

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

March 14-15, 2018

The Idaho Transportation Board met at 9:00 AM on Wednesday, March 14, 2018 at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman
Lee Gagner, Vice Chairman – District 6
Jim Coleman, Member – District 1
Janice B. Vassar, Member – District 2
Julie DeLorenzo, Member – District 3
Jim Kempton, Member – District 4
Dwight Horsch, Member – District 5
Brian W. Ness, Director
Scott Stokes, Chief Deputy
Sue S. Higgins, Executive Assistant and Secretary to the Board

Tours. The Board traveled to the State Chinden Complex and toured the campus. In the afternoon it visited Idaho State Police in Meridian. The focus of the tour was the forensics lab, the Bureau of Criminal Identification, the Drug Recognition Expert program, and the E-citation program.

WHEREUPON, the tour ended at 4:05 PM.

March 15, 2018

The Board convened at 8:30 AM on Thursday, March 15, 2018 at the Transportation Department in Boise, Idaho. All members were present. Deputy Attorney General Larry Allen was also in attendance. Director Ness was absent.

Member Horsch made a motion to amend the agenda to add an executive session. Member Vassar seconded the motion and it passed unanimously.

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB18-07 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 removal of 21st Street Avenue Union Pacific Railroad (UPRR) Railroad Crossing, Caldwell project and the advance of the Look Lane UPRR Railroad Crossing, Caldwell project; the addition of the SH-75, Ketchum-Challis Highway Avalanche Repair,

March 15, 2018

Custer County project; exceeding the \$1 million limit on a consultant agreement with HDR; contracts for award; and the state institution road improvement.

1) Remove 21st Avenue UPRR Railroad Crossing and Advance Look Lane UPRR Railroad Crossing, Caldwell. Because the City of Caldwell will complete the \$575,000 21st Avenue UPRR Railroad Crossing project, key #20008, with its own resources, it requests the removal of the project from the Idaho Transportation Investment Program (ITIP). Staff requests approval to advance the Look Lane UPRR Railroad Crossing project, key #20355, for \$575,000 from FY21 to FY19 and to adjust the ITIP accordingly.

2) Add SH-75, Ketchum-Challis Highway Avalanche Repair, Custer County. During the 2016/2017 winter, the unusually large amount of snow resulted in avalanches above the rockfall protection work that was completed previously on SH-75. Staff requests the addition of a SH-75, Ketchum-Challis Highway Avalanche Repair project in Custer County to FY18 of the Federal Lands Access Program. The almost \$2 million project will replace and repair the damaged rockfall protection systems and guardrail. The Federal Lands Access Program will provide the majority of the funds with ITD responsible for a 7.34% match, or \$145,699. The project will be administered by the Federal Highway Administration-Western Federal Lands. Staff also requests approval to amend the ITIP.

3) Approval to Exceed the \$1 Million Limit on a Consultant Agreement with HDR. HDR is finishing Phase A, which includes gathering corridor information, identifying environmental and resource concerns, developing a public involvement plan, developing travel demand forecasts, identifying existing and forecasting no-build operational and capacity level of service, developing the purpose and need, and pre-study activities for the environmental process for improvements to the I-15 and US-20 connection, exits 118 and 119 in Idaho Falls, key #20065. Staff requests approval to exceed the \$1 million consultant services limit so HDR can complete Phase B. That work includes a Planning and Environmental Linkage study, National Environmental Policy Act documents and environmental clearance, material phase 1 report, value planning study, and the capital improvement plan for the main corridor connections between I-15 and US-20.

4) Contracts for Award. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification. The Mobilization and Retaining Wall – Soldier Pile items were bid significantly higher than the engineer's estimate on keys #18873 and #19015 – Southwick and Coyote Grade Guardrail, Nez Perce County and Clear Creek Road Guardrail, Idaho County, District 2. The variation is likely a reflection of the current high demand for all types of contractors, especially those subcontractors specialized in construction of soldier pile retaining walls. The Local Highway Technical Assistance Council (LHTAC) does not believe re-advertising the project would result in significant savings and noted that the project was initially advertised about one year ago. One bid was received at that time and it also exceeded the engineer's estimate. The analysis indicates the low bid is valid with no irregularities. LHTAC and the project sponsors recommend awarding the contract. Low bidder: Railco, LLC - \$525,256.

The major differences in the engineer's estimate versus the low bid on key #13979 – US-30, East 4000 North Road, Twin Falls County, District 4, were in the Excavation, ¾" Aggregate Type B Base, Superpave Hot Mix Asphalt Pavement Including Asphalt and Additives, and Mobilization items. The engineer's estimate was based on the unit price schedule of 2017 and on observation of past experience with similar projects. Staff believes the higher prices are due primarily to higher asphalt prices and additional costs charged for low quantities. Additionally, contractors in the area are near capacity with work and only two bids were received. The District does not believe re-advertising the project will result in lower bids and recommends awarding the contract. Low bidder: Knife River Corporation - Northwest - \$646,646.

5) State Institution Road Improvement Project. In accordance with Idaho Code 40-310(14), Board Policy 4045 State Institution Road Improvement allocates \$30,000 annually for the construction, alteration, repair, or maintenance of roadways in, through, or around the grounds of state institutions. The Division of Public Works requests funds for ongoing maintenance on parking and driving areas around the Eastern Idaho Technical College/College of Eastern Idaho campus. The project is estimated to cost \$60,000; however, the additional funds will be provided by the agency or the scope of work will be reduced. Governor Otter supports this recommendation.

Informational Items. 1) State FY18 Financial Statement. Revenues to the State Highway Account from all state sources were ahead of projections by 2.5% at the end of January. Of that total, receipts from the Highway Distribution Account were 2.2% or \$2.7 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 7.9%, or \$139,000. Expenditures were within planned budgets. Personnel costs had savings of \$11.4 million or 15.1% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. ITD had 96 vacancies at the end of January. Contract construction cash expenditures of \$288 million through January exceeded any from the past three years.

The balance of the long term investments was \$164.1 million at the end of January. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$77 million were \$31 million less than the end of June. Expenditures in the Strategic Initiatives Program Fund through January were \$6 million. Deposits into the new Transportation Expansion and Congestion Mitigation Fund were \$10.2 million year-to-date.

2) Monthly Reporting of Federal Formula Program Funding through February. Idaho received obligation authority of \$130 million through March 23 via a continuing resolution. This corresponds to \$128.1 million with match after a reduction for prorated indirect costs. Apportionments were \$301.7 million, which includes Redistribution of Certain Authorized Funds. Currently, obligation authority is 43.1% of apportionments. Of the \$128.1 million allotted, \$41 million remains.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section did not execute any professional service agreements in the previous month.

4) Contract Awards and Advertisements. Key #19431 – I-90, Blue Creek Bay Bridge, Kootenai County, District 1. Low bidder: Record Steel & Construction Inc. dba RSCI - \$10,856,491.

Key #20290 – Delineators and Signage, St. Joe River Road, Benewah County, District 1. Low bidder: Northwest Landscape LLC – \$88,203.

Key #18830 – I-84, Sign Structures, Exits 26 and 27, District 3. Low bidder: Coral Construction Company - \$831,153.

Key #20295 – Signals and Turn Bay, Shoshone Street, Twin Falls, District 4. Low bidder: Electric 1 West, Inc. - \$952,671.

The list of projects currently being advertised was provided.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From February 2 through February 22, 33 new professional services agreements and work tasks were processed, totaling \$4,491,931. One supplemental agreement to an existing professional services agreement was processed during this period in the amount of \$101,000.

Executive Session on Personnel Issues. Member Coleman made a motion to meet in executive session at 8:35 AM to discuss personnel issues as authorized in Idaho Code Section 74-206(b). Member Horsch seconded the motion and it passed 6-0 by individual roll call vote.

The personnel discussion focused on an evaluation.

The Board came out of executive session at 9:35 AM.

Vice Chairman Gagner left the meeting at this time.

Director's Report. Via a pre-recorded video, Director Ness reported that the Joint Finance and Appropriations Committee (JFAC) approved ITD's budget last week with two main deviations from the Governor's budget recommendation. It does not fund construction of a new District 4 administrative office and it includes \$1.5 million in highway operations funding for the purchase of a new airplane instead of funding from the General Fund. Other Department activities included a rockslide closed a portion of I-90 last week, Idaho received a federal \$3.2 million Transportation Investments Generating Economic Recovery grant for a rail line in District 2, 25 employees are participating in an internal Emerging Leaders Program, an onboarding program has been developed to provide assistance to new employees, and innovations are now being posted on the external website. He also recognized Port of Entry employee Tysha Darrington for her customer service.

Chief Operations Officer (COO) Travis McGrath said 75 of the 79 FY18 projects have been advertised and seven FY19 projects have been awarded. An ITIP Program Management Office has been established to help coordinate statewide project delivery. The Department's roads have been clear of snow and ice 84% of the time this winter. Although the beginning of

winter was fairly mild, last month was more challenging. He also mentioned that work is continuing on the Enterprise Risk Management initiative. Risk controls are being identified and implemented to reduce the likelihood of a threat occurring.

Chairman Whitehead thanked staff for the updates.

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

Employee Service Awards. The Board participated in the Employee Service Awards. Member Coleman provided remarks on behalf of the Board.

Legislative Report. Mollie McCarty, Governmental Affairs Manager (GAM) elaborated on the JFAC-approved appropriations. Fifteen line items were approved, including highway safety and technology projects. She provided an update on a number of bills the Department has been monitoring on various topics, including special license plates, open meeting requirements, driving under the influence and ignition interlock devices, and overlegal permits. She expressed appreciation to the numerous staff members that have been instrumental in analyzing legislation and providing information.

The Board thanked GAM McCarty for the legislative update and for her exemplary efforts.

FY19 Budget Status Update. Financial Manager – Financial Planning & Analysis (FM-FP&A) Joel Drake said the Department's two supplemental appropriation bills have either been signed by the Governor or transmitted to him. He summarized the FY19 appropriation bill that JFAC passed earlier this month. In addition to the information provided earlier, the bill also includes a 3% change in employee compensation.

Chairman Whitehead thanked FM-FP&A Drake for the information and for his commendable work on the budget.

Human Resources Annual Report. Chief Human Resources Officer (CHRO) Brenda Williams provided statistics and information on Human Resources' activities. The Department made a concerted effort to fill vacancies during calendar year 2017, which resulted in a 43% increase in recruitment activity. The turnover rate was 14.8%, which was slightly more than during 2015 and 2016. The office helped develop the new onboarding process, revamped the employee safety program, established the internal Emerging Leaders Program, and made employee safety a higher priority. It coordinated another successful Heavy Equipment Operator Training class, as 90% of the trainees were employed within one month of completing the program.

The presentation also included employees' testimonials on Human Resources' impact. CHRO Williams summarized future plans: establish an equipment training program, complete the performance management system, create a safety blueprint, provide leadership career development, and improve employee engagement.

Chairman Whitehead thanked CHRO Williams for the informative presentation.

Executive Session on Personnel and Legal Issues. Member DeLorenzo made a motion to meet in executive session at 11:55 AM to discuss personnel and legal issues as authorized in Idaho Code Section 74-206(b), (d), and (f). Member Vassar seconded the motion and it passed 5-0 by individual roll call vote.

The discussions on legal matters related to operations. The personnel item related to the performance of an employee.

The Board came out of executive session at 1:10 PM.

Valley Regional Transit (VRT) Short Range Plan. Stephen Hunt, VRT Principle Planner, said VRT is responsible to serve Ada and Canyon Counties' public transportation needs, coordinate services, and encourage the private sector to deliver transportation solutions. It is developing a short range plan to address the travel needs and provide a blueprint for the future of public transportation in the Treasure Valley. The Plan addresses services and capital projects aimed at lowering the cost of urban transportation. It includes plans for significant growth in fixed route and other VRT programs. The six-year plan addresses how the citizens of the two counties can maintain the freedom to move while the region continues to add more jobs, people, and opportunities. The VRT Board is expected to act on the draft plan in April.

Chairman Whitehead thanked Mr. Hunt for the overview on the short range plan.

Public Transportation 2018-2020 Application Funding Recommendations. Kim McGourty, Public Transportation Manager (PTM), summarized the application process, timeline, and recommended public transportation projects for the 2018-2020 rural awards and the 2018-2019 Intercity Bus funding.

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

RES. NO. WHEREAS, the Public Transportation Office is charged with soliciting,
ITD18-08 reviewing, and programming public transportation projects in the rural areas of
Idaho; and

WHEREAS, the Idaho Transportation Board serves as the final approver of
Federal Transit Administration (FTA) funded projects in Idaho before being
submitted to FTA; and

WHEREAS, the funding sources include four FTA grants, the 5310 Elderly and
Persons with Disabilities Program, 5311 Rural Formula Program, 5311(f)
Intercity Bus Program and 5339 Bus and Bus Facilities Program, and one State
grant Vehicle Investment Program; and

WHEREAS, the Public Transportation Office has solicited, reviewed, provided for public comment, presented and received unanimous concurrence from the Public Transportation Advisory Council on the proposed projects.

NOW THEREFORE BE IT RESOLVED, that the Board acknowledges the projects proposed, as shown as Exhibit #492, which is made a part hereof with like effect, and approves the rural funding amount of \$17,294,878, and Intercity Bus program funding amount of \$702,704 for submittal to the FTA for final approval; and

BE IT FURTHER RESOLVED, that these projects are submitted for inclusion in the FY18-21 Statewide Transportation Investment Program and programmed in FY18.

Chairman Whitehead thanked PTM McGourty for the presentation.

Relinquishment of Coeur d'Alene Lake Drive to Local Agencies. Ben Ward, District 1 Traffic Engineer, said Coeur d'Alene Lake Drive was US-10 prior to the construction of I-90 in Coeur d'Alene. Since then, the route has functioned as a local road, and the Department and Board Subcommittee on State Highway System Adjustments have discussed relinquishing the road to local jurisdictions. A task force established in 2014 developed a master plan for the corridor. It identified the City of Coeur d'Alene and East Side Highway District as the appropriate entities to assume jurisdiction of the road. Both agencies are now receptive to that and have signed Road Closure and Maintenance Agreements to that effect. The agreements require ITD to provide \$840,000 to the City of Coeur d'Alene and \$2,707,000 to East Side Highway District for operation and maintenance.

Member Coleman said the route serves recreational and tourist traffic and provides access to the local population. It functions as a local road. Yesterday, the Subcommittee on State Highway System Adjustments recommended proceeding with the relinquishment.

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

RES. NO. WHEREAS, it has long been desired to remove Coeur d'Alene Lake Drive (Old
ITB18-09 US-10) from the state highway system and have it function as a local road under
 local jurisdiction; and

WHEREAS, Coeur d'Alene Lake Drive functions as a local road and therefore should be managed by the City of Coeur d'Alene and East Side Highway District; and

WHEREAS, the Idaho Transportation Department completed a Master Plan for Coeur d'Alene Lake Drive to memorialize maintenance needs and costs as well as notable features and risks; and

WHEREAS, ITD, with concurrence from the Idaho Transportation Board Subcommittee on State Highway System Adjustments, has successfully

negotiated terms with the City and Highway District around the foundation of the Master Plan and codified in state and local agreements; and

WHEREAS, the City of Coeur d'Alene has signed an agreement to take jurisdictional control of the portion of Coeur d'Alene Lake Drive from Sherman Avenue to Silver Beach Road; and

WHEREAS, East Side Highway District has signed an agreement to take jurisdictional control of the portion of Coeur d'Alene Lake Drive from Silver Beach Road to Higgins Point.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the transfer of Coeur d'Alene Lake Drive to the City of Coeur d'Alene and East Side Highway District according to the signed agreements and Official Minute Entry, as shown as Exhibit #493, which is made a part hereof with like effect; and

BE IT FURTHER RESOLVED, that the Board authorizes allocation of \$3,547,000 funds to cover future care and maintenance as stipulated in the agreements. The funding is to be provided via a combination of FY18 statewide balancing and current available bid savings and FY18 Board Unallocated Program funds.

Chairman Whitehead thanked Traffic Engineer Ward and Member Coleman for their work on this important project.

Educational Meeting with Magic Valley Stakeholders Regarding Metropolitan Planning Organizations. Maranda Obray, Senior Transportation Planner (STP), said the federal government designated Twin Falls and Jerome Counties as a Metropolitan Statistical Area (MSA) last year. Statistical data about MSAs help government officials and businesses review information about per capita income, spending patterns, and unemployment rates. This designation created some confusion with a Metropolitan Planning Organization (MPO) designation. An MPO is an area with more than 50,000 in population and is a federally mandated and funded transportation policy-making organization that is made up of representatives from local government and governmental transportation authorities.

STP Obray reported that due to the confusion with the designation and in anticipation that the Twin Falls urban area will meet the 50,000 population threshold to be designated as an MPO after the 2020 census, staff met with community leaders and agencies to discuss the various designations. It assured the community that ITD is committed to making the Magic Valley MPO successful within the next five years. Staff intends to meet with local elected officials in the fall to continue these discussions and to provide assistance with determining the MPO membership, structure, and adopted policies.

Chairman Whitehead thanked STP Obray for the report.

Introduction of New ITIP Program Manager. ITIP Program Manager Randy Gill said he will oversee the new ITIP Program Management Office in the Division of Engineering Services. It was established to provide statewide assistance with project delivery. The office will manage the ITIP, provide project management leadership, and assist with cost estimating.

The Board congratulated ITIP Program Manager Gill on his new position.

North America Plate Update. Compliance Program Manager (CPM) Reymundo Rodriguez summarized the Idaho North America Plate program enacted in 2009. It allows both Idaho-based and non-Idaho-based trailers to have permanent Idaho registrations and plates for a one-time fee. The plate remains with the trailer for as long as the title-holder retains ownership of the trailer. The customer may also print its logo on the plate. The plates were marketed. Sales of the plates have increased the past several years and to date total 46,806.

Chairman Whitehead thanked CPM Rodriguez for the report.

Vice Chairman. Without objection, the Board concurred with retaining Lee Gagner as vice chairman.

Board Subcommittee Assignments. Chairman Whitehead asked Member Horsch to serve as chairman of the Subcommittee on State Highway System Adjustments and Member Coleman to serve as the second permanent member. Both Members concurred. Chairman Whitehead dissolved the Board Subcommittees on Right-of-Way/Access Management and Local Coordination/Permitting due to lack of activity. Vice Chairman Gagner and Member DeLorenzo will continue serving on the Subcommittee on Audits; Members Kempton and Vassar will continue serving on the Subcommittee on Policies; and Members Kempton, Horsch, and Coleman will continue as members of the Subcommittee on 129,000 Pound Truck Routes.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on February 21, 2018 as submitted. Member Horsch seconded the motion and it passed unopposed.

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

April 18-19, 2018 – District 2

May 16-17, 2018 – District 5

June 19-21, 2018 – District 4

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:20 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved

April 18, 2018

Lewiston, Idaho

March 15, 2018