AGENDA

IDAHO TRANSPORTATION BOARD

July 17-18, 2019
AGENDA

District 4 Tour and Regular Meeting of the
Idaho Transportation Board

July 17-18, 2019

KEY:
ADM = Administration
CD = Chief Deputy
DIR = Director
OP = Operations

July 17, 2019
Twin Falls, Idaho

1. DISTRICT 4 TOUR
   Depart La Quinta Inn, 593 Pole Line Road, Twin Falls; local roads
   View potential third river crossing location
   Travel I-84 east, SH-50 south: view Hansen Bridge
   Travel SH-50 north, SH-25 north and US-93 north:
   view Notch Butte climbing lane project
   Arrive District 4 Office, 216 South Date Street, Shoshone; tour
   Depart Shoshone; SH-24 east
   Arrive Rupert Maintenance Shed; lunch
   Depart Rupert; SH-25 south and I-84 east
   View Raft River Bridges
   View Salt Lake City Interchange project
   Arrive Cassia County boat inspection site
   Depart Cassia County boat inspection site; I-84 west
   Arrive Twin Falls; tour ends

   Time*
   8:15
   10:00
   11:00
   12:00
   1:00
   1:15
   1:30
   2:00
   3:00
   4:30

*All listed times are estimates only. The Board reserves the right to move agenda items and adjust the time schedule. The meeting is open to the public, except for the executive session.
July 18, 2019

BUSINESS MEETING

Action Item

2. CALL MEETING TO ORDER 8:30

Information Item

3. SAFETY/SECURITY SHARE: Safety/Compliance Officer Woolley-Fisher

Action Items

4. BOARD MINUTES – June 19-20, 2019 .......................................................6
5. BOARD MEETING DATES........................................................................21 8:35
   August 21-22 – District 1 October 17 – Boise
   September 11-12 – District 3 November 21 – Boise

6. CONSENT CALENDAR..............................................................................22
   CD ___ District 2 Public Transportation Advisory Council appointment........23
   CD ___ Public Transportation Program modification in FY19.........................33
   CD ___ Public Transit Program modification in FY20 .....................................36
   OP ___ Add Emergency Relief projects on Local Road System to FY19 ..........38
   OP ___ Increase term limit amounts for Strata from $1,500,000 to $1,597,000 .....41
   OP ___ Consultant agreements ..................................................................43
   OP ___ Contracts for award .....................................................................48

Information Items

7. INFORMATIONAL CALENDAR
   OP ___ Contract award information and current advertisements ..................56
   OP ___ Professional services agreements and term agreement work tasks report...61
   ADM ___ Annual report of activities to the Board of Examiners......................68
   ADM ___ State FY19 financial statements......................................................70
   ADM ___ Monthly report of federal formula program funding through June .......87
   ADM ___ Non-construction professional service contracts issued ..................89
   DIR ___ Performance Measurement Report for Division of Financial Management ..90

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8. DIRECTOR’S REPORT ON DEPARTMENT ACTIVITIES 8:40

9. DELEGATION: Lincoln County Commissioner Wood 9:20

10. DELEGATION: Twin Falls Mayor Barigar 9:35

11. DELEGATION: Greater Twin Falls Transportation Committee Chair Martens 9:40

Information Items

12. AGENDA ITEMS 9:45
   OP ___ Chief Operations Officer’s board update ................................................................. 98
       McGrath

   OP ___ Zero fatalities award: Camas County ................................................................. 99
       Kotowski

   OP ___ Office of Highway Safety 2020 Communications Plan ....................................... 100
       Kotowski

13. BREAK 10:10

14. DISTRICT 4 REPORT: District Engineer Barrus 10:40

Action Items

15. AGENDA ITEMS, continued 10:55
   OP ___ Annual update of Idaho State Highway Functional Classification Map ............ 101
       Kanownik (Resolution on page 105)

   OP ___ 2040 Long-Range Transportation Plan ................................................................. 106
       Kanownik (Resolution on page 108)

   CD ___ FY20 Idaho Airport Aid Program ................................................................. 109
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   DIR ___ Proposed draft legislation - 2020 legislative session ..................................... 117
       McCarty (Resolution on page 119)

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July 18, 2019
District 4 Office
216 South Date Street
Shoshone, Idaho

16. AGENDA ITEMS, continued
ADM ___ Proposed revisions to Board and Administrative Policies 4017 and 5017
McArthur Office of Internal Review ...........................................................................155 11:50

17. EXECUTIVE SESSION (working lunch**) 12:00
PERSONNEL ISSUES [SECTION 74-206(a), (b)]
LEGAL ISSUES [SECTION 74-206(c), (d), (f)]

Information Items
18. ADOPT-A-HIGHWAY PRESENTATION: Magic Valley Republican Women 2:15

19. ADJOURNMENT (estimated time) 2:20

**The meal will be served and reimbursed by the department. Meal reimbursement will not be claimed by any employee participating in the working lunch. Attendance is mandatory.

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REGULAR MEETING AND DISTRICT SIX TOUR OF THE IDAHO TRANSPORTATION BOARD

June 19-20, 2019

The Idaho Transportation Board met at 8:30 AM on Wednesday, June 19, 2019 in Salmon, Idaho. The following principals were present:

Jerry Whitehead, Chairman
Jim Kempton, Vice Chairman – District 4
James R. Thompson, Member – District 1
Janice B. Vassar, Member – District 2
Julie DeLorenzo, Member – District 3
Dwight Horsch, Member – District 5
Bob Hoff, Member – District 6
Scott Stokes, Chief Deputy
Sue S. Higgins, Executive Assistant and Secretary to the Board

Bill Moad, who was appointed to chair the Board effective July 2019, was also present.

**District 6 Tour.** The Board traveled SH-28 east. After touring QB Corporation, the tour continued east to view several bridge projects. The Board returned to Salmon on SH-28 west, traveled north on US-93 to North Fork and returned to Salmon via US-93 south.

WHEREUPON, the Idaho Transportation Board’s regular monthly meeting recessed at 3:15 PM.

June 20, 2019

The Idaho Transportation Board convened at 8:25 AM on Thursday, June 20, 2019 in Salmon, Idaho. All members were present. Deputy Attorney General Renee Hollander-Vogelpohl was also in attendance.

**Budget Briefing.** Economist and Research Manager Bob Thompson summarized revenue trends and projections. He predicts minimal growth, between 1% and 2%, in the State Highway Account in FY20 and FY21, and between a 2% and 3% increase in revenue to the Transportation Expansion and Congestion Mitigation (TECM) fund. He expects volatile crude oil and motor fuel prices, continued growth in Idaho, sustained growth of the national economy, and a potential recession in late 2020 to impact revenue.

Financial Planning and Analysis Manager (FP&AM) Joel Drake reported on Senate Bill 1065, which provides a bonding mechanism for the TECM program. The funding sources are the sales tax and cigarette tax, with a guaranteed minimum funding level of $15 million annually. The projects must address expansion and congestion mitigation needs and may be outside the GARVEE corridors. No further legislative action or authorization is required. Projects are to be selected and approved by the Board with the bonds issued by the Idaho Housing and Finance...
Association. The legislation also directs the Board to consider mitigating traffic congestion from the state campus site on US-20/26 (Chinden Boulevard) in Boise.

FP&AM Drake summarized the current TECM projects in the FY20-26 Idaho Transportation Improvement Program. Staff will continue to study and analyze TECM bonding options and will provide additional information later this year.

In response to Member DeLorenzo’s question, FP&AM Drake concurred that the TECM Program does not have a sunset date, but a future legislature could eliminate the TECM funding.

Financial Manager Justin Collins presented the draft FY20 supplemental request totaling almost $22.4 million, with the majority of the funds for construction. The draft FY21 appropriation request is $762.3 million and 1,651 full-time positions. Federal funds are estimated at $340.4 million, state revenues at $370.7 million, and almost $5 million from local and interagency receipts. Some of the budget highlights include $29.7 million for replacement equipment, $386.1 million for the construction program, and $16.1 million for capital facilities. The capital facilities request includes $12.5 million for a new District 4 office building. There are also 37 line items totaling $26.4 million.

Vice Chairman Kempton elaborated on the history to replace the aging District 4 office building. He believes $12.5 million is the maximum amount for this structure, as there may be opportunities to save money by constructing it at the current location in Shoshone or co-locating with other government agencies on property ITD owns near Twin Falls.

Draft FY20-26 Idaho Transportation Investment Program (ITIP). Senior Transportation Planner (STP) Nathan Hesterman presented the draft FY20-26 ITIP. A new Supporting Infrastructure Assets Program is being developed for assets other than pavement and bridges, like guardrail, traffic signals, fencing, and culverts. Highway funding is estimated at $504 million annually (including GARVEE projects in FY20-21) or $448 million annually (excluding GARVEE) over the seven-year Program. The document also includes other modes. STP Hesterman added that more aeronautics’ projects will be added to the out years.

Chief Deputy Stokes emphasized that construction funds available from the Highway Distribution Account (HDA) are declining, and there are no HDA funds available in FY21 due to other commitments like the District 4 office building and increasing operational costs. Legislation increasing revenue to the dedicated fund in 2015 restricted the use of that money. He stressed the importance of having flexibility to address other needs, such as operations.

Public Involvement Coordinator Adam Rush said the public review and comment period on the draft ITIP is scheduled for July. He outlined the planned outreach efforts.

Chairman Whitehead thanked staff for the presentations.

Highway Safety Plan. Highway Safety Manager (HSM) John Tomlinson presented the FY20 Highway Safety Plan. The document, required by the National Highway Traffic Safety Administration, was developed to reduce traffic crashes, deaths, and injuries. No significant changes were made to the draft Plan since it was presented last month.

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

RES. NO. Whereas, Idaho experienced 25,851 reportable traffic crashes, 245 traffic ITB19-15 deaths, and 1,246 people seriously injured in 2017; and

WHEREAS, the economic cost of traffic crashes in Idaho for 2017 was more than $4.1 billion; and

WHEREAS, the Idaho Transportation Department’s goal is to have zero traffic deaths; and

WHEREAS, the National Highway Traffic Safety Administration (NHTSA) may allocate about $3.9 million in funding behavior safety programs for Idaho to reduce traffic deaths and serious injuries; and

WHEREAS, the Idaho Traffic Safety Commission and the Office of Highway Safety have developed the Highway Safety Plan for Federal Fiscal Year 2020 to work toward the elimination of Idaho traffic deaths, serious injuries, and economic losses; and

WHEREAS, the Highway Safety Plan is required by NHTSA in order to receive funding from NHTSA.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board adopts the Highway Safety Plan for Federal Fiscal Year 2020, which is on file in the Office of Highway Safety.

Zero Fatalities Award. HSM Tomlinson commended Butte and Custer Counties for recording zero highway fatalities in 2018. He recognized the respective Sheriffs, County Commissioners, Idaho State Police, and ITD’s maintenance staff for their partnership and exemplary service keeping the roads and traveling public safe.

Idaho State Police Lieutenant Chris Weadick emphasized the valuable partnership with ITD and other agencies to promote highway safety. He thanked the Board and Department for their support and collaboration.

Chairman Whitehead thanked HSM Tomlinson for the highway safety reports.

Safety Share. With a lot of construction occurring around the state, District 6 Engineer (DE) Jason Minzghor emphasized the importance of being extra vigilant when driving through
construction zones and also when maintenance crews are working on the highways. As a security precaution, he warned about loaning laptops to other people, even if you know them.

Chairman Whitehead thanked DE Minzghor for the important messages.

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on May 15-16, 2019 as corrected. Member DeLorenzo seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:
July 17-18, 2019 – District 4
August 20-21, 2019 – District 1
September 11-12, 2019 – District 3

Consent Items. Some discussion was held on the Strategic Plan. Chairman Whitehead asked about the increasing costs for administration and planning. Chief Deputy Stokes replied that the increases are mainly due to personnel cost increases and technology expenses. Member DeLorenzo questioned the “political” heading under Key External Factors, as the information is related to funding. Chief Deputy Stokes said he will look into changing it.

Member Horsch made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:
RES. NO. ITB19-16 WHEREAS, consent calendar items are to be routine, non-controversial, self-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 FY20-23 Strategic Plan for the Division of Financial Management; the removal of the Local, Advanced Signalization project from the Program; the advance of 12th Street/Idaho Canal Bridge, Idaho Falls; the removal of Bike Share, Valley Regional Transit; the addition of Emergency Relief projects on the Local Road System to FY19; the update of Safety Rest Areas and Oasis partnerships; consultant agreements; a contract for award; and contracts for rejection.

1) Strategic Plan for the Division of Financial Management. Idaho Code requires all state agencies to submit an annual Strategic Plan by July 1. The plan is to cover a minimum of four years forward and is to include the Department’s vision or mission statement, goals, objective, external factors, and performance measures and benchmarks.

2) Remove Local, Advanced Signalization Project. The Community Planning Association of Southwest Idaho (COMPASS) and Ada County Highway District request the removal of the Local, Advanced Signalization project, key #22100, from the ITIP. The removal of the $1,790,000 project is due to the determination that faulty assumptions in the original concept and project application will not provide the safety and congestion relief benefits that are being
sought. No expenditures have occurred on this project, and the funds will be reprogrammed at a later date.

3) Advance 12th Street/Idaho Canal Bridge, Idaho Falls. The City of Idaho Falls and the Local Highway Technical Assistance Council (LHTAC) request advancing the 12th Street/Idaho Canal Bridge project, key #18995 from FY20 to FY19. Funding to advance the $1.3 million project is made available through the Highway Infrastructure General Fund.

4) Remove Bike Share, Valley Regional Transit (VRT). COMPASS and VRT request the removal of the Bike Share, VRT project, key #20010 because it has been determined that current technology would be obsolete within two years. VRT is researching alternative methods to operate the bike share service. COMPASS also requests directing the $182,000 from that project to key #20095, Boise State University Secure Bike Facilities - $5,000; key #20141, Indian Creek Path Extension, Nampa - $52,000; key #20275, State Street Lighting, 16th to 23rd, Ada County Highway District - $77,000; key #20841, Bike/Pedestrian Bridge over Boise River, Eagle - $13,383; and key #21913, Boise State University Covered Bike Facility – $34,617.

5) Add Emergency Relief Projects on the Local Road System to FY19. In April, heavy rain fell in Adams and Idaho County, causing major flooding and road damage at eight locations. The Governor signed a proclamation declaring a state of disaster emergency in these two counties. Last month the Federal Highway Administration authorized $500,000 for work associated with this disaster event. This is the initial payment being distributed to fund the most critical emergency repairs. Staff requests the addition of the following projects to the FY19-25 ITIP: key #22474, STC-4730, Clear Creek Road McConnell Property, Idaho County - $672,514; key #22475, STC-4730, Clear Creek Road Ketelo Property, Idaho County - $200,634; key #22476, STC-4730, Clear Creek Road Croker Property, Idaho County - $292,132; key #22477, STC-4730, Clear Creek Road Elk Meadow above Property, Idaho County - $397,439; key #22478, STC-4730, Clear Creek Road Elk Meadow, Idaho County - $553,963; key #22479, STC-4730, Carrot Ridge Slide, Idaho County - $1,057,283; key #22480, STC-4730, Glenwood Road Milepost 1.9 – 5.8, Idaho County - $922,155; and key #22485, STC-4730, Glenwood Road Milepost 1.3 and Adams Grade, Idaho County, $2,964,300.

6) Safety Rest Areas and Oasis Partnerships. The 2019 rest area chart was updated to reflect the current average daily traffic count data. The I-84 Jerome Rest Area was removed and replaced with three Oasis partnerships. The condition of the facilities was also provided; however, there is no funding dedicated for rest areas. The updated safety rest area chart and map are shown as Exhibit #508, which is made a part hereof with like effect.

7) Request to Approve Consultant Agreements. In accordance with Board Policy 4001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts, staff requests approval to exceed the $1,000,000 agreement limit for key #9070, Cherrylane Bridge, Nez Perce County, District 2 for remaining design services with Keller Associates for $757,000 bringing the total to $2.86 million; key #7827, SH-44 Corridor Study, Junction I-84 to Eagle, Ada and Canyon Counties, District 3 for services necessary for the completion of the environmental clearance process with AECOM for up to $1.9 million; key #21906 Pear Lane to Middleton Road, Canyon County, District 3 for services necessary to
complete the environmental clearance process with Horrocks Engineers for $2.66 million for a total of $2.8 million; keys #20435, Buffalo River Bridge to Island Park Lodge, Fremont County, #20486, Pinehaven to Buffalo River Bridge, Fremont County, and #20581 Sheep Falls to Pinehaven Passing Lanes, Fremont County, District 6 for design services necessary for the completion of the preliminary design with J-U-B Engineers for $2.96 million bringing the total to $3.24 million; key #20442, SH-41 Interchange, Kootenai County, District 1 for remaining design services and engineer of record services with David Evans & Associates for $5.6 million, bringing the total to $6.6 million; and key #19883, US-95 North Corridor Access Improvements, District 1 for emergency signal design with Parametrix for up to $200,700 bringing the total to $1.2 million.

8) Contract for Award. The low bid on key #20275 - NHS-7220, State Street Lighting: 16th Street to 23rd Street, Ada County Highway District (ACHD), was more than ten percent over the engineer’s estimate, requiring justification. The Removal of Obstructions, Illumination Type 2, and Mobilization items accounted for the majority of difference between the low bid and engineer’s estimate. The bid amounts for the Removal of Obstructions and Mobilization items reflect the current high demand for this type of specialty work. The bid amount for the Illumination Type 2 item reflects the higher material costs based on the current economy. ACHD secured the additional funds for the higher bid and recommends awarding the contract. Low bidder: Quality Electric Inc. - $355,891.

9) Contracts for Rejection. The low bids on the following projects were more than ten percent over the engineer’s estimate, requiring justification. In general, the bid prices were higher than expected across the board, but the Granular Subbase, Dewatering Foundation, and Temporary Shoring items were the significant contributors to the high bid on key #12049 - STC-8202, West 9th Street; Pioneer to West Indianhead Road, Weiser. The project was bid with a very tight construction schedule and at a time when several other large projects were being bid. LHTAC believes these constraints contributed to the higher bids. The sponsor, the City of Weiser, does not have the additional funds to cover the higher bid. LHTAC and the sponsor recommend rejecting the bid and repackaging it with a more flexible schedule and re-advertising in more favorable market conditions. Low bidder: Sunroc Corporation - $2,799,007.

Clearing and Grubbing, Concrete Class 40A, Prestressed Slab, Steel H Pile, Survey, and Temporary Traffic Control accounted for most of the difference between the low bid and engineer’s estimate on key #19673 – SH-3, North of Bovill, Potlatch River Bridge, District 2. The District believes the lateness in the year contributed to the higher bids, as contractors are already busy and added costs for risk due to conflicts with current scheduled work. Staff recommends rejecting the bids and re-advertising the project. This would also allow staff to clarify some specifications that may have been confusing, specifically the traffic control items. Low bidder: Braun-Jensen, Inc. - $1,464,000.

Information Items. 1) Contract Awards and Advertisements. Key #18944 – SH-6 and SH-9, North and South SH-9 Turn Bays, District 2. Low bidder: Knife River Corporation – Mountain West - $1,434,000.

Key #20312 – Local, Idahome Road and 2750 East Road, Raft River Highway District. Low bidder: Western Construction Inc. - $3,189,418.


Key #20020 – Main Street Pedestrian Improvements, Lewiston. Low bidder: Crea Construction Inc. - $284,760.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From April 26 through May 30, 44 new professional services agreements and work tasks were processed, totaling $13,387,400. Fourteen supplemental agreements to existing professional services agreements were processed during this period in the amount of $1,583,811.

3) Speed Minute Entry Changes for June 2019. The following speed minute entry changes were processed in Districts 3 and 4 in June:

<table>
<thead>
<tr>
<th>Route</th>
<th>Beginning Milepost</th>
<th>Ending Milepost</th>
<th>Old Speed Limit</th>
<th>New Speed Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-95</td>
<td>39.500</td>
<td>39.700</td>
<td>65</td>
<td>55</td>
</tr>
<tr>
<td>US-93</td>
<td>53.287</td>
<td>53.770</td>
<td>45</td>
<td>55</td>
</tr>
</tbody>
</table>

4) State FY19 Financial Statements. Revenues to the State Highway Account from all state sources were ahead of projections by 4% at the end of April. Receipts from the Highway Distribution Account were 3% or $5.5 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 22%, or $513,000. Expenditures were within planned budgets. Personnel costs had savings of $10.3 million or 9.8% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures of $369.4 million through April exceeded any from the past three years.

The balance of the long term investments was $137.2 million at the end of April. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of $74.8 million totals $212 million. Expenditures in the Strategic Initiatives Program Fund through April were $17.7 million. Deposits into the Transportation Expansion and Congestion Mitigation Fund were $14.1 million year-to-date.

5) Monthly Reporting of Federal Formula Program Funding through May. Idaho received obligation authority of $309.4 million, which corresponds to $308.4 million with match after a reduction for prorated indirect costs. Notice of the receipt of $19.9 million of FY19 Highway Infrastructure General Funds was received on March 18. Idaho has received apportionments via notices through March 18, 2019 of $341.2 million, including Redistribution of Certain
Authorized Funds and Highway Infrastructure General Funds carried over from last year. Obligation authority is 90.7% of apportionments. Of the $308.4 million allotted, $53.5 million remains.

6) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section executed one professional service agreement in the previous month for an amount as needed.

Review of Draft FY20-26 ITIP. FP&AM Drake presented the draft FY20-26 ITIP and requested proceeding to the public comment period.

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

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department to publish and accomplish a current, realistic, and fiscally constrained seven-year Idaho Transportation Investment Program (ITIP); and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the program update cycle requires cooperation with partner agencies in its calendar of activities; and

WHEREAS, the Board has reviewed the list of projects and analysis for the Draft FY20 - 26 ITIP; and

WHEREAS, the next activity in the program update cycle is public review and comment per 23 CFR 450.210; and

WHEREAS, public involvement and input from stakeholders and interested citizens allows the Board to better understand Idaho’s various transportation needs; and

WHEREAS, project selection and program approval is scheduled for the Board's September meeting after incorporating public comment.

NOW THEREFORE BE IT RESOLVED, that the Board will commence public involvement in July with project and program information incorporated from the publication entitled Draft FY 2020 - 2026 ITIP, June Board Meeting.

Relinquishment of a Portion of I-84 Business in Caldwell. Caleb Lakey, District 3 Engineering Manager (EM), summarized efforts to relinquish the I-84 Business route to the Cities of Nampa and Caldwell. The City of Caldwell is receptive to assuming jurisdiction of the portion of highway within its city limits, 20 lane miles. The route no longer functions as a state highway and is maintained as a local road. Future expenses on the route are estimated at $1.8
million. The City is also requesting funding for future maintenance improvements, such as striping, replacing signs, and Americans with Disabilities Act improvements, for a total of $2.3 million. Funding is available from statewide balancing. EM Lakey added that the Subcommittee on State Highway System Adjustments supports this relinquishment.

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

RES. NO. ITB19-18

WHEREAS, the Idaho Transportation Department and City of Caldwell staff have drafted and signed a Road Closure and Maintenance Agreement to transfer a portion of the I-84 Business Route in Caldwell, from SH-19 to Homedale Road, to the City of Caldwell; and

WHEREAS, the City of Caldwell passed and signed a resolution (#136-19) on May 20, 2019 to enter into said Road Closure and Maintenance Agreement with the Department; and

WHEREAS, Department staff and Caldwell city staff have negotiated a one-time cash payment of $2,339,744 from the Department to the City to offset the initial cost of maintenance on the roadway; and

WHEREAS, Department staff has met with the Board Subcommittee on State Highway System Adjustments and that subcommittee passed a motion to present this state highway system adjustment to the Board with a recommendation to approve it.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the Road Closure and Maintenance Agreement between the Department and the City of Caldwell; and

BE IT FURTHER RESOLVED, that the Board authorizes the expenditure of $2,339,744 from fiscal year 2019 statewide balancing; and

BE IT FURTHER RESOLVED, that the Board approves the official minute, as shown as Exhibit #509, which is made a part hereof with like effect, to relinquish the roadway as described in the Road Closure and Maintenance Agreement to the City of Caldwell.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 12:30 PM to discuss personnel and legal issues as authorized in Idaho Code Section 74-206(a), (b), (c) and (f). Vice Chairman Kempton seconded the motion and it passed 6-0 by individual roll call vote.

The discussions on personnel matters related to the filling of a position and the performance of employees. The discussions on legal matters related to operations.

The Board came out of executive session at 2:10 PM.
Update on SH-16, I-84 to SH-44 Corridor. Transportation Program Manager (TPM) Amy Schroeder said the SH-16 corridor was reviewed, and through value engineering and alternatives analysis efforts, right-of-way and cost savings have been identified. The corridor refinements include SH-16 going over versus under local roads and other east-west routes; reducing the right-of-way footprint throughout the corridor; interchange type analysis and configuration verification; and additional system interchange alternatives.

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

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the ITB19-19 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-310 directs the Board to plan, design and develop statewide transportation systems when determined to be in the public interest; and

WHEREAS, Idaho Code § 40-315 directs the Board to consider the cost of the projects and whether or not the project could be funded without GARVEE bonding, and to balance and coordinate the use of bonding with the use of highways construction funding; and

WHEREAS, the Board allocated $7.8 million for preliminary engineering and $90.4 million for right-of-way preservation, which is a combination of GARVEE funding authorization from 2017, federal aid, and traditional state funds; and

WHEREAS, design refinements are being proposed to reduce right-of-way impacts and corridor cost, and to address phasing and forward compatibility; and

WHEREAS, the project team will continue to develop the design refinements presented in this Board Item in order to present them to stakeholders, the public, and property owners in the corridor; and

WHEREAS, these design refinements will be documented and included in the re-evaluation to the original Environmental Impact Statement approved in 2011, which will allow ITD to proceed with right-of-way acquisition in the corridor.

NOW THEREFORE BE IT RESOLVED, that the Board approves the design refinements for the ID-16, I-84 to ID-44 corridor and directs staff to proceed with stakeholder, property owner, and public outreach.

GARVEE Program Annual Legislative Report. TPM Schroeder said Senate Bill 1206 authorized an additional $300 million in GARVEE bonds and requires an annual report on the GARVEE Program. The report summarizes the planned GARVEE projects, projects under construction, and the debt service amounts. All of the projects are on schedule and are tracking well against their budgets.
Member DeLorenzo made a motion, seconded by Member Horsch, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the ITB19-20 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-315 and Senate Bill 1206 includes a legislative reporting requirement wherein the GARVEE Transportation Program submits an annual update on the status of highway transportation projects being constructed with bond financing.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the 2019 GARVEE Transportation Program Annual Report, and in turn directs staff to publish and submit the report to the legislature.

Chairman Whitehead thanked TPM Schroeder for the presentations.

Member Vassar left the meeting at this time.

District 6 Report. DE Minzghor commended staff for its exemplary service during the challenging 2018-2019 winter and thanked other Districts and agencies for providing assistance. He reported on the 654 Design Build bridge projects and congratulated staff for the successful project, which has won awards. Planning efforts are continuing on the I-15 and US-20 interchange in Idaho Falls and with local agencies on another river crossing in Salmon.

Chairman Whitehead thanked DE Minzghor for the report and for his hospitality. Member Horsch also expressed appreciation to DE Minzghor for his valuable service.

129,000 Pound Truck Route Requests – District 3. Public Transportation Manager (PTM) Jeff Marker presented five requests for 129,000 pound truck routes in District 3: case #201712 US-30, Milepost (MP) 21.53 to MP 27.94; case #201711 SH-72, MP 0.0 to MP 1.99; case #201710 SH-52, MP 14.4 to MP 28.4; case #201705 SH-52, MP 28.4 to MP 30.42; and case #201704 SH-16, MP 100.0 to MP 113.9. Staffs’ evaluations determined that all of the bridges, pavements, and highways’ geometry can support 129,000 pound vehicle operations. The Office of Highway Safety’s five-year accident data evaluation showed no safety issues.

PTM Marker said two public hearings for the requested routes were initially noticed and conducted in Emmett and Fruitland in December 2018. A second hearing was held in Emmett in April. Member DeLorenzo presided and received written and verbal testimony. A number of comments were received, with the majority expressing concern with traffic on the SH-16 Freeze Out hill. Based on analyses, the Chief Engineer recommends approving these requests, and the Board Subcommittee on 129,000 Pound Truck Routes concurred at its meeting last month.

Member DeLorenzo acknowledged the public interest in these route requests. She believes the Department followed its process for the public hearings. She added that it did additional outreach in Gem County. Member DeLorenzo also believes staffs’ analyses was conducted properly and the data is sound.
Member DeLorenzo made a motion, seconded by Member Horsch, to approve the following resolution:

RES. NO.  WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho ITB19-21 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 five requests for 129,000 pound trucking routes in District 3; and

WHEREAS, the Chief Engineer and ITD staff received the applications and reviewed the proposed routes by conducting an engineering and safety analysis of each route; and

WHEREAS, upon completion of the engineering and safety analyses, 30-day public comment periods were held, including opportunities for verbal testimony, with 53 total comments, 17 favoring approval and 41 opposing; and

WHEREAS, the Chief Engineer’s representative presented the Chief Engineer’s analyses to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on May 23, 2019 with a recommendation to approve all requested routes; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer’s analyses and public comments, it passed motions to recommend approval of each of the route requests; 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 June 20, 2019.

NOW THEREFORE BE IT RESOLVED, that the Board accepts the Chief Engineer’s analyses and recommendations on:

- the US-30 route, milepost (MP) 21.53 to MP 27.94;
- the SH-72 route, MP 0.0 to MP 1.99;
- the SH-52 route, MP 14.4 to MP 28.4
- the SH-52 route, MP 28.4 to MP 30.42
- the SH-16 route, MP 100.0 to MP 113.9

and the recommendations of approval from the Board Subcommittee; and

BE IT FURTHER RESOLVED, that the Board directs the Chief Engineer to issue Letters of Determination that approve the referenced route requests in District 3.

June 20, 2019
Member Horsch concurred with Member DeLorenzo’s comments and also believes staff did its due diligence on the route requests. Although he generally does not like to go against local communities’ wishes, he supports these route requests. He added that 105,500-pound vehicle combinations currently operate on these highways.

Vice Chairman Kempton also believes the Board Subcommittee on 129,000 Pound Truck Routes, Chief Engineer, and staff followed the statutes and administrative rules. After the letters of determination are issued, adverse parties may contest the action and request a hearing.

The motion passed 5-0.

Chairman Whitehead thanked PTM Marker for the presentation.

2019-2020 Administrative Rulemaking. Ramón Hobdey-Sánchez, Governmental Affairs Program Specialist (GAPS) said the 2019 legislature did not reauthorize the Idaho Administrative Procedure Act. Without efforts by the Governor’s Office, all administrative rules are set to expire on June 30. He outlined the Department’s intent regarding its rules. Six are being proposed to sunset; the majority of rules will be going through the negotiated rulemaking process; and three rules are being presented as proposed and/or temporary. He also mentioned efforts to consolidate rules.

Member DeLorenzo made a motion, seconded by Member Horsch, and passed 5-0 to approve the following resolution:

RES. NO. ITB19-22 WHEREAS, Idaho Transportation Department staff has proposed changes to three administrative rules:

- 39.02.03, Rules Governing Vehicle Dealer’s Principal Place of Business;
- 39.03.06, Rules Governing Special Permits for Extra-Length/Excess Weight Up to 129,000 Pound Vehicle Combinations; and
- 39.03.49, Rules Governing Ignition Interlock Breath Alcohol Devices; and

WHEREAS, the changes being made to 39.02.03 - Rules Governing Vehicle Dealer’s Principal Place of Business are needed to clarify the appropriate procedures for the Idaho Consumer Asset Recovery Board and ITD staff when tasked with determining the outcome of claims (court judgments) brought forth for payout; and

WHEREAS, the changes being made to 39.03.06 - Rules Governing Special Permits for Extra-Length/Excess Weight Up to 129,000 Pound Vehicle Combinations are being made based on feedback from industry customers and to address Division of Motor Vehicles’ efficiencies; and

WHEREAS, the changes being made to 39.03.49 - Rules Governing Ignition Interlock Breath Alcohol Devices are a direct result of the 2019 1st Regular Session of the 65th Idaho Legislature passing House Bill 78aa,aaS; and
WHEREAS, these administrative rule changes were approved by the Division of Financial Management, within the Idaho Governor’s Office, on June 4, 2019; and

WHEREAS, IDAPA 39.02.03 and 39.03.06 will have a temporary effective date of June 20, 2019.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves that these three administrative rules be published in the July 3rd edition of the Idaho Administrative Bulletin as proposed and/or temporary.

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

RES. NO. WHEREAS, the 2019 1st Regular Session of the 65th Idaho Legislature did not reauthorize the Idaho Administrative Procedure Act (IDAPA); and

WHEREAS, without this legislative reauthorization, all of IDAPA will expire at midnight on June 30, 2019; and

WHEREAS, the Governor’s Office is dedicated to ensuring the safety, health and confidence of Idaho citizens, so has published a Special Edition of the Idaho Administrative Bulletin on June 19, 2019, making all of IDAPA temporary; and

WHEREAS, in working to support the Governor’s initiatives to decrease rules and regulations, ITD staff has identified six rules to sunset at the end of June; and

WHEREAS, those six rules are as follows:

1) 39.01.02 - Rules Governing Petition for Adoption, Amendment, or Repeal of Administrative Rules
2) 39.02.06 - Vehicle Dealership’s Trade Names
3) 39.02.08 - Vehicle Identification Number (VIN) Inspections
4) 39.02.10 - Rules Governing Sales of Abandoned Vehicles
5) 39.02.13 - Rules Governing Waiver of Titling Requirements
6) 39.03.45 - Rules Governing Sale of No Longer Useful or Usable Real Property; and

WHEREAS, the Division of Financial Management, within the Idaho Governor’s Office, supports and approves of these rules sun-setting.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves that these six administrative rules be allowed to sunset at midnight on June 30, 2019.

Chairman Whitehead thanked GAPS Hobdey-Sánchez for presenting the rules.

2020 Potential Legislative Ideas. Governmental Affairs Manager (GAM) Mollie McCarty proposed six legislative ideas for the 2020 session: utilities in highway rights of way, local
bridge inspection program cost recovery, remove minimum sales requirement from dealer and salesman license renewal, elimination of validation decals for commercial motor vehicles, commercial driver license reinstatement of lifetime disqualification, and align driver license/identification card fees with administrative process. Legislative ideas must be submitted to the Division of Financial Management by July 12. Upon Division of Financial Management approval, staff will draft legislation for the Board to review and approve.

Member DeLorenzo thanked GAM McCarty and staff for the work on these ideas. She believes the distracted driving proposal discussed last month is important and expressed disappointment that the Governor’s Office disallowed it.

Chairman Whitehead thanked GAM for the update on legislative ideas.

WHEREUPON, the Idaho Transportation Board’s regular monthly meeting and tour of District 6 adjourned at 3:30 PM.

_________________________________
BILL MOAD, Chairman
Idaho Transportation Board

Read and Approved
_____________, 2019
_____________, Idaho
BOARD MEETING DATES

2019

August 21-22 - District 1
September 11-12 - District 3
October 17 - Boise

November 21 - Boise
December 12 - Boise

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Assumes there will be a workshop.

"X" = holiday

"-----" = conflicts such as AASHTO/WASHTO conferences (or Board/Director conflicts)

Other dates of interest:
September 23-25: Idaho Association of Counties’ Annual Conference – Boise
October 5-9: AASHTO annual meeting – St. Louis, MO
November 18-22: Idaho Association of Highway Districts’ Annual Conference – Boise

Action: Approve the Board meeting schedule.
RESOLUTION FOR CONSENT ITEMS

WHEREAS, consent calendar items are to be routine, non-controversial, self-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 District 2 Public Transportation Advisory Council appointment; the Public Transportation Program modification in FY19; the Public Transit Program modification in FY20; the addition of Emergency Relief projects on the Local Road System to FY19; increase in term limit amounts for Strata from $1,500,000 to $1,597,000; consultant agreements; and contracts for award.
Meeting Date  July 18, 2019

Consent Item ☒   Information Item ☐  Amount of Presentation Time Needed _________________________

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<td>Grants Officer</td>
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Subject
District 2 PTAC Appointment

Key Number  District Route Number
2 Transit

Background Information
The Public Transportation Advisory Council (PTAC) was created per Idaho Code 40-514 to advise the Idaho Transportation Department’s Public Transportation Office on issues and policies regarding public transportation in Idaho.

In early 2019 the Public Transportation (PT) Office solicited applications for the District 2 PTAC member in which one application was received. The applicant is the current member who is requesting to be re-appointed to serve on the PTAC.

The PTAC moved by unanimous consensus that the re-appointment of Alisa Anderson (applicant) for District 2 is fit to serve. The District 2 member term will begin on July 1, 2019 and expire June 30, 2022.

Action: The Public Transportation Office hereby requests the Idaho Transportation Board reviews the single application and makes the selection to fill the District 2 position.

Recommendations
Approve the PTAC re-appointment for District 2 member.

Board Action
☐ Approved  ☐ Deferred ____________________________________________________________
☐ Other ________________________________________________________________
May 1, 2019

Jerry Whitehead, Chairman
Jeffrey Marker, Public Transportation Manager
Idaho Transportation Department
PO Box 7129
Boise, ID 83703

RE: District 2 PTAC Application

Dear Chairman Whitehead and Mr. Marker:

It is with honor that I submit my application for reappointment to PTAC to continue serving as a representative for District 2. My participation and involvement with public transportation in Idaho spans over 25 years in a variety of capacities working locally and statewide.

Over the last four years that I have served, the Council has become very focused and productive. We have cohesively worked with the Public Transportation staff to develop practices for reporting information, reviewing processes, and making recommendations that are easily understood and transparent. I am very proud of the staff and the progress that has been made to transform public transportation in the State of Idaho.

I look forward to continuing my service on PTAC and want to thank you for this opportunity and consideration of my application.

Sincerely,

Alisa J. Anderson
Grants Manager/ADA Coordinator
anderson@ci.moscow.id.us
Public Transportation Advisory Committee (PTAC) Application Form

Required for Submission

Please include the following information:
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Current resume, including your work experience, educational background and any other relevant experience.

Contact Information

Full Name: Alisa J. Anderson

Street Address: 1941 Crestview Drive                      City/State/Zip: Moscow, ID 83843
Phone: Cell (208) 596-8242, Work (208) 883-7600          Email: aanderson@ci.moscow.id.us

Organization Affiliation (if any):

Name: City of Moscow

Street Address: 206 East Third Street, PO Box 9203       City/State/Zip: Moscow, ID 83843

District you are applying for:

District 1   District 2  X  District 3   District 4   District 5   District 6

Updated: April 2019
Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this Conflict of Interest Statement (Attachment A) and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Alisa J. Anderson
Print Name

Signature

May 1, 2019
Date
April 25, 2019

Jerry Whitehead, Chairman  
Jeffrey Marker, Public Transportation Manager  
Idaho Department of Transportation  
PO Box 7129  
Boise, ID 83707-1129

Re: Re-appointment of Alisa Anderson to the Public Transportation Advisory Council (PTAC)

Dear Chairman Whitehead and Mr. Marker:

I am writing this letter to you in regards to Alisa Anderson’s application as the District 2 PTAC representative. I wholeheartedly support Alisa’s decision to continue to represent District 2 at a local and statewide level. Her background and expertise in regard to transportation infrastructure, compliance, public transit and grant administration are exceptional contributions to the position. Alisa is a relationship builder and her ability to collaborate amongst providers is an asset to PTAC. Her previous experience with public transit – managing a transportation system – adds to the unique lens and expertise she brings as a representative. Alisa is very familiar in working with state and federal rules and regulations especially in the area of public transportation.

Alisa analyzes information skillfully, using rational while communicating respectfully and responsibly. She can express her opinion and ideas intelligently, clearly and concisely. She is highly respected among her co-workers and peers at the City of Moscow and is always positive and diplomatic in her response to matters placed before her for input or recommendation.

During my two years as Executive Director of the Moscow Chamber of Commerce and previously as Executive Director of SMART Transit, Alisa has consistently shown her dedication in working to improve Moscow to enhance our thriving business community as well as citizens amongst the region.

Sincerely,

Jenny Ford
Executive Director, Moscow Chamber of Commerce

Cami McClure
President, Moscow Chamber of Commerce Board of Directors

411 S. Main, P.O. Box 8936 • Moscow, Idaho 83843
(208) 882-1800 • www.moscowchamber.com
April 25, 2019

Jerry Whitehead, PTAC Chairman
Jeffrey Marker, Public Transportation Program Manager
Idaho Transportation Department
PO Box 7129
Boise, ID 83707-1129

Re: Appointment of Alisa Anderson to the Public Transportation Advisory Council

Dear Chairman Whitehead and Mr. Marker:

I am writing to recommend Alisa Anderson for re-appointment to the Public Transportation Advisory Council (PTAC). In my position with the City of Moscow, I have worked with Alisa for approximately eleven years. During this time, I have found Alisa to be very knowledgeable about the complexities of public transportation funding and the infrastructure projects needed to support public transportation systems. Alisa is intelligent, very thorough in her work, and able to clearly and calmly communicate with a wide variety of internal and external clients including co-workers, governmental agency staff, business owners, and the public. She is detail oriented, yet is able to not lose sight of the big picture goals and policies. Her recommendations and decisions have been both well researched and creative.

Alisa continues to be a very successful grant writer and administrator. She has developed an extensive knowledge of state and federal regulations and funding processes. Alisa is definitely a mobility advocate, and she works very hard for the City of Moscow both to acquire funding and in the administration of a wide variety of grant-funded projects, which include several public transportation enhancements. I believe she would continue to be a valuable addition to the PTAC.

If I can provide you with any additional information, please feel free to contact me at (208) 883-7025 or by email at klilly@ci.moscow.id.us

Sincerely,

Kevin Lilly, P.E.
City of Moscow
Deputy Director of Public Works-Engineering
April 25, 2019

Jerry Whitehead, Chairman
Jeffrey Marker, Public Transportation Program Manager
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Re: Re-appointment of Alisa Anderson to the Public Transportation Advisory Council (PTAC)

Dear Chairman Whitehead and Mr. Marker,

It is my sincere pleasure to once again write a letter of recommendation for the continuing appointment of Alisa Anderson to serve as a member of the PTAC. In my role as Executive Director of the Partnership for Economic Prosperity, and in my role as a Moscow City Councilor, I have found Alisa to be very professional and informed about mobility and public transportation. She is an ardent supporter of public transportation, and understands the criticality of transportation in the everyday lives of Idaho citizens.

As I am certain you have come to find, Alisa has the ability to bring stakeholders together to address transportation issues. In Moscow, she understands and supports the importance of our fixed-route and dial-a-ride services, while still working to improve options throughout our county.

I remain supportive of Alisa’s abilities, skills and overall knowledge. She is a collaborator, an objective team player and an excellent fit for a representative for PTAC. Please feel free to contact me if you have further questions.

Sincerely,

Gina Taruscio, MPA
The Partnership for Economic Prosperity, Inc.
Moscow City Councilor
April 1, 2019

Scott Stokes, Deputy Director
Idaho Transportation Department
P.O. Box 7129
Boise, ID 83707

RE: Application of Alisa Anderson for the Position of District 2 PTAC Representative

Dear Mr. Stokes:

I am writing in recommendation of Alisa Anderson for the position of PTAC Representative for District 2.

SMART Transit, with the support of its partners the University of Idaho and the City of Moscow, provides local transit services to the Moscow community, and has benefited greatly from Alisa’s guidance during her previous term as the District 2 representative. She is a wonderful resource, a wealth of knowledge, and is consistently available when we at SMART have any need for her assistance. I cannot recommend her candidacy highly enough.

Sincerely,

[Signature]

Daniel Gray
Executive Director, SMART Transit
OBJECTIVE - Seeking a position where my communication and analytical skills, business education, and work history experience will be effectively utilized.

SUMMARY OF QUALIFICATIONS - Over 20 years of strong and diverse experience in the following areas:

- Grant Writing and Administration; Procurement and Management of Government Funded Projects; Community and Economic Development Projects; Analyze and Review Budgetary and Financial Data; Human Resources and Employee Training/Management; Business Office Management/Administrative Support Team; Insurance Negotiation and Benefit Administration; Personnel Policy Development and Implementation; Unemployment Claims and Appeal Hearings; Workers Compensation and OSHA Compliance; Training & Seminars for Small Business Development Center; Payroll and Accounts Receivable/Payable; Business Plans and Business Reorganizations

PROFESSIONAL EXPERIENCE

3/2007 – Current, CITY OF MOSCOW, Moscow, ID - Grants Manager/ADA Coordinator
- Research grant programs and plans and identify funding prospects; coordinate activities of existing grants to assure contract compliance; generate proposals and supporting documents in response to grant and other funding request proposals; prepare and submit routine grant and contract renewals; prepare civil rights and other compliance documents and implementation tracking per state and federal codes and regulations.
- Serve as liaison between the City, prospective partners and outside funding agencies and groups, participate in meetings and discussions regarding decisions.
- Serve as a resource to City administration and staff regarding state, federal and private funding programs; provide information, research, analyze, and prepare reports and make recommendations as needed.
- Assist in the preparation of annual preliminary budget recommendations as assigned; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.

2006/2007 WASHINGTON STATE UNIVERSITY, Pullman, WA - Payroll Services, Fiscal Analyst II
- Review, analyze and reconcile employee benefit enrollment data; reconcile Budget Statement for assigned payroll accounts; perform complex accounting for the balancing and remitting of employment taxes; prepare quarterly and annual reports of complex size and scope and prepare payment and adjusting entries; daily deposits, prepare and entry JV's, respond to in-person inquiries at Payroll Counter and answering phone questions.

2005/2006 LATAH HEALTH SERVICES, Moscow, ID - Business Office/Human Resource Director
- Responsible for the management of the Accounting and Human Resource
- Departments for a long-term care and assisted living facility with 125 employees; managed accounts payable and receivable, reconciliation of multiple bank accounts, journal entries, and general ledger. Preparation of combined and departmental financial statements; Cost Reporting for Medicare and Medicaid Programs.
- Preparation and Implementation of new personnel policies and procedures; managed benefits programs to include medical, dental, and life insurance; managed workers compensation and OSHA compliance programs.
2001/2004 VALLEY VISTA CARE CORPORATION; St. Maries, ID - Director of Human Resources and Support Services (Interim Director of Finance 1/2002 thru 7/2002)

• Responsible for the management of the Human Resource Department for diversified long-term care and assisted-living non-profit corporation with 350 employees; duties include training and implementation of all personnel policies and procedures through officers, administrators, managers, and supervisors of individual facilities and programs; assisted with all disciplinary actions up to and including terminations; responded to all unemployment claims including appeal hearings; recruited and interviewed potential employees corporate wide; preparation and implementation of policies and procedures, job descriptions, benefit programs, and pay scales.
• Managed community based services programs to include childcare, public transportation, life-line home emergency system, in-home care, senior meals sites, and home delivered meals; other support services duties included writing and administering grants for public transportation, senior meal programs and children's daycare.
• During the interim position of Director of Finance managed accounting department while recruiting for a new CFO.

2000/2001 CHATSWORTH MACHINE COMPANY, Chatsworth, CA - Chief Financial Officer

• Responsible for complete financial management for manufacturer of pharmaceutical encapsulation production equipment, including supervision of 20 personnel.
• After serving as outside consultant since 1999, was hired to troubleshoot finances in turmoil, discovered vast account discrepancies and embezzlement. Terminated staff, reorganized accounting system, restructured inventory, and balanced accounts; developed job costing and work-in-progress systems to network with accounting programs to determine cost effectiveness of current products. Prepared/presented financial reports, budgets and projections to Board of Directors to determine future products and services; Negotiated/obtained $500K working capital long-term collateral loan from private investor; Analyzed and transferred insurance programs, saving over $15K annually.

1995/2000 FINANCIAL DYNAMICS, INC., Hayden, ID - Secretary/Treasurer (Self-Employed)

• Contracted with the Small Business Administration to represent the five northern counties of Idaho for SBA Loans, working directly with local banks/SBA loan officers to provide business loan packaging; performed full-service accounting for 20+ clients in a wide variety of business activities; presented business management training seminars/classes for local college and businesses.

1994/1995 COMMERCIAL CREDIT DEVELOPMENT, Hayden, ID - Commercial Loan Officer

• Provided business counseling, creative financing alternatives, loan packaging and closing, credit and ratio analysis, working directly with local banks and SBA; functioned as Office Manager, supervising a staff of two.

Fiscal/Contract Specialist/Grant Administrator (1989-1992)

• Managed education, marketing, and sales of SBA 504 Loans, Revolving Loan Fund and Micro Loan Programs, including interviewing, counseling, analysis, cash flow projections, loan review committee presentations and recommendations, portfolio monitoring, and debt collection.
• Administered federal/state grant projects for Idaho Department of Commerce and Economic Development Administration

EDUCATION

• LEWIS CLARK STATE COLLEGE, Lewiston, ID
  Bachelor of Science Degree in Business Management, Presidential Honors

• NORTH IDAHO COLLEGE, Coeur d'Alene, ID
  Associate of Applied Science Degree – Legal Assistant
Meeting Date: July 18, 2019

Consent Item [ ] Information Item [ ] Amount of Presentation Time Needed __________

**Subject**

Public Transportation Program Modification in FY19

**Key Number**

19609 / 19855

**District**

3

**Route Number**

Transit

**Background Information**

The purpose of this board item is to modify the Public Transportation Program per policy 5011 *Idaho Transportation Investment Program* (ITIP) and to accommodate a request to the Community Planning Association of Southwest Idaho (COMPASS) from the College of Western Idaho (CWI). CWI was originally awarded funding for a traffic circle project under the 5307 Small Urban Formula Transit Funding Program; however, the College is unable to complete the project and requests it be removed from the COMPASS program. This request redistributes those funds to other COMPASS programs.

This consent item requests the following project modifications. Total project costs remain the same for KN19959 and KN19855.

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<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>19959</td>
<td>Historic North Nampa Pathway</td>
<td>$472,000</td>
<td></td>
<td></td>
<td></td>
<td>$472,000</td>
<td>$590,000</td>
</tr>
<tr>
<td>19855</td>
<td>Bike/Ped, Blaine and Iowa, Nampa</td>
<td>$79,000</td>
<td>$72,000</td>
<td>$312,000</td>
<td>$463,000</td>
<td>$578,750</td>
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</tr>
<tr>
<td>Remaining - Future reprogramming</td>
<td>$0</td>
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<td>$147,000</td>
<td>$253,000</td>
<td>$463,000</td>
<td>$863,000</td>
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<td>$551,000</td>
<td>$72,000</td>
<td>$459,000</td>
<td>$253,000</td>
<td>$463,000</td>
<td>$1,798,000</td>
</tr>
</tbody>
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The COMPASS Transportation Improvement Program will be modified following the approval of these actions by the COMPASS Executive Committee on July 9, 2019.
Recommendations

Approve the Public Transportation program changes as shown above and authorize staff to adjust the program accordingly.

Board Action

☐ Approved  ☐ Deferred  ☐ Other

☐ Approved  ☐ Deferred  ☐ Other
TO: Matt Stoll, COMPASS Executive Director  
FROM: Kelli Badesheim, Executive Director  
DATE: June 7, 2019  
RE: CWI Roundabout Funding/City of Nampa Funding

Valley Regional Transit was notified by CWI that they would not be using the funds that had been allocated to them for the CWI Roundabout Project. CWI does not feel they are ready to move forward with the subrecipient agreement and has asked VRT to remove the project.

Since the oldest funds allocated are for fiscal year 2014 and lapsing, FTA has recommended that VRT amend the current obligated grant ID-2019-002-00 no later than July 12, 2019 in light of this issue.

VRT would like to propose the following solution in order to not lose 5307 SU funds since there is a current City of Nampa project that could fill this void.

<table>
<thead>
<tr>
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<tr>
<td>19959 Historic North Nampa Pathway, Nampa</td>
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<td>$459,000</td>
<td>$253,000</td>
<td>$1,798,000</td>
<td>$2,247,500</td>
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</tr>
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<tr>
<td>Remaining for reprogramming in future</td>
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<tr>
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<td>$253,000</td>
<td>$1,798,000</td>
<td>$2,247,500</td>
<td></td>
</tr>
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</table>

Please contact me if you have any questions about this request. Thank you in advance for your consideration.

Kelli Badesheim  
Executive Director

Attachment: CWI notification  
KB/kj
Meeting Date 7/18/2019

Consent Item [ ] Information Item [ ] Amount of Presentation Time Needed __________

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Marker</td>
<td>Public Transportation Manager</td>
<td>JM</td>
<td>LSS</td>
</tr>
<tr>
<td>Prepares' Name</td>
<td>Preparer's Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drew McGuire</td>
<td>Grants Officer</td>
<td>DM</td>
<td></td>
</tr>
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</table>

Subject

Public Transit Program Modification in FY 2020 of the approved ITIP

<table>
<thead>
<tr>
<th>Key Number</th>
<th>District</th>
<th>Route Number</th>
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</thead>
<tbody>
<tr>
<td>20847</td>
<td>6</td>
<td>Transit</td>
</tr>
</tbody>
</table>

Background Information

The purpose of this board item is to modify the Public Transit Program to add a nationally-awarded FTA funded grant project for 2 bus shelters and 2 bus pullouts in the City of Driggs, ID to the approved ITIP. This change is requested under policy 5011 Idaho Transportation Investment Program (ITIP) and to accommodate the City of Driggs, ID.

In March 2019, FTA announced the recipients of the latest round of 5339 (b) Bus and Bus Facilities funding awards. The City of Driggs, ID was awarded a nationally-competitive grant to construct two bus shelters and two bus pullouts, the first of which is at 5th Street and Ski Hill Road, the second of which is on Buffalo Trail Loop. The City of Driggs will contract with a construction firm through a competitive bid process to construct the bus shelters and bus pullouts along the fixed route corridor.

The program must be used to purchase rolling stock transit vehicles, or to construct/purchase transit facilities that support transit services.

This project is funded through the nation-wide competitive 5339 (b) Bus and Bus Facilities program. The grant is managed by ITD's Office of Public Transportation and sub-awarded to the City of Driggs, ID via a funding agreement. The project is sponsored and cash match provided by the City of Driggs, ID. The contract will be managed by the City of Driggs, ID.

<table>
<thead>
<tr>
<th>FTA Grant</th>
<th>$192,000</th>
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</thead>
<tbody>
<tr>
<td>City of Driggs cash Match</td>
<td>$48,000</td>
</tr>
<tr>
<td>Overall Project Cost</td>
<td>$240,000</td>
</tr>
</tbody>
</table>

Staff requests that the project addition be made to the program and that the ITIP be amended accordingly.
Recommendations

Approve the addition of the Transit, Bus Shelters and Bus Pullouts, Driggs project to FY 2020 of the approved FY 2019-2026 ITIP and authorize staff to adjust the program and amend the ITIP accordingly.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA Grant</td>
<td>$192,000</td>
</tr>
<tr>
<td>City of Driggs cash match</td>
<td>$48,000</td>
</tr>
<tr>
<td>Overall Project Cost</td>
<td>$240,000</td>
</tr>
</tbody>
</table>

Board Action

☐ Approved  ☐ Deferred  
☐ Other  

37
Meeting Date  July 18, 2019

Consent Item ✓ Information Item □ Amount of Presentation Time Needed

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Rindlisbacher</td>
<td>DESA</td>
<td>BR</td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Miles</td>
<td>LHTAC Administrator</td>
<td>JM</td>
</tr>
</tbody>
</table>

Subject

Add Emergency Relief projects on the Local Road System to FY 2019 in the approved FY 2019–2025 ITIP

Background Information

The purpose of this consent item is to request approval to add nine Emergency Relief (ER) projects on the Local Roads system to repair damage resulting from extensive rainfall in early April 2019. This request has been made by the Local Highway Technical Assistance Council (LHTAC), per policy 5011 Idaho Transportation Investment Program (ITIP).

Last month a consent item was approved by the IT Board adding eight ER projects for a total cost $7.06 million. This consent item is for an additional nine ER projects that resulted from the same storm. Details were not available in time for the June meeting.

April 9, 2019 heavy rain fell on the snow covered region of Idaho County, District 2 (near Kamiah) and caused major flooding and road damage at nine sites. April 11, 2019 Governor Little signed a Proclamation declaring a state of disaster emergency in Idaho and Adams Counties. May 3, 2019 the US Department of Transportation Federal Highway Administration (FHWA) submitted an acknowledgement letter to the Department.

May 8, 2019 FHWA authorized $500,000 for eligible Quick Release (QR) work associated with this disaster event. This was the initial payment being distributed to fund the most critical emergency repairs. All projects included in this item qualify for QR funding. QR is intended to restore essential travel, minimize the extent of damage, or protect the remaining facilities, and is to be accomplished in the first 180 days after the disaster occurs.

The QR costs may be reimbursed at 100 percent Federal share. During the next national call for ER funds the Idaho FHWA Division will ask for the remainder of the ER funds based on the total from the Detailed Damage Inspection Reports (DDIR).

The list of nine projects is included on page 3. The total cost of the combined projects is estimated at $3.01 million. Staff requests that the projects be added to FY 2019 of the program in the approved FY 2019–2025 ITIP.

Recommendations

Approve the addition of the following nine emergency relief projects, to FY 2019 in the approved FY 2019–2025 ITIP on behalf of the Local Highway Technical Assistance Council.

1. KN 22481, STC-4742, Sally Ann Rd, Idaho Co. $286,827
2. KN 22482, STC-4749, Old Highway 7, Idaho Co $277,690
3. KN 22483, STC-4710, Graves Creek Rd (area #1) near Cottonwood, Idaho Co. $148,219
4. KN 22502, STC-4710, Graves Creek Rd (area #2) near Cottonwood, Idaho Co. $256,096
5. KN 22503, STC-4710, Graves Creek Rd (area #3) near Cottonwood, Idaho Co. $111,375
6. KN 22504, STC-4710, Graves Creek Rd (area #4) near Cottonwood, Idaho Co. $601,122
7. KN 22505, STC-4710, Graves Creek Rd (area #5) near Cottonwood, Idaho Co. $381,437
8. KN 22506, STC-4710, Graves Creek Rd (area #6) near Cottonwood, Idaho Co. $543,787
9. KN 22507, STC-4710, Graves Creek Rd (area #7) near Cottonwood, Idaho Co. $407,073

The combined total cost of the nine projects is $3.01 million, 100% Federal-aid.

**Board Action**

☐ Approved ☐ Deferred

☐ Other
### LHTAC EMERGENCY RELIEF PROJECTS

**July 18, 2019**

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>KN 22481 Sally Ann Rd</td>
<td>$286,827</td>
<td>A culvert crossing the road overflowed and flushed all ditch materials downstream, some road damage, clear or replace culverts.</td>
</tr>
<tr>
<td>KN 22482 Old Highway 7 near Grangeville</td>
<td>$277,690</td>
<td>A culvert crossing the road plugged, then overflowed beyond drainage area and flushed all ditch materials downstream. Culvert will be sized appropriately and replaced.</td>
</tr>
<tr>
<td>KN 22483 Graves Creek (area #1)</td>
<td>$148,219</td>
<td>Damage area MP 0.58, washed away 150 ft. of the roadway and embankment</td>
</tr>
<tr>
<td>KN 22502 Graves Creek (area #2)</td>
<td>$256,096</td>
<td>Damage area MP 2.09 washed away 200 ft. of the roadway and embankment</td>
</tr>
<tr>
<td>KN 22503 Graves Creek (area #3)</td>
<td>$111,375</td>
<td>Damage area MP 2.31 washed away 200 ft. of the bank and 100 ft. of the roadway and embankment</td>
</tr>
<tr>
<td>KN 22504 Graves Creek (area #4)</td>
<td>$601,122</td>
<td>Damage area MP 2.39 washed away 800 ft. of the bank and 400 ft. of the roadway and embankment</td>
</tr>
<tr>
<td>KN 22505 Graves Creek (area #5)</td>
<td>$381,437</td>
<td>Damage area MP 3.67 washed away 800 ft. of the bank and embankment</td>
</tr>
<tr>
<td>KN 22506 Graves Creek (area #6)</td>
<td>$543,787</td>
<td>Damage area MP 4.7 washed away 1200 ft. of the bank and embankment</td>
</tr>
<tr>
<td>KN 22507 Graves Creek (area #7)</td>
<td>$407,073</td>
<td>Damage area MP 4.18 washed away 300 ft. of the bank and embankment</td>
</tr>
<tr>
<td>Combined cost of projects</td>
<td>$3,013,626</td>
<td></td>
</tr>
</tbody>
</table>
The purpose of this Board Agenda Item is to request approval to exceed the consultant term agreement limit of $1.5M set by Board Policy 4001.

Strata, Inc. was selected using the RFI process in April, 2018 to perform on call construction material testing for District 6 over the FY18 Construction Season. Two other consultant testing firms submitted and were reviewed on this RFI. Strata was selected based on their previous testing experience and the WAQTC qualifications of their material testing staff. Strata has performed the construction material testing for all the projects considered in this request:

Last year, additional material testing requirements to verify the contractor’s results for asphalt testing were implemented after the agreement was finalized requiring a supplemental agreement on the projects identified above.

At this time, D6 anticipates an additional $97K above Strata’s term agreement limit of $1.5M is needed to complete the material testing for the above projects. The additional funds needed by this request is anticipated to come from statewide balancing. Strata’s term agreement expires in November, 2019.

Strata was chosen using the RFI process and they are already involved with testing on this project; therefore, it would be disruptive and costly for the State to proceed with a different consultant to complete the testing for this project.
Recommendations
Recommend approval for Strata to exceed its term agreement limit of $1.5M by $97K for a total term agreement amount of $1,597,000.

Board Agenda Item

Board Action

☐ Approved  ☐ Deferred  _____________________________
☐ Other  _____________________________
REQUEST TO APPROVE CONSULTANT AGREEMENTS

Board Policy 4001 delegates authority to approve routine engineering agreements of up to $1M to the Director or another designee. Any agreements larger than this amount must be approved by the Board. The purpose of this Board item is to request approval for agreements larger than $1M on the same project.

The size of the agreements listed was anticipated because of the complexity and magnitude of the associated construction projects. In many instances, the original intent is to solicit the consultant services in phases allowing for greater flexibility of the Department, limited liability, and better design after additional information is obtained. In other cases, such as for Construction Engineering and Inspection services one single agreement over $1M may be issued allowing for continuity of the inspector. In all cases, any agreement over $500,000 is awarded through the Request for Proposal (RFP) process which is open to all interested firms.

Recommendations

Approve: (see attached sheets for additional detail)

- KN13494, Old Hwy 30; W Plymouth St Bridge, Canyon County, District 3 (LHTAC) - for supplemental agreements with Forsgren Associates for $122K bringing the total to $1.9M.

- KN 19682, SH-41 Mullan Ave to Prairie Ave, Kootenai County, District 1 – for a supplemental agreement for additional coordination and redesign along with engineer of record services (EOR) with HDR Engineering for $500K bringing the total agreement up to $3.25M.

- KN 20033, SH-75 Elkhorn Rd to River St, Ketchum, District 4 – services necessary to complete the Phase I: conceptual design including preliminary environmental work with Parametrix for up to $1.3M.

Board Action

☐ Approved    ☐ Deferred
☐ Other
Date: June 20, 2019

To: Monica Crider, P.E.
Contracting Services Engineer

From: Jeff Miles, P.E.
LHTAC Administrator

RE: Request to Exceed Professional Services Agreement Amount of $1,000,000 with Forsgren Associates

The purpose of this project, administered by LHTAC, is to improve safety and mobility across the Boise River by replacing the one lane Plymouth Street Bridge to a current standard two-lane bridge in Canyon County.

Forsgren Associates, Inc. was selected by RFP in 2015 to complete the design of this bridge.

This project has two phases:

Phase 1 developed the project Concept which included an Environmental Scan to identify environmental resource concerns and an assessment of Right-of-Way acquisition costs in order to determine a preferred location and alignment for the new bridge structure. This phase was completed September 2017. The agreement total for phase 1 was $509,300.

Phase 2 includes Preliminary and Final design of the roadway and two bridges, Right-of-Way plans, the environmental evaluation, and PS&E delivery. In November 2017, Board approval was performed to exceed the $1 million threshold for design services. Approval was granted for agreements up to $1.9 million for phase 1 and 2. The negotiated agreement for Phase 2 design totaled $1,427,600.

The purpose of this Board item is to request approval to exceed the $1.9 million threshold for design service, previously approved by the Board. A supplemental agreement to Phase 2 for an estimated $122,000 for additional environmental study and documentation is needed. This work will include completion of an Ethnographic Study, which has been requested by the Shoshone-Bannock Tribes in order to assess the project’s impact to cultural resources and to make appropriate cultural resource management recommendations. The work will also include a Net Benefit study and interpretive signs for the Riverside Canal which has been determined to be eligible for the National Register of Historic Places for its significant contribution to the irrigation history of southwestern Idaho. The completion of this work will provide for a Net Benefit to this cultural resource and avoid an adverse effect determination. The need for this work...
was identified during development of the Environmental document and was not anticipated during the initial 
scoping of the project.

LHTAC and Forsgren are in negotiations along with FHWA review to finalize the supplemental agreements.

Currently, there are funds remaining in this project to cover the estimated $122,000 for this supplemental work. 
Board approval is requested to increase the professional services agreement amount on this project to an 
estimated $2.1 million.

Sincerely,

[Signature]

Jeff R. Miles, P.E. 
Administrator 
LHTAC
DATE: 21 June 2019

TO: Monica Crider, PE
Contracting Services Engineer

FROM: Damon Allen, PE
District 1 Engineer

RE: Request to increase professional services agreement amount to over $1,000,000 - HDR Engineering

Project A019(682) SH-41, Mullan Ave. to E. Prairie Ave., Post Falls, is expected to cost approximately $20 million to reconstruct highway 41 from milepost 0.446 to milepost 2.449. The road will be widened to a four lane divided highway with four new traffic signals at improved intersections, storm water facilities and a separated bike/pedestrian path. Right-of-way and easements are required on sixty-nine (69) different parcels. Phased construction will be required over a two year period to complete the work.

The project will improve safety by making operational improvements that reconstruct the existing roadway to meet AASHTO Standards and provide continuity to the SH-41 corridor through the City of Post Falls. Additional travel lanes will provide improved safety, mobility, and increase the economic opportunity; and accommodate future needs to provide an adequate level of service for increasing traffic volumes. The increased mobility and highway capacity will provide commercial traffic with an efficient route to Interstate 90 and will facilitate economic growth and development.

An RFP for these services was originally awarded to HDR Engineering, Inc. in March 2017. The intent was always to award the design agreements for this project in phases. At the June 2018 Board Meeting, approval was granted to increase the professional services agreement amounts for Phases 1 & 2, a supplemental for additional utility collection and EOR services collectively to $2.75M.

The purpose of this board item is to request approval to extend the existing professional services agreement amount on this project to $3.25M from the previously approved $2.75M for a required supplemental agreement and engineer of record services during construction.

This supplemental is required for the additional design work necessary to coordinate with the City of Post Falls street extension at Hope avenue, changes in signalized intersections from z-structure configuration to diagonal, realignment and reduction in the width of Poleline road to minimize impacts to Yellowstone pipeline, re-design of the shared use path and right-of-way at parcel #7 to avoid drain field and septic tanks, utility coordination with Ross Point water district to avoid Board hearing expenses and delays, changes to right-of-way limits and approach locations to aid in the negotiations of land purchases.

Board approval is requested to increase the professional services agreement amount for this project from 2.75 to 3.25 million.
DATE:       June 27, 2019

TO:         Monica Crider, PE
            Contracting Services Engineer

FROM:       Jesse Barrus, PE
            District 4 Engineer

RE:         Request to exceed professional services agreement amount of $1,000,000 - Parametrix

The purpose of this project improve safety and capacity on SH-75 between the Big Wood River Bridge near Elkhorn Road and River Street in the city of Ketchum in Blaine County, mileposts 126.4 to 128.2. The SH-75 Elkhorn Road to River Street project is the third roadway construction project to be developed from the SH-75 Timmerman to Ketchum EIS/ROD issued in August, 2008. This project will be developed to comply with the commitments of the Final EIS/ROD for the SH-75 Timmerman to Ketchum Corridor.

Project development will include roadway widening with curb, gutter and sidewalk, retaining walls, drainage, public involvement, and a new bridge over Trail Creek in Ketchum. A reevaluation of the EIS/ROD will be necessary. The agreement was awarded to Parametrix through a Request for Proposal in April, 2019.

The project development has two phases – Phase I will complete the concept design portion and will include survey, geotechnical, preliminary environmental, concept layout and evaluation, and public involvement. Negotiations for completion of Phase I exceeds $1 million. Phase II, which is scheduled to begin in summer 2020, will complete preliminary design, final design and PS&E submittal and will entail additional scope of work and labor hour negotiations.

Sufficient funds are scheduled on this project to cover the Phase 1 agreement.

Board approval is requested for the agreement for Phase 1 of approximately $1.3M.
Meeting Date: July 18, 2019

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed ________

<table>
<thead>
<tr>
<th>Presenter’s Name</th>
<th>Presenter’s Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Kuisti, PE</td>
<td>Division of Engineering Products and Plans Administrator</td>
<td>DK</td>
<td>LSS</td>
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<tbody>
<tr>
<td>Dana Dietz, P.E.</td>
<td>Contracts Engineer</td>
<td>DD</td>
</tr>
</tbody>
</table>

Subject

Board Approval of Contract for Award

Key Number

District

Route Number

Background Information

INFORMATION

The following table summarizes the projects advertised since the start of the fiscal year by jurisdiction, along with those requiring Board approval to award and Board approval to reject.

<table>
<thead>
<tr>
<th>Contracts Bid</th>
<th>Contracts Requiring Board Approval to Award</th>
<th>Contracts Requiring Board Approval to Reject</th>
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</thead>
<tbody>
<tr>
<td>ITD</td>
<td>Local</td>
<td>ITD Local</td>
</tr>
<tr>
<td>54</td>
<td>24</td>
<td>13 9</td>
</tr>
</tbody>
</table>

ACTION

In accordance with board policy 4001, the construction contracts on the attached report exceeded the engineer’s estimate by more than ten percent (10%) but are recommended for award with board approval.

The following table summarizes the contracts requiring Board approval to award since the last Board Agenda Report.

<table>
<thead>
<tr>
<th>Contracts requiring Board Approval to Award 6/4/19 to 7/1/19</th>
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</thead>
<tbody>
<tr>
<td>ITD Local</td>
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<tr>
<td>0 2</td>
</tr>
</tbody>
</table>

Recommendations

In accordance with board policy 4001, the construction contracts on the attached report are recommended for award with board approval.

Board Action

☐ Approved ☐ Deferred ________________________________

☐ Other ________________________________
## Monthly Status Report to the Board

### CONTRACT(S) FOR BOARD APPROVAL

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Opening Date</th>
<th>No. of Bids</th>
<th>Eng. Est.</th>
<th>Low Bid</th>
<th>Net +/-</th>
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<tbody>
<tr>
<td>ACHD(3)</td>
<td>13903</td>
<td>OFF SY</td>
<td>6/18/2019</td>
<td>3</td>
<td>$4,235,894.56</td>
<td>$4,832,217.00</td>
<td>$596,322.44</td>
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<tr>
<td>Local, FY19 Capital Maintenance, Phase 1, ACHD</td>
<td>Federal</td>
<td>114%</td>
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<td></td>
<td></td>
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<tr>
<td>Contractor: Staker &amp; Parson Companies DBA Idaho Materials Construction</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

| LHTAC(1) | 19846   | OFF SY | 6/18/2019    | 1           | $367,642.01  | $531,607.50 | $163,965.49 |
| STC-5801, Crossport Road & Cow Creek Road Guardrail |
| Contractor: Razz Construction Inc. |

---

50
DATE OF BID OPENING - JUNE 18, 2019 - FEDERAL & STATE FINANCED PROJECT

Idaho Federal Aid Project No. A013(903)
LOCAL, FY19 CAPITAL MAINTENANCE, PHASE 1, ACHD
Ada County, Key No. 13903

DESCRIPTION: The work on this project consists of performing pavement rehabilitation, select pipe replacement, and upgrade of adjacent pedestrian ramps on select roadways.

BIDDERS:
Staker & Parson Companies Dba Idaho Materials & Construction  $4,832,217.00
Nampa, ID  83653-1310

Central Paving Co., Inc.  $5,006,991.33
Boise, ID  83716

Sunroc Corporation  $5,388,888.00
Boise, ID  83714

3 BIDS ACCEPTED

ENGINEER'S ESTIMATE - $4,235,894.56

LOW BID - 114 Percent of the Engineer's Estimate

(AWARD) (REJECT) (REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

Attached is the justification for Award or Rejection of the Bid. Contracting Services concurs with the recommendation.

Dana Dietz, P.E.
Contracts Engineer
Date 8/27/14
DATE:       June 24, 2019

TO:         Monica Crider
            Idaho Transportation Department

FROM:       David Wallace, ACHD
            Deputy Director, Plans and Projects

SUBJECT:    Justification for Bid Award – FY19 Capital Maintenance, Phase 1, ACHD
            ITD Project # A013(903), ITD Key # 13903
            ACHD Project # 717030

ACHD has reviewed the bids received by ITD for the above referenced project. The apparent low bidder, Idaho Materials & Construction ($4,832,217.00) is 114.1% of the Engineer’s Estimate of $4,235,894.56. The second lowest bid on the project ($5,066,991.33) is 118.2% of the Engineer’s Estimate. The third bid ($5,388,888.00) is 127.2% of the Engineer’s Estimate.

The most substantial differences between the Engineer’s Estimate and the low bid are:

<table>
<thead>
<tr>
<th>Bid Item</th>
<th>Description</th>
<th>Bid Amount</th>
<th>% of EE Bid</th>
<th>Diff from EE</th>
</tr>
</thead>
<tbody>
<tr>
<td>405-435A</td>
<td>Superpave HMA SP-5</td>
<td>$2,128,857.00</td>
<td>106.1%</td>
<td>$123,412.00</td>
</tr>
<tr>
<td>Z629-05A</td>
<td>Mobilization</td>
<td>$275,382.44</td>
<td>141.3%</td>
<td>$80,465.32</td>
</tr>
<tr>
<td>615-492A</td>
<td>Curb &amp; Gutter Type 2 (Mod)</td>
<td>$110,565.00</td>
<td>260.0%</td>
<td>$68,040.00</td>
</tr>
</tbody>
</table>

These bid amounts for Superpave HMA SP-5 and Curb & Gutter Type 2 (Mod) are reasonable based on the current economy with high demand of hot mix asphalt and concrete. The Mobilization item is a reasonable 5.7% of the total bid, as 4.6% was used for the Engineer’s Estimate.

ACHD is coordinating with COMPASS to obligate additional funds, requesting a further $697,000 (which includes a local match from ACHD of $34,850).

After careful consideration, ACHD staff recommends that the ITD Board accept the bid and award the contract to Idaho Materials & Construction.

ACHD will take responsibility for the additional funding needed to accept the bid, pending ACHD Commission approval on July 3rd, 2019.

Sincerely,

David G. Wallace
Deputy Director, Plans and Projects
Ada County Highway District
DATE OF BID OPENING - JUNE 18, 2019 - FEDERAL & STATE FINANCED PROJECT

Idaho Federal Aid Project No. A019(846), A019(906), & A020(194)
STC-5801, CROSSPORT RD & COW CR RD GUARDRAIL
Boundary & Kootenai County, Key No. 19846, 19906 & 20194

DESCRIPTION: The work on this project consists of installing guardrail for three local agencies in Boundary County and in Kootenai Counties

BIDDERS:
Razz Construction Inc
Bellingham, WA 98226

$531,607.50

1 BIDS ACCEPTED

ENGINEER’S ESTIMATE - $367,642.01

LOW BID - 145 Percent of the Engineer’s Estimate

(AWARD) (REJECT) (REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

Attached is the justification for Award or Rejection of the Bid. Contracting Services concurs with the recommendation.

Dana Dietz, P.E.
Contracts Engineer
6/27/19
Date
Date: June 24, 2019

To: Monica Crider, P.E.
Contracting Services Engineer

From: Jeff R. Miles, PE
Administrator

RE: Justification of Bid for Award

Bids were opened for KN's 19846, 19906 & 20194 Crossport Rd & Cow Creek Rd Guardrail project, Boundary and Kootenai Counties, on June 18, 2019. One (1) bid was received and the apparent low bidder is Razz Construction, Inc. at $531,607.50 which is $163,965.50 (44%) over the Engineers Estimate (EE).

The majority (64%) of the bid overage comes from three (3) bid items, as shown in the table below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quant.</th>
<th>Unit</th>
<th>Engineers Estimate</th>
<th>RAZZ Construction, Inc.</th>
<th>Difference</th>
<th>Per Cent</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-110A</td>
<td>Water Pollution Control</td>
<td>1</td>
<td>LS</td>
<td>$5,000.00</td>
<td>$24,000.00</td>
<td>$19,000.00</td>
<td>480%</td>
</tr>
<tr>
<td>675-005A</td>
<td>Survey</td>
<td>1</td>
<td>LS</td>
<td>$8,500.00</td>
<td>$39,000.00</td>
<td>$30,500.00</td>
<td>459%</td>
</tr>
<tr>
<td>S904-05A</td>
<td>SP - Temporary Traffic Control</td>
<td>1</td>
<td>LS</td>
<td>$40,000.00</td>
<td>$95,000.00</td>
<td>$55,000.00</td>
<td>238%</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>$53,500.00</td>
<td>$158,000.00</td>
<td>$104,500.00</td>
<td>295.3%</td>
</tr>
</tbody>
</table>

Items 212-110A and 675-005A are from the standard specifications and were not modified by the project special provisions. All three (3) project are in remote locations with steep terrain near water. LHTAC and the design engineer considered the difficulty of construction during project development and believe that was reflected in the EE. Lump Sum (LS) Temporary Traffic Control was used to simplify the project and produce more competitive bids. This strategy was not effective and LHTAC may need to use a per-item traffic control approach in the future.

Due to the bidding climate and challenging construction, it is unlikely that alterations to the plans or specifications would provide any savings to the project. This project was chosen by the Safety Program to address Class A – Serious Injury crashes at the selected locations. LHTAC is the sponsor of this 100% Federal-aid project and considerable time and resources were used obtaining the necessary environmental clearances as well coordinating with multiple roadway...
jurisdictions. LHTAC recommends that the contract be awarded to the low bidder, Razz Construction, Inc. Funds to cover the additional cost have been designated.

Sincerely,

Jeff R. Miles, PE
Administrator
Board Agenda Item

Meeting Date  July 18, 2019

Consent Item  Information Item  Amount of Presentation Time Needed

Presenter's Name  Presenter's Title  Initials  Reviewed By
Dave Kuisti, PE  Division of Engineering Products and Plans Administrator  DK  LSS
Preparer's Name  Preparer's Title  Initials
Dana Dietz, P.E.  Contracts Engineer  DD

Subject
Contract Awards and Advertisements

Background Information
INFORMATION
The following table summarizes the contracts advertised since the start of the fiscal year by jurisdiction, along with those requiring Board approval to award and Board approval to reject.
The following page shows the ITD State Infrastructure Projects only listed by Summary of Cost and Summary of Contract Count

NOTE:
The tables show year to date summaries for both ITD and Local contracts bid. The attached charts are for ITD State Infrastructure Projects only. These ITD Contracts and the ITD project numbers do not match as there are times that multiple projects are companioned and bid and awarded as one contract.

<table>
<thead>
<tr>
<th>Year to Date Summary (10/1/18 to 7/1/19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Bid</td>
</tr>
<tr>
<td>ITD</td>
</tr>
<tr>
<td>54</td>
</tr>
</tbody>
</table>

RECENT ACTIONS
In accordance with board policy 4001, Staff has initiated or completed action to award the contracts listed on the attached report.
The following table summarizes the Contracts awarded (requiring no Board action) since the last Board Agenda Report.

Contracts Awarded with no action from the Board 6/4/19 to 7/1/19

<table>
<thead>
<tr>
<th>ITD</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

FUTURE ACTIONS
The Current Advertisement Report is attached.

Recommendations
For Information Only.

Board Action
Approved  Deferred
Other
FFY19 State Infrastructure Project Bid Results: YTD Summary By Cost
60 Projects YTD through June 28, 2019

YTD Total for all 60 projects:
Ratio of Bid Costs / Engineer’s Estimates = $359.9 / $376.3M = 95.6%

Average Bid Price as % of Engineer’s Estimate for Projects Bid This Month

Number Of Projects Bid This Month

FFY19 State Infrastructure Project Bid Results: YTD Summary By Contract Count
60 Projects YTD through June 28, 2019

58% of Bids below EE (35 of 60)
65% of Bids below 105% of EE (39 of 60)
28% of Bids above 110% of EE (17 of 60)
Monthly Status Report to the Board

CONTRACT(S) ACCEPTED BY STAFF SINCE LAST BOARD MEETING

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Opening Date</th>
<th>No. of Bids</th>
<th>Eng. Est.</th>
<th>Low Bid</th>
<th>Net +/-</th>
<th>% of EE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>20798</td>
<td>I-84</td>
<td>6/4/2019</td>
<td>4</td>
<td>$74,378,568.40</td>
<td>$64,147,133.09</td>
<td>($10,231,435.31)</td>
<td>86%</td>
</tr>
<tr>
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<td>Federal</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>20489</td>
<td>I-90</td>
<td>6/18/2019</td>
<td>2</td>
<td>$2,414,068.60</td>
<td>$1,805,353.24</td>
<td>($608,715.36)</td>
<td>75%</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Federal</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>07215</td>
<td>SH-55</td>
<td>6/25/2019</td>
<td>6</td>
<td>$10,970,605.25</td>
<td>$10,890,000.00</td>
<td>($80,605.25)</td>
<td>99%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Federal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I-84, Northside Blvd. to Franklin Blvd.
Contractor: Concrete Placing Company Inc.

I-90, Blue Creek Bay Bridge to Wolf Lodge
Contractor: Interstate Concrete & Asphalt Company

SH-55, Payette River Bridge, Horseshoe Bend
Contractor: Braun-Jensen Inc.
## Monthly Contract Advertisement As of 7-1-2019

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACHD(3)</td>
<td>20003</td>
<td>OFF SYS</td>
<td>7/9/2019</td>
</tr>
</tbody>
</table>

FY19 Capital Maintenance, Phase 2, ACHD
$1,000,000 to $2,500,000

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHTAC(3)</td>
<td>20167</td>
<td>OFF SYS</td>
<td>7/23/2019</td>
</tr>
</tbody>
</table>

Int. Smith Avenue & Middleton Road Signal, Nampa
$500,000 to $1,000,000

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20343</td>
<td>SH-97</td>
<td>7/23/2019</td>
</tr>
</tbody>
</table>

Emergency Repair MP 76.9
$100,000 to $500,000

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>20222/19858</td>
<td>I-15/SH-33</td>
<td>7/30/2019</td>
</tr>
</tbody>
</table>

Sage Jct Poe NB & SB Weigh in Motion
$500,000 to $1,000,000

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Bid Opening Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>19874</td>
<td>I-84</td>
<td>7/30/2019</td>
</tr>
</tbody>
</table>

FY24 Blacks Creek Road IC
$10,000,000 to $15,000,000

Federal

State
For all of ITD:

Consultant Services processed twenty-four (24) new professional services agreements and work tasks totaling $6,438,211 and seven (7) supplemental agreements to existing professional services agreements totaling $1,951,237 from May 31, 2019 through June 26, 2019.

### New Professional Services Agreements and Work Tasks

<table>
<thead>
<tr>
<th>Reason Consultant Needed</th>
<th>District</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 HQ</td>
<td></td>
</tr>
<tr>
<td><strong>Resources not Available</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Environmental</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Public Involvement</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Geotechnical</td>
<td>1 1 1 1</td>
<td>4</td>
</tr>
<tr>
<td>Traffic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surveying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>3 1 1</td>
<td>4</td>
</tr>
<tr>
<td>Bridge</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
For ITD District Projects:

Fourteen (14) new professional services agreements and work tasks were processed during this period totaling $5,014,315. Three (3) supplemental agreements totaling $1,108,037 were processed.

**District 1**

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-95, N Corridor Access Improvements, CDA</td>
<td>Resources not available: Construction</td>
<td>Construction Engineering, Inspection, Sampling &amp; Testing Services, Year 1</td>
<td>Individual Project Solicitation</td>
<td>Ruen-Yeager &amp; Associates</td>
<td>$606,995</td>
</tr>
<tr>
<td>US-95, SH-53 Interchange, UPRR Bridge, Kootenai Co</td>
<td>Resources not available: Construction</td>
<td>Engineer of Record Services</td>
<td>Individual Project Solicitation</td>
<td>David Evans &amp; Associates</td>
<td>$279,325</td>
</tr>
<tr>
<td>US-95, SH-53 Interchange, UPRR Bridge, Kootenai Co</td>
<td>Resources not available: Construction</td>
<td>Construction Engineering, Inspection, Sampling &amp; Testing Services</td>
<td>Individual Project Solicitation</td>
<td>HMH</td>
<td>$1,415,645</td>
</tr>
<tr>
<td>US-95, N Corridor Access Improvements, CDA</td>
<td>Resources not available: Geotechnical</td>
<td>Geotechnical investigations for foundation at damaged traffic signal</td>
<td>Direct from Term Agreement</td>
<td>American Geotechnics</td>
<td>$31,799</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Board approved $2M during February 2019 meeting.
### District 2

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None this month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### District 3

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-20/26, Chinden: I-84 to Middleton Rd, Canyon Co</td>
<td>Resources not available: Design</td>
<td>Design services through PS&amp;E</td>
<td>Individual Project Solicitation</td>
<td>WHPacific</td>
<td>$1,671,900 Board approved $2.5M during May 2019 meeting</td>
</tr>
<tr>
<td>I-84, Karcher Interchange to Northside Blvd</td>
<td>Resources not available: Public Involvement</td>
<td>Public involvement during construction</td>
<td>Individual Project Solicitation</td>
<td>Rosemary Brennan Curtin, Inc.</td>
<td>$526,400</td>
</tr>
<tr>
<td>I-84, Northside Blvd to Franklin Blvd, Nampa</td>
<td>Resources not available: Environmental</td>
<td>Cultural resources update for the interim build</td>
<td>Direct from Term Agreement</td>
<td>Bionomics Environmental</td>
<td>$5,015</td>
</tr>
<tr>
<td>US-20, SH-16 to Linder Rd, Ada County</td>
<td>Resources not available: Geotechnical</td>
<td>Ground penetrating radar scans</td>
<td>Direct from Term Agreement</td>
<td>American Geotechnics</td>
<td>$51,611</td>
</tr>
<tr>
<td>SH-55, State St to Payette River Bridge</td>
<td>Resources not available: Public Involvement</td>
<td>Public outreach services</td>
<td>Direct from Term Agreement</td>
<td>Rosemary Brennan Curtin, Inc.</td>
<td>$37,000</td>
</tr>
<tr>
<td>Project</td>
<td>Reason Consultant Needed</td>
<td>Description</td>
<td>Selection Method</td>
<td>Consultant</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------------------------</td>
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</tr>
<tr>
<td>US-20, Linder to Locust Grove, Eagle</td>
<td>Resources not available: Environmental</td>
<td>Cultural resources update for the interim build</td>
<td>Direct from Term Agreement</td>
<td>Bionomics Environmental</td>
<td>$4,245</td>
</tr>
</tbody>
</table>

**District 4**

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State, FY19 D4 Materials Reconnaissance</td>
<td>Resources not available: Geotechnical</td>
<td>Geotechnical services including ground penetrating radar to prepare</td>
<td>Direct from Term Agreement</td>
<td>American Geotechnics</td>
<td>$62,650</td>
</tr>
</tbody>
</table>

**District 5**

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-15, Fort Hall Interchange #80, Bannock Co</td>
<td>Resources not available: Geotechnical</td>
<td>Geotechnical Services</td>
<td>Direct from Term Agreement</td>
<td>Terracon Consultants</td>
<td>$45,030</td>
</tr>
</tbody>
</table>

**District 6**

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None this month</td>
<td></td>
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</tr>
</tbody>
</table>

**Headquarters**

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
</table>
## Off System, FY19

Local/Off System Bridge Inspection

<table>
<thead>
<tr>
<th>Resources not available:</th>
<th>Bridge load rating</th>
<th>Individual Project Solicitation</th>
<th>Wiss, Janney, Elstner Associates</th>
<th>$201,700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge</td>
<td></td>
<td></td>
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</table>

Statewide

<table>
<thead>
<tr>
<th>Resources not available:</th>
<th>On-call pre-cast concrete inspection services</th>
<th>Individual Project Solicitation</th>
<th>CMT Engineering</th>
<th>$75,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Supplemental Agreements to Existing ITD Professional Service Agreements

<table>
<thead>
<tr>
<th>District</th>
<th>Project</th>
<th>Consultant</th>
<th>Original Agreement Date/Description</th>
<th>Supplemental Agreement Description</th>
<th>Total Agreement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>US-95, N Corridor Access Improvements</td>
<td>Parametrix</td>
<td>6/17 Roadway design through PS&amp;E</td>
<td>Emergency traffic signal repair</td>
<td>Prev: $ 952,000 This: $ 125,922 Total: $1,077,922</td>
</tr>
<tr>
<td>3</td>
<td>SH-44, Corridor Preservation:</td>
<td>AECOM</td>
<td>10/11 Corridor preservation services</td>
<td>Update corridor study documents as a result of new traffic study data</td>
<td>Prev: $ 950,800 This: $ 911,465 Total: $1,862,265</td>
</tr>
<tr>
<td></td>
<td>Junction I-84 to Eagle</td>
<td></td>
<td></td>
<td>Board approved $1.9M during June 2019 meeting</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>I-15, UPRR Inkom Overpass, Bannock County</td>
<td>HDR Engineering</td>
<td>11/17 Roadway &amp; bridge design, phase I: preliminary design</td>
<td>Additional design, geotechnical, &amp; cultural services necessary to complete preliminary design</td>
<td>Prev: $341,600 This: $ 70,650 Total: $412,250</td>
</tr>
</tbody>
</table>

## For Local Public Agency Projects:

Ten (10) new professional services agreements totaling $1,423,896 were processed during this period. Four (4) supplemental agreements totaling $843,200 were processed.
<table>
<thead>
<tr>
<th>STC-5740, W Riverview Dr</th>
<th>Post Falls Highway District</th>
<th>Construction engineering, inspection, sampling &amp; testing services</th>
<th>Local Project RFI from Term Agreement</th>
<th>Ruen-Yeager</th>
<th>$127,611</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMA-7905, Ramsey Rd; Wyoming Ave to Lancaster Rd</td>
<td>City of Hayden</td>
<td>Roadway design, phase Ia: revised concept approval</td>
<td>Individual Project Solicitation</td>
<td>David Evans &amp; Associates</td>
<td>Prev: $591,000 This: $187,548 Total: $778,548</td>
</tr>
<tr>
<td>STC-4756, Lapwai Rd Safety Improvements</td>
<td>Nez Perce County</td>
<td>Construction engineering, inspection, sampling &amp; testing services</td>
<td>Local Project Direct from Term Agreement</td>
<td>TD&amp;H Engineering</td>
<td>$26,978</td>
</tr>
<tr>
<td>SMA-7724, Intersection 17th St &amp; 16th Ave</td>
<td>City of Lewiston</td>
<td>Construction engineering, inspection, sampling &amp; testing services</td>
<td>Local Project RFI from Term Agreement</td>
<td>HDR Engineering</td>
<td>$101,974</td>
</tr>
<tr>
<td>US-95, Cambridge Sidewalk &amp; Drainage</td>
<td>City of Cambridge</td>
<td>Construction engineering, inspection, sampling &amp; testing services</td>
<td>Local Project Direct from Term Agreement</td>
<td>Materials Testing &amp; Inspection</td>
<td>$31,070</td>
</tr>
<tr>
<td>Local, Idahome Rd and 2750 E Rd</td>
<td>Raft River Highway District</td>
<td>Construction engineering, inspection, sampling &amp; testing services</td>
<td>Individual Project Solicitation</td>
<td>Keller Associates</td>
<td>$305,943</td>
</tr>
<tr>
<td>SMA-7072, Intersection Washington St &amp; Caswell</td>
<td>City of Twin Falls</td>
<td>Construction engineering, inspection, sampling &amp; testing services</td>
<td>Local Project Direct from Term Agreement</td>
<td>Civil Science</td>
<td>$37,840</td>
</tr>
<tr>
<td>STC-2715, E 4100 N Rehabilitation Ph 2</td>
<td>Buhl Highway District</td>
<td>Design services through PS&amp;E</td>
<td>Individual Project Solicitation</td>
<td>HMH</td>
<td>$317,685</td>
</tr>
<tr>
<td>Off system, 10th Ave E Sidewalk</td>
<td>City of Jerome</td>
<td>Pathway design</td>
<td>Local Project Direct from Term Agreement</td>
<td>Civil Science</td>
<td>$32,058</td>
</tr>
</tbody>
</table>
**Board Agenda Item**

<table>
<thead>
<tr>
<th>SMA-7607, S Fisher Ave; E Walker St to Bridge St</th>
<th>City of Blackfoot</th>
<th>Roadway design through PS&amp;E</th>
<th>Local Project RFI from Term Agreement</th>
<th>HarperLeavitt Engineering</th>
<th>$255,189</th>
</tr>
</thead>
</table>

**Supplemental Agreements to Existing Local Professional Services Agreements**

<table>
<thead>
<tr>
<th>District</th>
<th>Project</th>
<th>Consultant</th>
<th>Original Agreement Date/Description</th>
<th>Supplemental Agreement Description</th>
<th>Total Agreement Amount</th>
</tr>
</thead>
</table>
This: $ 9,832  
Total: $303,532 |
| 1        | SMA-5719, Intersection Pleasant View Rd & Prairie Ave, Post Falls Highway District | J-U-B Engineers | 5/18 Intersection design | Surveying services: right-of-way monuments and record of survey | Prev: $187,800  
This: $ 4,900  
Total: $192,700 |
| 2        | Off System, Cherry Lane Bridge, Nez Perce County | Keller Associates | 9/04 Project development through preliminary design | Complete design approval and final design, including PS&E submittal | Prev: $2,103,500  
This: $ 736,803  
Total: $2,840,303 |
| 6        | Off system, Fun Farm Bridge, Fremont County | Forsgren Associates | 12/17 Bridge design through PS&E | Design for ice buildup and retaining walls | Prev: $567,000  
This: $ 91,665  
Total: $659,665 |

**Recommendations**

For Information Only

**Board Action**

- [ ] Approved
- [ ] Deferred
- [ ] Other

Page 7 of 7
### Board Agenda Item

**Meeting Date**  
July 17-18, 2019

**Consent Item** □  **Information Item** ☒  
**Amount of Presentation Time Needed**

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Tolman</td>
<td>Controller</td>
<td>DT</td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Tolman</td>
<td>Controller</td>
<td>DT</td>
</tr>
</tbody>
</table>

**Subject**

Annual Report of Activities to the Board of Examiners

**Key Number** | **District** | **Route Number**

**Background Information**

ITD did not submit a request to the full Board of Examiners for Fiscal Year 2019.

**Recommendations**
### Board Agenda Item

**Board Action**

- [ ] Approved
- [ ] Deferred
- [ ] Other

---

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---
Meeting Date  July 17-18, 2019

Consent Item  □  Information Item  ☒  Amount of Presentation Time Needed  ___________

<table>
<thead>
<tr>
<th>Presenter's Name</th>
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<th>Initials</th>
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</tr>
</thead>
<tbody>
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<td>Controller</td>
<td>DT</td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Tolman</td>
<td>Controller</td>
<td>DT</td>
</tr>
</tbody>
</table>

Subject
State Fiscal Year 2019 Financial Statements

Background Information

July 01, 2018 thru May 31, 2019, Fiscal Year 2019 Financial Statements

The financial operations of the Department as of May 31, 2019 continues the fiscal year with revenue coming in ahead of forecast year-to-date and the expenditures are following projected budgets.

- Revenues to the State Highway Account from all state sources are ahead of forecast by 4.1%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 3.9% or $7.6M. Revenue in the ethanol exemption and registrations/fuel taxes direct to the State Highway Account are ahead of forecast by 3.2%. State revenues to the State Aeronautics Fund are ahead of forecast by 21.5% or $542,000.
- Expenditures are within planned budgets YTD. The differences are timing differences between planned and actual expenditures plus encumbrances estimated YTD. Personnel costs have savings of $8.8 M or 7.5% that is due to reserves for horizontal career path increases, vacancies and timing between a position becoming vacant and filled.
- Contract construction cash expenditures for July to May of this fiscal year has exceeded any from the past three years: FY19 = $402.4; FY18 = $378.5M; FY17 = $217.5M. This fiscal year continues the effort of last fiscal year and is helping ITD achieve its objective to reduce the outstanding obligated but un-spent balances in this category.

The balance of the long term investments as of the end of May is $137.4 Million after redeeming $30M in October to meet cash flow requirements. These funds are obligated against both construction projects and encumbrances. The long term investments plus the cash balance of $87.6M totals $225M.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), for the eleven months, were $19.9M. Projects obligated from these funds will continue to have payouts.

Deposits into the new Transportation Expansion and Congestion Mitigation Fund of $16.6M is 1.5% behind forecast YTD. This is due to the Cigarette Tax portion coming in less than forecast. The receipts into this fund for FY19 is committed to providing match on the INFRA grant.

Recommendations
<table>
<thead>
<tr>
<th>Board Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved   ☐ Deferred</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>
# Idaho Transportation Department

**SUMMARY OF RECEIPTS AND DISBURSEMENTS**

STATE HIGHWAY ACCOUNT AND STATE AERONAUTICS FUND

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDING 5/31/2019

(All amounts in '000)

## Funds Received

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual YTD</th>
<th>FY19 Actual YTD</th>
<th>FY19 Forecast YTD</th>
<th>FY19 to FY18 Actual</th>
<th>FY 19 to Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Highway Account</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Reimbursements</td>
<td>267,269</td>
<td>278,585</td>
<td>294,235</td>
<td>4.2%</td>
<td>-5.3%</td>
</tr>
<tr>
<td>State (Inc. H.D.A.)</td>
<td>299,623</td>
<td>319,267</td>
<td>306,549</td>
<td>6.6%</td>
<td>4.1%</td>
</tr>
<tr>
<td>Local</td>
<td>3,768</td>
<td>9,554</td>
<td>10,800</td>
<td>153.6%</td>
<td>-5.2%</td>
</tr>
<tr>
<td><strong>Total State Highway Account:</strong></td>
<td>570,660</td>
<td>607,406</td>
<td>610,864</td>
<td>6.4%</td>
<td>-0.6%</td>
</tr>
<tr>
<td><strong>State Aeronautics Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Reimbursements</td>
<td>250</td>
<td>271</td>
<td>611</td>
<td>8.2%</td>
<td>-55.7%</td>
</tr>
<tr>
<td>State</td>
<td>2,780</td>
<td>3,064</td>
<td>2,522</td>
<td>10.2%</td>
<td>21.5%</td>
</tr>
<tr>
<td><strong>Total State Aeronautics Fund:</strong></td>
<td>3,031</td>
<td>3,335</td>
<td>3,133</td>
<td>10.0%</td>
<td>6.4%</td>
</tr>
<tr>
<td><strong>Total Fund Received:</strong></td>
<td>573,691</td>
<td>610,741</td>
<td>613,998</td>
<td>6.5%</td>
<td>-0.5%</td>
</tr>
</tbody>
</table>

## Disbursements (includes Encumbrances)

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual YTD</th>
<th>FY19 Actual YTD</th>
<th>FY19 Budget YTD</th>
<th>FY19 to FY18 Actual</th>
<th>FY 19 to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction Payouts</strong></td>
<td>379,649</td>
<td>405,727</td>
<td>473,655</td>
<td>6.9%</td>
<td>-14.3%</td>
</tr>
<tr>
<td><strong>Total Operations Expenses:</strong></td>
<td>220,613</td>
<td>223,154</td>
<td>241,225</td>
<td>1.2%</td>
<td>-7.5%</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>10,491</td>
<td>10,903</td>
<td>10,880</td>
<td>3.9%</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Total Transfers:</strong></td>
<td>10,516</td>
<td>10,928</td>
<td>10,905</td>
<td>3.9%</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Total Disbursements:</strong></td>
<td>610,778</td>
<td>639,808</td>
<td>725,784</td>
<td>4.8%</td>
<td>-11.8%</td>
</tr>
</tbody>
</table>

## Expenditures by Type

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual YTD</th>
<th>FY19 Actual YTD</th>
<th>FY19 Budget YTD</th>
<th>FY19 to FY18 Actual</th>
<th>FY 19 to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td>100,935</td>
<td>108,650</td>
<td>117,517</td>
<td>7.6%</td>
<td>-7.5%</td>
</tr>
<tr>
<td>Operating</td>
<td>81,071</td>
<td>76,146</td>
<td>81,681</td>
<td>-6.1%</td>
<td>-6.8%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>22,356</td>
<td>22,156</td>
<td>25,768</td>
<td>-0.9%</td>
<td>-14.0%</td>
</tr>
<tr>
<td>Sub-Grantee</td>
<td>16,251</td>
<td>16,201</td>
<td>16,259</td>
<td>-0.3%</td>
<td>-0.4%</td>
</tr>
<tr>
<td><strong>Totals Operations Expenses:</strong></td>
<td>220,613</td>
<td>223,154</td>
<td>241,225</td>
<td>1.2%</td>
<td>-7.5%</td>
</tr>
<tr>
<td>Contract Construction</td>
<td>379,649</td>
<td>405,727</td>
<td>473,655</td>
<td>6.9%</td>
<td>-14.3%</td>
</tr>
<tr>
<td><strong>Totals (excluding Transfers):</strong></td>
<td>600,262</td>
<td>628,880</td>
<td>714,880</td>
<td>4.8%</td>
<td>-12.0%</td>
</tr>
</tbody>
</table>
State Highway Fund 0260
Fiscal Year 2019
State Revenue Source Forecast vs Actual
May - For Period Ending 5/31/2019

Includes Equipment Buy Back Program
Misc. Revenue (RTA $960,892) and Transfers - In
State Highway Fund 0260
Fiscal Year 2019
Expenditures
May - For Period Ending 5/31/2019

<table>
<thead>
<tr>
<th>Months</th>
<th>FY17 Actual Expenditures</th>
<th>FY18 Actual Expenditures</th>
<th>FY19 Current</th>
<th>FY19 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>58.348</td>
<td>66.330</td>
<td>95.849</td>
<td>138.383</td>
</tr>
<tr>
<td>Aug</td>
<td>120.371</td>
<td>139.287</td>
<td>163.446</td>
<td>271.540</td>
</tr>
<tr>
<td>Sep</td>
<td>163.661</td>
<td>221.745</td>
<td>238.100</td>
<td>294.850</td>
</tr>
<tr>
<td>Oct</td>
<td>202.889</td>
<td>308.357</td>
<td>316.163</td>
<td>373.527</td>
</tr>
<tr>
<td>Nov</td>
<td>240.389</td>
<td>360.460</td>
<td>372.747</td>
<td>435.102</td>
</tr>
<tr>
<td>Dec</td>
<td>282.297</td>
<td>405.710</td>
<td>422.734</td>
<td>479.374</td>
</tr>
<tr>
<td>Jan</td>
<td>316.027</td>
<td>437.190</td>
<td>459.444</td>
<td>517.705</td>
</tr>
<tr>
<td>Feb</td>
<td>341.550</td>
<td>468.029</td>
<td>493.898</td>
<td>568.563</td>
</tr>
<tr>
<td>Mar</td>
<td>366.385</td>
<td>504.461</td>
<td>533.081</td>
<td>610.724</td>
</tr>
<tr>
<td>Apr</td>
<td>390.985</td>
<td>550.126</td>
<td>574.555</td>
<td>652.379</td>
</tr>
<tr>
<td>May</td>
<td>424.174</td>
<td>607.868</td>
<td>626.054</td>
<td>711.992</td>
</tr>
<tr>
<td>Jun</td>
<td>495.603</td>
<td>669.206</td>
<td>1,088.987</td>
<td>1,088.987</td>
</tr>
</tbody>
</table>

Current = Actual Payments and Encumbrances
Aeronautics Fund 0221
Fiscal Year 2019
State and Interagency Revenue Sources Forecast vs Actual
May - For Period Ending 5/31/2019

<table>
<thead>
<tr>
<th>Period</th>
<th>FY17 Actual Revenue</th>
<th>FY18 Actual Revenue</th>
<th>FY19 Current</th>
<th>FY19 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>0.201</td>
<td>0.191</td>
<td>0.234</td>
<td>0.188</td>
</tr>
<tr>
<td>Aug</td>
<td>0.459</td>
<td>0.524</td>
<td>0.538</td>
<td>0.447</td>
</tr>
<tr>
<td>Sep</td>
<td>0.789</td>
<td>0.834</td>
<td>0.943</td>
<td>0.739</td>
</tr>
<tr>
<td>Oct</td>
<td>1.059</td>
<td>1.159</td>
<td>1.265</td>
<td>1.037</td>
</tr>
<tr>
<td>Nov</td>
<td>1.256</td>
<td>1.338</td>
<td>1.563</td>
<td>1.233</td>
</tr>
<tr>
<td>Dec</td>
<td>1.559</td>
<td>1.546</td>
<td>1.782</td>
<td>1.506</td>
</tr>
<tr>
<td>Jan</td>
<td>1.780</td>
<td>1.913</td>
<td>2.242</td>
<td>1.771</td>
</tr>
<tr>
<td>Feb</td>
<td>1.967</td>
<td>2.162</td>
<td>2.421</td>
<td>1.953</td>
</tr>
<tr>
<td>Mar</td>
<td>2.123</td>
<td>2.354</td>
<td>2.631</td>
<td>2.155</td>
</tr>
<tr>
<td>Apr</td>
<td>2.280</td>
<td>2.558</td>
<td>2.840</td>
<td>2.327</td>
</tr>
<tr>
<td>May</td>
<td>2.491</td>
<td>2.780</td>
<td>3.064</td>
<td>2.522</td>
</tr>
<tr>
<td>Jun</td>
<td>2.699</td>
<td>3.015</td>
<td>3.064</td>
<td>2.731</td>
</tr>
</tbody>
</table>

Includes Misc. Revenue and Transfers - In

Misc. Revenue (RTA $0) and Transfers - In
# Idaho Transportation Department

**OPERATING FUND BALANCE SHEET**

**FOR THE PERIOD ENDED 5/31/2019**

<table>
<thead>
<tr>
<th>Fund</th>
<th>State Aeronautics Fund</th>
<th>State Highway Fund</th>
<th>Transportation Expansion and Congestion Mitigation Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apr-19</td>
<td>May-19</td>
<td>Apr-19</td>
</tr>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on Hand (Change Fund)</td>
<td>0</td>
<td>0</td>
<td>5,845</td>
</tr>
<tr>
<td>Cash in Bank (Daily Operations)</td>
<td>2,264,051</td>
<td>2,168,774</td>
<td>74,784,664</td>
</tr>
<tr>
<td>Investments (Long Term: STO - Diversified Bond Fund)</td>
<td>840,781</td>
<td>842,285</td>
<td>137,222,573</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>3,104,831</td>
<td>3,011,059</td>
<td>212,013,081</td>
</tr>
<tr>
<td>Receivables - Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Due From Locals (Project Overruns)</td>
<td>5,598</td>
<td>62,534</td>
<td>1,457,214</td>
</tr>
<tr>
<td>- Inter Agency</td>
<td>6,598</td>
<td>62,534</td>
<td>1,457,214</td>
</tr>
<tr>
<td>Total Receivables</td>
<td>5,598</td>
<td>68,110</td>
<td>2,595,972</td>
</tr>
<tr>
<td>Inventory on Hand</td>
<td>0</td>
<td>0</td>
<td>18,441,418</td>
</tr>
<tr>
<td><strong>Total Assets:</strong></td>
<td>3,110,430</td>
<td>3,079,169</td>
<td>233,050,471</td>
</tr>
</tbody>
</table>

| Fund | | | | | | | | |
|------| | | | | | | | |
| **LIABILITIES** | | | | | | | | |
| Vouchers Payable | 0 | 0 | 357,648 | 2,116 | 0 | 0 | 0 | 0 |
| Sales Tax Payable | 0 | 0 | 2,113 | 4,156 | 0 | 0 | 0 | 0 |
| Deferred Revenue (Local Projects Match) | 0 | 0 | 26,878,963 | 26,769,887 | 0 | 0 | 0 | 0 |
| Accounts Receivable Overpayment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contractor Retained % (In Lieu Of Performance Bond) | 0 | 0 | 226,089 | 231,484 | 0 | 0 | 0 | 0 |
| **Total Liabilities:** | 0 | 0 | 27,464,813 | 27,007,642 | 0 | 0 | 0 | 0 |

| Fund | | | | | | | | |
|------| | | | | | | | |
| **FUND BALANCE** | | | | | | | | |
| Reserve for Encumbrance | 177,903 | 145,033 | 42,991,581 | 37,817,403 | 0 | 0 | 0 | 0 |
| Fund Balance | 2,932,527 | 2,934,135 | 162,594,077 | 181,514,171 | 35,437,187 | 37,785,810 | 0 | 0 |
| **Total Fund Balance:** | 3,110,430 | 3,079,169 | 205,585,658 | 219,331,574 | 35,437,187 | 37,785,810 | 0 | 0 |
| **Total Liabilities and Fund Balance** | 3,110,430 | 3,079,169 | 233,050,471 | 246,339,216 | 35,437,187 | 37,785,810 | 0 | 0 |
Idaho Transportation Department

OPERATING FUND BALANCE SHEET
FOR THE PERIOD ENDED 5/31/2019

<table>
<thead>
<tr>
<th></th>
<th>Strategic Initiatives Fund (State Share)</th>
<th>Strategic Initiatives Fund (Local Share)</th>
<th>Total Strategic Initiatives Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apr-19</td>
<td>May-19</td>
<td>Apr-19</td>
</tr>
<tr>
<td>Cash on Hand (Change Fund)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cash in Bank (Daily Operations)</td>
<td>44,426,479</td>
<td>42,296,399</td>
<td>44,563,637</td>
</tr>
<tr>
<td>Investments (Long Term: STO - Diversified Bond Fund)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>44,426,479</td>
<td>42,296,399</td>
<td>44,563,637</td>
</tr>
<tr>
<td>Receivables - Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Due From Locals (Project Overruns)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Inter Agency</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Receivables</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inventory on Hand</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Assets:</strong></td>
<td><strong>44,426,479</strong></td>
<td><strong>42,296,399</strong></td>
<td><strong>44,563,637</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Strategic Initiatives Fund (State Share)</th>
<th>Strategic Initiatives Fund (Local Share)</th>
<th>Total Strategic Initiatives Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apr-19</td>
<td>May-19</td>
<td>Apr-19</td>
</tr>
<tr>
<td>Vouchers Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales Tax Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Deferred Revenue (Local Projects Match)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Accounts Receivable Overpayment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contractor Retained % (In Lieu Of Performance Bond)</td>
<td>24,285</td>
<td>0</td>
<td>24,285</td>
</tr>
<tr>
<td><strong>Total Liabilities:</strong></td>
<td><strong>24,285</strong></td>
<td><strong>0</strong></td>
<td><strong>24,285</strong></td>
</tr>
</tbody>
</table>

| Fund Balance | 44,402,194 | 42,296,399 | 137,158 | 137,655 | 44,539,352 | 42,434,054 |
| **Total Fund Balance:** | **44,402,194** | **42,296,399** | **137,158** | **137,655** | **44,539,352** | **42,434,054** |
| **Total Liabilities and Fund Balance** | **44,426,479** | **42,296,399** | **137,158** | **137,655** | **44,563,637** | **42,434,054** |
# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

**FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019**

<table>
<thead>
<tr>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E = A - B - D)</td>
<td>(F = E / A)</td>
<td>(G)</td>
<td>(H = G - B - D)</td>
<td>(I = H / G)</td>
</tr>
</tbody>
</table>

**Federal Sources**

- **FHWA - Highway**
  - 255,105,480
  - 244,659,049
  - 29,714,291
  - 0
  - (10,446,431)
  - -4.09%
  - 509,322,719
  - 264,663,670
  - 51.96%

- **FHWA - Indirect Cost**
  - 23,471,500
  - 18,477,054
  - 2,543,971
  - 0
  - (4,994,446)
  - -21.28%
  - 25,000,000
  - 6,522,946
  - 26.09%

- **Federal Transit Authority**
  - 11,200,000
  - 9,894,863
  - 1,890,879
  - 0
  - (1,305,137)
  - -11.65%
  - 12,771,200
  - 2,876,337
  - 22.52%

- **NHTSA - Highway Safety**
  - 4,150,000
  - 4,768,448
  - 800,206
  - 0
  - 618,448
  - 14.90%
  - 4,546,900
  - (221,548)
  - -4.87%

- **Other Federal Aid**
  - 308,000
  - 785,363
  - 4,000
  - 0
  - 477,363
  - 154.99%
  - 4,130,000
  - 3,344,637
  - 80.98%

**Total Federal Sources:**

- 294,234,980
- 278,584,777
- 34,953,347
- 0
- (15,650,203)
- -5.32%
- 555,770,819
- 277,186,042
- 49.87%

**State Sources**

- **Equipment Buy Back**
  - 7,043,000
  - 7,049,000
  - 5,220,000
  - 0
  - 6,000
  - 0.09%
  - 7,043,000
  - (6,000)
  - -0.09%

- **Miscellaneous Revenues**
  - 27,151,489
  - 29,763,839
  - 2,904,430
  - 0
  - 2,612,350
  - 9.62%
  - 30,042,892
  - 279,053
  - 0.93%

**Total State Sources:**

- 34,194,489
- 36,812,839
- 8,124,430
- 0
- 2,618,350
- 7.66%
- 37,085,892
- 273,053
- 0.74%

**Local Sources**

- **Match For Local Projects**
  - 10,079,780
  - 8,937,771
  - 166,462
  - 0
  - (1,142,009)
  - -11.33%
  - 28,850,432
  - 19,912,661
  - 69.02%

- **Other Local Sources**
  - 0
  - 616,233
  - 0
  - 0
  - 616,233
  - 0.00%
  - 0
  - (616,233)
  - 0.00%

**Total Local Sources:**

- 10,079,780
- 9,554,005
- 166,462
- 0
- (525,776)
- -5.22%
- 28,850,432
- 19,296,428
- 66.88%

**TOTAL REVENUES:**

- 338,509,249
- 324,951,621
- 43,244,239
- 0
- (13,557,629)
- -4.01%
- 621,707,143
- 296,755,523
- 47.73%

**TRANSFERS-IN**

- **Highway Distribution Account**
  - 194,900,000
  - 202,546,432
  - 18,675,675
  - 0
  - 7,646,432
  - 3.92%
  - 211,444,100
  - 8,897,668
  - 4.21%

- **Fuel/Registration Direct**
  - 60,622,000
  - 62,717,834
  - 6,230,472
  - 0
  - 2,095,834
  - 3.46%
  - 65,905,200
  - 3,187,366
  - 4.84%

- **Ethanol Fuels Tax**
  - 16,833,000
  - 17,190,291
  - 1,714,068
  - 0
  - 357,291
  - 2.12%
  - 18,300,000
  - 1,109,709
  - 6.06%

**TOTAL TRANSFERS-IN:**

- 272,355,000
- 282,454,557
- 26,620,216
- 0
- 10,099,557
- 3.71%
- 295,649,300
- 13,194,743
- 4.46%

**TOTAL REV AND TRANSFERS-IN:**

- 610,864,249
- 607,406,178
- 69,864,455
- 0
- (3,458,072)
- -0.57%
- 917,356,443
- 309,950,266
- 33.79%
### Idaho Transportation Department

#### STATEMENT OF REVENUES AND EXPENDITURES

**BUDGET TO ACTUAL**

**FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019**

<table>
<thead>
<tr>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E = A - B - D)</td>
<td>(F = E / A)</td>
<td>(G)</td>
<td>(H = G - B - D)</td>
<td>(I = H / G)</td>
</tr>
</tbody>
</table>

**EXPENDITURES**

- **Operations Expense**
  - Permanent Staff Salaries: 79,040,046 / 73,294,329 = 7.27%
  - Fringe Benefits: 36,308,103 / 33,166,576 = 10.94%
  - In State Travel Expense: 1,363,330 / 1,429,108 = 9.56%
  - Out of State Travel Expense: 377,127 / 365,485 = 1.02%
  - Technology Operating Expense: 24,820,856 / 17,000,036 = 14.58%
  - Technology Equipment Expense: 2,095,470 / 1,210,809 = 17.08%
  - Capital Equipment Expense: 21,250,497 / 9,883,696 = 21.60%
  - Capital Facilities Expense: 1,829,500 / 3,136,537 = 57.68%
  - Capital Projects: 0 / 17,679 = 0%
  - Trustee & Benefit Payments: 15,668,667 / 13,697,187 = 14.57%

**Total Operations Expense:** 238,337,346 / 202,600,397 = 11.73%

- **Contract Construction**
  - In State Travel Expense: 0 / 1,317 = 0%
  - Technology Operating Expense: 0 / 1,922,277 = 0%
  - Operating Expense: 6,975,500 / 2,210,613 = 314.92%
  - Capital Projects: 464,181,547 / 397,536,525 = 116.74%
  - Trustee & Benefit Payments: 2,497,900 / 760,760 = 32.71%

**Total Contract Construction:** 473,654,947 / 402,431,492 = 117.77%

**TOTAL EXPENDITURES:** 711,992,293 / 605,031,890 = 117.82%

**TRANSFERS OUT**

- Statutory: 25,000 / 25,000 = 100%
  - Operating: 10,879,519 / 10,902,512 = 99.41%

**TOTAL TRANSFERS OUT:** 10,904,519 / 10,927,512 = 99.34%

**Net for Fiscal Year 2019:** (112,032,563) / (8,553,224) = 13.14%
### Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019

| Fiscal Year: 2019 | 
|-------------------|---
| Budget Fiscal Year: 2019 | 

#### Contract Construction

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Operating Expenditures</td>
<td>622,000</td>
<td>307,417</td>
<td>29,362</td>
<td>40,205</td>
<td>274,378</td>
<td>44.11%</td>
<td>2,875,951</td>
<td>2,528,330</td>
<td>87.91%</td>
</tr>
<tr>
<td>Federal Operating Expenditures</td>
<td>6,286,700</td>
<td>3,815,364</td>
<td>423,294</td>
<td>507,616</td>
<td>1,963,720</td>
<td>31.24%</td>
<td>8,614,510</td>
<td>4,291,530</td>
<td>49.82%</td>
</tr>
<tr>
<td>Local Operating Expenditures</td>
<td>66,800</td>
<td>10,109</td>
<td>0</td>
<td>0</td>
<td>56,691</td>
<td>84.87%</td>
<td>385,334</td>
<td>375,225</td>
<td>97.38%</td>
</tr>
</tbody>
</table>

Total Operating Expenditures: 6,975,500

#### In State Travel Expense

<table>
<thead>
<tr>
<th>In State Travel Expense</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated In State Travel Expense</td>
<td>0</td>
<td>1,317</td>
<td>254</td>
<td>0</td>
<td>(1,317)</td>
<td>0.00%</td>
<td>0</td>
<td>(1,317)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Total In State Travel Expense: 0

#### Capital Outlay

<table>
<thead>
<tr>
<th>Capital Outlay</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Capital Outlay</td>
<td>164,740,377</td>
<td>148,526,377</td>
<td>7,442,689</td>
<td>934,985</td>
<td>15,279,015</td>
<td>9.27%</td>
<td>268,452,159</td>
<td>118,990,797</td>
<td>44.32%</td>
</tr>
<tr>
<td>Federal Capital Outlay</td>
<td>255,976,393</td>
<td>212,001,561</td>
<td>20,420,144</td>
<td>1,812,384</td>
<td>42,162,448</td>
<td>16.47%</td>
<td>467,734,919</td>
<td>253,920,974</td>
<td>54.29%</td>
</tr>
<tr>
<td>FICR Capital Outlay</td>
<td>26,551,025</td>
<td>28,082,088</td>
<td>3,816,095</td>
<td>0</td>
<td>(1,531,063)</td>
<td>-5.77%</td>
<td>43,242,712</td>
<td>15,160,624</td>
<td>35.06%</td>
</tr>
<tr>
<td>Local Capital Outlay</td>
<td>16,913,752</td>
<td>8,926,499</td>
<td>791,786</td>
<td>0</td>
<td>7,987,253</td>
<td>47.22%</td>
<td>27,546,826</td>
<td>18,620,327</td>
<td>67.60%</td>
</tr>
</tbody>
</table>

Total Capital Outlay: 464,181,547

#### Trustee & Benefit Payments

<table>
<thead>
<tr>
<th>Trustee &amp; Benefit Payments</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Trustee &amp; Benefit Payments</td>
<td>329,100</td>
<td>2,049</td>
<td>3,744</td>
<td>0</td>
<td>327,051</td>
<td>99.38%</td>
<td>882,835</td>
<td>880,786</td>
<td>99.77%</td>
</tr>
<tr>
<td>Federal Trustee &amp; Benefit Payments</td>
<td>2,129,400</td>
<td>758,711</td>
<td>82,667</td>
<td>0</td>
<td>1,370,689</td>
<td>64.37%</td>
<td>3,439,790</td>
<td>2,681,079</td>
<td>77.94%</td>
</tr>
<tr>
<td>Local Trustee &amp; Benefit Payments</td>
<td>39,400</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>39,400</td>
<td>100.00%</td>
<td>611,171</td>
<td>611,171</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Total Trustee & Benefit Payments: 2,497,900

Total Contract Construction: 473,654,947
## Idaho Transportation Department

### STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019

**Fund:** 0269  Transportation Expansion and Congestion Mitigation Fund

<table>
<thead>
<tr>
<th>Fiscal Year: 2019</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Revenues</td>
<td>64,900</td>
<td>584,935</td>
<td>69,986</td>
<td>0</td>
<td>520,035</td>
<td>801.29 %</td>
<td>71,000</td>
<td>(513,935)</td>
<td>-723.85%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td><strong>64,900</strong></td>
<td><strong>584,935</strong></td>
<td><strong>69,986</strong></td>
<td><strong>0</strong></td>
<td><strong>520,035</strong></td>
<td><strong>801.29 %</strong></td>
<td><strong>71,000</strong></td>
<td><strong>(513,935)</strong></td>
<td><strong>-723.85 %</strong></td>
</tr>
<tr>
<td><strong>TRANSFERS-IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cigarette Tax</td>
<td>2,118,000</td>
<td>1,343,283</td>
<td>1,073,827</td>
<td>0</td>
<td>(774,717)</td>
<td>-36.58 %</td>
<td>2,824,000</td>
<td>1,480,717</td>
<td>52.43 %</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>14,732,000</td>
<td>15,246,544</td>
<td>1,375,096</td>
<td>0</td>
<td>514,544</td>
<td>3.49 %</td>
<td>16,477,000</td>
<td>1,230,456</td>
<td>7.47 %</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td><strong>16,850,000</strong></td>
<td><strong>16,589,827</strong></td>
<td><strong>2,448,923</strong></td>
<td><strong>0</strong></td>
<td><strong>(260,173)</strong></td>
<td><strong>-1.54 %</strong></td>
<td><strong>19,301,000</strong></td>
<td><strong>2,711,173</strong></td>
<td><strong>14.05 %</strong></td>
</tr>
<tr>
<td><strong>TOTAL REV AND TRANSFERS-IN:</strong></td>
<td><strong>16,914,900</strong></td>
<td><strong>17,147,762</strong></td>
<td><strong>2,518,909</strong></td>
<td><strong>0</strong></td>
<td><strong>259,862</strong></td>
<td><strong>1.54 %</strong></td>
<td><strong>19,372,000</strong></td>
<td><strong>2,197,238</strong></td>
<td><strong>11.34 %</strong></td>
</tr>
</tbody>
</table>

**EXPENDITURES**

<table>
<thead>
<tr>
<th>Contract Construction - Capital Projects</th>
<th>19,797,500</th>
<th>2,078,615</th>
<th>170,285</th>
<th>0</th>
<th>17,718,885</th>
<th>89.50 %</th>
<th>37,967,477</th>
<th>35,888,861</th>
<th>94.53 %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL EXPENDITURES:</strong></td>
<td><strong>19,797,500</strong></td>
<td><strong>2,078,615</strong></td>
<td><strong>170,285</strong></td>
<td><strong>0</strong></td>
<td><strong>17,718,885</strong></td>
<td><strong>89.50 %</strong></td>
<td><strong>37,967,477</strong></td>
<td><strong>35,888,861</strong></td>
<td><strong>94.53 %</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPD AND TRANSFERS OUT:</strong></td>
<td><strong>19,797,500</strong></td>
<td><strong>2,078,615</strong></td>
<td><strong>170,285</strong></td>
<td><strong>0</strong></td>
<td><strong>17,718,885</strong></td>
<td><strong>89.50 %</strong></td>
<td><strong>37,967,477</strong></td>
<td><strong>35,888,861</strong></td>
<td><strong>94.53 %</strong></td>
</tr>
</tbody>
</table>

**Net for Fiscal Year 2019:**

|                | (2,882,600) | 15,096,146 | 2,348,624 | 17,978,747 | (18,595,477) | (33,691,623) |
## Idaho Transportation Department

### STATEMENT OF REVENUES AND EXPENDITURES

#### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019

<table>
<thead>
<tr>
<th>Fund: 0270</th>
<th>Strategic Initiatives Program Fund (State 60%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2019</td>
<td>Budget Fiscal Year: 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Sources - Miscellaneous Revenues</td>
<td>681,800</td>
<td>1,038,000</td>
<td>91,565</td>
<td>0</td>
<td>356,200</td>
<td>52.24 %</td>
<td>741,200</td>
<td>(296,800)</td>
<td>-40.04%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td>681,800</td>
<td>1,038,000</td>
<td>91,565</td>
<td>0</td>
<td>356,200</td>
<td>52.24 %</td>
<td>741,200</td>
<td>(296,800)</td>
<td>-40.04%</td>
</tr>
<tr>
<td><strong>TRANSFERS-IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory</td>
<td>36,177,825</td>
<td>60,296,374</td>
<td>0</td>
<td>0</td>
<td>24,118,549</td>
<td>66.67 %</td>
<td>36,177,825</td>
<td>(24,118,549)</td>
<td>-66.67%</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td>36,177,825</td>
<td>60,296,374</td>
<td>0</td>
<td>0</td>
<td>24,118,549</td>
<td>66.67 %</td>
<td>36,177,825</td>
<td>(24,118,549)</td>
<td>-66.67%</td>
</tr>
<tr>
<td><strong>TOTAL REV AND TRANSFERS-IN:</strong></td>
<td>36,859,625</td>
<td>61,334,374</td>
<td>91,565</td>
<td>0</td>
<td>24,474,749</td>
<td>66.40 %</td>
<td>36,919,025</td>
<td>(24,415,349)</td>
<td>-66.13%</td>
</tr>
</tbody>
</table>

| **EXPENDITURES** | | | | | | | | | |
| Contract Construction - Capital Projects | 24,762,222 | 19,958,672 | 2,221,644 | 0 | 4,803,550 | 19.40 % | 62,460,022 | 42,501,350 | 68.05 % |
| **TOTAL EXPENDITURES:** | 24,762,222 | 19,958,672 | 2,221,644 | 0 | 4,803,550 | 19.40 % | 62,460,022 | 42,501,350 | 68.05 % |
| **TRANSFERS OUT** | | | | | | | | | |
| Operating | 0 | 24,118,550 | 0 | 0 | (24,118,550) | 0.00 % | 0 | (24,118,550) | 0.00 % |
| **TOTAL TRANSFERS OUT:** | 0 | 24,118,550 | 0 | 0 | (24,118,550) | 0.00 % | 0 | (24,118,550) | 0.00 % |
| **TOTAL EXPD AND TRANSFERS OUT:** | 24,762,222 | 44,077,222 | 2,221,644 | 0 | (19,315,000) | -78.00 % | 62,460,022 | 18,382,800 | 29.43 % |

Net for Fiscal Year 2019: 12,097,403 17,257,152 (2,130,079) 5,159,749 (25,540,997) (42,798,149)
# Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019

<table>
<thead>
<tr>
<th>Fund: 0270</th>
<th>Strategic Initiatives Program Fund (LHTAC-Local 40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2019</td>
<td></td>
</tr>
<tr>
<td>Budget Fiscal Year: 2019</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Sources - Miscellaneous Revenues</td>
<td>320,000</td>
<td>347,965</td>
<td>497</td>
<td>0</td>
<td>27,965</td>
<td>8.74 %</td>
<td>325,900</td>
<td>(22,065)</td>
<td>-6.77 %</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td>320,000</td>
<td>347,965</td>
<td>497</td>
<td>0</td>
<td>27,965</td>
<td>8.74 %</td>
<td>325,900</td>
<td>(22,065)</td>
<td>-6.77 %</td>
</tr>
<tr>
<td><strong>TRANSFERS-IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory</td>
<td>24,118,550</td>
<td>24,118,550</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00 %</td>
<td>24,118,550</td>
<td>0</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td>24,118,550</td>
<td>24,118,550</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00 %</td>
<td>24,118,550</td>
<td>0</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>TOTAL REV AND TRANSFERS-IN:</strong></td>
<td>24,438,550</td>
<td>24,466,514</td>
<td>497</td>
<td>0</td>
<td>27,965</td>
<td>0.11 %</td>
<td>24,444,450</td>
<td>(22,065)</td>
<td>-0.09 %</td>
</tr>
</tbody>
</table>

| **EXPENDITURES** |                        |                     |                         |                          |                              |                  |                      |                    |                  |
| Contract Construction - Trustee & Benefit Payments | 24,462,500 | 24,346,910 | 0 | 0 | 115,590 | 0.47 % | 24,462,500 | 115,590 | 0.47 % |
| **TOTAL EXPENDITURES:** | 24,462,500 | 24,346,910 | 0 | 0 | 115,590 | 0.47 % | 24,462,500 | 115,590 | 0.47 % |
| **TOTAL EXPD AND TRANSFERS OUT:** | 24,462,500 | 24,346,910 | 0 | 0 | 115,590 | 0.47 % | 24,462,500 | 115,590 | 0.47 % |

Net for Fiscal Year 2019: (23,950)  119,605  497  143,555 (18,050) (137,655)
# Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET TO ACTUAL  
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 5/31/2019

**Fund:** 0375  GARVEE Debt Service Fund

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Fiscal Year:</td>
<td>2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Sources - Miscellaneous Revenues</td>
<td>0</td>
<td>94,931</td>
<td>5,440</td>
<td>0</td>
<td>94,931</td>
<td>0.00 %</td>
<td>0</td>
<td>(94,931)</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td>0</td>
<td>94,931</td>
<td>5,440</td>
<td>0</td>
<td>94,931</td>
<td>0.00 %</td>
<td>0</td>
<td>(94,931)</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>TRANSFERS-IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>0</td>
<td>15,602,512</td>
<td>0</td>
<td>0</td>
<td>15,602,512</td>
<td>0.00 %</td>
<td>0</td>
<td>(15,602,512)</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td>0</td>
<td>15,602,512</td>
<td>0</td>
<td>0</td>
<td>15,602,512</td>
<td>0.00 %</td>
<td>0</td>
<td>(15,602,512)</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>TOTAL REV AND TRANSFERS-IN:</strong></td>
<td>0</td>
<td>15,697,443</td>
<td>5,440</td>
<td>0</td>
<td>15,697,443</td>
<td>0.00 %</td>
<td>0</td>
<td>(15,697,443)</td>
<td>0.00 %</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**     |                         |                     |                        |                          |                                  |                    |                       |                       |                     |
| Bond Principal / Interest | 0 | 56,384,453 | 371,960 | 0 | (56,384,453) | 0.00 % | 0 | (56,384,453) | 0.00 % |               |
| **TOTAL EXPENDITURES:** | 0 | 56,384,453 | 371,960 | 0 | (56,384,453) | 0.00 % | 0 | (56,384,453) | 0.00 % |               |
| **TOTAL EXPD AND TRANSFERS OUT:** | 0 | 56,384,453 | 371,960 | 0 | (56,384,453) | 0.00 % | 0 | (56,384,453) | 0.00 % |               |
| **Net for Fiscal Year 2019:** | 0 | (40,687,010) | (366,520) | (40,687,010) | 0 | 40,687,010 |               |               |                     |                     |
# Idaho Transportation Department

## Statement of Revenues and Expenditures

**Budget to Actual**

**For the Fiscal Year to Date - For the Period Ended 5/31/2019**

### Fund: 0221 State Aeronautics Fund

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget Fiscal Year</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2019</td>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E = A - B - D)</td>
<td>(F = E / A)</td>
<td>(G)</td>
<td>(H = G - B - D)</td>
<td>(I = H / G)</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Sources - FAA</td>
<td>611,000</td>
<td>270,741</td>
<td>0</td>
<td>0</td>
<td>(340,259)</td>
<td>-55.69%</td>
<td>666,000</td>
<td>395,259</td>
<td>59.35%</td>
<td></td>
</tr>
<tr>
<td>State Sources - Miscellaneous Revenues</td>
<td>320,795</td>
<td>357,639</td>
<td>14,702</td>
<td>0</td>
<td>36,844</td>
<td>11.49%</td>
<td>330,500</td>
<td>(27,139)</td>
<td>-8.21%</td>
<td></td>
</tr>
<tr>
<td>Interagency Sources - Miscellaneous Revenues</td>
<td>218,000</td>
<td>265,560</td>
<td>62,512</td>
<td>0</td>
<td>47,560</td>
<td>21.82%</td>
<td>250,000</td>
<td>(15,560)</td>
<td>-6.22%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td>1,149,795</td>
<td>893,940</td>
<td>77,214</td>
<td>0</td>
<td>(255,855)</td>
<td>-22.25%</td>
<td>1,246,500</td>
<td>352,560</td>
<td>28.28%</td>
<td></td>
</tr>
<tr>
<td><strong>TRANSFERS-IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>1,983,659</td>
<td>2,440,630</td>
<td>146,456</td>
<td>0</td>
<td>456,971</td>
<td>23.04%</td>
<td>2,150,000</td>
<td>(290,630)</td>
<td>-13.52%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td>1,983,659</td>
<td>2,440,630</td>
<td>146,456</td>
<td>0</td>
<td>456,971</td>
<td>23.04%</td>
<td>2,150,000</td>
<td>(290,630)</td>
<td>-13.52%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REV AND TRANSFERS-IN:</strong></td>
<td>3,133,454</td>
<td>3,334,570</td>
<td>223,670</td>
<td>0</td>
<td>201,116</td>
<td>6.42%</td>
<td>3,396,500</td>
<td>61,930</td>
<td>1.82%</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Staff Salaries</td>
<td>684,785</td>
<td>655,986</td>
<td>87,987</td>
<td>0</td>
<td>28,799</td>
<td>4.21%</td>
<td>744,731</td>
<td>88,745</td>
<td>11.92%</td>
<td></td>
</tr>
<tr>
<td>Board, Hourly, OT, Shift Diff</td>
<td>71,263</td>
<td>70,615</td>
<td>6,392</td>
<td>0</td>
<td>648</td>
<td>0.91%</td>
<td>84,863</td>
<td>14,248</td>
<td>16.79%</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>312,324</td>
<td>287,052</td>
<td>34,746</td>
<td>0</td>
<td>25,272</td>
<td>8.09%</td>
<td>344,706</td>
<td>57,654</td>
<td>16.73%</td>
<td></td>
</tr>
<tr>
<td>In State Travel Expense</td>
<td>62,209</td>
<td>53,995</td>
<td>4,425</td>
<td>0</td>
<td>8,214</td>
<td>13.20%</td>
<td>67,904</td>
<td>13,909</td>
<td>20.48%</td>
<td></td>
</tr>
<tr>
<td>Out of State Travel Expense</td>
<td>17,744</td>
<td>18,443</td>
<td>246</td>
<td>0</td>
<td>(699)</td>
<td>-3.94%</td>
<td>17,800</td>
<td>(643)</td>
<td>-3.61%</td>
<td></td>
</tr>
<tr>
<td>Technology Operating Expense</td>
<td>37,296</td>
<td>42,734</td>
<td>1,988</td>
<td>272</td>
<td>(5,710)</td>
<td>-15.31%</td>
<td>40,780</td>
<td>(2,226)</td>
<td>-5.46%</td>
<td></td>
</tr>
<tr>
<td>Operating Expense</td>
<td>518,685</td>
<td>416,986</td>
<td>81,639</td>
<td>99,789</td>
<td>1,910</td>
<td>0.37%</td>
<td>1,137,216</td>
<td>620,441</td>
<td>54.56%</td>
<td></td>
</tr>
<tr>
<td>Technology Equipment Expense</td>
<td>4,599</td>
<td>5,994</td>
<td>0</td>
<td>0</td>
<td>(1,395)</td>
<td>-30.33%</td>
<td>5,200</td>
<td>(794)</td>
<td>-15.27%</td>
<td></td>
</tr>
<tr>
<td>Capital Equipment Expense</td>
<td>587,500</td>
<td>534,763</td>
<td>11,763</td>
<td>33,966</td>
<td>18,770</td>
<td>3.19%</td>
<td>587,500</td>
<td>18,770</td>
<td>3.19%</td>
<td></td>
</tr>
<tr>
<td>Capital Facilities Expense</td>
<td>478</td>
<td>478</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>260,000</td>
<td>259,522</td>
<td>99.82%</td>
<td></td>
</tr>
<tr>
<td>Trustee &amp; Benefit Payments</td>
<td>590,500</td>
<td>605,324</td>
<td>11,145</td>
<td>0</td>
<td>(14,824)</td>
<td>-2.51%</td>
<td>1,658,549</td>
<td>1,053,226</td>
<td>63.50%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES:</strong></td>
<td>2,887,383</td>
<td>2,692,368</td>
<td>240,061</td>
<td>134,027</td>
<td>60,985</td>
<td>2.11%</td>
<td>4,949,249</td>
<td>2,122,852</td>
<td>42.89%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPD AND TRANSFERS OUT:</strong></td>
<td>2,887,383</td>
<td>2,692,368</td>
<td>240,061</td>
<td>134,027</td>
<td>60,985</td>
<td>2.11%</td>
<td>4,949,249</td>
<td>2,122,852</td>
<td>42.89%</td>
<td></td>
</tr>
<tr>
<td><strong>Net for Fiscal Year 2019:</strong></td>
<td>246,071</td>
<td>642,202</td>
<td>(16,390)</td>
<td>262,101</td>
<td>(1,552,749)</td>
<td>(2,060,922)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting Date  July 18, 2019

Consent Item □ Information Item ☑ Amount of Presentation Time Needed ______

Presenter's Name  Presenter's Title  Initials  Reviewed By
Joel Drake  Financial Mgr., FP&A  JD  LSS
Preparer's Name  Preparer's Title  Initials
Nathan Hesterman  Sr. Planner - Programming  ndh

Subject

Monthly Reporting of Federal Formula Program Funding Through June

<table>
<thead>
<tr>
<th>Key Number</th>
<th>District</th>
<th>Route Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Background Information

Idaho received obligation authority through September 30th via an Appropriation Act signed on February 15, 2019. Official notice from the FHWA was received on March 11th. Notice of the receipt of $19.9 million of FY 2019 Highway Infrastructure General Funds was received on March 18th. Obligation authority through the end of the year (365/365ths) is $309.4 million which corresponds to $308.4 million with match after a reduction for prorated indirect costs.

Idaho has received apportionments via notices through March 18, 2019 of $341.2 million which includes Redistribution of Certain Authorized Funds and Highway Infrastructure General Funds carried over from last year. Currently, obligation authority is 90.7% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through September 30, 2019.

Recommendations

For Information

Board Action

☐ Approved  ☐ Deferred  ☐ Other
Exhibit One
Actual Formula Funding for FY2019

<table>
<thead>
<tr>
<th>Per FAST Tables – Total Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid Only</td>
<td>$320,716</td>
<td></td>
</tr>
<tr>
<td>Including Match</td>
<td>$344,374</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Apportionments – Total Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid Only</td>
<td>$341,216</td>
<td></td>
</tr>
<tr>
<td>Including Match</td>
<td>$366,387</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Obligation Limits through 9/30/2019</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid Only</td>
<td>$309,410</td>
<td></td>
</tr>
<tr>
<td>Less prorated $25M indirect costs w/Match</td>
<td>$308,369</td>
<td></td>
</tr>
</tbody>
</table>

Notes:  
1. All dollars in Thousands  
2. ‘Approved Program’ amounts from the FY 2019 Board Approved Program (Sky Blue Book).  
3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through March 18, 2019.

Exhibit Two
Allotments of Available Formula Funding through September 30, 2019

<table>
<thead>
<tr>
<th>Program</th>
<th>Allotted Total Program Funding</th>
<th>Total Program Funding Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other SHS Programs</td>
<td>$187,817</td>
<td>$37,752</td>
</tr>
<tr>
<td>GARVEE Formula Debt Service*</td>
<td>$56,700</td>
<td>($1,778)</td>
</tr>
<tr>
<td>State Planning and Research*</td>
<td>$6,941</td>
<td>$363</td>
</tr>
<tr>
<td>Metropolitan Planning*</td>
<td>$1,849</td>
<td>$0</td>
</tr>
<tr>
<td>Railroad Crossings</td>
<td>$1,894</td>
<td>$1,504</td>
</tr>
<tr>
<td>Transportation Alternatives (Urban/Rural)</td>
<td>$3,519</td>
<td>$427</td>
</tr>
<tr>
<td>Recreational Trails</td>
<td>$1,532</td>
<td>$1,515</td>
</tr>
<tr>
<td>STBG - Local Urban</td>
<td>$9,264</td>
<td>$629</td>
</tr>
<tr>
<td>STBG - Transportation Mgt. Area+</td>
<td>$12,177</td>
<td>$1,188</td>
</tr>
<tr>
<td>Transportation Alternatives (TMA)</td>
<td>$430</td>
<td>$164</td>
</tr>
<tr>
<td>STBG – Local Rural</td>
<td>$14,265</td>
<td>$8,201</td>
</tr>
<tr>
<td>Local Bridge</td>
<td>$4,877</td>
<td>($5,090)</td>
</tr>
<tr>
<td>Off System Bridge</td>
<td>$3,657</td>
<td>($540)</td>
</tr>
<tr>
<td>Local Safety</td>
<td>$3,448</td>
<td>$12</td>
</tr>
<tr>
<td><strong>Total (excluding indirect costs)</strong></td>
<td><strong>$308,369</strong></td>
<td><strong>$44,346</strong></td>
</tr>
</tbody>
</table>

Notes:  
1. All dollars in Thousands.  
2. Allotments based on the FY 2019 Board Approved Program (Sky Blue Book).  
3. Funding amounts include match and reflect total formula funding available (excluding indirect costs).  
4. Data reflects both obligation and de-obligation activity (excluding indirect costs) as of June 30th.  
5. Advanced construction conversions of $48.2 million are outstanding in FY 2019.  
* These programs are provided 100% Obligation Authority. Other programs are reduced accordingly.  
† This program is provided an extra $200k to ensure the TMA’s OA proportion over the FAST Act is met.  
Includes $207k payback from TAP, $2,500k from Local Bridge (Ora), and $450k from Local Bridge (Penstock).
Meeting Date    July 17-18, 2019

Consent Item    Information Item    Amount of Presentation Time Needed

Presenter's Name    Presenter's Title    Initials
Michelle Doane    Business & Support Mgr    MD

Preparer's Name    Preparer's Title    Initials
Michelle Doane    Business & Support Mgr    MD

Subject
Non-Construction Professional Service Contracts issued by Business & Support Management

Key Number    District    Route Number
N/A    N/A    N/A

Background Information
The purpose of this Board item is to comply with the reporting requirements established in Board Policy 4001 -"Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month.' Business and Support Management section did not execute any professional service agreements in the previous month.

Recommendations
Information only

Board Action
☐ Approved    ☐ Deferred
☐ Other
Subject

Performance Measurement Report for the Division of Financial Management (DFM)

Background Information

Idaho Code 67-1901 through 1904 requires that all state agencies submit an annual Performance Measurement Report to the Division of Financial Management (DFM) **By Aug. 30**.

The template for this report is provided by DFM and includes the following minimum requirements for:

- Agency overview
- Core functions of the department
- Revenues and Expenditures
- Cases Managed and Key Services provided

Plus, three items required under the Red Tape Reduction Act.

Since Fiscal Year 2019 just ended a few days ago on July 1 and the final numbers are still a few weeks away, I’ve indicated those “works in progress” with “TBD” so you will know that they are still to come. They will be included in next month’s meeting, when this document is a Consent item.

Recommendations

Report for Board information only. Report will be a Consent item at next month’s meeting.
<table>
<thead>
<tr>
<th>Board Action</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved</td>
<td>☐ Deferred</td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>
Part I – Agency Profile

Agency Overview

Every hour of every day – the work of the Idaho Transportation Department (ITD) touches the lives of Idahoans.

Idaho’s state transportation system connects people to jobs, education, healthcare, places of worship, cultural and sporting events, recreational opportunities, and family members. It ensures our security at home and abroad.

A strong transportation system is critical to the nation’s and Idaho’s economy. A robust, growing economy requires that a transportation system be created and sustained.

ITD is responsible for operating, preserving, restoring and improving an integrated network of 12,314* lane miles (*calculated in 2018) of highways and roads, 1,824 bridges, 2,523 miles of Idaho Byways, and 31 state backcountry airstrips. The state highway system also includes 31 rest areas and 12 fixed ports of entry.

The department is funded with dedicated federal and state taxes and fees. The department's headquarters is in Boise. District offices are in Coeur d’Alene, Lewiston, Boise, Shoshone, Pocatello, and Rigby. The department is authorized for 1,648 full-time positions for SFY 2018.

ITD’s “Mission” --Your Safety, Your Mobility, Your Economic Opportunity—comes with an overriding vision to be the best transportation department in the country.

<table>
<thead>
<tr>
<th>BOARD MEMBERS</th>
<th>EXECUTIVE MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Moad, Chairman</td>
<td>Brian Ness, Director</td>
</tr>
<tr>
<td>Jim Thompson, District 1</td>
<td>L. Scott Stokes, Chief Deputy</td>
</tr>
<tr>
<td>Janice (Jan) Vassar, District 2</td>
<td>Travis McGrath, Chief Operations Officer</td>
</tr>
<tr>
<td>Julie DeLorenzo, District 3</td>
<td>Brenda Williams, Chief Human Resources Officer</td>
</tr>
<tr>
<td>Jim Kempton, Vice Chair, District 4</td>
<td>Charlene (Char) McArthur, Chief Administrative Officer</td>
</tr>
<tr>
<td>Dwight Horsch, District 5</td>
<td></td>
</tr>
<tr>
<td>Robert (Bob) Hoff, District 6</td>
<td></td>
</tr>
</tbody>
</table>

Core Functions/Idaho Code

- **Highway Districts** – manage operations and maintenance activities and provide safety and facility improvements on the State Highway System. Title 40, Idaho Code.
- **Administration** – provides department-wide management of financial systems and controls, information technology, business support and procurement. Title 40, Idaho Code.
- **Human Resources** – provides department-wide management and support for human resource and personnel administrative functions; oversight of Civil Rights including Title VI, Equal Employment Opportunity and the Disadvantaged Business Enterprise programs as required by federal regulations.
- **Motor Vehicles** – manages drivers’ licenses, weigh-station operations and Ports of Entry, vehicle registrations and titles, over-legal permits, vehicle-dealer licensing and revenues generated. Title 49 and sections of Titles 40, 61, and 63, Idaho Code.
- **Engineering Plans, Products and Services** – plan, develop and implement a safe, efficient, integrated multimodal transportation system including the administration and oversight of federal programs for public transportation, freight, railways, bicycles and pedestrians while managing the department’s air quality, environmental, data collection and performance measurement processes. Title 40, Idaho Code.
- **Aeronautics** – helps Idaho cities and counties develop aeronautics and local airports into a safe, coordinated aviation system. Manages state-owned airstrips and coordinates searches for missing aircraft. Title 21, Idaho Code.
## Revenues and Expenditures (SFY) – TBD indicates numbers still to come
(fiscal year just ended 6/30, so final numbers unavailable until after 7/15)

### Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautics Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>$2,682,521</td>
<td>$2,698,896</td>
<td>$3,014,615</td>
<td>TBD</td>
</tr>
<tr>
<td>Federal</td>
<td>$114,422</td>
<td>$230,503</td>
<td>$258,214</td>
<td>TBD</td>
</tr>
<tr>
<td>State Highway Account Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>$326,296,651</td>
<td>$335,741,796</td>
<td>$340,218,991</td>
<td>TBD</td>
</tr>
<tr>
<td>Federal</td>
<td>$287,261,194</td>
<td>$267,218,716</td>
<td>$333,536,795</td>
<td>TBD</td>
</tr>
<tr>
<td>Local</td>
<td>$10,783,213</td>
<td>$5,214,317</td>
<td>$4,029,825</td>
<td>TBD</td>
</tr>
<tr>
<td>Strategic Initiatives Program 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>$240,982</td>
<td>$11,261,201</td>
<td>$16,889,689</td>
<td>TBD</td>
</tr>
<tr>
<td>Trans Expansion &amp; Mitigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>$0</td>
<td>$0</td>
<td>$22,719,815</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$627,378,983</td>
<td>$622,365,429</td>
<td>$720,667,815</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>$105,878,456</td>
<td>$112,220,788</td>
<td>$114,152,124</td>
<td>TBD</td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>$87,909,344</td>
<td>$97,501,575</td>
<td>$102,292,368</td>
<td>TBD</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$360,767,959</td>
<td>$371,334,617</td>
<td>$504,661,918</td>
<td>TBD</td>
</tr>
<tr>
<td>Trustee/Benefit Payments</td>
<td>$17,586,485</td>
<td>$18,523,207</td>
<td>$18,634,909</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$572,142,244</td>
<td>$599,580,187</td>
<td>$739,741,319</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Footnotes:
1. Revenues and Expenditures do not include GARVEE bond proceeds or project costs.
2. Expenditures include cash expenditures and encumbrances.
3. Capital Outlay includes GARVEE debt-service payments.
4. Strategic Initiatives Program Fund as established in House Bill No. 312.
5. Transportation Expansion and Congestion Mitigation Fund as established in Senate Bill No. 1206.

### Profile of Cases Managed and/or Key Services Provided

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highways</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction contracts awarded</td>
<td>86</td>
<td>134</td>
<td>117</td>
<td>120</td>
<td>88</td>
</tr>
<tr>
<td>Value of awarded highway construction projects</td>
<td>$173.9 million</td>
<td>$216.7 million</td>
<td>$309.4 million</td>
<td>$380.3 million</td>
<td>$485.1 million</td>
</tr>
<tr>
<td>Processing &amp; oversight of accounting transactions</td>
<td>4,365,593</td>
<td>4,037,609</td>
<td>4,206,622</td>
<td>4,513,611</td>
<td>TBD</td>
</tr>
<tr>
<td>Vendor payments processed</td>
<td>44,034</td>
<td>43,578</td>
<td>44,886</td>
<td>45,682</td>
<td>TBD</td>
</tr>
<tr>
<td>511 Statewide Traveler Assist System</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone calls received</td>
<td>111,148</td>
<td>137,315</td>
<td>199,462</td>
<td>107,288</td>
<td>149,351*</td>
</tr>
<tr>
<td>Visits to website</td>
<td>2,300,763</td>
<td>3,052,542</td>
<td>4,590,272</td>
<td>3,787,765</td>
<td>4,370,381*</td>
</tr>
<tr>
<td>Smartphone App Sessions</td>
<td>175,781</td>
<td>497,676</td>
<td>1,160,866</td>
<td>957,600</td>
<td>1,310,734*</td>
</tr>
<tr>
<td>Calendar Year</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Vehicle miles traveled on state system highways – in 100 millions</td>
<td>86.9</td>
<td>90.8</td>
<td>94.2</td>
<td>96.4</td>
<td>99.8</td>
</tr>
<tr>
<td>Vehicle registrations</td>
<td>1,660,154</td>
<td>1,687,351</td>
<td>1,698,137</td>
<td>1,791,256</td>
<td>1,838,158</td>
</tr>
<tr>
<td>Drivers’ licenses in force</td>
<td>1,128,497</td>
<td>1,144,293</td>
<td>1,165,158</td>
<td>1,208,319</td>
<td>1,255,367</td>
</tr>
<tr>
<td>Counties receiving public transportation services (of 44)</td>
<td>43</td>
<td>43</td>
<td>43</td>
<td>43</td>
<td>43</td>
</tr>
</tbody>
</table>

*thru 5/31
Licensing Freedom Act
Agencies who participate in licensure must report on the number of applicants denied licensure or license renewal and the number of disciplinary actions taken against license holders.

Notes: Classes of Licenses are described in Idaho Code 49-1606. The following classes in this chart do not contain separate counts because they are classified under a broader license class.

1. Distributor Branch and Factory Branch are accounted for under Distributor.
2. Distributor Branch Representative and Factory Branch Representative are accounted for under Distributor Representative.

Additionally, we have begun tracking complaints against the department for each license type described below. We are tracking dates, license type, nature of the complaint (cost, requirements, timeliness, etc.), customer contact info, and applicable additional details. We have not historically tracked this information, but we rarely receive complaints regarding the restrictiveness of licensing. In accordance with the principles of the Licensing Freedom Act, we strive to assist and support Idaho business owners to promote economic opportunity.

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VEHICLE – DEALER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Licenses</td>
<td>1,201</td>
<td>1,206</td>
<td>1,182</td>
<td>1,213</td>
</tr>
<tr>
<td>Number of New Applicants Denied Licensure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Applicants Refused Renewal of a License</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Complaints Against Licensees</td>
<td>143</td>
<td>152</td>
<td>179</td>
<td>80</td>
</tr>
<tr>
<td>Number of Final Disciplinary Actions Against Licensees</td>
<td>2</td>
<td>3</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td><strong>VEHICLE – DISTRIBUTOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Licenses</td>
<td>170</td>
<td>160</td>
<td>165</td>
<td>164</td>
</tr>
<tr>
<td>Number of New Applicants Denied Licensure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Applicants Refused Renewal of a License</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Complaints Against Licensees</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Final Disciplinary Actions Against Licensees</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>VEHICLE – DISTRIBUTOR BRANCH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Licenses</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of New Applicants Denied Licensure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Applicants Refused Renewal of a License</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Complaints Against Licensees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Final Disciplinary Actions Against Licensees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VEHICLE – DISTRIBUTOR BRANCH REPRESENTATIVE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Licenses</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Number of New Applicants Denied Licensure</td>
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<tr>
<td>Number of Applicants Refused Renewal of a License</td>
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<tr>
<td>Number of Complaints Against Licensees</td>
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<tr>
<td>Number of Final Disciplinary Actions Against Licensees</td>
<td></td>
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<tr>
<td><strong>VEHICLE – DISTRIBUTOR REPRESENTATIVE</strong></td>
<td></td>
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<tr>
<td>Total Number of Licenses</td>
<td>572</td>
<td>567</td>
<td>547</td>
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</table>
### Idaho Transportation Department

**Performance Report**

#### State of Idaho

**FY 2016**

| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |

**VEHICLE – FACTORY BRANCH**

| Total Number of Licenses | N/A |
| Number of New Applicants Denied Licensure | |
| Number of Applicants Refused Renewal of a License | |
| Number of Complaints Against Licensees | |
| Number of Final Disciplinary Actions Against Licensees | |

**VEHICLE – FACTORY BRANCH REPRESENTATIVE**

| Total Number of Licenses | N/A |
| Number of New Applicants Denied Licensure | |
| Number of Applicants Refused Renewal of a License | |
| Number of Complaints Against Licensees | |
| Number of Final Disciplinary Actions Against Licensees | |

**VEHICLE – MANUFACTURER**

| Total Number of Licenses | 56 | 57 | 62 | 56 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |

**VEHICLE – MANUFACTURER REPRESENTATIVE**

| Total Number of Licenses* | 154 | 135 | 127 | 121 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |

**VEHICLE – SALESMAN**

| Total Number of Licenses | 6,000-7,000 | 6,000-7,000 | 6,000-7,000 | 6,000-7,000 |
| Number of New Applicants Denied Licensure | 0 | 1 | 1 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 1 | 1 | 0 |

**VEHICLE – WHOLESALE DEALER**

| Total Number of Licenses | 37 | 62 | 44 | 36 |
| Number of New Applicants Denied Licensure | 0 | 0 | 0 | 0 |
| Number of Applicants Refused Renewal of a License | 0 | 0 | 0 | 0 |
| Number of Complaints Against Licensees | 0 | 0 | 0 | 0 |
| Number of Final Disciplinary Actions Against Licensees | 0 | 0 | 0 | 0 |

*Currently (as of 6/28/2019), there are 6,661 licensed salespeople in Idaho. We do not have precise historical counts, as these numbers fluctuate with multiple status types that reflect eligibility.*
Red Tape Reduction Act
Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

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FY 2019 Performance Highlights *(Optional)*
# Part II – Performance Measures

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<th>Performance Measure</th>
<th>09-13</th>
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<th>13-17</th>
<th>214-18</th>
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<tr>
<td>1. <strong>The Transportation System is Safe</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Five-Year Annual Fatality Rate Per 100 Million Miles Traveled (CY)</td>
<td>actual 1.26</td>
<td>1.20</td>
<td>1.19</td>
<td>1.28</td>
<td>1.34</td>
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<td>1.19</td>
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<td>• Not available until Feb/March 2020</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>2. <strong>The Transportation System is in Good Condition and Unrestricted</strong></td>
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<tr>
<td>Pavement in Good or Fair Condition (CY)</td>
<td>actual 85%</td>
<td>86%</td>
<td>85%</td>
<td>85%</td>
<td>88%</td>
<td>91%</td>
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<tr>
<td></td>
<td>target 80%</td>
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<td>80%</td>
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<td>3. Bridges in Good or Fair Condition (CY)</td>
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<td>75%</td>
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<td>4. Percent of Time Mobility Unimpeded during Winter Storms</td>
<td>actual 59%</td>
<td>73%</td>
<td>79%</td>
<td>74%</td>
<td>85%</td>
<td>86%</td>
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<tr>
<td></td>
<td>target 55%</td>
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<td>60%</td>
<td>73%</td>
<td>73%</td>
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<td><strong>Services are Timely and Cost-Effective</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hold Administration and Planning Expenditures Constant (CY)</td>
<td>actual $29.0 million</td>
<td>$29.6 million</td>
<td>$30.2 million</td>
<td>$30.2 million</td>
<td>$32.3 million</td>
<td>$33.5 million</td>
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<td>target $27 - $31M</td>
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<td>$27 - $31M</td>
<td>$27 - $31M</td>
<td>$27 - $31M</td>
<td>$27 - $31M</td>
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<tr>
<td>6. Percent of Highway Project Designs Completed on Time (FFY)</td>
<td>actual NA</td>
<td>82%</td>
<td>68%</td>
<td>56%</td>
<td>48%</td>
<td>100%</td>
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<tr>
<td></td>
<td>target NA</td>
<td>100% by target date</td>
<td>100% by target date</td>
<td>100% by target date</td>
<td>100% by target date</td>
<td>100% by target date</td>
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<td>7. Construction Cost at Award as a Percent of Programmed Budget (FFY)</td>
<td>actual 102%</td>
<td>98%</td>
<td>89%</td>
<td>91%</td>
<td>99%</td>
<td>97%</td>
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<tr>
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<td>target 90% - 110%</td>
<td>90% - 110%</td>
<td>90% - 110%</td>
<td>90% - 110%</td>
<td>90% - 110%</td>
<td>90% - 110%</td>
</tr>
<tr>
<td>8. Construction Cost as a Percent of Contract Award (CY)</td>
<td>actual 107.7%</td>
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<td>106.2%</td>
<td>109.0%</td>
<td>106.4%</td>
<td>105.5%</td>
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<tr>
<td></td>
<td>target 95% - 105%</td>
<td>95% - 105%</td>
<td>95% - 105%</td>
<td>95% - 105%</td>
<td>95% - 105%</td>
<td>95% - 105%</td>
</tr>
<tr>
<td><strong>Customers are Satisfied with ITD Services</strong></td>
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<td>Average Processing Time for Vehicle Titles (CY)</td>
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<td>9 days</td>
<td>5 days</td>
<td>6 days</td>
<td>4 days</td>
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<td></td>
<td>target 7 days</td>
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<td>7 days</td>
<td>6 days</td>
<td>5 days</td>
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<td>Vehicle Transactions Processed Online (CY)</td>
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<td>277,600</td>
<td>266,300</td>
<td>256,700</td>
<td>287,500</td>
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<td>312.0</td>
<td>300.0</td>
<td>300.0</td>
</tr>
</tbody>
</table>

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For More Information, Contact

Reed Hollinshead
Idaho Transportation Department
3311 West State Street
Boise, ID 83707-1129
Phone: (208) 334-8881
E-mail: Reed.Hollinshead@itd.idaho.gov

---
Meeting Date  July 18, 2019  

Consent Item  [ ]  Information Item  [x]  Amount of Presentation Time Needed  5 minutes

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travis McGrath, PhD, PE</td>
<td>Chief Operations Officer</td>
<td>TM</td>
<td>LSS</td>
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<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travis McGrath, PhD, PE</td>
<td>same</td>
<td>TM</td>
</tr>
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</table>

Subject

COO Board Update July 2019

Background Information

Chief Operations Officer McGrath will provide a quick update on two recent topics: ITD construction prices and safety improvements at the Clearwater Casino in District 2.

Note: the COO has historically provided these types of updates as part of the Director’s Report.

Recommendations

None

Board Action

[ ] Approved  [ ] Deferred  
[ ] Other  

Page 1 of 1
Meeting Date: July 18, 2019

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed: 10 minutes

Presenter’s Name: Bill Kotowski
Presenter’s Title: Grants/Contracts Officer
Initials: BK
Reviewed By: LSS

Preparer’s Name: John Tomlinson
Preparer’s Title: Highway Safety Manager
Initials: JT

Subject

Zero Fatalities Award D4

Key Number
District
Route Number

Background Information

Camas County is one of four counties with zero traffic related fatalities in 2018. We will recognize the Camas County Sheriff’s Office, Camas County Commissioners, Idaho State Police D4 and the ITD Fairfield Maintenance Shed for their work in keeping those roads safe.

Camas County joins Butte, Clearwater and Custer Counties with zero traffic fatalities.

Recommendations

For information.

Board Action

☐ Approved  ☐ Deferred
☐ Other

Page 1 of 1
Meeting Date  July 18, 2019  
Consent Item [ ]  Information Item [ ]  Amount of Presentation Time Needed  10 minutes

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Bill Kotowski</td>
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<td>BK</td>
<td>LSS</td>
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<tr>
<td>John Tomlinson</td>
<td>Highway Safety Manager</td>
<td>JT</td>
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</table>

**Subject**  
OHS 2020 Communications Plan  

**Background Information**  
The Office of Highway Safety (OHS) adopted the Shift initiative nearly 1 ½ years ago, and has adopted it as the umbrella brand. The focus of the program has been on engaged driving, using the positive culture framework. OHS has put together a yearlong communications plan that will expand this initiative to other behavioral programs, in hopes of influencing Idahoans to make the Shift.  

Bill Kotowski will share what the 2020 Communications Plan contains, and how this is going to take OHS to the next level of engagement statewide.

**Recommendations**  
For information.

**Board Action**  
☐ Approved  ☐ Deferred  
☐ Other
Subject

Annual Update of Idaho State Highway Functional Classification Map

Background Information

In accordance with Board Policy 4060, an updated Functional Classification Map of the State Highway System is to be presented to the Board for approval each year.

There have been no changes to Idaho’s State Highway Systems Functional Classification map since approval by FHWA October 28, 2016.

Functional classification is the process by which “streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide”. Basically, this process is the recognition that individual roads and streets do not serve travel independently; rather, most travel involves movement through a network of roads.

Functional classification carries with it expectations about roadway design, including its speed, capacity and relationship to existing and future land use development. Transportation agencies often describe roadway system performance, benchmarks and targets by functional classification. As agencies continue to move towards a more performance-based planning approach, functional classification will be an increasingly important consideration in setting expectations and measuring outcomes for preservation, mobility and safety.

Federal Highways Administration distributes transportation funding based on functional classification designations; federal funding is available to projects on Interstate, Other Freeways and Expressways, Other Principal Arterial, Minor Arterial and Major Collector designations.

Recommendations


Board Action

☐ Approved ☐ Deferred ☐ Other
Highway Functional Classification Overview

The Idaho Transportation Board has the authority to designate Functional Classification of all roads and highways. The Board has guidance in Board Policy 4060, ITD staff has guidelines in Administrative Policy 5060, the Federal Highway Administration provides guidance to state and local transportation departments.

The policies and guidance in place for staff outlines the process in which changes to the roads and highways are made, how local officials participate and steps for approval. The State Highway System shall be reviewed on an annual basis. The following reasons for changes are outlined in policy:

- Local Major Update
- Special Cases
- Designated Alignment for State Highways (new highways)
Functional Classification Definitions (provided by Federal Highway Administration)

Principal Arterial

Interstate—Interstates are the highest classification of Arterials and were designed and constructed with mobility and long-distance travel in mind. Determining the functional classification designation of many roadways can be somewhat subjective, but with the Interstate category of Arterials, there is no ambiguity. Roadways in this functional classification category are officially designated as Interstates by the Secretary of Transportation, and all routes that comprise the Dwight D. Eisenhower National System of Interstate and Defense Highways belong to the Interstate functional classification category and are considered Principal Arterials.

Other Freeways & Expressways—Roadways in this functional classification category look very similar to Interstates. While there can be regional differences in the use of the terms ‘freeway’ and ‘expressway’, for the purpose of functional classification the roads in this classification have directional travel lanes are usually separated by some type of physical barrier, and their access and egress points are limited to on- and off-ramp locations or a very limited number of at-grade intersections.

Other (OPA) - These roadways serve major centers of metropolitan areas, provide a high degree of mobility and can also provide mobility through rural areas. Unlike their access controlled counterparts, abutting land uses can be served directly

Minor Arterial

Provide service for trips of moderate length, serve geographic areas that are smaller than their higher Arterial counterparts and offer connectivity to the higher Arterial system. In an urban context, they interconnect and augment the higher Arterial system, provide intra-community continuity and may carry local bus routes.

Collector

Collectors serve a critical role in the roadway network by gathering traffic from Local Roads and funneling them to the Arterial network. Within the context of functional classification, Collectors are broken down into two categories: Major Collectors and Minor Collectors. Until recently, this division was considered only in the rural environment. Currently, all Collectors, regardless of whether they are within a rural area or an urban area, may be sub-stratified into major and minor categories. The determination of whether a given Collector is a Major or a Minor Collector is frequently one of the biggest challenges in functionally classifying a roadway network.

Local

Locally classified roads account for the largest percentage of all roadways in terms of mileage. They are not intended for use in long distance travel, except at the origin or destination end of the trip, due to their provision of direct access to abutting land.
2019 Approval of State Highway System Functional Classification Map

WHEREAS, Department staff has reviewed the Functional Classification Map for the State Highway System of Idaho; and

WHEREAS, Idaho Transportation Board Policy 4060, Functional Classification of State Highways requires an annual update of the State Highway System Functional Classification Map; and

WHEREAS, Department staff has presented the map with no changes for 2019.

NOW, THEREFORE BE IT RESOLVED that the Idaho Transportation Board approves the State Highway System Functional Classification Map.
Meeting Date  July 18, 2019

Consent Item □  Information Item □  Amount of Presentation Time Needed  20

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<th>Presenter's Name</th>
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<tr>
<td>Ken Kanownik</td>
<td>Planning Services Manager</td>
<td>KJK</td>
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<tr>
<td>Ken Kanownik</td>
<td>Planning Services Manager</td>
<td>KJK</td>
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</table>

Reviewed By  LSS

Subject

2040 Long-Range Transportation Plan

Background Information

Staff has produced an updated 2040 Long-Range Transportation Plan that builds on the approved 2010 “Idaho on the Move”. The updated plan provides information, guidance and recommendations that are intended to help ITD staff and transportation professionals in Idaho navigate transportation issues through 2040. Topics such as funding, growth, inflation, project selection, performance management, highway data analytics, new and emerging technologies, modal planning and implementation are addressed in the plan.

Staff has developed the updated 2040 Long-Range Transportation Plan over a period of approximately two years with collaboration with the public and stakeholders across the state. Prior to the draft plan, a public opinion survey and stakeholder workshops were held across the state to solicit input to what transportation challenges are on the horizon. The results of this outreach was previously presented to the Board in the spring of 2018. After the draft plan was presented to the Board in February 2019, staff conducted a public comment period from February 24, 2019 to April 10, 2019. The department received 131 comments that were reviewed and helped finalize the plan. Attached is a change log that outlines the changes from the draft to final plan.

The 2040 Long-Range Transportation Plan has a series of recommendations that are aspirational and actionable. The actionable recommendations identify opportunities for department staff to further complete our mission of safety, mobility and economic opportunity. The aspirational recommendations relate to how the department can come closer to the department’s long-term goal of becoming the best transportation department in the country.

The 2040 Long-Range Transportation Plan is provided under separate cover.

Recommendations

Staff requests Board approval to adopt the 2040 Long-Range Transportation Plan, resolution on page 108.

Board Action

☐ Approved  ☐ Deferred  ☐ Deferred  ☐ Other

☐ Other
## ITD 2040 Long-Range Transportation Plan
### Draft to Final Change Log

### Changes

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<td>FHWA</td>
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<td>V</td>
<td>47-48</td>
<td>48</td>
<td>COMPASS</td>
<td>29</td>
<td>Add information about ITD's Planning process (clarifications)</td>
</tr>
<tr>
<td>18</td>
<td>A-2 TR:MPO</td>
<td>82</td>
<td>87</td>
<td>COMPASS</td>
<td>31</td>
<td>Correction of number of MPOs in the state</td>
</tr>
<tr>
<td>19</td>
<td>A-2 TR:MPO</td>
<td>82</td>
<td>87</td>
<td>COMPASS</td>
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<td>Correction of MPO TMA</td>
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<tr>
<td>20</td>
<td>A-2 TR:MPO</td>
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<td>N/A</td>
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<td>Deletion for clarification</td>
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<tr>
<td>21</td>
<td>A-3</td>
<td>Entire Appendix</td>
<td>N/A</td>
<td>Update</td>
<td>n/a</td>
<td>Add Additional Public/Stakeholder Involvement</td>
</tr>
<tr>
<td>22</td>
<td>A-3</td>
<td>252</td>
<td>177</td>
<td>COMPASS</td>
<td>39</td>
<td>Add paragraph on how public and stakeholder input is used</td>
</tr>
<tr>
<td>23</td>
<td>A-3</td>
<td>252</td>
<td>177</td>
<td>COMPASS</td>
<td>40</td>
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### New Content

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<thead>
<tr>
<th>Chapter</th>
<th>Page Number</th>
<th>Source</th>
<th>Summary/suggestion</th>
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<td>26</td>
<td>I</td>
<td>11</td>
<td>Additional Collaboration</td>
</tr>
<tr>
<td>27</td>
<td>I</td>
<td>19</td>
<td>Additional Collaboration</td>
</tr>
<tr>
<td>28</td>
<td>II</td>
<td>30</td>
<td>Additional Collaboration</td>
</tr>
</tbody>
</table>
2019 Adoption of the 2040 Long-Range Transportation Plan

WHEREAS, Idaho Transportation Department Staff began the process of updating the department’s Long-Range Transportation Plan in the spring of 2017; and

WHEREAS, Department staff has engaged stakeholders and the public for input and comments for developing a draft 2040 Long-Range Transportation Plan; and

WHEREAS, On February 21, 2019 the Idaho Transportation Board was presented with a draft 2040 Long-Range Transportation Plan; and

WHEREAS, from February 24th to April 10th 2019, the 2040 Draft Long-Range Transportation Plan was available to the public for comment; and

WHEREAS, on July 18th 2019, the Idaho Transportation Board was presented the changes to the draft plan based on responses from the public comment period; and

WHEREAS, the Idaho Transportation Board has reviewed the final 2040 Long-Range Transportation Plan.

NOW, THEREFORE BE IT RESOLVED that the Idaho Transportation Board adopts the 2040 Long-Range Transportation Plan.
FY-20 Idaho Airport Aid Program

Key Number District Route Number
Statewide Statewide

The IAAP provides state funding to public airports. Annual funding is dependent upon Aeronautics revenues, the level of federal funding available, and the demonstrated needs of Idaho airports. As funds vary, the eligibility of airports and their grant amounts also vary.

This year's IAAP funding level is $1,000,000. The base amount increased with the addition of “Uncommitted” funds recovered from prior year’s grant programs. Aeronautics staff prioritized, compiled, and recommended the Basic program, including three projects receiving FAA Supplemental funding, without required matching funds. The Aeronautics Advisory Board reviewed and recommends this program as of 15 April 2020.

The Additional program consists of three more airports, Buhl, Gooding, and Salmon-Lemhi County that will get second release FAA Supplemental grants of $4,516,409 which require matching funds.

The Divisions Recommended program combines the Basic and Additional programs. This FY-20 IAAP program provides $97,500 for Primary “Commercial Service” airports, which matches $48,191,429 in FAA funds. The program provides $661,017 for GA-NPIAS airports including FAA Discretionary funds, which matches $11,898,304 in FAA funds. Our GA grant match rate this year is 5% of project costs, the maximum allowed. The program provides $134,747 for GA-Community airports. We selected from 39 projects by using the Prioritization and Allocation Methodology, and recommended those projects that are ready to proceed and have a high priority. The program provides $7,996 for small emergency projects. The program provides $21,109 of uncommitted funds to reconcile changes in the actual grant amounts. Additionally, three GA airports, Challis, McCall, and Paris-Bear Lake will receive $20,408,000 from the FAA Supplemental Airport Fund, with no match required. The program finely provides $175,638 to match $5,018,232 of FAA Supplemental Airport Funds, for Buhl, Gooding, and the Salmon-Lemhi County airports at 3.5%.

Recommendations
The Division of Aeronautics recommends the combined FY-20 IAAP programs, as presented, to the Idaho Transportation Board for approval and implementation. This approval is with the understanding that final grant amounts may change due to the final FAA grant amounts awarded, a revised match rate, actual Bids received, and minor scope changes prior to construction. Resolution on page 116.

Board Action
☐ Approved ☐ Deferred ☐ Other
### SFY-20 IDAHO AIRPORT AID PROGRAM

**Recommended Program Summary - 28 June 2019**

<table>
<thead>
<tr>
<th>General Aviation (NPIAS) - SA &amp; NPE</th>
<th>Total Cost</th>
<th>Match Rate</th>
<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11,109,227</td>
<td>50% / 50%</td>
<td>$9,998,304</td>
<td>$555,461</td>
<td>$555,461</td>
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</table>

<table>
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<th>General Aviation (NPIAS) - Disc.</th>
<th>Total Cost</th>
<th>Match Rate</th>
<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
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<tbody>
<tr>
<td>$2,111,111</td>
<td>50% / 50%</td>
<td>$1,900,000</td>
<td>$105,556</td>
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<table>
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<th>Primary Service (NPIAS) Airports</th>
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<td>$51,404,191</td>
<td>15K each</td>
<td>$48,191,429</td>
<td>$3,115,262</td>
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<th>Supplemental FAA Grants for GA Airports</th>
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<th>Match Rate</th>
<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
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<table>
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<th>Additional Supplemental Grants for GA Airports</th>
<th>Total Cost</th>
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<th>Local Amount</th>
<th>IAAP Grant Amount</th>
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</thead>
<tbody>
<tr>
<td>$5,018,232</td>
<td>50% / 50%</td>
<td>$4,516,409</td>
<td>$326,185</td>
<td>$175,638</td>
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<table>
<thead>
<tr>
<th>Community Service (non-NPIAS) Airports</th>
<th>Total Cost</th>
<th>Match Rate</th>
<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$181,494</td>
<td>50% / 50%</td>
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<td>$90,747</td>
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<table>
<thead>
<tr>
<th>Small Planning (non-NPIAS) Airports</th>
<th>Total Cost</th>
<th>Match Rate</th>
<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
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<tbody>
<tr>
<td>$44,000</td>
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<table>
<thead>
<tr>
<th>Small Emergency Projects (4)</th>
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<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
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<tbody>
<tr>
<td>$40,109</td>
<td>½ /½ to $1.99K</td>
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<tr>
<th>SFY-20 IAAP - Total Costs</th>
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<th>FAA Amount</th>
<th>Local Amount</th>
<th>IAAP Grant Amount</th>
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<tr>
<td>$90,316,364</td>
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<td>Program</td>
<td>Project</td>
<td>Total Cost</td>
<td>FAA Cost</td>
<td>Local Cost</td>
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<tr>
<td>---------</td>
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<td>------------</td>
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<td>F208KNG</td>
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<td>307,419</td>
<td>17,079</td>
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<td>150,000</td>
<td>8,333</td>
</tr>
<tr>
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<tr>
<td>F208MYL</td>
<td>AIP-###</td>
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<td>AIP-###</td>
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<td>300,000</td>
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<tr>
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<td>150,000</td>
<td>8,333</td>
</tr>
<tr>
<td>F208ZT</td>
<td>AIP-###</td>
<td>1,788,284</td>
<td>1,649,956</td>
<td>89,414</td>
</tr>
<tr>
<td>F208S72</td>
<td>AIP-###</td>
<td>570,000</td>
<td>513,000</td>
<td>28,500</td>
</tr>
<tr>
<td>F208U77</td>
<td>AIP-###</td>
<td>11,109,227</td>
<td>9,998,304</td>
<td>555,461</td>
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</table>

**General Aviation - Disc. Amounts**

<table>
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<tr>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
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<tbody>
<tr>
<td>F208U10</td>
<td>AIP-###</td>
<td>333,333</td>
<td>300,000</td>
<td>16,667</td>
<td>16,667</td>
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<tr>
<td>F208S67</td>
<td>AIP-###</td>
<td>80,000</td>
<td>72,000</td>
<td>4,000</td>
<td>4,000</td>
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<tr>
<td>F208U17</td>
<td>AIP-###</td>
<td>166,667</td>
<td>150,000</td>
<td>8,333</td>
<td>8,333</td>
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<tr>
<td>F208UXE</td>
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<td>150,000</td>
<td>8,333</td>
<td>8,333</td>
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<tr>
<td>F208ZT</td>
<td>AIP-###</td>
<td>1,788,284</td>
<td>1,649,956</td>
<td>89,414</td>
<td>89,414</td>
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<tr>
<td>F208S72</td>
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<td>570,000</td>
<td>513,000</td>
<td>28,500</td>
<td>28,500</td>
</tr>
<tr>
<td>F208U77</td>
<td>AIP-###</td>
<td>11,109,227</td>
<td>9,998,304</td>
<td>555,461</td>
<td>555,461</td>
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</table>

**Primary Service (NIPLAS) Airports**

<table>
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<tr>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
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</thead>
<tbody>
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<td>F208BOI</td>
<td>AIP-###</td>
<td>6,928,533</td>
<td>6,495,000</td>
<td>418,033</td>
<td>15,000</td>
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<td>F208SUN</td>
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<td>6,705,125</td>
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<td>6,500,000</td>
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<td>15,000</td>
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<td>F208PH</td>
<td>AIP-###</td>
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<td>4,687,080</td>
<td>297,472</td>
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<tr>
<td>F208JF</td>
<td>AIP-###</td>
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<td>19,000,000</td>
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<tr>
<td>F208UW</td>
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<td>19,000,000</td>
<td>1,259,167</td>
<td>7,500</td>
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**Sub-Total:** 51,404,191 | 48,191,429 | 3,115,262 | 97,500
### Supplemental Grants for NPIAS Airports

<table>
<thead>
<tr>
<th>Airport</th>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challis Airport</td>
<td>Runway &amp; Taxiway Lighting Rehabilitation</td>
<td>F208LLJ</td>
<td>AIP-###</td>
<td>$3,300,000</td>
<td>$3,300,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>McCall Municipal</td>
<td>Construct Taxiway</td>
<td>F208MYL</td>
<td>AIP-###</td>
<td>$10,708,000</td>
<td>$10,708,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Paris-Bear Lake County</td>
<td>Runway &amp; Taxiway Rehabilitation</td>
<td>F2081U7</td>
<td>AIP-###</td>
<td>$6,400,000</td>
<td>$6,400,000</td>
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**Sub-Total:** $20,408,000

### Community Service (non-NPIAS) Airports

<table>
<thead>
<tr>
<th>Airport</th>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
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</thead>
<tbody>
<tr>
<td>American Falls Airport</td>
<td>Slurry Seal and Mark South Taxiway</td>
<td>L208U01</td>
<td>SP-U01-##</td>
<td>$35,981</td>
<td>-</td>
<td>$17,990</td>
<td>$17,990</td>
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<tr>
<td>American Falls Airport</td>
<td>Slurry Seal and Mark North Taxiway</td>
<td>L208U01</td>
<td>SP-U01-##</td>
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<td>-</td>
<td>$10,257</td>
<td>$10,257</td>
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<td>Cottonwood Municipal</td>
<td>Crack Seal, Seal Coat and Mark RW, TW, &amp; Apron</td>
<td>L208S84</td>
<td>SP-S84-##</td>
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<td>Cottonwood Municipal</td>
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**Sub-Total:** $181,494

### Division of Aeronautics

<table>
<thead>
<tr>
<th>Program</th>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
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</thead>
<tbody>
<tr>
<td>Division of Aeronautics</td>
<td>Four Emergency Small Projects</td>
<td>X208COM</td>
<td>- - -</td>
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<td>-</td>
<td>$11,004</td>
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<tr>
<td>Division of Aeronautics</td>
<td>Uncommitted Funds</td>
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<td>$98,740</td>
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**Sub-Total:** $117,740

---

**TOTAL COST**: $85,375,763

**$80,497,733**

### TOTAL COST

- **$3,878,030**
- **$1,000,000**

---

**SPECIAL NOTE**: Final grant amounts may change due to the final FAA grant amount, a revised match rate, actual Bids received, minor scope changes prior to construction and adjustments to funding from the Head Quarters office.

---

The Aeronautics Advisory Board Approved the SFY-20 Program 15 April 2019

Idaho Transportation Board evaluated the program 18 July 2019
<table>
<thead>
<tr>
<th>General Aviation - SA &amp; NPE Amounts</th>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buhl Municipal</td>
<td>Construct and Rehabilitate TW</td>
<td>F208U03</td>
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<td>$900,000</td>
<td>$65,000</td>
<td>$35,000</td>
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<td>Gooding Municipal</td>
<td>Extend RW and PTW</td>
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<td>$1,444,444</td>
<td>$1,300,000</td>
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<td>$50,556</td>
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<td>Salmon-Lemhi County Airport</td>
<td>Extend and Rehabilitate Apron</td>
<td>F208S87</td>
<td>AIP-###</td>
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<td>$2,316,409</td>
<td>$167,296</td>
<td>$90,083</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>5,018,232</strong></td>
<td><strong>4,516,409</strong></td>
<td><strong>326,185</strong></td>
<td><strong>175,638</strong></td>
</tr>
</tbody>
</table>

**NOTE #1:** Additional Supplemental Grant Projects to Idaho Airports - Funded Under the FAA Supplemental Grant Program - Second Release - Requiring AIP Match

**NOTE #2:** Final grant amounts may change due to the final FAA grant amount, a revised match rate, actual Bids received, minor scope changes prior to construction and adjustments to funding from the Head Quarters office.
## General Aviation - SA & NPE Amounts

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonners Ferry-Boundary County *</td>
<td>Environmental Assessment (EA), Snow Removal Equipment (SRE), and Land for Approaches &amp; Object Free Area (OFA)</td>
<td>F208U5S</td>
<td>AIP-###</td>
<td>$391,498</td>
<td>$352,348</td>
<td>$19,575</td>
</tr>
<tr>
<td>Buld Municipal</td>
<td>Construct TW D &amp; C (design)</td>
<td>F208U03</td>
<td>AIP-###</td>
<td>$111,111</td>
<td>$100,000</td>
<td>$5,556</td>
</tr>
<tr>
<td>Cascade Airport</td>
<td>General Aviation (GA) Apron Reconstruction (Ph. II )</td>
<td>F208U70</td>
<td>AIP-###</td>
<td>$1,004,373</td>
<td>$905,936</td>
<td>$50,219</td>
</tr>
<tr>
<td>Coeur d'Alene-Pappy Boyington Field</td>
<td>Reconstruc TW D-North (design)</td>
<td>F208COE</td>
<td>AIP-###</td>
<td>$722,222</td>
<td>$650,000</td>
<td>$36,111</td>
</tr>
<tr>
<td>Driggs-Reed Memorial *</td>
<td>Land (6 parcels) in Object Free Area (OFA) and Perimeter Fence</td>
<td>F208DIJ</td>
<td>AIP-###</td>
<td>$1,555,556</td>
<td>$1,400,000</td>
<td>$77,778</td>
</tr>
<tr>
<td>Gooding Municipal *</td>
<td>RW extension (ph. III)</td>
<td>F208GNG</td>
<td>AIP-###</td>
<td>$1,604,606</td>
<td>$1,444,145</td>
<td>$80,230</td>
</tr>
<tr>
<td>Homedale Municipal</td>
<td>Perimeter Fence</td>
<td>F208S66</td>
<td>AIP-###</td>
<td>$341,577</td>
<td>$307,419</td>
<td>$17,079</td>
</tr>
<tr>
<td>Jerome County</td>
<td>Beacon Rehabilitation</td>
<td>F208JER</td>
<td>AIP-###</td>
<td>$166,667</td>
<td>$150,000</td>
<td>$8,333</td>
</tr>
<tr>
<td>Kellogg-Shoshone County</td>
<td>Apron expansion (design)</td>
<td>F208S83</td>
<td>AIP-###</td>
<td>$100,000</td>
<td>$90,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>McCall Municipal *</td>
<td>EA &amp; Planning (Applied for supplement grant for EA)</td>
<td>F208MYL</td>
<td>AIP-###</td>
<td>$166,667</td>
<td>$150,000</td>
<td>$8,333</td>
</tr>
<tr>
<td>Mountain Home Municipal</td>
<td>Install Precision Approach Path Indicators (PAPI) &amp; Runway End Identifier Lights (REIL.)</td>
<td>F208U76</td>
<td>AIP-###</td>
<td>$166,667</td>
<td>$150,000</td>
<td>$8,333</td>
</tr>
<tr>
<td>Nampa Municipal</td>
<td>Construct TW extension C4-6 (To the North)</td>
<td>F208MAN</td>
<td>AIP-###</td>
<td>$500,000</td>
<td>$450,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Orovino Municipal</td>
<td>Obstruction Removal, Improve Runway Safety Area (RSA), &amp; Pavement rehabilitation</td>
<td>F208S68</td>
<td>AIP-###</td>
<td>$166,667</td>
<td>$150,000</td>
<td>$8,333</td>
</tr>
<tr>
<td>Paris-Bear Lake County</td>
<td>Windcone, PAPI on 10/29, REIL</td>
<td>F208U17</td>
<td>AIP-###</td>
<td>$166,667</td>
<td>$150,000</td>
<td>$8,333</td>
</tr>
<tr>
<td>Preston Airport</td>
<td>RW Reconstruction and Lighting - Design</td>
<td>F208U10</td>
<td>AIP-###</td>
<td>$333,333</td>
<td>$300,000</td>
<td>$16,667</td>
</tr>
<tr>
<td>Priest River Municipal</td>
<td>Land, Easements, &amp; Obstruction Removal (2 bldgs. and 16 trees)</td>
<td>F208S66</td>
<td>AIP-###</td>
<td>$1,006,667</td>
<td>$906,000</td>
<td>$50,333</td>
</tr>
<tr>
<td>Rexburg-Madison County</td>
<td>SRE equipment</td>
<td>F208RXE</td>
<td>AIP-###</td>
<td>$166,667</td>
<td>$150,000</td>
<td>$8,333</td>
</tr>
<tr>
<td>Sandpoint Airport *</td>
<td>Land Acquisition Ph. II (East and West Taxiways) and Obstruction Removal (Approach)</td>
<td>F208SZT</td>
<td>AIP-###</td>
<td>$1,788,284</td>
<td>$1,693,456</td>
<td>$89,414</td>
</tr>
<tr>
<td>St Maries Municipal *</td>
<td>Construct &amp; Relocate Apron, Fence for Wildlife Mitigation, and Install Windcone &amp; Segmented Circle</td>
<td>F208S72</td>
<td>AIP-###</td>
<td>$570,000</td>
<td>$513,000</td>
<td>$28,500</td>
</tr>
<tr>
<td>Weiser Municipal</td>
<td>Rehabilitate TW &amp; RW Lighting, Reflectors, &amp; Signs</td>
<td>F208S87</td>
<td>AIP-###</td>
<td>$80,000</td>
<td>$72,000</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

Sub-Total: $11,109,227 | $9,998,304 | $555,461 | $555,461 |

## General Aviation - Disc. Amounts

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coeur d'Alene-Pappy Boyington Field</td>
<td>Reconstruc TW D-North (design)</td>
<td>F208COE</td>
<td>AIP-###</td>
<td>$555,556</td>
<td>$500,000</td>
<td>$27,778</td>
</tr>
<tr>
<td>Driggs-Reed Memorial</td>
<td>Land (6 parcels) in Object Free Area (OFA)</td>
<td>F208DIJ</td>
<td>AIP-###</td>
<td>$1,555,556</td>
<td>$1,400,000</td>
<td>$77,778</td>
</tr>
</tbody>
</table>

Sub-Total: $2,111,111 | $1,900,000 | $105,556 | $105,556 |

## Primary Service (NPIAS) Airports

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program #</th>
<th>Project #</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise Air Terminal-Gowen Field</td>
<td>Rehabilitate TW H, SRE equipment, Construct TW S to Skywest (ph. 1) reimbursement, and VALE/UPS-Air Units.</td>
<td>F208BOI</td>
<td>AIP-###</td>
<td>$6,928,333</td>
<td>$6,495,500</td>
<td>$418,033</td>
</tr>
<tr>
<td>Hailey-Friedman Memorial</td>
<td>Land Acquisition, Control Tower Design, Airport Rescue and Fire Fighting (ARFF) Equipment, and SRE equipment</td>
<td>F208SUN</td>
<td>AIP-###</td>
<td>$4,521,667</td>
<td>$4,239,063</td>
<td>$267,604</td>
</tr>
<tr>
<td>Idaho Falls Regional Airport</td>
<td>SRE equipment, Terminal remodel and expansion (design), TW Reconfiguration, and Construct Terminal</td>
<td>F208UDA</td>
<td>AIP-###</td>
<td>$7,150,000</td>
<td>$6,703,125</td>
<td>$431,875</td>
</tr>
<tr>
<td>Lewiston-Nez Perce County Airport</td>
<td>Reconstruc TW (Hot Spot) and Reconstruc RW 12/30</td>
<td>F208LWS</td>
<td>AIP-###</td>
<td>$6,933,333</td>
<td>$6,500,000</td>
<td>$418,333</td>
</tr>
<tr>
<td>Pocatello Regional Airport</td>
<td>Rehabilitate TW A North, FBO Apron, Terminal Apron, RW Electrical Improvements, and BOI Entitlement Transfer</td>
<td>F208PH</td>
<td>AIP-###</td>
<td>$4,990,572</td>
<td>$4,687,080</td>
<td>$302,492</td>
</tr>
<tr>
<td>Moscow-Pullman Regional Airport</td>
<td>RW Realignment 06/24</td>
<td>F208PUW</td>
<td>AIP-###</td>
<td>$20,266,667</td>
<td>$19,000,000</td>
<td>$1,259,167</td>
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</table>

Sub-Total: $51,404,191 | $48,191,429 | $3,115,262 | $97,300 |
### RECOMMENDED GRANT PROGRAM

**IDAHO AIRPORT AID PROGRAM (IAAP) - STATE FISCAL YEAR 2020 (SFY-20)**

#### GRANT DATA

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Challis Airport</strong></td>
<td>F208LLJ</td>
<td>AIP-###</td>
<td>$3,300,000</td>
<td>$3,300,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>McCall Municipal</strong></td>
<td>F208MYL</td>
<td>AIP-###</td>
<td>$10,708,000</td>
<td>$10,708,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Paris-Bear Lake County</strong></td>
<td>F208U7</td>
<td>AIP-###</td>
<td>$6,400,000</td>
<td>$6,400,000</td>
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<td>-</td>
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</table>

**Subtotal** : $20,408,000

#### Additional Supplemental Grants + Match

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buhl Municipal</strong></td>
<td>F208U03</td>
<td>AIP-###</td>
<td>$1,000,000</td>
<td>$900,000</td>
<td>$65,000</td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>Gooding Municipal</strong></td>
<td>F208NG</td>
<td>AIP-###</td>
<td>$1,444,444</td>
<td>$1,300,000</td>
<td>$93,889</td>
<td>$50,556</td>
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<tr>
<td><strong>Salmon-Lemhi County Airport</strong></td>
<td>F208S87</td>
<td>AIP-###</td>
<td>$2,573,788</td>
<td>$2,316,409</td>
<td>$167,296</td>
<td>$90,083</td>
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</table>

**Subtotal** : $5,018,232

#### Community Service (non-NPIAS) Airports

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>American Falls Airport</strong></td>
<td>L208U01</td>
<td>SP-U01-##</td>
<td>$35,981</td>
<td>-</td>
<td>$17,990</td>
<td>$17,990</td>
</tr>
<tr>
<td><strong>Cottonwood Municipal</strong></td>
<td>L208S84</td>
<td>SP-S84-##</td>
<td>$44,700</td>
<td>-</td>
<td>$22,350</td>
<td>$22,350</td>
</tr>
<tr>
<td><strong>Cottonwood Municipal</strong></td>
<td>L208S84</td>
<td>SP-S84-##</td>
<td>$80,300</td>
<td>-</td>
<td>$40,150</td>
<td>$40,150</td>
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</table>

**Subtotal** : $181,494

#### Community Service (non-NPIAS) Airports

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carey Airport</strong></td>
<td>P208U65</td>
<td>SP-U65-##</td>
<td>$22,000</td>
<td>-</td>
<td>None</td>
<td>$22,000</td>
</tr>
<tr>
<td><strong>Craigmont Airport</strong></td>
<td>P208S89</td>
<td>SP-S89-##</td>
<td>$22,000</td>
<td>-</td>
<td>None</td>
<td>$22,000</td>
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</tbody>
</table>

**Subtotal** : $44,000

#### Division of Aeronautics

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Program</th>
<th>Project</th>
<th>Total Cost</th>
<th>FAA Cost</th>
<th>Local Cost</th>
<th>IAAP Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division of Aeronautics</strong></td>
<td>X208COM</td>
<td>-</td>
<td>$19,000</td>
<td>-</td>
<td>$11,004</td>
<td>$7,996</td>
</tr>
<tr>
<td><strong>Division of Aeronautics</strong></td>
<td>X208UNC</td>
<td>-</td>
<td>$21,109</td>
<td>-</td>
<td>$21,109</td>
<td>-</td>
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</tbody>
</table>

**Subtotal** : $40,109

### FUNDING NOTE:
The State of Idaho made an appropriation of $1 million for the SFY-20 IAAP. To this amount the Division of Aeronautics added $98,007 from SFY-19 Uncommitted funds. Total funds available are $1,098,007 with $21,109 of that amount, available as uncommitted funds, to reconcile changes in the actual grant amounts from these preliminary amounts.

---

**SPECIAL NOTE:** Final grant amounts may change due to the final FAA grant amount, a revised match rate, actual Bids received, minor scope changes prior to construction and adjustments to funding from the Head Quarters office.

**FUNDING NOTE:** The State of Idaho made an appropriation of $1 million for the SFY-20 IAAP. To this amount the Division of Aeronautics added $98,007 from SFY-19 Uncommitted funds. Total funds available are $1,098,007 with $21,109 of that amount, available as uncommitted funds, to reconcile changes in the actual grant amounts from these preliminary amounts.

---

The Aeronautics Advisory Board Approved the SFY-20 Program 15 April 2019

---

Idaho Transportation Board evaluated the program 18 July 2019
RES. NO. WHEREAS, the Idaho transportation board has the authority to locate,

design, construct, reconstruct, alter, extend, repair and maintain state
aeronautical facilities, and

WHEREAS, the Idaho transportation board has the authority to expend funds for
the construction, maintenance and improvement of public owned aeronautical
facilities.

NOW THEREFORE BE IT RESOLVED, that the Idaho airport aid program for state
fiscal year 2020 be approved; and

BE IT FURTHER RESOLVED, the Idaho transportation board directs the Division of
aeronautics to issue grant offers for the SFY-2020 year including the amounts
shown for additional supplemental projects to Idaho airports; and

BE IT FURTHER RESOLVED, the Idaho Transportation Board adopts the proposed
allocation of airport funds.
Meeting Date  7-18-19
Consent Item ☐  Information Item ☐  Amount of Presentation Time Needed  15

Presenter's Name  Presenter's Title  Initials  Reviewed By
Mollie McCarty  Governmental Affairs Manager  MM  LSS
Preparer's Name  Preparer's Title  Initials
Mollie McCarty  Governmental Affairs Manager  MM

Subject
Proposed Draft Legislation - 2020 Legislative Session

Background Information
The attached pieces of draft legislation are the product of the six legislative ideas presented to the Idaho Transportation Board in June. The legislative proposals are:

<table>
<thead>
<tr>
<th>ITD Legislative Idea</th>
<th>DFM/Governor's Office Approved</th>
<th>DFM/Governor's Office Disapproved</th>
</tr>
</thead>
</table>
| Utilities in highway rights-of-way               X
| Local bridge inspection program cost recovery     X
| Align driver license/identification card fees with administrative process X
| Electronic commercial motor vehicle registration credentials X
| Commercial driver license disqualification reinstatement X
| Reduce requirements for dealer and salesmen license renewal X

Staff will submit draft legislation on behalf of the board, for legislative ideas approved by the Division of Financial Management (DFM) and the Governor’s Office. Draft legislation must be submitted to DFM by August 16, 2019.

Draft legislation approved by DFM and the Governor’s Office will be forwarded to the Idaho Legislative Services Office where it will be formatted into a Routing Slip (RS) and referred to an appropriate legislative committee for potential introduction.

Recommendations
Approve attached resolution, page 119.
<table>
<thead>
<tr>
<th>Board Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved</td>
</tr>
<tr>
<td>☐ Deferred</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

"Board Action" column contains options for action items and an empty line for other actions.
WHEREAS, the Idaho Governor’s Office has directed that state agencies submit proposed 2020 legislation to the Division of Financial Management (DFM) for review and approval; and

WHEREAS, Idaho Transportation Department (ITD) staff presented six (6) draft legislative proposals at the June 20, 2019, Board meeting for consideration during the 2020 legislative session; and

WHEREAS, DFM has approved the following legislative ideas, also authorizing the development of draft legislation to be submitted for its review and approval:

<table>
<thead>
<tr>
<th>Local bridge inspection program cost recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Align driver license/identification card fees with administrative process</td>
</tr>
<tr>
<td>Electronic commercial motor vehicle registration credentials</td>
</tr>
<tr>
<td>Commercial driver license disqualification reinstatement</td>
</tr>
<tr>
<td>Reduce requirements for dealer and salesmen license renewal</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED, that the Idaho Transportation Board approves submittal of proposed draft legislation for corresponding DFM/Governor’s Office approved legislative ideas, for further consideration.
AN ACT
RELATING TO DISTRIBUTION OF TAX REVENUES FROM TAX ON GASOLINE AND AIRCRAFT FUEL; AMENDING SECTION 63-2412, IDAHO CODE TO INCREASE DISTRIBUTION TO LOCAL BRIDGE INSPECTION ACCOUNT.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 63-2412, Idaho Code, be, and the same is hereby amended to read as follows:

63-2412. DISTRIBUTION OF TAX REVENUES FROM TAX ON GASOLINE AND AIRCRAFT ENGINE FUEL. (1) The revenues received from the taxes imposed by sections 63-2402 and 63-2421, Idaho Code, upon the receipt or use of gasoline, and any penalties, interest, or deficiency additions, shall be distributed periodically as follows:
(a) An amount of money equal to the actual cost of collecting, administering and enforcing the gasoline tax requirements by the commission, as determined by it shall be retained by the commission. The amount retained by the commission shall not exceed the amount authorized to be expended by appropriation by the legislature. Any unencumbered balance in excess of the actual cost of collecting, administering and enforcing the gasoline tax requirements by the commission at the end of each fiscal year shall be distributed as listed in paragraph (f) of this subsection.
(b) An amount of money shall be distributed to the state refund account sufficient to pay current refund claims. All refunds authorized by the commission to be paid shall be paid from the state refund account and those moneys are hereby continuously appropriated for that purpose.
(c) As soon as possible after the beginning of each fiscal year, the sum of two hundred fifty thousand dollars ($250,000) shall be distributed to the railroad grade crossing protection account in the dedicated fund, to pay the amounts from the account pursuant to the provisions of section 62-304C, Idaho Code.
(d) As soon as possible after the beginning of each fiscal year, the sum of one hundred seventy-five thousand dollars ($175,000) shall be distributed to the local bridge inspection account in the dedicated fund, to pay the amounts from the account pursuant to the provisions of section 40-703, Idaho Code.
(e) An amount of money equal to seven percent (7%) shall be distributed to the state highway account established in section 40-702, Idaho Code.
(f) From the balance remaining with the commission after distributing the amounts in paragraphs (a) through (e) of subsection (1) of this section:
 1. One and twenty-eight hundredths percent (1.28%) shall be distributed as follows: sixty-six percent (66%) of the one and twenty-eight hundredths percent (1.28%) shall be distributed to the waterways improvement account, as created in chapter 15, title 57, Idaho Code. Up to twenty percent (20%) of the moneys distributed to the waterways improvement account under the provisions of this paragraph may be used by the department of parks and recreation to defray administrative costs. Any moneys unused at the end of
the fiscal year by the department of parks and recreation shall be returned to the state treasurer for deposit in the waterways improvement account. Thirty-three percent (33%) of the one and twenty-eight hundredths percent (1.28%) shall be distributed into the park and recreation capital improvement account as created in section 57-1801, Idaho Code. One percent (1%) of the one and twenty-eight hundredths percent (1.28%) shall be distributed to the search and rescue fund created in section 67-2913, Idaho Code;

2. One and twenty-eight hundredths percent (1.28%) shall be distributed as follows: sixty-six percent (66%) of the one and twenty-eight hundredths percent (1.28%) shall be distributed to the off-road motor vehicle account, as created in section 57-1901, Idaho Code. Up to twenty percent (20%) of the moneys distributed to the off-road motor vehicle account by this subparagraph may be used by the department of parks and recreation to defray administrative costs. Any moneys unused at the end of the fiscal year by the department of parks and recreation shall be returned to the state treasurer for deposit in the off-road motor vehicle account. Thirty-three percent (33%) of the one and twenty-eight hundredths percent (1.28%) shall be distributed into the park and recreation capital improvement account as created in section 57-1801, Idaho Code. One percent (1%) of the one and twenty-eight hundredths percent (1.28%) shall be distributed to the search and rescue fund created in section 67-2913, Idaho Code; and

3. Forty-four hundredths percent (.44%) shall be distributed to the park and recreation capital improvement account as created in section 57-1801, Idaho Code, to be used solely to develop, construct, maintain and repair roads, bridges and parking areas within and leading to parks and recreation areas of the state.

4. The balance remaining shall be distributed to the highway distribution account created in section 40-701, Idaho Code.

(2) Provided however, the distribution pursuant to subsection (1) of this section of revenues received from the taxes imposed pursuant to section 63-2402(2), Idaho Code, shall apply only to twenty-five cents (25¢) of every thirty-two cents (32¢) received. The remaining seven cents (7¢) of every thirty-two cents (32¢) received pursuant to the provisions of section 63-2402(2), Idaho Code, shall be distributed as follows:

(a) Sixty percent (60%) to the state highway account; and
(b) Forty percent (40%) to be distributed pursuant to the provisions of section 40-709, Idaho Code, in the same manner as distribution of moneys appropriated from the highway distribution account to local units of government.

(3) The revenues received from the taxes imposed by section 63-2408, Idaho Code, and any penalties, interest, and deficiency amounts, shall be distributed as follows:

(a) An amount of money shall be distributed to the state refund account sufficient to pay current refund claims. All refunds authorized by the commission to be paid shall be paid from the state refund account, and those moneys are hereby continuously appropriated.
(b) The balance remaining of all the taxes collected shall be distributed to the state aeronautics account, as provided in section 21-211, Idaho Code.
LEGISLATURE OF THE STATE OF IDAHO
Sixty-sixth Legislature First Regular Session – 2020

AN ACT
RELATING TO MOTOR VEHICLE FEE DISTRIBUTION; AMENDING SECTION 49-202, IDAHO
CODE TO ALIGN PORTIONS OF FEES COLLECTED TO BE RETAINED BY THE ISSUING
AUTHORIZED AGENT; AMENDING SECTION 49-306, IDAHO CODE TO ALLOW ISSUANCE BY
AUTHORIZED AGENTS, AND ALIGNING FEE DISTRIBUTION TO ISSUING AGENT OR
DEPARTMENT; AMENDING SECTION 49-2442, IDAHO CODE TO PROVIDE IDENTIFICATION
CARD APPLICATION TO BE MADE TO AUTHORIZED AGENT; AMENDING SECTION 49-2443,
IDAHO CODE TO AUTHORIZE AGENTS TO OBTAIN INFORMATION FOR IDENTIFICATION
CARDS; AMENDING SECTION 49-2444, IDAHO CODE, TO ALIGN PORTIONS OF FEES TO
BE RETAINED BY ISSUING AGENTS.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 49-202, Idaho Code, be, and the same is hereby
amended to read as follows:

49-202. DUTIES OF DEPARTMENT. (1) All registration and driver’s
license records in the office of the department shall be public records
and open to inspection by the public during normal business hours, except
for those records declared by law to be for the confidential use of the
department, or those records containing personal information subject to
restrictions or conditions regarding disclosure. If the department has
contracted for a service to be provided by another entity, an additional
fee shall be charged by that contractor whether the service is rendered
during normal business hours, other than normal business hours or on
weekends.

(2) In addition to other fees required by law to be collected by the
department, the department shall collect the following:

(a) For certifying a copy of any record pertaining to any vehicle
license, any certificate of title, or any driver’s
license ...................................................... $14.00
(b) For issuing every Idaho certificate of title ............... $14.00
(c) For furnishing a duplicate copy of any Idaho certificate of
title ........................................................ $14.00
(d) For issuance or transfer of every certificate of title on a new or
used vehicle or other titled vehicle in an expedited manner (rush titles),
in addition to any other fee required by this
section ...................................................... $26.00
(e) For recording a transitional ownership document, in addition to any
other fee required by this
section ...................................................... $26.00
(f) For furnishing a replacement of any receipt of
registration ...................................................... ...... $5.00
(g) For furnishing copies of registration or ownership of motor vehicles
or driver’s license records, per vehicle registration, accident report
records, title or per driver’s license record ............................. $7.00
Additional contractor fee, not to exceed .............................. $4.00
(h) For services in searching files of vehicle or other registrations,
vehicle titles, or driver’s licenses per hour . . . . .......................................................... $18.00
(i) Placing "stop" cards in vehicle registration or title files, each ..................................................... $21.00
(j) For issuance of an assigned or replacement vehicle identification number (VIN) ........................................... $18.00
(k) For a vehicle identification number (VIN) inspection whether conducted by a city or county peace officer or any other peace officer or designated agent of the state of Idaho, per inspection .............................................. $5.00
(l) For all registration stickers, each ....................... $2.00
(m) For issuing letters of temporary vehicle clearance to Idaho-based motor carriers .............................................. $18.00
(n) For all sample license plates, each .......................... $18.00
(o) For filing release of liability statements ........................ $3.50
(p) For safety and insurance programs for each vehicle operated by a motor carrier .................................................. $3.00

A lesser amount may be set by rule of the board.

(3) The fees required in this section shall not apply when the service is furnished to any federal, state, county or city peace officer when such service is required in the performance of their duties as peace officers.

(4) The department may enter into agreements with private companies or public entities to provide the services for which a fee is collected in subsection (2)(g) of this section. Such private contractor shall collect the fee prescribed and remit the fee to the department. The contractor shall also collect and retain the additional fee charged for his services.

(5) (a) The department shall pay three dollars ($3.00) of the fee collected by a county assessor or other authorized agent of the department as provided in subsection (2)(a) through (f) of this section, and four dollars ($4.00) as provided in subsection (2)(g) of this section, to the county assessor or sheriff of the county or authorized agent of the department collecting such fee, which shall be deposited with the county treasurer and credited to the county current expense fund when collected by the county. When fees are collected by an authorized agent, or the department such fees shall be deposited with the issuing entity. The remainder of the fees collected as provided in that subsection shall be paid by the department to the state treasurer and placed in the state highway account.

(b) The fee collected under subsection (2)(k) of this section for a VIN inspection shall be placed in the city general fund if conducted by a city peace officer, in the county current expense fund if conducted by a county peace officer, shall be retained by the special agent authorized to perform the inspection, or paid to the state treasurer and placed to the credit of the Idaho state police if conducted by the Idaho state police or in the state highway account if conducted by the department.

(c) The fee collected under subsection (2)(o) of this section for filing release of liability statements shall be retained by the county assessor of the county collecting such fee, and shall be deposited with the county treasurer and credited to the county current expense fund. Any fees collected by the department for filing release of liability statements shall be retained by the department.

(d) The fee in subsection (2)(m) of this section shall not apply when the Idaho-based motor carrier or its representative obtains and prints the document using internet access.
(e) The fee collected under subsection (2)(p) of this section for motor carriers shall be paid by the department to the state treasurer and placed in the state highway account. The director and the director of the Idaho state police shall jointly determine the amount to be transferred from the state highway account to the law enforcement fund for motor carrier safety programs conducted by the Idaho state police pursuant to the provisions of section 67-2901A, Idaho Code.

(6) The department as often as practicable may provide to law enforcement agencies the record of suspensions and revocations of driver licenses via the Idaho law enforcement telecommunications system (ILETS).

(7) The department shall provide the forms prescribed in chapter 5 of this title, shall receive and file in its office in Ada county all instruments required in chapter 5 of this title to be filed with the department, shall prescribe a uniform method of numbering certificates of title, and shall maintain in the department indices for such certificates of title. All indices shall be by motor or identification number and alphabetical by name of the owner.

(8) The department shall file each registration received under a distinctive registration number assigned to the vehicle and to the owner thereof.

(9) The department shall not renew a driver’s license or identification card when fees required by law have not been paid or where fees for past periods are due, owing and unpaid including insufficient fund checks, until those fees have been paid.

(10) The department shall not grant the registration of a vehicle when:
(a) The applicant is not entitled to registration under the provisions of this title; or
(b) The applicant has neglected or refused to furnish the department with the information required in the appropriate form or reasonable additional information required by the department; or
(c) The fees required by law have not been paid, or where fees for past registration periods are due, owing and unpaid including insufficient fund checks.

(11) The department or its authorized agents have the authority to request any person to submit to medical, vision, highway, or written examinations, to protect the safety of the public upon the highways. The department or its authorized agents may exercise such authority based upon evidence which may include, but is not limited to, observations made.

(12) The department shall revoke the registration of any vehicle:
(a) Which the department shall determine is unsafe or unfit to be operated or is not equipped as required by law;
(b) Whenever the person to whom the registration card or registration plate has been issued shall make or permit to be made any unlawful use of the same or permit their use by a person not entitled thereto;
(c) For any violation of vehicle registration requirements by the owner or operator in the current or past registration periods;
(d) Whenever a motor carrier requests revocation, or whenever an interstate carrier’s federal operating authority has been revoked;
(e) For failure of the owner or operator to file the reports required or nonpayment of audit assessments or fees assessed against the owner by the department or the state tax commission pursuant to audit under the provisions of section 49-439, Idaho Code;
(f) Identified by any city or county administering a program established by ordinance for the inspection and readjustment of motor vehicles (which program is part of an approved state implementation plan adopted by both the state and federal governments under 42 U.S.C. section 7410) as having failed to comply with an ordinance requiring motor vehicle emission inspection and readjustment; provided that no vehicle shall be identified to the department under this subsection (f) unless:

(i) The city or county certifies to the department that the owner of the motor vehicle has been given notice and had the opportunity for a hearing concerning compliance with the ordinance and has exhausted all remedies and appeals from any determination made at such hearing; and

(ii) The city or county reimburses the department for all direct costs associated with the registration revocation procedure.

(13) The department shall not reregister or permit a vehicle to operate on a special trip permit until all fees, penalties and interest have been paid.

(14) The department shall institute educational programs, demonstrations, exhibits and displays.

(15) The department shall cancel a driver’s license or identification card when fees required by law have not been paid or where fees are due, owing and unpaid including insufficient fund checks, until those fees have been paid.

(16) The department shall examine persons and vehicles by written, oral, vision and skills tests without compulsion except as provided by law.

(17) The department shall employ expert and special help as needed in the department.

(18) The department shall compile accident statistics and disseminate information relating to those statistics.

(19) The department shall cooperate with the United States in the elimination of road hazards, whether of a physical, visual or mental character.

(20) The department shall place and maintain traffic-control devices, conforming to the board’s manual and specifications, upon all state highways as it shall deem necessary to indicate and to carry out the provisions of this title or to regulate, warn, or guide traffic. No local authority shall place or maintain any traffic-control device upon any highway under the jurisdiction of the department except by the latter’s permission. The placement and maintenance of such a traffic-control device by a local authority shall be made according to the board’s manual and specifications for a uniform system of traffic-control devices.

(21) The department may conduct an investigation of any bridge or other elevated structure constituting a part of a highway, and, if it shall find that the structure cannot with safety to itself withstand vehicles traveling at a speed otherwise permissible under this title, shall determine and declare the maximum speed of vehicles which the structure can safely withstand, and shall cause or permit suitable signs stating the maximum speed to be erected and maintained before each end of the structure.

(22) Whenever the department shall determine on the basis of an engineering and traffic investigation that slow speeds on any highway or part of a highway impede the normal and reasonable movement of traffic, the department may determine and declare a minimum speed limit below which no person shall drive a vehicle except when necessary for safe operation
or in compliance with law, and that limit shall be effective when posted
upon appropriate fixed or variable signs.

(23) The department shall regulate or prohibit the use of any
controlled-access highway by any class or kind of traffic which is found
to be incompatible with the normal and safe movement of traffic.

(24) The department shall erect and maintain traffic-control devices
on controlled-access highways on which any prohibitions are applicable.

(25) Wherever a highway crosses one (1) or more railroads at grade,
the department or local authorities within their respective jurisdictions
shall place and maintain stop signs, directing vehicular traffic
approaching the crossing to come to a full stop prior to entering the
crossing at all railroad crossings where electric or mechanical warning
signals do not exist. Placement of these stop signs shall be mandatory
except when in the determination of public highway agencies the existence
of stop signs at a given crossing would constitute a greater hazard than
their absence based on a recognized engineering study.

Nothing in this subsection shall be construed as granting immunity to
any railroad company as to liability, if any, for an accident which might
occur at a crossing where stop signs are erected and in place, but
liability, if any, shall be determined as provided by law. Liability on
the part of governmental authorities on account of absence of any stop
sign at a crossing shall be determined as provided by law.

(26) The department and local authorities are authorized to determine
those portions of any highway under their respective jurisdictions where
overtaking and passing or driving on the left side of the roadway would be
especially hazardous and may by appropriate signs or markings on the
roadway indicate the beginning and end of those zones and when signs or
markings are in place and clearly visible to an ordinarily observant
person, every driver of a vehicle shall obey those directions.

(27) The department and local authorities in their respective
jurisdictions may in their discretion issue special permits authorizing
the operation upon a highway of traction engines or tractors having
movable tracks with transverse corrugations upon the periphery of the
movable tracks or farm tractors or other farm machinery, the operation of
which upon a highway would otherwise be prohibited under this title or
title 40, Idaho Code.

(28) The department and local highway authorities within their
respective jurisdictions may place official traffic-control devices
prohibiting, limiting or restricting the stopping, standing or parking of
vehicles on any highway where such stopping, standing or parking is
dangerous to those using the highway or where the stopping, standing or
parking of vehicles unduly interferes with the free movement of traffic
thereon.

(29) On any informational material printed after July 1, 1995, by or
at the order of the department and distributed to counties, school
districts or individuals for the purpose of assisting a person to
successfully pass a driver’s license test, the department shall include
material about the state’s open range law and responsibilities,
liabilities and obligations of drivers driving in the open range.

SECTION 2. That Section 49-306, Idaho Code, be, and the same is hereby
amended to read as follows:
49-306. APPLICATION FOR DRIVER’S LICENSE, INSTRUCTION PERMIT, COMMERCIAL LEARNER’S PERMIT OR RESTRICTED SCHOOL ATTENDANCE DRIVING PERMIT. [EFFECTIVE UPON CERTIFICATION THAT IDAHO TRANSPORTATION DEPARTMENT IT SYSTEM SUPPORTS THE ORGAN DONATION CONTRIBUTION FUND] (1) Every application for any instruction permit, restricted school attendance driving permit, or for a driver’s license shall be made upon a form furnished by the department and shall be verified by the applicant before a person authorized to administer oaths. Officers and employees of the department, and agents authorized by the department and sheriffs and their deputies are authorized to administer the oaths without charge. Every application for a permit, extension or driver’s license shall be accompanied by the following fee, none of which is refundable:

(a) Class A, B, C (4-year) license with endorsements –

age 21 years and older .................................................. $40.00
(b) Class A, B, C (3-year) license with endorsements –

age 18 to 21 years .................................................. $30.00
(c) Class A, B, C (1-year) license with endorsements –

age 20 years .......................................................... $15.00
(d) Class D (3-year) license — under age 18 years ............ $25.00
(e) Class D (3-year) license — age 18 to 21 years ............ $25.00
(f) Class D (1-year) license — age 17 years or age 20 years .... $15.00
(g) Four-year Class D license — age 21 years and older ........ $30.00
(h) Eight-year Class D license — age 21 to 63 years .......... $55.00
(i) Commercial learner’s permit ................................ $29.00
(j) Class D instruction permit or supervised instruction permit .......................................................... $15.00
(k) Duplicate driver’s license or permit issued under section 49-318, Idaho Code .................................................. $15.00
(l) Driver’s license extension issued under section 49-319, Idaho Code .......................................................... $10.00
(m) License classification change (upgrade) .................... $25.00
(n) Endorsement addition ............................................. $15.00
(o) Class A, B, C skills tests not more than .................. $200.00
(p) Class D skills test not more than .......................... $35.00
(q) Motorcycle endorsement skills test not more than ........ $25.00
(r) Knowledge test ...................................................... $ 3.00
(s) Seasonal driver’s license ........................................ $39.00
(t) One time motorcycle “M” endorsement ....................... $15.00
(u) Motorcycle endorsement instruction permit ................. $15.00
(v) Restricted driving permit or restricted school attendance driving permit .................................................. $60.00

(2) A person who applies for a driver’s license or a driver’s license renewal may designate a voluntary contribution of two dollars
($2.00) for the purpose of promoting and supporting organ donation. Such a
contribution shall be treated as a voluntary contribution to the organ
donation contribution fund created in section 49-2447, Idaho Code, and not
as a driver’s license fee.

(3) Every application shall state the true and full name, date of
birth, sex, declaration of Idaho residency, Idaho residence address and
mailing address, if different, of the applicant, height, weight, hair
color, and eye color, and the applicant’s social security number as
verified by the social security administration. If an applicant has
submitted an application pursuant to the provisions of chapter 58, title
19, Idaho Code, then the applicant may state, in his or her application
pursuant to this section, the applicant’s alternative Idaho mailing
address in place of his or her Idaho residence address and mailing
address. Notwithstanding the provisions of section 49-303(13), Idaho Code,
an applicant for a nondomiciled class A, B or C driver’s license or
nondomiciled commercial learner’s permit having residency in a state that
is prohibited from issuing class A, B or C driver’s licenses or commercial
learner’s permits, as provided in 49 CFR 384, is excepted from providing
proof of Idaho residency and an Idaho mailing address.

(a) The requirement that an applicant provide a social security number as
verified by the social security administration shall apply only to
applicants who have been assigned a social security number.

(b) An applicant who has not been assigned a social security number
shall:

(i) Present written verification from the social security administration
that the applicant has not been assigned a social security number; and
(ii) Submit a birth certificate, passport or other documentary evidence
issued by an entity other than a state or the United States; and
(iii) Submit such proof as the department may require that the applicant
is lawfully present in the United States.

A driver’s license, commercial learner’s permit or any instruction permit
issued on and after January 1, 1993, shall not contain an applicant’s
social security number. Applications on file shall be exempt from
disclosure except as provided in sections 49-202, 49-203, 49-203A and 49-
204, Idaho Code.

(c) Every application for a class A, B or C license shall state where the
applicant has been licensed for the preceding ten (10) years and under
which of the following driving categories the applicant will operate:

(i) Non-excepted interstate. The applicant operates or expects to
operate in interstate commerce, and is required to provide a medical
examiner’s certificate;

(ii) Excepted interstate. The applicant operates or expects to operate in
interstate commerce, but engages exclusively in transportation or
operations excepted by the federal motor carrier safety administration
from all or parts of the qualification requirements of federal motor
carrier safety regulation 49, part 391, and is therefore not required to
provide a medical examiner’s certificate;

(iii) Non-excepted intrastate. The applicant operates only in intrastate
commerce and is subject to and meets all Idaho driver qualification
requirements and the applicable parts of federal motor carrier safety
regulation 49, part 391, and is required to provide a medical examiner’s
certificate; or

(iv) Excepted intrastate. The applicant operates in intrastate commerce,
but engages exclusively in exempted transportation or operations as listed
in section 67-2901B(2), Idaho Code, and the applicable parts of federal
motor carrier safety regulation 49, part 391, and is therefore not
required to provide a medical examiner’s certificate.

All applications shall also state whether the applicant has
previously been licensed as a driver, and if so, when and by what state or
country, and whether a driver’s license or privileges have ever been
suspended, revoked, denied, disqualified, canceled or whether an
application has ever been refused, and if so, the date of and reason for
the suspension, revocation, denial, disqualification, cancellation or
refusal and the applicant’s oath that all information is correct as
signified by the applicant’s signature.

(d) The applicant must submit proof of identity acceptable to the
examiner or the department and date of birth as set forth in a certified
copy of his birth certificate. When a certified copy of his birth
certificate or a delayed birth certificate is impossible to obtain from a
vital statistics agency, another government issued document may be
submitted that provides satisfactory evidence of a person’s full legal
name and date of birth acceptable to the examiner or the department.

(e) Every applicant for a class A, B or C driver’s license or commercial
learner’s permit shall provide proof of United States citizenship or
lawful permanent residency in the United States upon application for
issuance, transfer, upgrade or renewal, unless the applicant’s driving
record already contains documentation confirming United States citizenship
or lawful permanent residency. Every applicant for a nondomiciled class A,
B or C driver’s license or commercial learner’s permit domiciled in a
foreign country must provide an unexpired employment authorization
document issued by the department of homeland security or an unexpired
foreign passport accompanied by an approved I-94 form documenting the
applicant’s most recent admittance into the United States.

(f) Individuals required to register in compliance with section 3 of the
federal military selective service act, 50 U.S.C. App. 451 et seq., as
amended, shall be provided an opportunity to fulfill such registration
requirements in conjunction with an application for a driver’s license,
commercial learner’s permit or instruction permit. Any registration
information so supplied shall be transmitted by the department to the
selective service system.

(4) Whenever an application is received from a person previously
licensed in another jurisdiction, the department shall request a copy of
the driver’s record from the other jurisdiction and shall contact the
national driver register. When received, the driver’s record from the
previous jurisdiction shall become a part of the driver’s record in this
state with the same force and effect as though entered on the driver’s
record in this state in the original instance.

(5) Whenever the department receives a request for a driver’s record
from another licensing jurisdiction, the record shall be forwarded without
charge.

(6) The department shall contact and notify the commercial driver
license information system of the proposed application for a class A, B or
C driver’s license or commercial learner’s permit to ensure identification
of the person and to obtain clearance to issue the license.

(7) When the fees required under this section are collected by a
county officer, they shall be paid over to the county treasurer except as
provided in subsection (8), not less often than monthly, who shall
immediately:
(a) Deposit an amount equal to five dollars ($5.00) from each driver’s license except an eight-year class D license, or any class D instruction permit application fees, application for a duplicate driver’s license or permit, classification change, seasonal driver’s license and additional endorsement, and ten dollars ($10.00) from each eight-year class D driver’s license, in the current expense fund;
(b) Deposit two dollars and fifty cents ($2.50) from each motorcycle endorsement and motorcycle endorsement instruction permit fee in the current expense fund;
(c) Deposit an amount equal to three dollars ($3.00) from each fee for a knowledge test in the current expense fund;
(d) Deposit an amount up to twenty-five dollars ($25.00) from each fee for a motorcycle endorsement skills test in the current expense fund; provided however, if a contractor administers the skills test he shall be entitled to the entire fee;
(e) Remit the remainder to the state treasurer; and
(f) Deposit up to twenty-eight dollars and fifty cents ($28.50) from each fee for a class D skills test into the county current expense fund, unless the test is administered by a department-approved contractor, in which case the contractor shall be entitled to up to twenty-eight dollars and fifty cents ($28.50) of each fee.

(8) When the fees required under this section are collected by the department, a state officer or agency, or agent authorized by the department, they shall be paid over to the state treasurer. When the department, or an authorized agent collects the fees required under this section the portion of fees to be retained by the county, shall be retained by the issuing authorized agent.

(9) The state treasurer shall distribute the moneys received from fees imposed by the provisions of this section, whether collected by a county officer or by a state officer or agency as follows:
(a) Two dollars ($2.00) of each fee for a four-year driver’s license or seasonal driver’s license, and four dollars ($4.00) of each fee for an eight-year class D driver’s license, and one dollar and fifty cents ($1.50) of each fee charged for driver’s licenses pursuant to subsection (1)(b), (d) and (e) of this section, and fifty cents (50¢) of each fee charged for driver’s licenses pursuant to subsection (1)(c) and (f) of this section, shall be deposited in the emergency medical services fund II created in section 56-1018A, Idaho Code, and four dollars ($4.00) of each fee charged pursuant to subsection (1)(a), (g) and (s) of this section and eight dollars ($8.00) of each fee charged pursuant to subsection (1)(h) of this section and three dollars ($3.00) of each fee for driver’s licenses pursuant to subsection (1)(b), (d) and (e) of this section, and one dollar ($1.00) of each fee charged for driver’s licenses pursuant to subsection (1)(c) and (f) of this section shall be deposited in the emergency medical services fund III created in section 56-1018B, Idaho Code;
(b) Twenty-eight dollars ($28.00) of each fee for a seasonal or class A, B or C driver’s license, and nineteen dollars and fifty cents ($19.50) of each fee charged for a license pursuant to subsection (1)(b) of this section, and eight dollars and sixteen cents ($8.16) of each fee charged for a license pursuant to subsection (1)(c) of this section shall be deposited in the state highway account;
(c) Twenty dollars ($20.00) of each fee for a commercial learner’s permit or driver’s license classification change shall be deposited in the state highway account;
(d) Four dollars ($4.00) of each fee for a commercial learner’s permit shall be deposited in the emergency medical services fund III created in section 56-1018B, Idaho Code;
(e) Ten dollars ($10.00) of each fee for a duplicate seasonal or class A, B or C driver’s license, class A, B or C driver’s license extension, or additional endorsement shall be deposited in the state highway account;
(f) Seven dollars and fifty cents ($7.50) of each fee for a motorcycle endorsement and motorcycle endorsement instruction permit shall be deposited in the state highway account;
(g) Five dollars and thirty cents ($5.30) of each fee for a four-year class D driver’s license, and ten dollars and sixty cents ($10.60) of each fee for an eight-year class D driver’s license, and four dollars ($4.00) of each fee charged for a license pursuant to subsection (1)(d) and (e) of this section, and one dollar and thirty-three cents ($1.33) of each fee charged for a license pursuant to subsection (1)(f) of this section shall be deposited in the driver training fund;
(h) Twelve dollars and seventy cents ($12.70) of each fee for a four-year class D driver’s license, and twenty dollars and forty cents ($20.40) of each fee for an eight-year class D driver’s license, and ten dollars and fifty cents ($10.50) of each fee charged for a license pursuant to subsection (1)(d) and (e) of this section, and six dollars and eighty-three cents ($6.83) of each fee charged for a license pursuant to subsection (1)(f) of this section shall be deposited in the highway distribution fund;
(i) Two dollars and sixty cents ($2.60) of each fee for a class D instruction permit, duplicate class D license or permit, and class D license extension shall be deposited in the driver training fund;
(j) Seven dollars and forty cents ($7.40) of each fee for a class D instruction permit, duplicate class D license or permit, and class D license extension shall be deposited in the highway distribution fund;
(k) Ten dollars ($10.00) of each fee for a class A, B or C skills test shall be deposited in the state highway account;
(l) One dollar ($1.00) of each fee for a class A, B, C or four-year D driver’s license, and two dollars ($2.00) of each fee for an eight-year class D driver’s license, and one dollar ($1.00) of each fee charged for a license pursuant to subsection (1)(b), (d) and (e) of this section, and thirty-four cents (34¢) of each fee charged for a license pursuant to subsection (1)(c) and (f) of this section shall be deposited in the motorcycle safety program fund established in section 33-4904, Idaho Code;
(m) Six dollars and fifty cents ($6.50) of each fee for a class D skills test shall be deposited into the state highway account; and
(n) Each voluntary contribution of two dollars ($2.00) as described in subsection (2) of this section, less actual administrative costs associated with collecting and transferring such contributions, shall be deposited into the organ donation contribution fund created in section 49-2447, Idaho Code.
(10) The contractor administering a class A, B or C skills test shall be entitled to not more than one hundred ninety dollars ($190) of the skills test fee. A contractor administering a class A, B or C skills test may collect an additional fee for the use of the contractor’s vehicle for the skills test.
(11) Sixty dollars ($60.00) of each restricted driving permit and each restricted school attendance driving permit shall be deposited in the state highway account.
(12) The department may issue seasonal class B or C driver’s licenses to drivers who are employees of agri-chemical businesses, custom harvesters, farm retail outlets and suppliers, and livestock feeders that:
(a) Will only be valid for driving commercial vehicles that normally require class B or C commercial driver’s licenses;
(b) Will be valid for seasonal periods that begin on the date of issuance and that are not to exceed one hundred eighty (180) days in a twelve (12) month period;
(c) May only be obtained twice in a driver’s lifetime;
(d) Are valid only within a one hundred fifty (150) mile radius of the place of business or farm being serviced; and
(e) Will be valid only in conjunction with valid Idaho class D driver’s licenses.

(13) The department may issue seasonal class B or C driver’s licenses to drivers who:
(a) Have not violated the single license provisions of applicable federal regulations;
(b) Have not had any license suspensions, revocations or cancellations;
(c) Have not had any convictions in any vehicle for any offense listed in section 49-335(1) or (2), Idaho Code, or any one (1) serious traffic offense;
(d) Have at least one (1) year of driving experience with a class D or equivalent license in any type motor vehicle; and
(e) Are at least sixteen (16) years old.

SECTION 3. That Section 49-2442, Idaho Code, be, and the same is hereby amended to read as follows:

49-2442. IDENTIFICATION CARDS AUTHORIZED. Any Idaho resident may apply to an authorized agent of the department for an identification card. It is prima facie evidence of age when the authorized holder of an identification card exhibits a card which contains information indicating that the person has attained a certain age.

SECTION 4. That Section 49-2443, Idaho Code, be, and the same is hereby amended to read as follows:

49-2443. APPLICATION. Application for an identification card must be made in person before an examiner authorized agent by of the department to issue driver’s licenses. The examiner authorized agent shall obtain the following from the applicant:
(1) The true and full name and Idaho residence address and mailing address, if different, of the applicant;
(2) The identity and date of birth of the applicant as set forth in a certified copy of his birth certificate and, subject to subsection (6) of this section, other satisfactory evidence of identity acceptable to the examiner or the department;
(3) The height and weight of the applicant;
(4) The color of eyes and hair of the applicant;
(5) Applicant’s signature; and
(6) The applicant’s social security number as verified by the social security administration.
(a) The requirement that an applicant provide a social security number as verified by the social security administration shall apply only to applicants who have been assigned a social security number.

(b) An applicant who has not been assigned a social security number shall:

(i) Present written verification from the social security administration that the applicant has not been assigned a social security number; and

(ii) Submit a birth certificate, passport or other documentary evidence issued by an entity other than a state or the United States; and

(iii) Submit such proof as the department may require that the applicant is lawfully present in the United States.

SECTION 5. That Section 49-2444, Idaho Code, be, and the same is hereby amended to read as follows:

49-2444. IDENTIFICATION CARD ISSUED - FOUR-YEAR OR EIGHT-YEAR. (1) The department shall issue a distinguishing identification card that shall set forth the information contained in the application, in a form as prescribed by the department. All identification cards issued on or after January 1, 1993, shall not contain the applicant’s social security number. An applicant’s social security number shall be exempt from disclosure except for inquiries from agencies or institutions authorized to obtain such information by federal law or regulation, from peace officers or from jury commissioners. Each card shall have printed on it the applicant’s full name, date of birth, Idaho residence address, sex, weight, height, eye color, hair color, and shall be issued a distinguishing number assigned to the applicant. If an applicant has submitted an application pursuant to the provisions of chapter 58, title 19, Idaho Code, then the applicant’s identification card shall contain his or her alternative Idaho mailing address in place of his or her Idaho residence address. Each card shall also have printed on it the name of this state, the date of issuance, and the date of expiration. An identification card shall not be valid until it has been signed on the signature line by the applicant. Each card shall bear upon it a color photograph of the applicant which shall be taken by the examiner at the time of application. The photograph shall be taken without headgear or other clothing or device that disguises or otherwise conceals the face or head of the applicant. A waiver may be granted by the department allowing the applicant to wear headgear or other head covering for medical, religious or safety purposes so long as the face is not disguised or otherwise concealed. At the request of the applicant, an identification card may contain a statement or indication of the medical condition of the applicant.

No person shall receive an identification card unless and until he surrenders to the department all identification cards in his possession issued to him by Idaho or any other jurisdiction, or any driver’s license issued by any other jurisdiction within the United States, or until he executes an affidavit that he does not possess an identification card or any driver’s license.

Identification cards issued to persons under eighteen (18) years of age shall include a notation "under 18 until (month, day, year)," and identification cards issued to persons eighteen (18) years of age to twenty-one (21) years of age shall include a notation "under 21 until (month, day, year)." The nonrefundable fee for a four-year identification card issued to persons twenty-one (21) years of age or older shall be ten
dollars ($10.00) of which five dollars ($5.00) shall be retained by the county and credited to the current expense fund, and five dollars ($5.00) shall be deposited in the state treasury to the credit of the highway distribution account. The nonrefundable fee for identification cards issued to persons under twenty-one (21) years of age shall be ten dollars ($10.00), of which five dollars ($5.00) shall be retained by the authorized issuing agent or if issued by the county, shall be and credited to the current expense fund, and five dollars ($5.00) shall be deposited in the state treasury to the credit of the highway distribution account. The nonrefundable fee for an eight-year identification card shall be twenty dollars ($20.00) of which ten dollars ($10.00) shall be retained by the authorized issuing agent or if issued by the county and shall be credited to the current expense fund, and ten dollars ($10.00) shall be deposited in the state treasury to the credit of the highway distribution account. At the option of the applicant, the identification card issued to a person twenty-one (21) years of age or older shall expire either on the cardholder’s birthday in the fourth year or the eighth year following issuance of the card, except as otherwise provided in subsection (3) of this section. Every identification card issued to a person under eighteen (18) years of age shall expire five (5) days after the person’s eighteenth birthday, except as otherwise provided in subsection (3) of this section. Every identification card issued to a person eighteen (18) years of age but under twenty-one (21) years of age shall expire five (5) days after the person’s twenty-first birthday, except as otherwise provided in subsection (3) of this section.

Individuals required to register in compliance with section 3 of the federal military selective service act, 50 U.S.C. App. 451 et seq., as amended, shall be provided an opportunity to fulfill such registration requirements in conjunction with an application for an identification card. Any registration information so supplied shall be transmitted by the department to the selective service system.

(2) Every identification card, except those issued to persons under twenty-one (21) years of age, shall be renewable on or before its expiration, but not more than twenty-five (25) months before, and upon application and payment of the required fee.

(3) Every identification card issued to a person who is not a citizen or permanent legal resident of the United States shall have an expiration date that is the same date as the end of lawful stay in the United States as indicated on documents issued and verified by the department of homeland security, provided however, that the expiration date shall not extend beyond the expiration date for the same category of identification card issued to citizens. Persons whose department of homeland security documents do not state an expiration date shall be issued an identification card with an expiration date of one (1) year from the date of issuance.

(4) When an identification card has been expired for less than twenty-five (25) months, the renewal of the identification card shall start from the original date of expiration regardless of the year in which the application for renewal is made. If the identification card is expired for more than twenty-five (25) months, the application shall expire, at the option of the applicant, on the applicant’s birthday in the fourth year or the eighth year following reissuance of the identification card, except as otherwise provided in subsection (3) of this section.
(5) (a) If an Idaho identification card has expired or will expire and the identification cardholder is temporarily out of state except on active military duty, the identification cardholder may request in writing on a form prescribed by the department an extension of the identification card. The request shall be accompanied by the fee fixed in section 49-306, Idaho Code, and the extension shall be no more than a twelve (12) month period. If the department determines that an extension of the identification card is necessary, it may issue an identification card showing the date to which the expired identification card is extended. Identification card extensions are limited to two (2) consecutive extensions per identification cardholder.

(b) Upon returning to the state of Idaho, the identification cardholder shall, within ten (10) days, apply for a renewal of the expired identification card and surrender the extended identification card and the expired identification card.

(6) An Idaho identification card issued to any person prior to serving on active duty in the armed forces of the United States, or a member of the immediate family accompanying such a person, if valid and in full force and effect upon entering active duty, shall remain in full force and effect and shall, upon application, be extended for a period of four (4) years so long as active duty continues, and the identification card shall remain in full force and effect sixty (60) days following the date the cardholder is released from active duty.

(7) A person possessing an identification card who desires to donate any or all organs or tissue in the event of death, and who has completed a document of gift pursuant to the provisions for donation of anatomical gifts as set forth in chapter 34, title 39, Idaho Code, may, at the option of the donor, indicate this desire on the identification card by the imprinting of the word "donor" on the identification card. The provisions of this subsection shall apply to persons possessing an identification card who are sixteen (16) years of age or older but less than eighteen (18) years of age if the requirements provided in chapter 34, title 39, Idaho Code, have been complied with.

(8) A person possessing an identification card or an applicant for an identification card who is a person with a permanent disability may request that the notation "permanently disabled" be imprinted on the identification card, provided the person presents written certification from a licensed physician verifying that the person’s stated impairment qualifies as a permanent disability according to the provisions of section 49-117, Idaho Code.

(9) A person who is a veteran may request that his or her status as such be designated on an identification card at no additional cost. Any such request shall be accompanied by proof of being a current or former member of the United States armed forces. Upon request and submission of satisfactory proof, the department shall indicate such person’s status as a veteran on any identification card issued pursuant to the provisions of this section. Such designation shall be made upon original issuance or renewal of an identification card. Designation shall also be made on any duplicate identification card issued, provided that the fee for such duplicate card is paid in accordance with this section.

Satisfactory proof of being a current or former member of the United States armed forces must be furnished by an applicant to the department before a designation of veteran status will be indicated on any identification card. Acceptable proof shall be a copy of form DD214 or an
equivalent document or statement from the department of veterans affairs that identifies a character of service upon separation as "honorable" or "general under honorable conditions."

(10) In the case of a name change, the applicant shall provide legal documentation to verify the change in accordance with department rules.

(11) Whenever any person, after applying for or receiving an identification card, shall move from the address shown on the application or on the identification card issued, that person shall, within thirty (30) days, notify the transportation department in writing of the old and new addresses.

(12) The department shall cancel any identification card upon determining that the person was not entitled to the issuance of the identification card, or that the person failed to give the required and correct information in his application or committed fraud in making the application. Upon cancellation, the person shall surrender the canceled identification card to the department.

(13) If any person shall fail to return to the department the identification card as required, the department may direct any peace officer to secure its possession and return the identification card to the department.

(14) The department may issue a no-fee identification card to an individual whose driver’s license has been canceled and voluntarily surrendered as provided in section 49-322(5), Idaho Code. The identification card may be renewed at no cost to the applicant as long as the driver’s license remains canceled.

(15) It is an infraction for any person to fail to notify the department of a change of address as required by the provisions of subsection (11) of this section.
LEGISLATURE OF THE STATE OF IDAHO
Sixty-sixth Legislature First Regular Session – 2020

AN ACT
RELATING COMMERCIAL MOTOR VEHICLE REGISTRATION; AMENDING SECTION 49-421, IDAHO CODE, TO PROVIDE REGISTRATION CARDS MAY BE ISSUED ELECTRONICALLY; AMENDING SECTION 49-425, IDAHO CODE PROVIDE REGISTRATION MAY BE ISSUED ELECTRONICALLY; AMENDING SECTION 49-427, IDAHO CODE, PROVIDE ELECTRONIC REGISTRATION IS PERMISSIBLE AND TO MAKE TECHNICAL CORRECTION; AMEND SECTION 49-428, IDAHO CODE, ELIMINATE REQUIREMENT FOR REGISTRATION STICKER FOR COMMERCIALLY REGISTERED VEHICLES AND MAKE TECHNICAL CORRECTION; AMEND SECTION 49-434, IDAHO CODE, ELIMINATE VALIDATION STICKERS FOR COMMERCIAL VEHICLES AND TRAILERS, PERMIT ISSUANCE AND USE OF ELECTRONIC COPY OF REGISTRATION; AMEND SECTION 49-435, IDAHO CODE, ELIMINATE VALIDATION STICKERS FOR COMMERCIAL VEHICLE REGISTRATION AND PERMIT USE OF ELECTRONIC COPY OF REGISTRATION; AMEND SECTION 49-443, IDAHO CODE, PERMIT USE OF ELECTRONIC COPY OF REGISTRATION FOR COMMERCIAL VEHICLES AND TRAILERS, ELIMINATE VALIDATION STICKERS FOR COMMERCIAL VEHICLES, MAKE TECHNICAL CORRECTION.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 49-1607, Idaho Code, be, and the same is hereby amended to read as follows:

49-421. REGISTRATION CARDS. (1) Upon the registration of a vehicle, the registering agency shall issue to the owner, as defined in section 49-116(3), Idaho Code, a registration card which shall contain the date issued, the registration number assigned the owner and to the vehicle, the name and address of the owner, a description of the registered vehicle, identification number and any other information the department may require.

(2) The owner, upon receiving the registration card, shall sign in the space provided upon the card as proof of compliance with the insurance requirements of section 49-1229, Idaho Code. Such registration card when issued electronically to owners of vehicles registered pursuant to sections 49-434 and 49-435, Idaho Code, need not be signed.

(3) Upon a change of address the registrant shall report such change to the county assessor or the department within thirty (30) days following the change of address.

(4) It is an infraction for any person to fail to notify the department of a change of address as required by the provisions of subsection (3) of this section.

49-425. LOST CERTIFICATE OR LICENSE PLATE — DUPLICATES. In the event that any license plate or registration card issued pursuant to the provisions of this chapter shall be lost, mutilated, or become illegible, the person to whom the plate or registration card is issued shall make immediate application for and obtain a duplicate or replacement upon furnishing information of fact satisfactory to the department and upon payment of the required fees. The fee for duplicate or replacement plates is provided in section 49-450 and section 49-202(2)(f), Idaho Code, for a replacement registration card whether issued in print or electronically.
49-427. REGISTRATION CARD TO BE CARRIED. The registration card issued for a vehicle required to be registered by the provisions of this chapter shall, while the vehicle is being operated upon a highway, be in the possession of the operator or chauffeur driver or carried in the vehicle and be subject to inspection by any peace officer. For drivers of commercial vehicles registered pursuant to sections 49-434 or 49-435, Idaho Code, an electronic format of the registration card is permitted.

49-428. DISPLAY OF PLATE AND STICKERS. (1) License plates assigned to a motor vehicle shall be attached, one (1) in the front and the other in the rear, with the exception of the following:
   (a) The license plate assigned to a motorcycle, all-terrain vehicle, utility type vehicle, motorbike or semitrailer and the license plate assigned to a motor vehicle operated by a manufacturer, repossession agent or dealer shall be attached to the rear.
   (b) Vehicles displaying year of manufacture, old timer, classic car or street rod license plates shall be allowed to display one (1) plate attached to the rear of the vehicle.
   (c) The license plate attached to a tractor shall be attached to the front.
   (d) The wrecker plate shall be displayed on the vehicle being towed in such a manner as to be visible when the vehicle being towed is approached from the rear.
   License plates shall be displayed during the current registration year. The annual registration sticker for the current registration year shall be displayed on each license plate, except for trailers and semitrailers on extended registration issued under the provisions of section 49-434, and section 49-435 Idaho Code. For the purposes of this title, the license plates together with the registration stickers shall be considered as license plates for the year designated on the registration sticker.
   (2) Every license plate shall at all times be securely fastened to the vehicle to which it is assigned to prevent the plate from swinging, be at a height not less than twelve (12) inches from the ground, measuring from the bottom of the plate, be in a place and position to be clearly visible, and shall be maintained free from foreign materials and in a condition to be clearly legible, and all registration stickers shall be securely attached to the license plates and shall be displayed as provided in section 49-443(4), Idaho Code.

49-434. OPERATING FEES. (1) There shall be paid on all commercial vehicles, noncommercial vehicles, and on all farm vehicles having a maximum gross weight not in excess of sixty thousand (60,000) pounds, an annual registration fee or a staggered registration fee for the purpose of reregistration and notice of expiration in accordance with the following schedule.

<table>
<thead>
<tr>
<th>Unladen Weight for Wreckers</th>
<th>Annual Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Gross Weight</td>
<td>Noncommercial and</td>
</tr>
<tr>
<td></td>
<td>Commercial</td>
</tr>
</tbody>
</table>
For Other Vehicles (Pounds) | Farm Vehicles | Vehicles and Wreckers
---|---|---
8,001-16,000 inc. | $48.00 | $48.00
16,001-26,000 inc. | 61.08 | 143.40
26,001-30,000 inc. | 91.68 | 223.80
30,001-40,000 inc. | 130.08 | 291.60
40,001-50,000 inc. | 188.28 | 360.00
50,001-60,000 inc. | 311.88 | 515.40

In addition to the registration fees provided for in this subsection, there shall be an additional registration fee imposed of twenty-five dollars ($25.00).

(2) There shall be paid on all commercial vehicles, irrespective of body type, and on all farm vehicles having a maximum gross weight in excess of sixty thousand (60,000) pounds, an annual registration fee in the amount prescribed by subsection (8) of this section, as applicable.

(3) In addition, the annual registration fee for trailers shall be:

(a) Trailer or semitrailer in a combination of vehicles ...........$15.00
(b) Rental utility trailer with a gross weight of two thousand (2,000) pounds or less .................$8.00
(c) Rental utility trailer with a gross weight over two thousand (2,000) pounds .........................$15.00

(4) As an option to the trailer and semitrailer and rental utility trailer annual registrations issued pursuant to subsection (3) of this section, the department may provide a nonexpiring plate and registration for trailers and semitrailers, and an optional, extended registration for rental utility trailers.

(a) For trailers and semitrailers, the nonexpiring registration fee shall be ninety-nine dollars ($99.00). The license plate shall remain on the
trailer or semitrailer until the registration is canceled or revoked. No part of the fee is subject to refund. However, the registrant may transfer the nonexpiring plate and registration to another trailer or semitrailer titled to the registrant if the original registration date is prior to July 1, 2009. The registration document shall be the official record of the status of the nonexpiring registration and no registration fee shall be required after the initial registration is paid. No validation sticker shall be required or issued for such nonexpiring license plates assigned under this section. The owner may be issued an electronic copy of the registration card issued pursuant to this section.

(i) Registration of a trailer or semitrailer based in another jurisdiction may be issued when the registrant provides a valid jurisdiction title or ownership document and certification statement, and no title transfer will be required.

(ii) Periodic verification will be made to confirm ownership status. Failure of the owner to comply with the verification request to confirm ownership within thirty (30) days, shall result in cancellation of the permanent plate registration.

(b) Idaho based trailer manufacturers may purchase trailer and semitrailer registration from the department. The manufacturer may issue the annual registration to foreign-based purchasers utilizing a manufacturer’s certificate of origin or manufacturer’s statement of origin as proof of ownership. If the foreign-based purchaser subsequently obtains an Idaho nonexpiring registration as provided in paragraph (a) of this subsection prior to annual registration expiration, the amount of the annual registration fee shall be applied to the nonexpiring registration fee provided that the customer acquires a title for such vehicle.

(c) For rental utility trailers, the registrant may prepay the annual registration for an additional one (1), two (2), three (3) or four (4) years, but in no event shall the optional registration period extend beyond five (5) years. The fee shall be as specified in subsection (3)(b) or (c) of this section. The owner will be issued a registration card or may request such card to be sent electronically, the expiration date will be reflected on the registration card. A pressure-sensitive sticker shall be used to validate the license plate. The license plate shall become void if the owner’s interest in the rental utility trailer changes during the five (5) year period. If the owner fails to enter the rental utility trailer on the annual renewal application during the five (5) year period, the registration record shall be purged. Any unrenewed plate shall be returned to the department if it is not entered on the renewal application.

(5) A fleet registration option is available to owners who have twenty-five (25) or more commercial or farm vehicles or any combination thereof. Such owners may register all of their company vehicles with the department in lieu of registering with a county assessor. To qualify the fleet must be owned and operated under the unified control of one (1) person and the vehicles must be physically garaged and maintained in two (2) or more counties. Fleet registration shall not include fleets of rental vehicles. The department shall provide a registration application to the owner and the owner shall provide all information that the department determines is necessary. The department shall devise a special license plate numbering system for fleet-registered vehicles as an alternative to county license plates. The fleet registration application and all subsequent registration renewals shall include the physical
address where a vehicle is principally used, garaged and maintained. The fleet owner shall report the physical address to the department upon initial registration, on each renewal, and at any time a vehicle registered under this option is permanently transferred to another location.

(6) If the ownership of a vehicle changes during the registration period, the original owner may transfer the plate to another vehicle. The remaining fee shall be credited against the cost of the new registration. Refunds may be given for any unexpired portion of the vehicle registration fee if the plate is not transferred by the owner to another vehicle. Any request for refund shall include surrender of the license plate, validation sticker and registration document if a physical document was issued. Owners of vehicles registered under the international registration plan may request a refund of the unexpired portion of the Idaho vehicle registration fee by presenting evidence from the base jurisdiction that the license plate, validation sticker and registration document, if a physical document was issued, have been surrendered. A license plate shall not be transferred to another owner when the ownership of a vehicle changes. The owner shall obtain a replacement plate, validation sticker if required, and a registration document printed or electronically, when a plate is lost, destroyed or becomes illegible.

(7) An administrative fee of four dollars ($4.00) shall be paid and deposited to the state highway account on all registrations completed by the department under subsection (1) or (8)(a) of this section. Vehicles registered under subsection (8)(b) of this section shall pay the fee provided in section 49-435(2), Idaho Code.

(8) There shall be paid on all commercial and farm vehicles having a maximum gross weight in excess of sixty thousand (60,000) pounds, a registration fee based upon the maximum gross weight of a vehicle as declared by the owner and the total number of miles driven on roads and highways in the state, county, city and highway district systems in Idaho, and if registered under the international registration plan (IRP), in all other jurisdictions. The appropriate registration fee shall be determined as follows:

(a) If the owner registers vehicles under the international registration plan (IRP), the appropriate mileage column shall be determined by the total miles an owner operated a fleet of vehicles on roads and highways in the state, county, city and highway district systems in Idaho and in all other jurisdictions, as defined in section 49-117, Idaho Code, and by the maximum gross weight of each vehicle within a fleet.

(b) If the owner registers vehicles under the international registration plan and determines that the average international registration plan fleet miles, calculated by dividing the total IRP fleet miles in all jurisdictions by the number of registered vehicles, is less than fifty thousand one (50,001) miles, the owner may apply to the department for refund of a portion of the registration fees paid, consistent with the fee schedules set forth in this section. The department shall provide an application for the refund. An owner making application for refund under this section shall be subject to auditing as provided in section 49-439, Idaho Code.

(c) If the owner is not registering vehicles under the international registration plan, the appropriate mileage column shall be determined by the total miles the owner operated each of the vehicles to be registered
on roads and highways in the state, county, city and highway district
systems in Idaho in the preceding year and by the maximum gross weight of
each vehicle.

<table>
<thead>
<tr>
<th>Maximum Gross Weight of Vehicle (Pounds)</th>
<th>Total Miles Driven</th>
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<tr>
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<tr>
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<td>128,001-129,000</td>
<td>$837</td>
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</tbody>
</table>

1 In addition to the registration fees provided for in this subsection, there shall be an additional registration fee imposed of twenty-five dollars ($25.00).

(d) In addition to the fees set forth in paragraphs (a) and (c) of this subsection (8), an owner or operator may purchase a temporary permit as provided in section 49-432(2), Idaho Code, for operation of a vehicle at a weight in excess of the current, valid, registered maximum gross vehicle weight. The permit so issued shall be specific to the motor vehicle to which it is issued. No permit or fee shall be transferable or apportionable to any other vehicle, nor shall any such fee be refundable.

(e) Any commercial or farm vehicle registered for more than sixty thousand (60,000) pounds traveling fewer than two thousand five hundred (2,500) miles annually on roads and highways in the state, county, city and highway district systems in Idaho shall pay an annual registration fee of two hundred fifty-five dollars ($255). The provisions of section 49-437(2), Idaho Code, shall not apply to vehicles registered under this subsection (8)(e).

(9) (a) During the first registration year that the fee schedule in subsection (8)(c) of this section is in use, an owner shall use the mileage data from the records used to report the mileage use fee in the
immediately preceding year as the basis for determining the appropriate registration fee schedule.

(b) Any owner who registers a motor vehicle for the first time and who has no mileage history for the vehicle shall estimate the miles to determine the appropriate fee schedule in subsection (8)(c) of this section. When estimating the miles, the owner shall provide a statement on the application of the method used to arrive at the estimated miles.

(c) Any owner using any fee schedule other than the highest fee schedule under subsection (8)(c) of this section, shall certify at the time of registration that the miles operated in the preceding year do not exceed the schedule applied for. Any owner using a fee schedule under subsection (8)(c) of this section that is less than the highest schedule shall maintain records to substantiate the use of the schedule as required by section 49-439, Idaho Code.

(10) An owner registering under subsection (8)(a) or (8)(c) of this section may elect to pay the full annual registration fee at the time of registration or renewal of registration, or an owner may pay at least one-quarter (1/4) of the annual registration fee due. The remainder of the annual Idaho registration fee shall be paid in three (3) equal installments on dates as billed by the department.

(11) An owner registering or renewing a registration under subsection (8) (a) of this section electing to use installment payments as provided in subsection (10) of this section, shall pay all of the fees due to other IRP jurisdictions in addition to one-quarter (1/4) of the Idaho fee due at the time of registration or reregistration. The remainder of the annual Idaho registration fee shall be paid in three (3) equal installments on dates as billed by the department.

(12) If any vehicle or combinations of vehicles haul nonreducible loads, as authorized under the provisions of section 49-1004, Idaho Code, and weigh less than the starting weights per axle configuration listed in column 1 of subsection (2), section 49-1004, Idaho Code, then and in that event there shall be paid for that vehicle, in addition to the other fees required in this section, an additional use fee of 2.1 mills per mile for each two thousand (2,000) pounds or fraction thereof of the maximum gross weight in excess of those set forth in section 49-1001, Idaho Code.

49-435. PROPORTIONAL REGISTRATION OF COMMERCIAL VEHICLES. (1) Any owner engaged in operating one (1) or more fleets of commercial vehicles may, in lieu of the registration fees imposed by section 49-434, Idaho Code, register each fleet for operation in this state by filing an application with the department which shall contain the information required by the international registration plan (IRP) agreement. Any owner who makes application for proportional registration under the provisions of the international registration plan shall comply with the terms and conditions of the IRP agreement.

(2) The department shall register the vehicle so described and identified and may issue license plates or distinctive sticker or other suitable identification device for each vehicle listed in the application upon payment of the fees required under subsections (1) and (8) of section 49-434, Idaho Code, and an additional identification charge of eight dollars ($8.00) per vehicle. The fees collected for the additional identification shall be deposited to the state highway account. A registration card shall be issued in print or electronically for each
proportionally registered vehicle appropriately identifying it which shall be carried and available on an electronic device or in or upon the vehicle identified at all times.

(3) Fleet vehicles so registered and identified shall be deemed to be fully licensed and registered in this state for any type of movement or operation.

(4) The right to the privilege and benefits of proportional registration of fleet vehicles extended by this section, or by any contract, agreement, arrangement or declaration made under the authority provided in section 49-201, Idaho Code, shall be subject to the condition that each fleet vehicle proportionally registered shall also be proportionally or otherwise properly registered in at least one (1) other jurisdiction during the period for which it is proportionally registered in this state.

(5) No provision of this section relating to proportional registration of fleet vehicles shall be construed as requiring any vehicle to be proportionally registered if it is otherwise registered in this state for the operation in which it is engaged including regular registration or temporary trip permit.

49-443. LICENSE PLATES TO BE FURNISHED BY DEPARTMENT — FORM AND CONTENTS. (1) The assessor or the department shall furnish to every owner whose vehicle is registered or licensed by that office, pursuant to sections 49-402 and 49-402A, Idaho Code, one (1) license plate for vehicles registered under the provisions of section 49-406, 49-406A or 49-408, Idaho Code, or a motorcycle, trailer, truck-tractor, or semitrailer; one (1) restricted vehicle license plate for all-terrain vehicles, utility type vehicles and motorbikes licensed pursuant to this chapter; and two (2) license plates for every other motor vehicle. If a vehicle is issued one (1) plate only, that plate shall be displayed in accordance with the provisions of section 49-428, Idaho Code. For vehicles registered under the provisions of section 49-407, Idaho Code, the applicant shall provide one (1) plate to be displayed on the rear of the vehicle.

Commencing January 1, 1992, the color and design of the plates shall be comparable to the color and design of the statehood centennial issue of license plates with blue numerals and letters on a multicolored red, white and blue background. Each license plate must bear upon its face the inscriptions "Famous Potatoes" and "Scenic Idaho." The restricted vehicle license plate for all-terrain vehicles, utility type vehicles and motorbikes shall be a white background with black numerals and letters, with "Idaho Restricted Vehicle" and the year of its expiration on its face and no other inscription. The restricted vehicle license plate shall be the same size required for the motorcycle license plate.

Every license plate shall have displayed upon it the registration number assigned to the vehicle and its owner and the name "Idaho" which may be abbreviated. The plates issued under the provisions of section 49-402(1), Idaho Code, and the required letters and numerals, including an identification of the county in which the motor vehicle to which the plates will be affixed is registered, shall be of sufficient size to be plainly readable from a distance of seventy-five (75) feet during daylight, and each license plate and registration sticker shall be treated
with a fully reflectorized material according to specifications prescribed
by the board.

(2) License plates shall be valid for a period of seven (7) years
beginning with the date of issuance of new plates. At the end of the sixth
year, the registered owner shall receive notice of the date upon which the
plates will expire.

For specialty license plate programs discontinued pursuant to the
provisions of section 49-402C, Idaho Code, a registrant with a specialty
license plate currently registered under the program may use such license
plate for up to seven (7) years from the date of issuance. This provision
is intended to permit the use of the specialty plate by the registrant
regardless of the number of persons who purchase the specialty plate. The
registrant shall be required to pay the special plate program fees
provided for specialty plates pursuant to this chapter. Such fees shall be
deposited into the state highway account. For purposes of section 49-434,
Idaho Code, as it applies to commercial vehicles, and section 49-435,
Idaho Code, the department shall provide new plates bearing the same
number or upon request from the registered owner, the next available
number.

(3) If a license plate number has expired as provided in subsection
(2) of this section and is not renewed within sixty (60) days of its
expiration, the plate number shall be available for use by another
registrant. To obtain a specific number in the recycled license plate
number file, the owner of a registered vehicle may contact the county
regarding availability.

The provisions of this subsection shall apply only to vehicles
registered under the provisions of section 49-402(1), Idaho Code, and
section 49-434(1), Idaho Code, as it applies to noncommercial vehicles.

(4) License plates issued for vehicles required to be registered in
accordance with the provisions of sections 49-402 and 49-402A, Idaho Code,
shall be issued color coded red, white or blue registration validation
stickers showing the year of registration. Each registration validation
sticker shall bear a number from 1 through 12, which number shall
correspond to the month of the calendar year in which the registration of
the vehicle expires and shall be affixed to the lower right-hand corner of
the plates within the outlined rectangular area.

(5) License plates for utility trailers registered under the
provisions of section 49-402A, Idaho Code, that are issued for five (5) or
ten (10) years and license plates for rental utility trailers registered
under the provisions of section 49-434, Idaho Code, that are issued for up
to five (5) years shall use the design in effect on the date of
manufacture. If a design change occurs, plates from the effective date of
the design change shall be manufactured using the new design. Unexpired
plates need not be reissued to conform to a design change.

(6) For license plates that are lost, stolen, mutilated, or
illegible, the owner shall apply for a duplicate or substitute. The
assessor shall also furnish for each registration, and to validate the
license plate, a pressure-sensitive, uniquely numbered, color coded red,
white or blue registration sticker, except for trailers and semitrailers
registered under the nonexpiring provisions in section 49-434, Idaho Code.
License plates issued for state, county and city motor vehicles shall be
valid for seven (7) years pursuant to subsection (2) of this section and
remain on the vehicle for which issued from year to year, and need no
renewal or validation sticker.
(7) Whenever a vehicle is completely destroyed by fire or accident and the operator submits satisfactory proof of that destruction to the department or appropriate assessor’s office, or the owner wishes to transfer the remaining registration use increment and fees shall be transferred to the replacement vehicle for a service transfer fee of five dollars ($5.00), which fee shall be retained by the registering authority. None of the original fees shall be subject to refund.

(8) The department shall furnish in printed format or an electronic copy of the registration card to every owner whose vehicle is registered under sections 49-434 and 49-435, Idaho Code, a pressure-sensitive, uniquely numbered, color coded red, white or blue registration sticker to validate the license plate, provided however, the provisions of this subsection shall not apply to trailers and semitrailers registered under the provisions of section 49-434(4), Idaho Code.

(9) The board shall have authority to require the return to the department of all license plates and registration stickers upon termination of the lawful use of them by the owner.

(10) The board may promulgate such rules as are necessary to implement the provisions of this section.
AN ACT
RELATING TO COMMERCIAL DRIVER LICENSE DISQUALIFICATION AND REINSTATEMENT;
AMENDING SECTION 49-335, IDAHO CODE TO PROVIDE FOR REINSTATEMENT OF
LIFETIME DISQUALIFICATION OF COMMERCIAL DRIVING PRIVILEGES.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 49-335, Idaho Code, be, and the same is hereby
amended by addition of a new section, to read as follows:

49-335. DISQUALIFICATIONS AND PENALTIES — COMMERCIAL DRIVER’S
LICENSE. (1) Any person who operates a commercial motor vehicle or who
holds a class A, B or C driver’s license is disqualified from operating a
commercial motor vehicle for a period of not less than one (1) year if
convicted in the form of a judgment or withheld judgment of a first
violation under any state or federal law of:
(a) Operating a motor vehicle while under the influence of alcohol or a
controlled substance;
(b) Operating a commercial motor vehicle while the alcohol concentration
of the person’s blood, breath or bodily substance is 0.04 or more;
(c) Leaving the scene of an accident involving a motor vehicle driven by
the person;
(d) Using a motor vehicle in the commission of any felony;
(e) Operating a commercial motor vehicle when the person’s class A, B or
C commercial driver’s license driving privileges were revoked, suspended
or canceled, or during a time when such person was disqualified from
operating a commercial motor vehicle, if the reason for such revocation,
suspension, cancellation or disqualification was the result of a violation
that occurred while the person was operating a commercial motor vehicle;
(f) Causing a fatality through negligent operation of a commercial motor
vehicle, including, but not limited to, the crimes of motor vehicle
manslaughter, homicide by motor vehicle and negligent homicide.

(2) Any person who operates a commercial motor vehicle or who holds
a class A, B or C driver’s license is disqualified from operating a
commercial motor vehicle for a period of not less than one (1) year if the
person refuses to submit to or submits to and fails a test to determine
the driver’s alcohol, drug or other intoxicating substances concentration
while operating a motor vehicle.

(3) If any of the offenses specified in subsection (1) or (2) of
this section occurred while transporting a hazardous material required to
be placarded, the person is disqualified for a period of not less than
three (3) years.

(4) A person is disqualified for the period of time specified in 49
CFR part 383 if found to have committed two (2) or more of any of the
offenses specified in subsection (1) or (2) of this section, or any
combination of those offenses, arising from two (2) or more separate
incidents.

(5) A person is disqualified for the period of time specified in 49
CFR part 383 from operating a commercial motor vehicle who uses a motor
vehicle in the commission of any felony involving the manufacture, 
distribution, or dispensing of a controlled substance, or possession of a 
controlled substance with the intent to manufacture, distribute or 
dispense such controlled substance.

(6) A person is disqualified from operating a commercial motor 
vehicle for a period of not less than sixty (60) days if convicted of two 
(2) serious traffic violations, or one hundred twenty (120) days if 
convicted of three (3) or more serious traffic violations, committed in a 
commercial motor vehicle arising from separate incidents occurring within 
a three (3) year period. A conviction for reckless driving shall be 
considered a serious traffic violation if committed while operating a 
commercial motor vehicle or a noncommercial motor vehicle, as specified in 
49 CFR part 383.

(7) A person who drives, operates, or is in physical control of a 
commercial motor vehicle within this state while having any detectable 
amount of alcohol in his system or who refuses to submit to an alcohol 
test must be placed out of service for twenty-four (24) hours and be 
subject to the provisions of section 18-8002, Idaho Code.

(8) It is unlawful to violate an out-of-service order. A person who 
is convicted in the form of a judgment or withheld judgment of a violation 
of an out-of-service order while driving a commercial motor vehicle is 
disqualified for not less than:
(a) One hundred eighty (180) days nor more than one (1) year for a first 
conviction;
(b) Two (2) years nor more than five (5) years for a second conviction 
arising from separate incidents during any ten (10) year period;
(c) Three (3) years nor more than five (5) years for three (3) or more 
convictions arising from separate incidents during any ten (10) year 
period.

(9) A person who is convicted in the form of a judgment or withheld 
judgment of a violation of an out-of-service order while driving a 
commercial motor vehicle and while transporting hazardous materials 
required to be placarded under the hazardous materials transportation act, 
or while operating motor vehicles designed to transport sixteen (16) or 
more people including the driver, is disqualified for not less than:
(a) One hundred eighty (180) days nor more than two (2) years for a first 
conviction;
(b) Three (3) years nor more than five (5) years for subsequent 
convictions arising from separate incidents in any ten (10) year period.

(10) A person is disqualified from operating a commercial motor 
vehicle if convicted of a railroad grade crossing violation as specified 
in 49 CFR part 383 or applicable state laws while operating a commercial 
motor vehicle. The disqualification shall be for a period of:
(a) Sixty (60) days for a first conviction;
(b) One hundred twenty (120) days for a second conviction during any 
three (3) year period;
(c) One (1) year for a third or subsequent conviction during any three 
(3) year period.

(11) A person is disqualified from operating a commercial motor 
vehicle if the federal motor carrier administration has determined the 
person’s driving constitutes an imminent hazard, as defined in 49 CFR 
383.5.
(a) An imminent hazard disqualification may not exceed one (1) year in 
duration. The driver, or a representative on his or her behalf, may file
an appeal of the disqualification with the assistant administrator, adjudications counsel, federal motor carrier safety administration.

(b) Any imminent hazard disqualification transmitted by the federal motor carrier safety administration shall become a part of the driver’s record.

(c) The imminent hazard disqualification shall run concurrent to any other existing disqualification.

(12) In addition to the disqualification periods in subsections (8) and (9) of this section, a driver who is convicted of violating an out-of-service order shall be subject to a civil penalty of not less than two thousand five hundred dollars ($2,500) for the first conviction and not less than five thousand dollars ($5,000) for any subsequent conviction.

(13) A person who is disqualified from holding a commercial driver license pursuant to 49 CFR 383.51, and section (4) of this section, may make application to the department after a minimum ten (10) year period of disqualification.

(a) To be eligible for reinstatement following a lifetime disqualification under 49 CFR 383.51 and pursuant to section (4) of this section, the person must:

(i) Have a valid class D driver’s license from Idaho or any other jurisdiction.

(ii) Meet all statutory requirements for issuance of a commercial driver license or commercial learner’s permit as a new commercial driver applicant.

(iii) Voluntarily and successfully complete the national safety council courses for defensive driving – four (4) hour course, and professional truck driver four (4) hour course and provide proof of successful completion to the department.

(iv) Submit a valid medical examiner’s certificate, if applicable.

(b) A person who has been reinstated and issued a commercial driver license under this section, who subsequently receives an additional lifetime disqualification will not be eligible for future reinstatement of a commercial driver license.

(c) A review of the driving record in this jurisdiction or any other jurisdiction for the past ten (10) years preceding the date of application for reinstatement must be free of any convictions occurring in a commercial vehicle; free of alcohol or drug related convictions or withdrawals, free of felony convictions involving a motor vehicle. Within the past three (3) years, the driving record must be free of convictions requiring a mandatory withdrawal of driving privileges, in this state or any other jurisdiction.

(d) If a person has moved from another jurisdiction that issued the lifetime disqualification, that jurisdiction must be willing to reinstate the disqualification or the person will remain ineligible for issuance of a commercial driver license.
LEGISLATURE OF THE STATE OF IDAHO  
Sixty-sixth Legislature First Regular Session - 2020

AN ACT
RELATING TO MOTOR VEHICLE DEALER AND SALESMAN LICENSING; AMENDING SECTION 49-1607, IDAHO CODE TO ALIGN FEES COLLECTED; REMOVE CODE REFERENCES TO RENEWAL OF LICENSES; AMEND RENEWAL OF LICENSES.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 49-1607, Idaho Code, be, and the same is hereby amended to read as follows:

49-1607. FEES — FUNDS — EXPENSES — EXPIRATION OF LICENSES. (1) The department shall collect with each application for licensure, the following fees:
(a) Dealer’s, wholesale dealer’s and vehicle manufacturer’s license, initial application, two hundred dollars ($200), ten dollars ($10.00) of which shall be deposited in the county current expense fund, unless collected and processed by the department or authorized agent, who shall retain the ten dollar ($10.00) fee. Renewal application, one hundred seventy-five dollars ($175).
(b) Vehicle salesman’s license, thirty-six dollars ($36.00), ten dollars ($10.00) of which shall be deposited in the county current expense fund, unless collected and processed by the department or authorized agent, who shall retain the ten dollar ($10.00) fee.
(c) Distributor-factory branch-distributor branch license, one hundred seventy-five dollars ($175).
(d) Representative’s license, forty-four dollars ($44.00).
(e) To reissue a license, salesman and dealer identification cards or other licensing documents at a dealer’s request, not resulting from an error by the department, a fee of eighteen dollars ($18.00) per document.
(f) Supplemental lot license or relocated principal place of business, and temporary supplemental lot, forty-four dollars ($44.00) for license issued to a single dealer. A fee of eighty-eight dollars ($88.00) for a license issued to a group of dealers for a temporary supplemental lot.
(2) All fees shall be paid over to the state treasurer for credit to the state highway account out of which shall be paid the expenses of the department and the expenses incurred in enforcing the provisions of this chapter.
(3) Dealer licenses, if not suspended or revoked, may be renewed from year to year upon the payment of the fees specified in this section to accompany applications, and renewals shall be made in accordance with the provisions of section 49-1634, Idaho Code.
(a) There shall be twelve (12) licensing periods, starting with January and ending in December. A dealer’s license shall be in effect from the month of initial licensing through the last day of the next year’s calendar month that precedes the month of the initial licensing.
(b) Any renewal license application received or postmarked after thirty (30) days from the end of the previous year’s license period shall be processed as an initial application and initial fees shall be paid.
(4) Salesman licenses, if not suspended or revoked, shall be valid for three (3) years from the date of issue and may be renewed upon application and payment of the fees specified in this section provided that:
   (a) Employment remains with the sponsoring dealership; and
   (b) The sponsoring dealership has a valid license issued by the department.
Renewals shall be issued in accordance with the provisions of section 49-1635, Idaho Code.

SECTION 2. That Section 49-1634, Idaho Code, be and the same is hereby repealed.

49-1634. DEALER SALES — MINIMUM SALES REQUIRED FOR LICENSE RENEWAL. (1) A vehicle dealer shall certify upon application for renewal of his dealer's license that during the preceding licensing year he sold at least five (5) vehicles, either at retail or wholesale.
   (2) Failure to sell or to verify the sale of a minimum of five (5) vehicles shall be grounds for the department to deny renewal of the dealer's license.
   (3) Any vehicle dealer who has had his license denied or has failed to meet the requirement to sell a minimum of five (5) vehicles during the preceding licensing year is entitled to a hearing as provided in section 49-1618, Idaho Code.

SECTION 3. That Section 49-1635, Idaho Code, be and the same is hereby repealed.

49-1635. SALESMAN SALES — MINIMUM SALES REQUIRED FOR LICENSE RENEWAL. (1) A full-time salesman shall certify upon application for renewal of his license that he sold at least five (5) vehicles, either at retail or wholesale, during each of the preceding years in which his license was in effect.
   (2) Failure to sell or to verify the sale of a minimum of five (5) vehicles in each of the preceding years his license was in effect, shall be grounds for the department to deny renewal of the salesman's license.
   (3) Any full-time salesman who has had his license denied or has failed to meet the minimum sales requirement is entitled to a hearing as provided in section 49-1618, Idaho Code.
Meeting Date  July 18, 2019

Consent Item  Information Item  Amount of Presentation Time Needed  10 minutes

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<td>Michelle Yankovich</td>
<td>Financial Manager Internal Review</td>
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Subject
Proposed revisions to the Internal Review policies

Background Information
The Board Policy changes are to use industry best practice language for assurance activity of internal review and remove the operational approval of the audit plan. Board activity should not be in the operational level of the department, but rather the policy and guidance level.

Administrative policy changes are to consolidate and clarify language and terms such as executive leadership composition and remove performance measures from the policy. It is not standard practice for performance criteria to be put into policy.

Recommendations
30-day review period and staff will seek approval of the changes next month; however, the board has the prerogative to take other action.

Board Action
☐ Approved  ☐ Deferred
☐ Other

Page 1 of 1
OFFICE OF INTERNAL REVIEW

Purpose

The purpose of this policy is to establish an Office of Internal Review within the Idaho Transportation Department.

Legal Authority

Idaho Code section 40-314 (1) - Powers and Duties of the Idaho Transportation Board to establish internal structures deemed necessary for full and efficient administration of the Department.

The Director of the Idaho Transportation Department shall establish an Office of Internal Review. This office shall provide independent and objective risk based assurance and consulting to the Director on ITD’s governance, risk management, and control process to determine if assurance to the Director that material risks identified through Enterprise the Risk Assessment’s processes by Executive Management and the Board are mitigated through proper design of controls and that controls are functioning as designed.

The Audit Sub-Committee of the Board shall provide oversight responsibilities over the internal review function. Those activities include the following:

- Inform Internal Review’s annual work plan through input into the Enterprise Risk Assessment process annually.
- Approve the results of the Enterprise Risk Assessment and of Internal Review’s annual work plan that results from the assessment process.
- Meet, at least on an annual basis, and as desired with the Chief Administrative Officer and the Internal Review Manager to review results of Risk Mitigation and audit work plan outcomes.
- Have authority to direct department resources to independently conduct an internal review as deemed necessary by the Board.
Approved by the Board on:

Date ______________________

Bill Moad
Board Chairman
OFFICE OF INTERNAL REVIEW

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The Audit Sub-Committee of the Board shall provide oversight responsibilities over the internal review function. Those activities include the following:

- Inform Internal Review’s annual work plan through input into the Enterprise Risk Assessment process annually.

- Meet, at least on an annual basis, and as desired with the Chief Administrative Officer and the Internal Review Manager to review results of Risk Mitigation and audit work plan outcomes.

- Have authority to direct department resources to independently conduct an internal review as deemed necessary by the Board.

Approved by the Board on:

Bill Moad  
Board Chairman

Date _____________________
OFFICE OF INTERNAL REVIEW

Purpose
This policy is to define the responsibilities of the Office of Internal Review in accordance with Board policy 4017.

Legal Authorization
Idaho Code Section 40-314(1) – The Board shall establish departmental internal structures deemed necessary for the full and efficient administrations of the duties imposed by law upon the Board and the Department.

Idaho Code Section 40-314(2) – The Board controls the employment, promotion, reduction, dismissal and compensation of all employees of the Department.

Idaho Code Section 40-505 – Under the supervision and direction of the Board, the Director shall have general supervision and control of all activities, functions and employees of the Department.

The Office of Internal Review will be responsible for:

• Evaluating enterprise risk assessments conducted by management and testing the mitigation strategies applied to those risks.

• Testing the design and function of internal controls that include but are not limited to:
  o strategic, operational, financial and compliance process and controls
  o Financial processes and reporting
  o Safeguarding assets

• Testing Evaluating compliance with established Department policies and State and Federal laws and regulations.

An annual enterprise risk assessment performed by management will be used by Internal Review for prioritization of work efforts. The internal review team will review the assessment and make recommendations to management on any gaps in the assessment. Assessments should be conducted in the spring with the work plan to be developed before the end of the fiscal year for the following year. The executive leadership team, comprised of the Director, Chief Deputy, Chief Operations Officer, Chief Administrative Officer and the Chief Human Resources Officer and the Audit Sub-committee will jointly approve the annual work plan derived from the assessment, following a review meeting in which the Audit Sub-committee members are invited.

Engagement reports shall identify any observed control or compliance failures. Control and compliance failures are required to be mitigated by management. The control and compliance failures will be reported to executive leadership and the Audit Sub-committee through an ongoing log that includes the mitigation plan and timeline with follow-up reports on resolution. Internal review will report no less than annually to the Audit Sub-committee. Internal review will report when requested by the Audit Sub-committee to the ITD Board.
Reports shall identify any observed opportunities for improvement. The internal review team will track the identified opportunities and assist with implementation of any improvements as management requests. The internal review team will capture improvement opportunities identified and executed as part of the annual report.

The Internal Review Manager will follow up quarterly with the executive leadership team regarding mitigation action plans by each manager for follow through, until the recommendations are resolved. The respective Division Administrator is responsible for ensuring resolution. The tracking of recommendations will be publicly available as needed.

The Office of Internal Review shall also coordinate, conduct, and/or review all external audits on 3rd party contractors, local agencies, partners or other entities as may be required.

The effectiveness of Internal Review will be measured based on

- Feedback and analysis of Enterprise Risk Assessment to Management
- Completeness of Risk coverage in work efforts
- Effectiveness of resolving control or compliance failures
- Execution of improvement opportunities by managers and units
- Turn-around time of their reviews and action plans
- Responsiveness to priority issues

Staffing levels and organizational structure will be based on organizational needs as assessed by leadership. External staff augmentation may be appropriate in specialty areas or for unexpected demand for services.

_________________________________________   Date ________________
Brian W. Ness
Director
OFFICE OF INTERNAL REVIEW

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Idaho Code Section 40-314(2) – The Board controls the employment, promotion, reduction, dismissal and compensation of all employees of the Department.

Idaho Code Section 40-505 – Under the supervision and direction of the Board, the Director shall have general supervision and control of all activities, functions and employees of the Department.

The Office of Internal Review will be responsible for:

- Evaluating enterprise risk assessments conducted by management and testing the mitigation strategies applied to those risks.
- Testing the design and function of internal controls that include but are not limited to:
  - Strategic, operational, financial and compliance process and controls
  - Safeguarding assets
- Evaluating compliance with established Department policies and State and Federal laws and regulations.

An annual enterprise risk assessment performed by management will be used by Internal Review for prioritization of work efforts. The internal review team will review the assessment and make recommendations to management on any gaps in the assessment. Assessments should be conducted in the spring with the work plan to be developed before the end of the fiscal year for the following year. The executive leadership team, comprised of the Director, Chief Deputy, Chief Operations Officer, Chief Administrative Officer and the Chief Human Resources Officer will approve the annual work plan derived from the assessment, following a review meeting in which the Audit Sub-committee members are invited.

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Reports shall identify any observed opportunities for improvement. The internal review team will track the identified opportunities and assist with implementation of any improvements as management requests. The internal review team will capture improvement opportunities identified and executed as part of the annual report.

The Internal Review Manager will follow up quarterly with the executive leadership team regarding mitigation action plans by each manager for follow through, until the recommendations are resolved. The respective Division Administrator is responsible for ensuring resolution. The tracking of recommendations will be publicly available as needed.

The Office of Internal Review shall also coordinate, conduct, and/or review all external audits on 3rd party contractors, local agencies, partners or other entities as may be required.

Staffing levels and organizational structure will be based on organizational needs as assessed by leadership. External staff augmentation may be appropriate in specialty areas or for unexpected demand for services.

_________________________________________  Date ______________
Brian W. Ness
Director