funds, and staff will request deleting those policies upon approval of the Strategic Initiatives Program policies. Member DeLorenzo noted that deleting B-19-07 eliminates the requirement of an annual report on the State Railroad Grade Crossing Protection Program. DESA Rindlisbacher replied that an annual report on railroad crossing projects can be included in the end-of-year report required in Administrative Policy 5011 Idaho Transportation Investment Program.

Mark Bathrick, Public Transportation Manager (PTM), proposed changes to Board Policy 4038 Public Transportation Program to align the policy with current practices and systems, eliminate redundancies, clean up language and provide consistency. He submitted a new corresponding Administrative Policy 5038 outlining the Public Transportation Manager's tasks and responsibilities. He submitted revisions to Board Policy 4039 Public Transportation Advisory Council (PTAC), clarifying PTAC's role per Idaho Code and the process to select new members. A new corresponding Administrative Policy that outlines the interaction with PTAC was proposed. PTM Bathrick also requested deleting Administrative Policy 5514 Decision Process for Funding Division of Transportation Performance Public Transportation Projects because the language is either obsolete or has been incorporated into other policies.

Member Vassar made a motion, seconded by Member Horsch, and passed unopposed, to approve revisions to Board

Policy 4038 Public Transportation Program and Board Policy 4039 Public Transportation Advisory Council; to accept Administrative Policy 5038 Public Transportation Program and Administrative Policy 5039 Coordination with Public Transportation Advisory Council; and to concur with deleting Administrative Policy 5514, Decision Process for Funding Division of Transportation Performance Public Transportation Projects.

Mobility Engineer Nestor Fernandez requested deleting Administrative Policy A-05-02, Commercial Driver's License Requirement, because the language is being incorporated into a manual.

Without objection, the Board concurred with deleting Administrative Policy A-05-02.

Business and Support Management Manager (BSMM) Michelle Doane presented new Board Policy 4067 Department Policies, providing guidance on policies. She also proposed revisions to Administrative Policy 5067 Department Policies, formerly A-01-22, Department Policies, Memorandums, and Manuals. The Administrative Policy was revised to only address policies.

Member Kempton made a motion to approve Board Policy 4067 Department Policies and to accept revisions to Administrative Policy 5067 Department Policies. Member Vassar seconded the motion and it passed unopposed.

BSMM Doane requested revisions to Administrative Policy 5528 Records and Forms Management, formerly A-06-25. The policy provides clarification on managing records and forms and cleans up language.

Member Kempton made a motion, seconded by Member Vassar, and passed unanimously, to accept changes to Administrative Policy 5528 Records and Forms Management.

Vice Chairman Coleman thanked staff for its work on updating these policies.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:05 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
September 16, 2015
Rigby, Idaho