

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

February 23, 2015

The Idaho Transportation Board met at 8:30 AM, on Monday, February 23, 2015, 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

Executive Session on Personnel and Legal Issues. Vice Chairman Coleman made a motion to meet in executive session at 8:30 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.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 9:25 AM.

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

Review of Subcommittee Assignments. Chairman Whitehead reviewed the Board subcommittee assignments. The Subcommittee on Right-of-Way and Access Management is comprised of Vice Chairman Coleman (chair) and Members Gagner and DeLorenzo. Members Gagner (chair) and Horsch will continue to serve on the Subcommittee on State Highway System Adjustments. Member Gagner was asked to serve on the Subcommittee on Audits with Member DeLorenzo. Members Kempton (chair) and Vassar will continue to serve on the Subcommittee on Policies. Vice Chairman Coleman and Members Horsch, Kempton (chair), and Vassar will continue serving on the Subcommittee on 129,000 Pound Truck Routes.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the special Board meeting held on January 15, 2015 and the regular Board meeting held on January 21-22, 2015 as submitted. Member Horsch seconded the motion and it passed unopposed.

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

March 24-25, 2015 – Boise
April 29-30, 2015 – District 2
May 20-21, 2015 – Districts 5 and 6 tour, meeting in District 5

Consent Items. Member DeLorenzo noted a grammatical error on the Disadvantaged Business Enterprise Program policy statement. With the understanding that the error would be corrected, Member DeLorenzo 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-
ITB15-03 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 revisions to Administrative Policy 5037 Aeronautical Activities; the Disadvantaged Business Enterprise Program Policy Statement; the addition of three projects to the Public Transit Capital Program; the removal of the I-84 Business, Garrity/Idaho Center Boulevard Signalization, Nampa project from the Local Safety Program; the advance of the Turner Road Penstock Bridge project in the Local Bridge Program; and contract awards.

- 1) Administrative Policy 5037 Aeronautical Activities. Because Idaho Transportation Board resolution #04-57 was set to expire, staff recommended incorporating the requirement of an annual report to the Board on the state aircraft pool into a policy. Administrative Policy 5037 was revised to include that reporting requirement.
- 2) Disadvantaged Business Enterprise (DBE) Program Policy Statement. Staff is updating the DBE Program Plan to incorporate comments from the Federal Highway Administration. The revision includes non-substantive changes to the DBE Policy Statement, which requires the Board's review.
- 3) Add Three Projects to the Public Transit Capital Program. The Bonneville Metropolitan Planning Organization requested the addition of the following projects to FY15 using 5307 Urban funding: Mobility Management – Targhee Regional Public Transportation Authority Transition for \$72,000; Associated Capital Enhancement - Bus Shelter, Bus Route Lighting for \$48,000; and Associated Capital Improvements – Information Technology Upgrades, Facility Maintenance in the amount of \$58,000. Staff also requested approval to amend the Statewide Transportation Improvement Program (STIP) accordingly.
- 4) Remove I-84 Business, Garrity/Idaho Center Boulevard Signalization, Nampa from the Local Safety Program. The City of Nampa requested the removal of the I-84 Business Garrity/Idaho Center Boulevard Signalization project, key #13960, from the FY15 Program. It also requested the redistribution of the project's funds as follows: \$15,000 for the FY15 16th Avenue Signal Timing project, key #13958 and \$339,000 in FY16 for the Greenhurst Road Signals project, key #13959. Staff also requested approval to amend the STIP accordingly.
- 5) Advance Turner Road Penstock Bridge, Caribou County from FY18 of the Local Bridge Program. District 5 delayed its \$1.67 million FY15 District 5 Bridge Repair project, key #12436, to permit Caribou County to fund its \$1.3 million Turner Road Penstock Bridge project, key #13563 this spring. Staff requested approval to advance the Turner Road Penstock Bridge project from FY18 to FY15.
- 6) Board Approval of Contract Awards. The low bids on the following seven projects were more than ten percent over the engineer's estimate, requiring justification. The major differences between the engineer's estimate and low bid on key #12864 – SH-5, Railroad Bridge, Plummer, District 1, were in the Special Reinforced Concrete Walkway, Special Bridge Drilled Shaft – Soil, Special Bridge Drilled Shaft - Rock, Retaining Wall, and Concrete Class 40-AF Schedule Number 2 items. Due to the relative consistency of all the bids received, staff saw no evidence of bid manipulation. It does not believe any significant savings would be realized by modifying the design and rebidding the project. It believes it is imperative to award the project soon to capitalize on the accelerated bridge construction techniques incorporated into the construction of this project for a one-season completion, so recommends awarding the bid. Low bidder: Ralph L. Wadsworth Construction, Company, LLC - \$9,306,839.

Nineteen of the 21 bridge pay items were bid higher than the engineer's estimate on key #12875 – US-95, Race Creek Bridge, Idaho County, District 2. Staff believes the remote location and the contractor's long distance to the project site increased the unit prices of the bridge items. There were no obvious errors or oversights in the plan set, so staff does not believe a significant savings would be realized if the project is re-advertised. Delaying the curve improvement would continue to restrict commerce through the project area to trucks with an off-track of 5.5 feet without an oversized load permit. Staff recommends awarding the project. Low bidder: West Company Inc. - \$2,373,771.

The main discrepancy between the engineer's estimate and low bid on key #13394 - SH-55, North Fork Payette River Bridge, Cascade, District 3 was in the Special Bridge – High Strength Fiber Reinforced Mortar, Special Bridge – Temporary Work Platform, and Superpave Hot Mix Asphalt Paving Including Asphalt and Additives Class Special 3

items. The higher bid on the first two items was due to the fact that these items are specialty items with little bid history to obtain a more accurate estimate. The higher bid for the Superpave item was due to the small quantity and remote location. The District does not believe re-advertising the project would result in lower bids, so recommends awarding the contract. Low bidder: RSCI - \$4,783,800.

The major differences between the engineer's estimate and low bid on key #12345 – US-95, West/East Fork Goose Creek Bridges, District 3 were in the Concrete Bridge Deck Removal Class A, Cold Milling, Concrete Bridge Deck Removal Class B, Concrete Waterproof System C, and Pavement Marking items. The Average Unit Price was not used on those items. The Superpave Hot Mix Asphalt Paving Including Asphalt and Additives Class Special-3 item was also bid higher, presumably due to the small quantity and the limited resources and suppliers in the remote location. Staff recommends awarding the bid. Low bidder: C L Heilman Company Inc. - \$236,179.

The major differences between the engineer's estimate and low bid on key #13080 – SH-46, Ken Curtis Snake River Bridge, District 4, were in the Special Bridge Superstructure Jacking and Mobilization items. Difficulty with access and working with live loads remaining on the bridge presumably resulted in the higher bid for the Special Bridge Superstructure Jacking item. Mobilization will occur more than once on the project due to the bridge and traffic patterns, which resulted in a higher bid for that item. The District recommends awarding the contract. Low bidder: Cannon Builders Inc. - \$560,131.

Borrow, Superpave, Topsoil, 3/4" Aggregate Base, and Survey accounted for the majority of difference between the low bid and engineer's estimate on key #13823 – FY15 District 5 Turnbays. The project consists of turnbays in four different counties, two of which are remote. This presumably resulted in the higher bid. The District does not believe re-advertising the project would result in significant savings, so recommends awarding the project. Low bidder: Gale Lim Construction LLC - \$1,277,877.

The difference between the engineer's estimate and the low bid on key #12883 – SH-31, West Pine Creek Bridge, Bonneville County, District 6, was mainly due to items dealing with the relocation of the stream back to its historic stream bed, including Granular Borrow, Compacting Backfill, Seeding, Mulching, Mulch Anchoring, and Fertilizing. The higher bid is likely due to the risk associated with this work. The District does not believe re-advertising will result in better bids, so recommends awarding the project. Low bidder: Knife River Corporation – Northwest - \$633,696.

Informational Items. 1) Monthly Reporting of Federal Formula Program Funding for January. 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. Of the \$186.7 million available for all programs, \$152.5 million remains.

2) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section processed two professional service agreements from January 1 to January 31 in the amount of \$77,255.

3) Contract Awards. Key #18994 – I-90, Huetter Port of Entry Weigh in Motion, District 1. Low bidder: Cameron Reilly LLC - \$246,049.

Key #12930 – US-95, Freeze Road and Beplate Road Turnbays, Latah County, District 2. Low bidder: Motley-Motley Inc. - \$965,603.

Key #13462 – US-95, Junction I-84 to Fruitland, District 3. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$3,465,666.

Key #13035 – I-84, Bridge Repair, Boise, District 3. Low bidder Braun-Jensen, Inc. - \$1,428,000.

Key #13030 - SH-45, Deer Flat to I-84 Business, Nampa, District 3. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$4,713,097.

Keys #12955 and #11239 – I-84, Snake River Twin Bridges Eastbound, Minidoka County and Snake River Twin Bridges Westbound, Minidoka County, District 4. Low bidder: Ralph L. Wadsworth Construction Company, LLC - \$17,884,952.

Key #12081 – SH-46, Junction I-84 to Wendell North City Limits, District 4. Low bidder: Staker & Parson Companies dba Idaho Sand & Gravel Company - \$1,984,992.

Key #12402 – SH-75, FY15 District 4 Guardrail Upgrade. Low bidder: Railco-LLC - \$187,180.

Keys #12343 and #12397 – FY15 District 3 Pavement Striping and FY15 District 4 Pavement Striping. Low bidder: Interstate Barricades - \$599,122.

Key #13068 – SH-46 and US-26, Wendell to Gooding, District 4. Low bidder: Western Construction, Inc. - \$2,162,222.

Key #12431 - I-15, Devils Creek to Marsh Valley Road Overpass, District 5. Low bidder: Western Construction, Inc. - \$6,930,000.

Keys #12465 and #12449 – FY15 District 6 Pavement Striping and FY15 District 5 Pavement Striping. Low bidder: Streamline Markings, Inc. - \$907,868.

Key #12882 – SH-33, Henry’s Fork Snake River Bridge, Madison County, District 6. Low bidder: Cannon Builders, Inc. - \$876,485.

4) Professional Services Agreements and Term Agreement Work Tasks Report. From January 1 through January 31, 25 new professional services agreements and work tasks were processed, totaling \$3,315,440. Four supplemental agreements to existing agreements were processed during this period in the amount of \$264,438.

5) Annual Report on Status of State-Owned Dwellings. The Department owns 3 stick-framed houses, 14 manufactured homes, 4 manufactured bunkhouses, and one apartment at Johnson Creek and one at Cavanaugh Bay Air Strips, plus 23 trailer pads, of which 12 currently have employee-owned manufactured housing on them. ITD also owns nine trailer pads and three houses at rest area locations around the state. The report also included the fair market rental value, rental status, and monthly rental fee.

6) Legislative Proposal Analysis. Staff reviewed proposed changes related to including forestry and forest products, logging of timber and timber harvesting in the definition for agricultural products; removing the reference allowing single rear axle refuse/sanitation trucks transporting refuse to exceed legal weight by 4,000 pounds on that single rear axle; and including refuse/sanitation trucks transporting refuse to be allowed to exceed legal weight up to 2,000 pounds in excess of any axle, bridge or gross vehicle weight limits established in Idaho Code 49-1001. Captiol/West Public Policy Group presented the legislative changes to the Board in December on behalf of the Associated Logging and Log Hauling Contractors of Idaho. Staff believes the proposal will provide a benefit to industry, clarity to enforcement personnel, and result in minimal impact to the highway infrastructure. There should be no fiscal impact, but education on the law, if it is approved, will be needed for compliance personnel. Staff will monitor the legislative proposal and provide information as needed.

Director’s Report. Director Ness said he gave a presentation at the Farm Bureau’s annual meeting and participated in an Associated General Contractors – Idaho forum in District 1. He presented the Department’s budget proposal to the Joint Finance and Appropriations Committee last week. Several transportation revenue bills have been introduced. He also recognized employees for innovations and exemplary service to their community.

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

Chief Operating Officer Jim Carpenter commended staff for improving the winter performance metrics from last year and for accelerating the project delivery schedule. All FY15 projects have been advertised with the exception of one project that was delayed. The US-20, Thornton Interchange project is on the shelf, ready to be advertised. The decision

on the legal sufficiency on District 2's US-95, Thorn Creek to Moscow project should be ready by June or July. He also reported that the bids were opened on the US-95, Race Creek Bridge project. This project will eliminate off-track restrictions on this section of highway north of Riggins.

Members Gagner and Horsch commended staff for is exemplary service, including cash flow management improvements that enabled the earlier advertisement and award of projects.

Legislative Update. Governmental Affairs Manager (GAM) Mollie McCarty said the Department's rules have been approved. The Department's legislative proposal related to motor vehicle liens sales has been pulled due to concerns. She summarized a number of transportation revenue-related proposals and other bills that staff is monitoring, including proposals related to the federal Real ID Act and eminent domain. She added that Member DeLorenzo's re-appointment to the Board has been approved.

Chairman Whitehead thanked GAM McCarty for the report and for her efforts on legislation.

District 2 Public Transportation Advisory Council (PTAC) Nominations. Public Transportation Manager (PTM) Mark Bathrick presented two nominations for the District 2 PTAC position: Alisa Anderson and Shannon Grow. The seated members of PTAC found both candidates to be qualified.

Member Vassar noted that both candidates are well qualified. Because she used to work with one of the candidates, Member Vassar declared a conflict of interest and said she will abstain from voting.

Vice Chairman Coleman made a motion, seconded by Member Gagner, and passed 4-0, to approve the following resolution:

RES. NO. ITB15-04 WHEREAS, Idaho Statute 40-514 states that public entities that use public funds to provide public transportation services within the state shall report not less than semiannually to the department the amount of funding expended, audits conducted, the number of passengers carried, the agency vehicles used and the vehicle miles driven to provide transportation for Idaho citizens. This group was created as the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho. The PTAC shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the PTAC shall seek pertinent information, facts and data from local government agencies and providers regarding the rural public transportation issues; and

WHEREAS, the PTAC shall be comprised of six (6) members appointed by the Idaho Transportation Board. These members shall be representatives for local governments and agencies, private organizations, citizens groups and private providers that have an interest in public transportation, and people with disabilities and the elderly who utilize public transportation; and

WHEREAS, the Board shall appoint said members from recommendations submitted by said organizations, groups' providers, users and state agencies in each district. One (1) member shall be appointed from each of the six (6) transportation department director districts as provided in Section 40-303, Idaho Code; and

WHEREAS, the term of each member shall be three (3) years and the initial appointments to the council shall be such that two (2) members shall be appointed each year thereafter; and

WHEREAS, applications were solicited from interested parties to fill the vacated position in District 2 and the Department received two applications. The applications from Alisa Anderson and Shannon Grow were brought forward to PTAC members in January 2015 for review; and

WHEREAS, the ITD – Public Transportation Manager hereby brings forth two nominations that have been reviewed by the seated members of the PTAC and both found by unanimous consensus to be fit

candidates for the open seat in District 2.

NOW THEREFORE BE IT RESOLVED, that the Board has determined to appoint Alisa Anderson as the District 2 PTAC member for a term from February 23, 2015 through March 31, 2016.

Mobility Management Task Force Recommendations. PTM Bathrick said Texas A&M conducted a study on Idaho's mobility management program. The long-term desired outcomes of the program are to improve transportation options, improve access to jobs, improve access to education and healthcare, increase overall capacity for seniors to age in place, improve air quality, and mitigate traffic congestion. PTAC created a Task Force to review the findings and provide a recommendation.

PTM Bathrick reported that the Council concurred with the Task Force's recommendation to allocate state administration funds that have been identified through staff reductions and cost savings into district competitive pools. An application process will allow for-profit groups, not-for-profit entities, or individuals to apply for these funds in one, multiple, or all Districts. The recommendation also includes developing a communication plan of strategies and relevant materials to inform and engage stakeholders about public transportation, developing an implementation plan to track the progress and types of outreach conducted, and distributing some funds based on ridership.

The Board thanked PTM Bathrick and the Task Force for their efforts to address the mobility management program.

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

RES. NO. WHEREAS, the Idaho Transportation Department receives both 5311 and 5310
ITB15-05 State Administration Funds to hire and operate its Public Transportation office at the Department; and

WHEREAS, through re-organization, cost savings, elimination of full-time positions, and refocusing on ITD-Public Transportation's core mission, ITD-PT has been able to identify sustainable funds that will be available based on current MAP-21 funding levels; and

WHEREAS, the Mobility Management Study and Task Force identified ridership as being of critical importance to the success of public transportation in Idaho; and

WHEREAS, the Mobility Management Task Force came to a unanimous consensus; approving the following programmatic solution to ensure that identified tasks are implemented to assist in increasing ridership statewide; and

WHEREAS, an application is released using cost saving funds identified in 5311 and 5310 State Administration dollars that will develop a list of organizations, groups, and entities in each District who have or may potentially have an interest in public transportation services to develop a Communication Plan of strategies and relevant materials to inform and engage these organizations, groups, and entities about public transportation and to develop an Implementation Plan to track the progress and types of outreach conducted; and

WHEREAS, the success of this application will be based on the performance measurement of a 90% completion of the identified Implementation Plan, and an overarching performance measurement resulting in an increase in statewide ridership; and

WHEREAS, ITD-PT will move the grant application cycle to once every two years allowing for critical planning on the part of ITD-PT's customers and for the reduction in staffing needs and travel by eliminating procedural hurdles in accordance with the Mobility Management Study.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board has determined that it is important to the program and in the best interest of the public to proceed with the Mobility Management Task Force and Public Transportation Advisory Council's recommendations.

Additional 129,000 Pound Designated Route in Districts 2 and 3. Chief Engineer (CE) Dave Jones said ITD received a request to designate US-95 from Fruitland to Grangeville, milepost 63.051 to 240.273, as an up to 129,000 pound route. Analyses were completed by Districts 2 and 3, the Division of Motor Vehicles, and the Bridge Section. There was a 30-day public comment period that included two public hearings. Of the 16 comments received, five were in support of designating the route for vehicles up to 129,000 pounds, five were opposed, and six were neutral. Last month, CE Jones presented the findings to the Board Subcommittee on 129,000 Pound Truck Routes with a recommendation to approve the route. The Subcommittee concurred. He added that part of the route is restricted to vehicle combinations not to exceed 95 feet in overall length and not to exceed 5.5-foot off-tracking; however, there are some projects planned on US-95 that will eliminate the 5.5-foot off-tracking restrictions.

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

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho
ITB15-06 Transportation Board to designate state highways for permitted vehicle combinations up to 129,000
pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck Routes to implement provisions of the legislation; and

WHEREAS, the Idaho Transportation Department has received a request for a 129,000 pound route in Districts 2 and 3: US-95, Milepost (MP) 63.051 to 240.273; and

WHEREAS, the Chief Engineer and ITD Staff received the application and reviewed the proposed route by conducting an engineering and safety analyses of the route; and

WHEREAS, upon completion of the engineering and safety analyses, a 30-day public comment period was held, including an opportunity for verbal testimony, and 16 comments were received with 5 in support, 5 were neutral, and 6 were adversarial on the specific route; and

WHEREAS, the Chief Engineer presented his analysis to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on January 21, 2015, with a recommendation to approve the route; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analysis and public comments, it passed a motion to approve the route request; and

WHEREAS, the Chief Engineer and the Board Subcommittee presented their analyses and recommendations to the full Board at the regularly scheduled Board meeting of February 2015.

NOW THEREFORE BE IT RESOLVED, that the Board accepts the Chief Engineer's analysis and recommendation on the US-95, MP 63.051 to MP 240.273 route and the recommendation of approval from the Board Subcommittee; and

BE IT FURTHER RESOLVED, that the Board directs the Chief Engineer to issue a Letter of Determination that approves the referenced route request in District 2 and District 3.

State Institution Road Improvement. Mobility Services Engineer Nestor Fernandez said Board Policy 4045 State Institution Road Improvement allocates \$30,000 annually for the construction, alteration, repair and maintenance of roadways in, through, and around the grounds of state institutions. The Department of Administration, Division of Public Works is requesting FY16 funds to pave the gravel parking lot used to support the Lewis-Clark State College's Automotive Professional-Technical Program at the Wittman Complex. The Department of Administration estimates the total project to cost \$50,000. Lewis-Clark College would provide the additional funding. The Governor has endorsed the request and recommends Board approval.

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

RES NO. WHEREAS, Idaho Code Section 40-310(14) establishes a program for the
ITB15-07 construction, alteration, repair, and maintenance of roadways in, through, and around the grounds of state institutions; and

WHEREAS, the Idaho Transportation Board has authorized an amount up to \$30,000 annually for this program under Board Policy 4045; and

WHEREAS, the Department of Administration, Division of Public Works, has received a request in the amount of \$50,000; and

WHEREAS, \$20,000 of the project will be funded with Lewis-Clark College Funds; and

WHEREAS, \$30,000 of the project will be funded with Idaho Transportation Department Grant Funds; and

WHEREAS, the scope of work is to pave the gravel parking lot used to support the College's Automotive Professional-Technical Program at the Wittman Complex. The College is planning on applying permeable pavement asphalt, which would obviate the need for storm-water accommodations; and

WHEREAS, the Division of Public Works has approved this request and forwarded it to the Governor's Office; and

WHEREAS, the Governor has approved this request in a letter dated December 17, 2014 to the Idaho Transportation Board Chairman.

NOW THEREFORE BE IT RESOLVED, that the Board authorizes the Department Director to transfer funding to the Division of Public Works for the proposed project; and

BE IT FURTHER RESOLVED, that the Division of Public Works will administer or cause to be administered the Board approved project, including all phases of project development, construction and final cost accounting.

SH-5, Railroad Bridge, Plummer, Key #12864. Vice Chairman Coleman said Parametrix, Inc. was selected to perform engineering design services for the replacement of the SH-5 Railroad Bridge in Plummer in 2013. The agreement limited the work to bridge design. For project continuity and because of its knowledge of the project, staff would like to use Parametrix, Inc. for additional services, including during construction. The costs for this additional work, \$200,000, will put the consultant over the term limit of \$500,000, requiring Board approval per Board Policy 4001.

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

RES.NO. WHEREAS, the bid for the SH-5, Railroad Bridge, Plummer, key #12864 project
ITB15-08 was opened on January 20, 2015 for 2015 construction, and the project will require structural engineering support services during construction; and

WHEREAS, District 1 and Headquarters Bridge request approval for Parametrix, Inc. for the structural engineering support services. Parametrix, Inc. was the Engineer of Record for the bridge design; and

WHEREAS, the Idaho Transportation Board has reviewed the justification from District 1 to continue with Parametrix, Inc. for construction support services on this project during construction and exceed the \$500,000 term limit for total project agreements.

NOW THEREFORE BE IT RESOLVED, that the Board has determined that it is important to the project and in the best interest of the public to proceed with the construction services agreement, combined together with design services agreements, up to the total amount on the project of \$700,000.

State FY15 Financial Statements. Controller Dave Tolman elaborated on the mid-year financial statements. Through December, revenues from all state sources are ahead of projections by 3.9%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 3.6%. State revenues to the State Aeronautics Fund are ahead of projections by about .8%. Expenditures are 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.

Controller Tolman also said the FY14 audit resulted in one finding. Internal controls to reduce the risk of misstatement in inventory balances were not performed at a level to detect errors. The Department agrees with the finding and will ensure actual counts of inventory are reviewed and reconciled to confirm the reporting is accurate and consistent.

Executive Session on Personnel and Legal Issues. Member Gagner made a motion to meet in executive session at 11:25 AM to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345 (a) 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 1:00 PM.

Annual Report on Human Resources (HR) Activities. Chief Human Resources Officer Brenda Williams said work is continuing to change the Department's culture to a more humanistic and encouraging culture. Strategies to develop leaders include training, coaching, and the leadership summit. A workforce planning project is underway. The staffing resources needed to meet customer demands, address changing technology, and determine new skills for the future are being evaluated, with organizational charts being developed to depict the future structure in 2020.

HR staff members reported on various activities. The HR Services office focuses on recruitment, benefits, classification and compensation, and employee relations. The employee turnover rate in FY14 was 6%, not including retirees. Some other statistics include 422 return-to-work cases were processed, 5,914 payroll actions were completed, 137 salary actions were analyzed, and 20 equal employment opportunity cases were investigated. The FY15 focus areas are workforce plans, redesigning the internship program, transitioning to electronic forms, and continuing efforts to improve the culture.

The Equal Employment Opportunity Office's main focus is to ensure compliance with federal regulations. The office provides support and training to local public agencies. It also supports Science, Technology, Engineering and Math (STEM) efforts and conducts outreach via newsletters and social media. This year's efforts are on re-designing the website and on innovations.

The Training and Development Office's primary activities have been related to the culture change and leadership development. To improve leaders' effectiveness, more attention will be given to managing results, communications, and emotions. 2015 activities will target Transportation Technician, Operations training and certification, leadership development for middle managers, and new training for employees impacted by the 2020 workforce changes.

Accomplishments of the Safety Office include establishing statewide incident response procedures, training for Commercial Drivers' License supervisors, and partnering with the Occupational Safety and Health Administration on development of surveyor safety training. There were 119 injury incidents in FY14 and 92 preventable employee incidents. Goals for this year include updating the drug and alcohol testing procedures, adapting the Bureau of Land Management's safety program, and implementing a motor pool pre-inspection system.

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 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, flu shots, and the annual fitness challenge. Blue Cross of Idaho is also offering a wellness incentive to state employees this fiscal year.

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

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 1:40 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
March 25, 2015
Boise, Idaho