

A G E N D A

IDAHO TRANSPORTATION BOARD

August 21-22, 2019



A G E N D A

District 1 Tour and Regular Meeting of the Idaho Transportation Board

August 21-22, 2019

August 21, 2019
Coeur d'Alene, Idaho

	Time*
DISTRICT 1 TOUR	
Depart SpringHill Suites, Marriott, 2250 West Seltice, Coeur d'Alene; I-90 east	7:30
Arrive Kingston Exit; travel SH-3 south	9:00
Arrive St. Maries; presentation on bridge project	10:45
Depart bridge project	11:15
Arrive St. Maries shed; lunch and presentations	11:30
Depart St. Maries shed	12:45
Arrive PotlatchDeltic; tour	1:00
Meet with Benewah County stakeholders at PotlatchDeltic	2:00
Depart PotlatchDeltic; SH-5 west and US-95 north	3:00
Arrive Coeur d'Alene; tour ends	5:00

*All listed times are in Pacific Time and 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.



August 21-22, 2019

Page 2 of 5

BUSINESS MEETING

August 22, 2019

District 1
600 West Prairie
Coeur d'Alene, Idaho

Page Time*
#

KEY:

ADM = Administration

CD = Chief Deputy

DIR = Director
OP = Operations

Action Item

- | | | |
|--|---------------------------------|-------------|
| | 1. CALL MEETING TO ORDER | 8:00 |
|--|---------------------------------|-------------|

Information Item

- | | | |
|--|--|--|
| | 2. SAFETY/SECURITY SHARE: District Engineer Allen | |
|--|--|--|

Action Items

- | | | |
|--|---|-------------|
| | 3. BOARD MINUTES – July 17-18, 2019.....7 | |
| | 4. BOARD MEETING DATES17 | 8:05 |
| | September 11-12 – District 3 November 21 – Boise | |
| | October 17 – Boise December 12 – Boise | |

- | | | |
|--|------------------------------------|--|
| | 5. CONSENT CALENDAR18 | |
|--|------------------------------------|--|

DIR	—	Performance Measurement Report for Division of Financial Management ...	19
ADM	—	FY19 account write-off	27
ADM	—	FY19 local public agencies end-of-year plan and prioritized list for redistributed obligation authority.....	40
OP	—	Consultant agreement	46
OP	—	Contracts for award	48

Information Items

- | | | |
|--|----------------------------------|--|
| | 6. INFORMATIONAL CALENDAR | |
|--|----------------------------------|--|

OP	—	Contract award information and current advertisements	55
OP	—	Professional services agreements and term agreement work tasks report.....	60
OP	—	Report of speed minute entry changes for July 2019	68
OP	—	Administrative settlements in right of way acquisitions	72
ADM	—	Monthly report of federal formula program funding through June.....	76
ADM	—	Return check report for FY19	78
ADM	—	Summary of FY19 budget versus actual out-of-state and in-state travel	80

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August 21-22, 2019

Page 3 of 5

August 22, 2019
District 1 Office
600 West Prairie
Coeur d'Alene, Idaho

Page # **Time***

Information Items

- | | |
|---|--------------|
| 7. DIRECTOR'S REPORT ON DEPARTMENT ACTIVITIES | 8:10 |
| 8. DELEGATION: Boundary County Acting Co-Superintendent Nelson | 8:40 |
| 9. DELEGATION: City of Bonners Ferry, Mayor Sims | 8:45 |
| 10. DELEGATION: Bonner County Area Transportation Team Chairman
and Bonner County Commissioner Connolly | 8:50 |
| 11. DELEGATION: Bonner County Area Transportation Team Public
Policy Eskridge | 8:55 |
| 12. DELEGATION: Independent Highway District Commissioners
Closson and Bailey | 9:05 |
| 13. DELEGATION: City of Sandpoint, Public Works Director Wilson | 9:10 |
| 14. DELEGATION: City of Ponderay, Mayor Geiger | 9:15 |
| 15. DELEGATION: City of Kootenai, Mayor Lewis | 9:20 |
| 16. DELEGATION: City of Oldtown, Planner Quayle | 9:25 |
| 17. DELEGATION: City of Priest River, Mayor Martin | 9:35 |
| 18. DELEGATION: Benewah County, Commissioner Lampert | 9:40 |
| 19. DELEGATION: City of St. Maries, Mayor Carver | 9:45 |
| 20. DELEGATION: Shoshone County, Commissioner Fitzgerald | 9:50 |
| 21. BREAK | 9:55 |
| 22. DELEGATION: Kootenai County Metropolitan Planning Organization,
Executive Director Miles | 10:15 |

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August 21-22, 2019

Page 4 of 5

August 22, 2019
District 1 Office
600 West Prairie
Coeur d'Alene, Idaho

Page
Time*

Information Items

23. DELEGATION: Coeur d'Alene Chamber of Commerce, Chief
Executive Officer Wilson **10:30**

24. ADOPT-A-HIGHWAY PRESENTATION: Bleeding Hearts Tattoo
Emporium and PotlatchDelta Wellness Employees **10:40**

25. AGENDA ITEMS

ADM ____ FY19 Financial statements.....82 **10:45**
Tolman

ADM ____ GARVEE financing update.....105 **10:55**
Tolman

Action Item

26. AGENDA ITEMS, continued

ADM ____ August 2019 revenue forecast and proposed FY21 appropriation request111 **11:05**
Thompson/Collins *(Resolution on page 118)*

Information Item

DIR ____ Update on public comments received for the draft Idaho Transportation
Rush Investment Program119 **11:30**

Action Items

DIR ____ 2019-2020 administrative rulemaking154 **11:40**
Hobdey-Sanchez *(Resolution on page 239)*

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

***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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August 21-22, 2019

Page 5 of 5

August 22, 2019
District 1 Office
600 West Prairie
Coeur d'Alene, Idaho

Page # **Time***

Information Items

28. AGENDA ITEMS, continued

CD _____ Division of Motor Vehicles update.....240 **1:15**
Gonzalez

29. DISTRICT 1 REPORT: District Engineer Allen **1:35**

30. AGENDA ITEMS, continued

Action Item

OP _____ Local Rural Highway Investment Program – proposed changes242 **1:55**
Drake *(Resolution on page 248)*

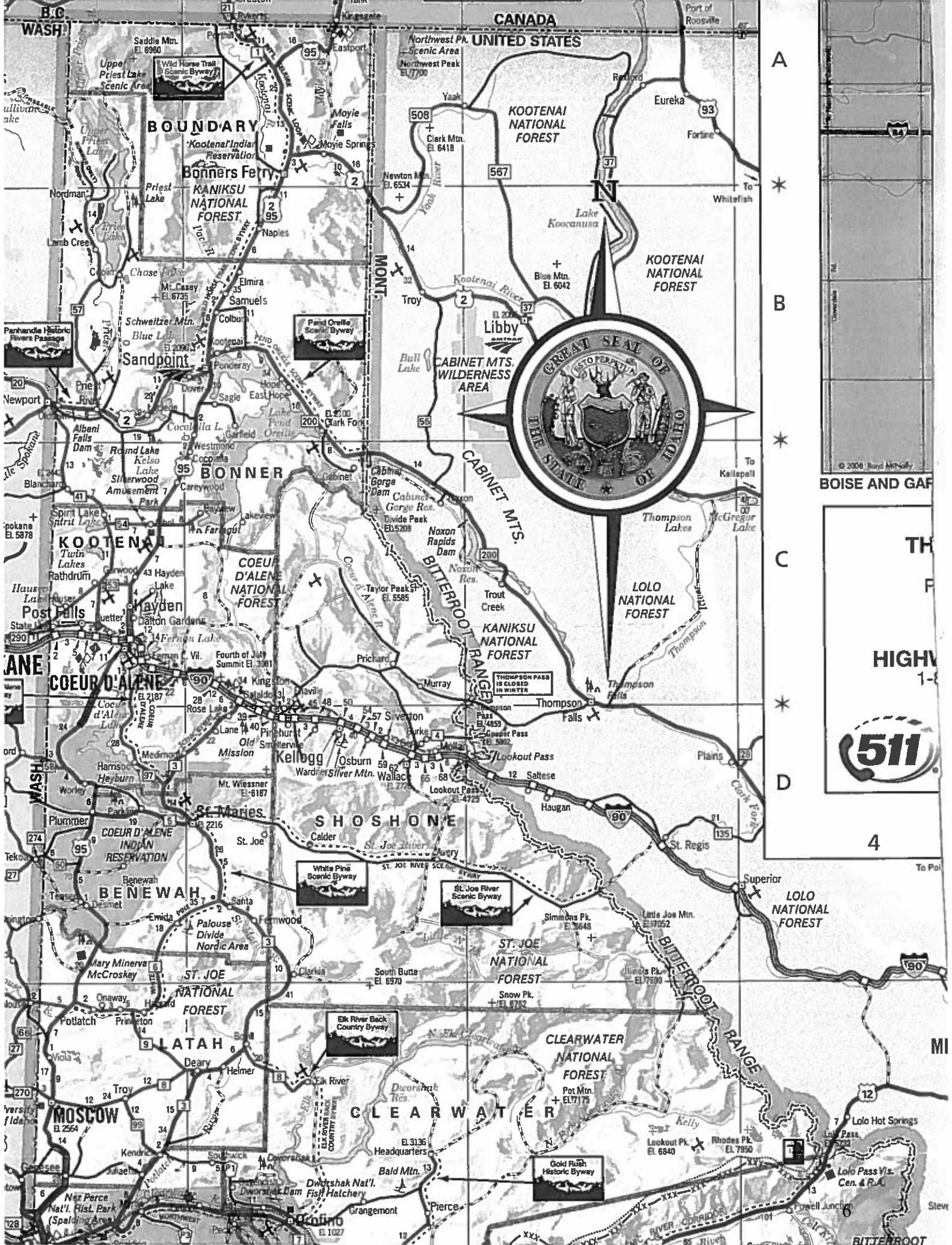
Information Items

OP _____ Lakeland High School public service announcement.....249 **2:05**
Tomlinson/Knoll

CD _____ North Idaho Driving Under the Influence Task Force.....250 **2:15**
Knoll

31. ADJOURNMENT (estimated time) **2:35**

*All listed times are in Pacific Time and 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.



BOISE AND GARDEN CITY

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HIGHWAY 1-2

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REGULAR MEETING AND DISTRICT FOUR TOUR
OF THE IDAHO TRANSPORTATION BOARD

July 17-18, 2019

The Idaho Transportation Board met at 8:15 AM on Wednesday, July 17, 2019 in Twin Falls, Idaho. The following principals were present:

Bill Moad, 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

Brian Ness, Director

Sue S. Higgins, Executive Assistant and Secretary to the Board

District 4 Tour. The Board traveled local roads to view a potential site for an additional river crossing west of Twin Falls. It traveled I-84 east and SH-50 south to view the Hansen Bridge. The tour continued north on SH-25 and US-93 to Shoshone.

Alex Adams, Division of Financial Management Administrator, and Representative Muffy Davis joined the Board as it toured the District 4 administrative office. The Board traveled SH-24 east to Rupert. After lunch at the Rupert maintenance shed, the tour continued east on I-84. Representative Fred Wood met the Board at the Cassia County boat inspection facility, where Department of Agriculture employees summarized the invasive species program and thanked the Department for its partnership. The Board returned to Twin Falls via I-84 west.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting recessed at 4:15 PM.

July 18, 2019

The Idaho Transportation Board convened at 8:30 AM on Thursday, July 18, 2019 in Shoshone, Idaho. All members were present except Bob Hoff – District 6. Lead Deputy Attorney General Larry Allen was in attendance.

Safety/Security Share. District 4 Safety and Compliance Officer Sarah Woolley-Fisher provided messages on securing your home when you're on vacation and summer safety tips, such as wearing appropriate flotation devices while playing in and near water, staying hydrated, and never leaving children or pets unattended in vehicles.

Chairman Moad thanked Safety and Compliance Officer Woolley-Fisher for the important messages.

Board Meeting Dates. The following meeting dates and locations were scheduled:
August 21-22, 2019 – District 1

July 18, 2019

September 11-12, 2019 – District 3
October 17, 2019 – Boise

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on June 19-20, 2019 as submitted. Member DeLorenzo seconded the motion and it passed unopposed.

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB19-24 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.

1) District 2 Public Transportation Advisory Council (PTAC) Appointment. Staff recommends re-appointing Alisa Anderson to another three-year term on the PTAC, from July 1, 2019 through June 30, 2022. The incumbent was the only applicant that expressed interest in serving as the District 2 PTAC member.

2) Public Transportation Program Modification in FY19. The Community Planning Association of Southwest Idaho (COMPASS) and College of Western Idaho request the removal of the traffic circle project, key #19609. COMPASS requests redistributing the \$863,000 federal funds in the following manner: key #19959 Historic North Nampa Pathway – move the \$459,000 and \$13,000 funding in FY17 and FY18, respectively to FY14; key #19855 – delay the Bike/Pedestrian Blaine and Iowa, Nampa FY19 funding of \$463,000 to \$79,000 in FY14, \$72,000 in FY15, and \$312,000 in FY17; and program future projects in FY17 for \$147,000, FY18 for \$253,000, and FY19 for \$463,000.

3) Public Transit Program Modification in FY20. The City of Driggs received a \$192,000 federal Bus and Bus Facilities award. The nationally-competitive grant is to construct two bus shelters and two bus pullouts. The City of Driggs will provide the \$48,000 match. Staff requests the addition of the \$240,000 Transit, Bus Shelters and Bus Pullouts, Driggs project, key #20847, to FY20 of the Idaho Transportation Improvement Program.

4) Add Emergency Relief Projects on the Local Road System to FY19. In April, heavy rain fell in District 2, causing major flooding and road damage. The Governor signed a proclamation declaring a state of disaster emergency. In addition to the eight Emergency Relief projects the Board approved last month, staff requests the addition of the following emergency

relief projects to FY19: key #22481, STC-4742, Sally Ann Road, Idaho County - \$286,827; key #22482, STC-4749, Old Highway 7, Idaho County - \$277,690; key #22483, STC-4710, Graves Creek Road area #1 near Cottonwood, Idaho County - \$148,219; key #22502, STC-4710, Graves Creek Road area #2 near Cottonwood, Idaho County - \$256,096; key #22503, STC-4710, Graves Creek Road area #3 near Cottonwood, Idaho County - \$111,375; key #22504, STC-4710, Graves Creek Road area #4 near Cottonwood, Idaho County - \$601,122; key #22505, STC-4710, Graves Creek Road area #5 near Cottonwood, Idaho County - \$381,437; key #22506, STC-4710, Graves Creek Road area #6 near Cottonwood, Idaho County - \$543,787; and key #22507, STC-4710, Graves Creek Road area #7 near Cottonwood, Idaho County - \$407,073.

5) Increase Term Limit Amounts for Strata from \$1,500,000 to \$1,597,000. In April 2018, Strata, Inc. was selected to perform on call construction material testing for District 6 over the FY18 construction season. Strata has performed the construction material testing for all of the projects considered in the 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. District 6 anticipates an additional \$97,000 is needed to complete the material testing. The term agreement expires in November 2019. Staff requests increasing the total term agreement amount with Strata to \$1,597,000.

6) 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 #13494, Old Highway 30; West Plymouth Street Bridge, Canyon County, District 3 for supplemental agreements with Forsgren Associates for \$122,000 bringing the total to \$1,900,000; key #19682, SH-41, Mullan Avenue to Prairie Avenue, Kootenai County, District 1 for a supplemental agreement for additional coordination and redesign and engineer of record services with HDR Engineering for \$500,000 bringing the total agreement to \$3,250,000; and key #20033, SH-75, Elkhorn Road to River Street, Ketchum, District 4 for services necessary to complete the Phase 1 conceptual design with Parametrix for up to \$1,300,000.

7) Contracts for Award. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification. The Superpave Hot Mix Asphalt Special – 5, Mobilization, and Curb and Gutter Type 2 items accounted for the majority of difference between the low bid and engineer's estimate on key #13903 – Local, FY19 Capital Maintenance, Phase 1, Ada County Highway District (ACHD). ACHD believes the bid amounts for these items are reasonable based on the current economy with the high demand for hot mix asphalt and concrete. ACHD recommends awarding the contract and is working on securing the additional funds. Low bidder: Staker & Parson Companies DBA Idaho Materials Construction - \$4,832,217.

The main difference between the engineer's estimate and low bid on key #19846 – STC-5801, Crossport Road and Cow Creek Road Guardrail were in the Water Pollution Control, Survey, and Special – Temporary Traffic Control items. The projects are in remote locations with steep terrain near water, which presumably led to the higher bids. 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. The project is to address safety concerns, so the Local

Highway Technical Assistance Council recommends awarding the project. Low bidder: Razz Construction Inc. - \$531,608.

Information Items. 1) Contract Awards and Advertisements. Key #20798 – I-84, Northside Boulevard to Franklin Boulevard, District 3. Low bidder: Concrete Placing Company Inc. - \$64,147,133.

Key #20489 – I-90, Blue Creek Bay Bridge to Wolf Lodge, District 1. Low bidder: Interstate Concrete & Asphalt Company - \$1,805,353.

Key #7215 – SH-55, Payette River Bridge, Horseshoe Bend, District 3. Low bidder: Braun-Jensen Inc. - \$10,890,000.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From May 31 through June 26, 24 new professional services agreements and work tasks were processed, totaling \$6,438,211. Seven supplemental agreements to existing professional services agreements were processed during this period in the amount of \$1,951,237.

3) Annual Report of Activities to the Board of Examiners. ITD did not submit any requests to the full Board of Examiners for FY19.

4) State FY19 Financial Statements. Revenues to the State Highway Account from all state sources were ahead of projections by 4.1% at the end of May. Receipts from the Highway Distribution Account were 3.9% or \$7.6 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 21.5%, or \$542,000. Expenditures were within planned budgets. Personnel costs had savings of \$8.8 million or 7.5% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures of \$402.4 million through May exceeded any from the past three years.

The balance of the long term investments was \$137.4 million at the end of May. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$87.6 million totals \$225 million. Expenditures in the Strategic Initiatives Program Fund through May were \$19.9 million. Deposits into the Transportation Expansion and Congestion Mitigation Fund were \$16.6 million year-to-date.

5) Monthly Reporting of Federal Formula Program Funding through June. 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 in March. 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, \$44.3 million remains.

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

7) Performance Measurement Report for the Division of Financial Management. Idaho Code requires all state agencies to submit an annual Performance Measurement Report by August 30. The report is to provide an agency overview, core functions of the department, revenues and expenditures, cases managed and key services provided, and three items required under the Red Tape Reduction Act. Staff provided the draft report for review.

Director's Report. Director Ness summarized his leadership at ITD. Some of the accomplishments during the past ten years include a 10 percent reduction in employees, improved performance indicator scores, support of elected officials, increased revenue, and numerous state and national awards. By implementing the horizontal career path, where employees are compensated based on their skills and abilities instead of how many people they supervise, he was able to reduce the layers of management from nine to five and increase the number of frontline employees. The changes have resulted in more efficiency, and improved employee satisfaction. Director Ness thanked the Board for its support.

Chairman Moad thanked Director Ness for the report.

Delegation – City of Twin Falls. Twin Falls Mayor Shawn Barigar thanked the Board for its partnership, especially with the visitor center by the US-93 Perrine Bridge. He expressed support to re-route US-30 traffic through downtown. He believes this would improve safety and the economic viability of the area. Traffic on US-93 south of the Perrine Bridge is also a concern. The City is working with ITD under the assumption that the Twin Falls area will be designated a metropolitan planning organization after the 2020 census.

Chairman Moad thanked Mayor Barigar for his comments.

Delegation – Greater Twin Falls Area Transportation Committee (GTFATC). GTFATC Chairman Gerald Martens said the Committee is comprised of various partners, including cities, highway districts, the county, the trucking industry, law enforcement, legislators, and citizens. He thanked Vice Chairman Kempton for his participation. It has been discussing the need for a third river crossing in the Twin Falls area, and the Department initiated an origin destination study. Congestion on US-93 in the vicinity of the Perrine Bridge is a concern. Chairman Martens said the Committee has expertise and is willing to work with ITD on this project.

Chairman Moad thanked GTFATC Chairman Martens for his remarks.

Chief Operations Officer (COO) Board Update. COO Travis McGrath said staff submitted a federal grant application for the US-20/26, I-84 to Middleton Road project in Caldwell. He summarized construction costs, noting that oil prices have been steady so far in 2019; however, concrete and cement have been increasing. The construction cost index has increased 17 percent between 2016 and 2018. He also mentioned that the right turn lane at the

east entrance of the Clearwater Casino and Lodge near Lewiston on US-95 has been offset, which should improve safety.

Delegation – Lincoln County. Lincoln County Commissioner Rebecca Wood welcomed the Board to Lincoln County. She thanked the Department for the recent overlay project on US-26 and for the planned passing lane on US-93 south of Shoshone. She mentioned improvements that the County is working on, including housing, and expressed concern with the potential relocation of the District 4 Office.

Chairman Moad thanked Commissioner Wood for her comments.

Zero Fatalities Award. Highway Safety Grants/Contracts Officer (G/CO) Bill Kotowski commended Cassia County for recording zero highway fatalities in 2018. He recognized the sheriff, County Commissioners, Idaho State Police, and ITD's maintenance staff for their partnership and exemplary service keeping the roads and traveling public safe.

Highway Safety 2020 Communications Plan. G/CO Kotowski said the Office of Highway Safety's message has been focusing on engaged driving and using the positive culture framework. He outlined the communication plan, which will expand this initiative to other behavioral programs like seat belts, impaired driving, and aggressive driving. The Office will also utilize social media more.

Chairman Moad thanked G/CO Kotowski for the highway safety reports.

Recognition of Outgoing Chairman Whitehead. The Board members thanked Jerry Whitehead for his commendable service on the Board since 2009, first as the District 3 Board Member and then as chairman.

District 4 Report. District 4 Engineer (DE) Jesse Barrus said he is looking forward to working with the Board and senior leadership as the district engineer. He commended the District staff for a winter mobility score of keeping the roads clear of ice and snow 89% of the time this past winter. Staff delivered 15 of the 16 FY20 projects on time and two FY21 projects have been delivered to date. He mentioned several of the District's innovations.

Chairman Moad thanked DE Barrus for the report and welcomed him as the district engineer.

Annual Update of Idaho State Highway Functional Classification Map. Planning Services Manager (PSM) Ken Kanownik said 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. There are expectations about the roadway design, including its speed limit, capacity, and relationship to existing and future land use development that are associated with the designation. The Federal Highway Administration distributes transportation funding based on the functional classification. In accordance with Board Policy 4060 Functional Classification of State Highway System, PSM Kanownik presented the updated functional classification map.

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

RES. NO. WHEREAS, Idaho Transportation Department staff has reviewed the Functional
ITB19-25 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, as shown as Exhibit #510, which is made a part hereof with like effect.

2040 Long-Range Transportation Plan. PSM Kanownik presented the final 2040 Long-Range Transportation Plan, which provides information, guidance, and recommendations that are intended to help ITD and transportation professionals navigate transportation issues for the next 20 years. The Plan addresses topics such as funding, growth, inflation, project selection, new and emerging technologies, and modal planning. Staff worked closely with the public and stakeholders during the update process, and made several presentations to the Board last year as the Plan was developed. After the draft Plan was presented to the Board earlier this year, a public comment period was held. Staff considered the 131 comments received as it prepared the final document. PSM Kanownik said after the Board approves the Plan, it will be submitted for federal approval.

Vice Chairman Kempton made a motion and seconded by Member Horsch to approve the following resolution:

RES. NO. WHEREAS, Idaho Transportation Department staff began the process of
ITB19-26 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 24 to April 10, 2019 the 2040 Draft Long-Range Transportation Plan was available to the public for comment; and

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

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

NOW THEREFORE BE IT RESOLVED, that the Board adopts the 2040 Long-Range Transportation Plan, which is on file in the Planning Services Office, as coordinated above.

Member Thompson questioned the timing. He said he did not have sufficient time to review the voluminous 2040 Long-Range Transportation Plan, and asked if the Board could take a 30-day review period. Vice Chairman Kempton responded that by approving the Plan as coordinated, that implies that minor revisions may be made.

The motion passed unopposed.

Chairman Moad thanked PSM Kanownik for the presentations.

FY20 Idaho Airport Aid Program. Jennifer Schildgen, Division of Aeronautics, presented the FY20 Idaho Airport Aid Program. The \$1 million Basic Program includes three projects receiving Federal Aviation Administration (FAA) Supplemental funding without a required match. The Additional Program consists of second release FAA Supplemental grants of \$4,516,409 plus match for the Buhl, Gooding, and Salmon-Lemhi County airports. The Program includes almost \$8,000 for emergency projects and \$21,109 of uncommitted funds to reconcile changes in the actual grant amounts. Additionally, the Challis, McCall, and Paris-Bear Lake airports will receive \$20,408,000 from the FAA Supplemental Airport Fund with no match required. 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 of the projects. She added that the Aeronautics Advisory Board approved the FY20 Program.

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

RES. NO. WHEREAS, the Idaho Transportation Board has the authority to locate, design,
ITB19-27 construct, reconstruct, alter, extend, repair and maintain state aeronautical facilities; and

WHEREAS, the 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, that the Board directs the Division of Aeronautics to issue grant offers for the state FY2020 year including the amounts shown for additional supplemental projects to Idaho airports; and

BE IT FURTHER RESOLVED, that the Board adopts the proposed allocation of airport funds, as shown as Exhibit #511, which is made a part hereof with like effect.

Chairman Moad thanked Ms. Schildgen for presenting the Idaho Airport Aid Program.

Proposed Draft Legislation. Governmental Affairs Manager (GAM) Mollie McCarty presented draft legislation for five ideas for the 2020 session: 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. The Governor's Office did not allow the legislative idea on utilities in highway rights of way.

In response to Member Vassar's question on the disapproved utilities idea, GAM McCarty replied that she believes that was due to the establishment of a Task Force on broadband. The group is looking at similar issues and the Division of Financial Management wants to wait with ITD's legislative idea until the Task Force completes its work.

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

RES. NO. WHEREAS, the Idaho Governor's Office has directed that state agencies submit
ITB19-28 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:

- Local bridge inspection program cost recovery
- Align driver license/identification card fees with administrative process
- Electronic commercial motor vehicle registration credentials
- Commercial driver license disqualification reinstatement
- Reduce requirements for dealer and salesmen license renewal

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.

Chairman Moad thanked GAM for the presentation.

Proposed Revisions to the Internal Review Policies. Chief Administrative Officer (CAO) Charlene McArthur presented revisions to Board Policy 4017 Office of Internal Review and the corresponding Administrative Policy 5017. The Board Policy revisions are to use industry best practice language for assurance activity of internal review and remove the operational approval of the audit plan. The Administrative Policy is being revised to consolidate and clarify language and terms and remove performance measures. She added that the Board Subcommittee on Audits has been involved in the policy revisions.

Member DeLorenzo concurred with the Board Subcommittee on Audits' involvement in the policy revisions, and expressed support for the changes.

Member DeLorenzo made a motion to approve revisions to Board Policy 4017 Office of Internal Review. Vice Chairman Kempton seconded the motion and it passed unopposed.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 12:10 PM to discuss personnel and legal issues as authorized in Idaho Code Section 74-206(a), (b), and (f). Member Horsch seconded the motion and it passed 5-0 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 1:50 PM.

Adopt-A-Highway Presentation. Vice Chairman Kempton thanked the Magic Valley Republican Women for participating in the Adopt-A-Highway program. The group has been picking up litter along a two-mile section of US-30 near Hagerman since 2015.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting and tour of District 4 adjourned at 2:15 PM.

BILL MOAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2019
_____, Idaho

BOARD MEETING DATES

2019

September 11-12 – District 3
October 17 – Boise

November 21 – Boise
December 12 – Boise

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
January X 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 (17) 18 19 20 X 22 23 24 25 26 27 28 29 30 31	February 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 X 19 20 (21) 22 23 24 25 26 27 28	March 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 (21) 22 23 24 25 26 27 28 29 30	April 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 (17 18) 19 20 21 22 23 24 25 26 27 28 29 30
May 1 2 3 4 5 6 7 8 9 10 11 12 13 14 (15 16) 17 18 19 20 21 22 23 24 25 26 X 28 29 30 31	June 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 (19 20) 21 22 23 24 25 26 27 28 29	July 1 2 3 X 5 6 7 8 9 10 11 12 13 14 15 16 (17 18) 19 20 21 22 23 24 25 26 27 28 29 30 31	August 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 (21 22) 23 24 25 26 27 28 29 30 31
September 1 X 3 4 5 6 7 8 9 10 (11 12) 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October 1 2 3 4 5 6 7 8 9 10 11 12 13 X 15 16 (17) 18 19 20 21 22 23 24 25 26 27 28 29 30 31	November 1 2 3 4 5 6 7 8 9 10 X 12 13 14 15 16 17 18 19 20 (21) 22 23 24 25 26 27 X 29 30	December 1 2 3 4 5 6 7 8 9 10 11 (12) 13 14 15 16 17 18 19 20 21 22 23 24 X 26 27 28 29 30 31

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.



IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

Pages 19-54

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-explanatory items that can be approved in one motion; and
ITB19-29

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 Performance Measurement Report for the Division of Financial Management; the FY19 account write-off; the FY19 local public agencies end-of-year plan and prioritized list for redistributed obligation authority; a consultant agreement; and contracts for award.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date Aug. 12, 2019

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

Presenter's Name	Presenter's Title	Initials	Reviewed By
L. Scott Stokes	Chief Deputy	LSS	
Preparer's Name	Preparer's Title	Initials	
Reed Hollinshead	Public Information Specialist	REH	

Subject

Performance Measurement Report for the Division of Financial Management (DFM)		
Key Number	District	Route Number

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) **before September 1**.

The template for this report is provided by DFM and includes the following minimum requirements for SFY 2019:

- Agency overview
- Core functions of the department
- Revenues and Expenditures
- Cases managed and Key Services provided
- Licensing Freedom Act
- Red Tape Reduction Act

Recommendations

Report for Board Approval



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

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.

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

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)

Revenues^{1,4,5}	FY 2016	FY 2017	FY 2018	FY 2019
Aeronautics Fund				
State	\$2,682,521	\$2,698,896	\$3,014,615	\$3,261,472
Federal	\$114,422	\$230,503	\$258,214	\$348,141
State Highway Account Fund				
State	\$326,296,651	\$335,741,796	\$340,218,991	\$344,727,599
Federal	\$287,261,194	\$267,218,716	\$333,536,795	\$354,641,984
Local	\$10,783,213	\$5,214,317	\$4,029,825	\$10,367,038
Strategic Initiatives Program ⁴				
State	\$240,982	\$11,261,201	\$16,889,688	\$37,304,701
Trans Expansion & Mitigation ⁵				
State	\$0	\$0	\$22,719,815	\$19,851,449
Total	\$627,378,983	\$622,365,429	\$720,667,815	\$770,502,384
Expenditures¹⁻⁵	FY 2016	FY 2017	FY 2018	FY 2019
Personnel Costs	\$105,878,456	\$112,220,788	\$114,152,124	\$118,331,785
Operating Expenditures	\$87,909,344	\$97,501,575	\$102,292,368	\$95,713,628
Capital Outlay ³	\$360,767,959	\$371,334,617	\$504,661,918	\$549,813,087
Trustee/Benefit Payments	\$17,586,485	\$18,523,207	\$18,634,909	\$18,162,284
Total	\$572,142,244	\$599,580,187	\$739,741,319	\$782,020,784

Footnotes:

¹Revenues and Expenditures do not include GARVEE bond proceeds or project costs.

²Expenditures include cash expenditures and encumbrances.

³Capital Outlay includes GARVEE debt-service payments.

⁴Strategic Initiatives Program Fund as established in House Bill No. 312.

⁵Transportation Expansion and Congestion Mitigation Fund as established in Senate Bill No. 1206.

Profile of Cases Managed and/or Key Services Provided

Fiscal Year	2015	2016	2017	2018	2019
Highway construction contracts awarded	86	134	117	120	88
Value of awarded highway construction projects	\$173.9 million	\$216.7 million	\$309.4 million	\$380.3 million	\$485.1 million
Processing & oversight of accounting transactions	4,365,593	4,037,609	4,206,622	4,513,611	4,543,066
Vendor payments processed	44,034	43,578	44,886	45,682	45,819
511 Statewide Traveler Assist System					
▪ Phone calls received	111,148	137,315	199,462	107,288	154,627
▪ Visits to web site	2,300,763	3,052,542	4,590,272	3,787,765	4,473,654
▪ Smartphone App Sessions	175,781	497,676	1,160,866	957,600	1,343,910
Calendar Year	2014	2015	2016	2017	2018
Vehicle miles traveled on state system highways – <i>in 100 millions</i>	86.9	90.8	94.2	96.4	99.8
Vehicle registrations	1,660,154	1,687,351	1,698,137	1,791,256	1,838,158
Drivers' licenses in force	1,128,497	1,144,293	1,165,158	1,208,319	1,255,367
Counties receiving public transportation services (<i>of 44</i>)	43	43	43	43	43

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.

	FY 2016	FY 2017	FY 2018	FY 2019
VEHICLE – DEALER				
Total Number of Licenses	1,201	1,206	1,182	1,213
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	143	152	179	80
Number of Final Disciplinary Actions Against Licensees	2	3	8	2
VEHICLE – DISTRIBUTOR				
Total Number of Licenses	170	160	165	164
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 – DISTRIBUTOR 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 – DISTRIBUTOR 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 – DISTRIBUTOR REPRESENTATIVE				
Total Number of Licenses	572	567	547	567
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0

	FY 2016	FY 2017	FY 2018	FY 2019
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	6,661
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

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.

	As of July 1, 2018*	As of July 1, 2019	Reduction*
Number of Chapters	80	60	25%
Number of Words	121,995	109,929	10%
Number of Restrictions	1,809	1,685	7%

**Additional comparative information not required.*

FY 2019 Performance Highlights (Optional)

Part II – Performance Measures

Performance Measure		2013	2014	2015	2016	2017	2018
The Transportation System is Safe							
1. Five-Year Annual Fatality Rate <i>Per 100 Million Miles Traveled</i> (CY)	actual	1.26	1.20	1.19	1.28	1.34	TBD*
	target	1.29	1.27	1.19	1.17	1.17	1.35
• Not available until Feb/March 2020							
The Transportation System is in Good Condition and Unrestricted							
2. Pavement in Good or Fair Condition (CY)	actual	85%	86%	85%	85%	88%	91%
	target	80%	80%	80%	80%	80%	80%
3. Bridges in Good or Fair Condition (CY)	actual	74%	74%	76%	75%	74%	75%
	target	80%	80%	80%	80%	80%	80%
4. Percent of Time Mobility Unimpeded during Winter Storms	actual	59%	73%	79%	74%	85%	86%
	target	55%	55%	60%	73%	73%	73%
Services are Timely and Cost-Effective							
5. Hold Administration and Planning Expenditures Constant (SFY)	actual	\$29.0 million	\$29.6 million	\$30.2 million	\$30.2 million	\$32.3 million	\$33.5 million
	target	\$27 - \$31M	\$27 - \$31M	\$27 - \$31M	\$27 - \$31M	\$27 - \$31M	\$27 - \$31M
Performance Measure		2013	2014	2015	2016	2017	2018
6. Percent of Highway Project Designs Completed on Time (FFY)	actual	NA	82%	68%	56%	48%	100%
	target	NA	100% by target date	100% by target date	100% by target date	100% by target date	100% by target date
7. Construction Cost at Award as a Percent of Programmed Budget (FFY)	actual	102%	98%	89%	91%	99%	97%
	target	90% - 110%	90% - 110%	90% - 110%	90% - 110%	90% - 110%	90% - 110%
8. Construction Cost as a Percent of Contract Award (CY)	actual	107.7%	109.6%	106.2%	109.0%	106.4%	105.5%
	target	95% - 105%	95% - 105%	95% - 105%	95% - 105%	95% - 105%	95%-105%
Customers are Satisfied with ITD Services							
9. Average Processing Time for Vehicle Titles (CY)	actual	8 days	9 days	5 days	6 days	4 days	4 days
	target	7 days	7 days	7 days	7 days	6 days	5 days
10. Vehicle Transactions Processed Online (CY)	actual	260,900	277,600	266,300	256,700	287,500	305,500
	target	267.4	289.6	311.9	312.0	300.0	300.0

CY = Calendar Year

SFY = State Fiscal Year (July 1-June 30)

FFY = Federal Fiscal Year (Oct. 1-Sept. 30)

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 21-22, 2019Consent Item ☒Information Item ☐Amount of Presentation Time Needed Consent

Presenter's Name Dave Tolman	Presenter's Title Financial Services Controller	Initials DT	Reviewed By LSS
Preparer's Name Nancy Luthy	Preparer's Title Revenue Operations Manager	Initials NL	

Subject

FY2019 Account Write Off

Key Number	District	Route Number
------------	----------	--------------

Background Information

Each year the Board is presented information on the outstanding accounts receivable determined to be uncollectible. Department policy requires that all uncollectible accounts exceeding \$1,000 be reviewed and approved for write off by the Board. The Director or his/her designee reviews and approves for write off all accounts less than \$1,000.

Collection procedures for outstanding receivables include direct contact and demand letters on a standard schedule. Claims to the courts are made where applicable. Private collection agencies and their techniques are utilized to solicit payment in full from delinquent accounts. If the department receives payment for any of these accounts in the future, the customer will be given proper credit.

This year 76 accounts have been determined to be uncollectible.

	FY19 QTY	FY19	FY18 QTY	FY18
Accounts > \$1,000	30	\$113,313.00	19	\$ 72,511.46
Accounts < \$1,000	46	\$13,683.96	32	\$ 13,382.26

Account balances to be written off that are over the \$1,000 threshold are damage claims totaling \$113,313.00.

Account balances to be written off for FY19 that are less than \$1,000 are mostly due to the expiration of the statute of limitations.

The outstanding receivables are more than four years delinquent. Customers are not allowed to do business with the Department, where applicable until their deficiencies are paid or statute of limitations is reached. The Chief Administrative Officer has reviewed the write off of 30 uncollectible accounts receivable over \$1,000 totaling \$ 113,313.00.

Recommendations

Staff recommends approval of the write off of 30 accounts in excess of \$1,000, for a total write off of \$113,313.00.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other		_____

ACCOUNTS TO BE WRITTEN OFF

Fiscal Year 2019

Over (\$1,000)

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	Permits	Final Comments
3101106	RICO, RAY A	\$13,924.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,924.60	\$0.00	Past statute of limitations.
2100434	C & J FREIGHT LLC	\$9,844.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,844.17	\$0.00	Past statute of limitations.
4001322	DEBAUN, JOHN	\$9,323.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,323.64	\$0.00	Past statute of limitations.
1100691	CHAPMAN, BRITTANY	\$8,796.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,796.40	\$0.00	Past statute of limitations.
1101220	PEONE, JOLINA	\$5,941.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,941.28	\$0.00	Past statute of limitations.
3101067	YOUNGBLOOD, NIKKIE	\$5,596.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,596.71	\$0.00	Past statute of limitations.
1101071	HICKMAN, NYCOLAS	\$5,205.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,205.00	\$0.00	Past statute of limitations. US 95 milepost 417
1101072	GRAY, AUDRA	\$5,205.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,205.00	\$0.00	Past statute of limitations. 190 milepost 34

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	Permits	Final Comments
1101211	ALSAAB, IBRAHIM	\$4,866.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,866.18	\$0.00	Past statute of limitations.
1101076	MESSERLY, ERICA	\$4,753.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,753.85	\$0.00	Past statute of limitations.
1101181	NAJERA, SAMNEL	\$4,442.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,442.18	\$0.00	Past statute of limitations.
1100592	FIFE, JESSE	\$3,762.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,762.45	\$0.00	Past statute of limitations.
5100995	AVILA, SERGIO	\$3,124.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,124.45	\$0.00	Past statute of limitations.
6000810	HENDRICKSON, ERICK A	\$2,806.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,806.90	\$0.00	Past statute of limitations.
1101110	MUNOZ FLORES, JOSE	\$2,803.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,803.25	\$0.00	Past statute of limitations.
3101081	MANION, SARA J	\$2,076.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,076.35	\$0.00	Past statute of limitations.
1100935	ARAKELIAN, ARTUR	\$2,057.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,057.09	\$0.00	Past statute of limitations.

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	Permits	Final Comments
1000565	BOWLBY, TREVOR L	\$1,895.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,895.32	\$0.00	Past statute of limitations.
3100771	BALL, CHRISTOPHER D	\$1,858.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,858.01	\$0.00	Past statute of limitations.
5101992	ALMERRI, MOHAMMED F	\$1,800.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.88	\$0.00	Past statute of limitations.
3100804	CARVER, NICHOLAS L	\$1,742.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,742.23	\$0.00	Past statute of limitations.
3101055	HOBBS, JOE	\$1,520.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,520.74	\$0.00	Past statute of limitations.
3101080	SWIFT TRANSPORTATION	\$1,496.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,496.52	\$0.00	Past statute of limitations.
3101064	BROWNING, NICOLE	\$1,411.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,411.62	\$0.00	Past statute of limitations.
6101327	SEELEY, TAYLOR W	\$1,300.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.54	\$0.00	Past statute of limitations.
3100708	BASSETT, MANDY	\$1,294.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,294.32	\$0.00	Past statute of limitations.

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	Permits	Final Comments
3101086	BRONSON LUMBER CO	\$1,252.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,252.25	\$0.00	Past statute of limitations.
5001612	BLACKBURN, LINDA	\$1,167.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,167.63	\$0.00	Past statute of limitations.
1101178	MITCHELL, BENJAMIN	\$1,027.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,027.56	\$0.00	Past statute of limitations.
5101027	ANTHONY, KYLE R	\$1,015.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,015.88	\$0.00	Past statute of limitations.
Total of Accounts: 30		\$113,313.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,313.00	\$0.00	
Approved by: _____		_____								
		Idaho Transportation Board Chairman								
		Date								

ACCOUNTS TO BE WRITTEN OFF

Fiscal Year 2019

under (\$1,000)

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	MVR	Permits	Plans & Specs	Final Comment
2000537	HASENOEHRL, MATHEW D	\$989.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$989.29	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001620	BRIGHT, MONTE	\$960.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.85	\$0.00	\$0.00	\$0.00	Past statute of limitations.
1101182	HANSEN, JAMES	\$828.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$828.54	\$0.00	\$0.00	\$0.00	Past statute of limitations.
3101115	SWIFT TRANSPORTATION	\$794.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$794.66	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6101217	LOPEZ MONTOYA, JESUS	\$754.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$754.55	\$0.00	\$0.00	\$0.00	Past statute of limitations.
3101118	EAGLE TOWING	\$753.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$753.46	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6000744	BARNEY, DAWNETTA M	\$661.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$661.38	\$0.00	\$0.00	\$0.00	Past statute of limitations.

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	MVR	Permits	Plans & Final Comment Specs
3001399	CORTEZ, ALEJANDRO	\$567.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$567.11	\$0.00	\$0.00	Past statute of limitations.
2100573	DUKE, JOSHUA S	\$443.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$443.80	\$0.00	\$0.00	Past statute of limitations.
5399041	POOR BOYS HOOKN/DAVID B WATSON	\$425.25	\$0.00	\$0.00	\$385.25	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
0435578	SLASH B CATTLE CO	\$406.25	\$0.00	\$0.00	\$366.25	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
3101062	MARTINEZ, ERIC	\$405.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$405.66	\$0.00	\$0.00	Past statute of limitations.
1000605	GEORGE, MICHAEL T	\$399.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$399.24	\$0.00	\$0.00	Past statute of limitations.
6101243	RANSOM, KEVIN A	\$387.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$387.50	\$0.00	\$0.00	Past statute of limitations.
2000528	ESCALANTE, JULIO	\$350.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.77	\$0.00	\$0.00	Past statute of limitations.

34

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	MVR	Permits	Plans & Specs	Final Comment
2100570	LEIB, CARRIE A	\$349.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$349.96	\$0.00	\$0.00	\$0.00	Past statute of limitations.
2100572	MOSELEY, BOBBE J	\$322.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322.06	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5101237	BRENNAN, MERRIDYANN MARTIN	\$284.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$284.04	\$0.00	\$0.00	\$0.00	Past statute of limitations.
3101121	SINGH, DAVINDER	\$266.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266.78	\$0.00	\$0.00	\$0.00	Past statute of limitations.
9303666	COBURN CATTLE COMPANY	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
4001226	HADLEY, MICHAEL	\$245.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$245.84	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001611	DUNN, TRINA	\$241.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$241.52	\$0.00	\$0.00	\$0.00	Past statute of limitations.
2000507	GILLIGAN, KATHIELLEN	\$199.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.46	\$0.00	\$0.00	\$0.00	Past statute of limitations.

35

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	MVR	Permits	Plans & Specs	Final Comment
4101212	BIN ZAID, MOHAMMED	\$196.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196.26	\$0.00	\$0.00	\$0.00	Past statute of limitations.
4100850	ELBRUS LOGISTICS	\$191.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191.65	\$0.00	\$0.00	\$0.00	Past statute of limitations.
9327859	MILLER, BLAKE	\$191.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001464	EPHRAIM, WAYDE	\$188.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188.12	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6101239	REYNA, ESTEVAN	\$187.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$187.43	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6101241	NISH, CADE GABRIEL JOSE	\$186.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186.77	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001457	CHACON, SHERI	\$153.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153.08	\$0.00	\$0.00	\$0.00	Past statute of limitations.
2000544	BASHAW, DANIEL L	\$149.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$149.61	\$0.00	\$0.00	\$0.00	Past statute of limitations.

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	MVR	Permits	Plans & Specs	Final Comment
6100175	FRALIQ, JAMIE	\$146.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$146.22	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6101210	WOODVINE, MCKENNA	\$106.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106.07	\$0.00	\$0.00	\$0.00	Past statute of limitations.
FIR C	FIRTH CAFÉ	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
RUT, R	RUTIGLIANO, RICHARD	\$85.00	\$0.00	\$0.00	\$85.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001434	FUENTES, TRINA	\$74.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.53	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5101895	KITTLE, MAXINE	\$67.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67.11	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6000571	GARCIA, JUAN	\$61.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.22	\$0.00	\$0.00	\$0.00	Past statute of limitations.
JOH, L	JOHNSON, LAVELLE D	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.

37

Account	Name	Amount	Mileage Tax	Registration	Returned Check	Audit	Reinstatement	Damage Claim	MVR	Permits	Plans & Specs	Final Comment
9315528	CHESTNUT, JAMEY NICOLE	\$49.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
6000816	CLARIDGE, TAMARA	\$44.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.71	\$0.00	\$0.00	\$0.00	Past statute of limitations.
9326789	RIOS, ENRIQUE	\$44.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.43	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001610	BAILEY, SEAN	\$43.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.92	\$0.00	\$0.00	\$0.00	Past statute of limitations.
5001426	BORDA, JENNIECE	\$39.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.08	\$0.00	\$0.00	\$0.00	Past statute of limitations.
TDY	TDY INC	\$26.00	\$0.00	\$0.00	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Past statute of limitations.
9219552	BLAIR, AMY	\$4.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.78	\$0.00	\$0.00	\$0.00	Past statute of limitations.

Account Name Amount Mileage Tax Registration Returned Check Audit Reinstatement Damage Claim MVR Permits Plans & Specs Final Comment

Total of Accounts 46 \$13,683.96 \$0.00 \$0.00 \$1,022.50 \$0.00 \$80.00 \$12,581.46 \$0.00 \$0.00 \$0.00

Approved by:

Controller _____
Date

Chief Administrative Officer _____
Date



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019

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

Presenter's Name Joel Drake	Presenter's Title Financial Planning and Analysis, Manager	Initials JD	Reviewed By
Preparer's Name Jeanette Finch	Preparer's Title Financial Planning and Analysis, SRA	Initials JF	

Subject

FY 2019 Local Public Agencies End of Year Plan and Prioritized Project List for Redistributed Obligation Authority

Key Number Various	District All	Route Number Various
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Background Information

This consent item requests approval to modify FY 2019 of the Federal-Aid Local Highway Program based upon project readiness and available funding to ensure that no funds are lost to Idaho, per Board policy 4011.

Currently Idaho has received 90.1% of annual Obligation Authority (OA). Of that amount, Local Public Agencies/Programs have remaining Federal funding available (with match) in the amounts listed below:

FY 2019 Funding with Match (\$000)		
Program	Total Allotment	Remaining as of 8/1/2019
Railroad Crossings	1,894	1,271
Transportation Alternatives (Urban/Rural)	3,519	279
Recreational Trails	1,532	1,515
STBG - Local Urban	9,264	632
STBG - Transportation Mgt. Area	12,177	1,006
Transportation Alternatives (TMA)	430	164
STBG – Local Rural	14,265	8,006
Local Bridge	4,877	(6,446)
Off System Bridge	3,657	(593)
Local Safety	3,448	(80)
Total (excluding indirect costs)	55,063	5,754

State OA added to local projects for LHTAC administration
Includes \$207k payback from TAP, \$2,500k from Local Bridge (Ora), and \$450k from Local Bridge (Penstock)

Within these programs are bid savings, prior year released funds and unused scheduled PE/PC/RW funds available to cover cost increases or to advance projects. When and if FY 2019 Redistribution is made available, ITD staff will obligate the additional OA based on the attached prioritized project list received from the Local Public Agencies. The priorities are contingent on delivery and cost estimating.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Recommendations

Approve the Local Public Agencies End of Year Plan and Prioritized Project List of cost increases and advances for use of potential FY2019 Redistribution.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



BOARD POLICY 4011

Page 1 of 2

IDAHO TRANSPORTATION INVESTMENT PROGRAM

Purpose

This policy directs the Department to establish, maintain, and publish a five year Idaho Transportation Investment Program following all applicable Departmental policies and federal regulations.

Legal Authority

- Idaho Code 21-142 – Authority of Board to design, construct and maintain state aeronautical facilities.
- Idaho Code 40-310(4) – Authority of Board to locate, design, construct and maintain state highways.
- Idaho Code 40-310(6) – The Board shall cause to be made and kept surveys, studies, maps, plans, specifications, and estimates for construction and maintenance of state highways.
- Idaho Code 40-312(1) – The Board shall prescribe rules and regulations affecting state highways.
- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-312(3) – The Board shall make reasonable regulations for the installation, construction, maintenance, repair, renewal and relocation of utilities in or along the right-of-way of state highways.
- Idaho Code 40-707 - Appropriation of money in the state highway account.
- Idaho Code 40-708 – Legislative policy regarding expenditure from the state highway account – only for state highway purposes.
- 23 United States Code Sections 134 and 135 – Metropolitan transportation planning.
- 23 Code of Federal Register Part 450 – Federal planning assistance and standards for statewide planning and programming.
- 49 Code of Federal Register Part 613 – Planning assistance and standards.

The Idaho Transportation Board is committed to effective and full use of all available transportation improvement funds. To meet this public commitment, a five-year Transportation Investment Program (hereafter called Program) shall be established and maintained by the Chief Operations Officer and the Chief Administrative Officer. The Program shall be a planned schedule for developing and contracting transportation improvement projects in designated fiscal years. The Program shall include both public and private funding available for use on transportation improvement projects. Department resources and funding for the selected projects in the approved Program shall remain continuously committed to the maximum extent possible.

The Program shall be established and maintained following applicable Department policies and federal regulations regarding updating and amending a Statewide Transportation Improvement Program. This includes, but is not limited to, cooperation in establishing the metropolitan Transportation Improvement Programs, public involvement, fiscal constraint, inclusion of required transportation modes, and federal approval.

Program and project recommendations and scheduling shall be based on prioritized needs, funding projections, and resource availability. The Idaho Transportation Board shall select the projects to be included in the Program based on realistic plans and estimates of funding and other resources. The Program shall be updated and submitted for Board approval at least once annually following a period of public comment.

The Director shall coordinate, publish, and distribute the Program document to stakeholders in cooperation with the Chief Administrative Officer, the Chief Operations Officer, the Aeronautics Administrator, and each Metropolitan Planning Organization. The federal format of the Program shall be distributed to the FHWA and FTA for approval. No work may begin nor costs incurred prior to applicable approvals.

The Director or his designee is authorized to add/remove or advance/delay projects to the approved Pavement, Bridge, or Strategic Initiatives Programs as warranted by the Department's management systems, provided such changes further the goals of those programs and remain within the annual funding levels targeted for each program. Otherwise, mid-year changes to the Program which involve a major scope change to an existing project require Board consent. These changes may also require an amendment as applicable in federal regulations.

Funds received as a result of Redistribution of Obligation Authority Not Used by Other States increase the obligation limit and shall be distributed between the ITD and Local Agencies based on the percentages of funding in Board policy 4028 up to the amount of the original apportionment. Projects to be considered for advancement on the local system must be ready for advertisement including all agreements and local match by August 1st and presented at the August Board Meeting for prioritization and Board approval.

The use of Department resources and funding on transportation improvement projects that are not included in the Program shall not be allowed.

Approved by the Board on:

Signed _____

Jerry Whitehead
Board Chairman

Date September 18, 2014

**FY 2019 Local Public Agencies End of Year Plan
and Prioritized Project List for Redistributed Obligation Authority**

August 22, 2019

Funding Priority	District	MPO	Key Number	Project Name	\$ Amount	Phase	Action
<u>STBG - TMA</u>							
1	3	COMPASS	19875	N LINDER RD BVRR RRX, MERIDIAN	87,000	LP	obligate
2	3	COMPASS	19571	PLANNING, COMMUNITIES IN MOTION MAJOR UPDATE	454,307	PC	increase
3	3	COMPASS	13903	FY19 CAPITAL MAINTENANCE, PH 1, ACHD	448,990	CE/CN	obligate
					990,297		
<u>TAP - TMA</u>							
1	3	COMPASS	20141	INDIAN CR PATH EXT; TAFFY TO PEPPERMINT, NAMPA	14,121	CC	obligate
1	3	COMPASS	20141	INDIAN CR PATH EXT; TAFFY TO PEPPERMINT, NAMPA	37,879	CN	obligate
1	3	COMPASS	21913	BSU COVERED BIKE FACILITY	3,000	CE/CL	obligate
1	3	COMPASS	21913	BSU COVERED BIKE FACILITY	26,000	CN/PC	obligate
1	3	COMPASS	20095	BOISE STATE UNIVERSITY SECURE BIKE FACILITIES	5,000	PL	obligate
					86,000		
<u>LOCAL URBAN</u>							
1	4	n/a	22466	FY19 CITY OF JEROME, LHTAC PLANNING	90,000	PC	obligate
1	3	COMPASS	22016	MIDWAY RD; KARCHER TO CALDWELL BLVD, CANYON HD	155,000	PE/PC/PL	obligate
1	6	BMPO	13586	IDAHO FALLS CITYWIDE MICROSURFACES	793,000	CN	obligate
1	5	n/a	22467	FY19 CITY OF BLACKFOOT, LHTAC PLANNING	100,000	PC	obligate
2	3	n/a	12049	W 9TH ST; PIONEER TO W INDIANHEAD RD, WEISER	377,000	CN	obligate
2	3	COMPASS	22016	MIDWAY RD; KARCHER TO CALDWELL BLVD, CANYON HD	16,000	PC	obligate
3	1	KMPO	12308	N GOVERNMENT WAY; HANLEY AVE TO PRAIRIE AVE	248,000	CN	post award
4	5	BTPO	12099	INT HAWTHORNE & W QUINN RDS, CHUBBUCK	15,000	PL	increase
4	3	COMPASS	13486	COLORADO & HOLLY SIGNAL/PED IMPR, NAMPA	5,000	CE	advance
4	3	COMPASS	13486	COLORADO & HOLLY SIGNAL/PED IMPR, NAMPA	37,000	CL	advance
4	3	COMPASS	13486	COLORADO & HOLLY SIGNAL/PED IMPR, NAMPA	137,000	CC	advance
4	3	COMPASS	13486	COLORADO & HOLLY SIGNAL/PED IMPR, NAMPA	914,000	CN	advance
4	2	n/a	22160	A STREET, MOSCOW, STG 2	125,000	CE	advance
4	2	n/a	22160	A STREET, MOSCOW, STG 2	1,139,000	CN	advance
4	HQ	n/a	22027	FY20 LHTAC PLANNING	250,000	PC	advance
					4,401,000		
<u>RURAL, LOCAL BRIDGE, OFF SYSTEM BRIDGE</u>							
1	6	n/a	14061	S 2ND WEST ST BR, ST ANTHONY	1,100,000	CN	obligate
2	2	n/a	13898	LITTLE BEAR CR BR, LATAH CO	1,441,000	CN	obligate
3	6	n/a	19030	PACKSADDLE RD TETON RV BR, TETON CO	693,000	CN	advance
4	1	n/a	13419	WESTSIDE RD; TROUT CR BRS, BOUNDARY CO	859,000	CN	advance
5	6	n/a	13135	BEAVER CR BR, CLARK CO	1,187,000	CN	advance
6	6	BMPO	14060	GREAT WESTERN CNL BR, BONNEVILLE CO	1,305,000	CN	advance
7	3	n/a	20242	E LAKE FK RD; E LAKE FK CR BR TO SH55, VALLEY CO	122,000	PC	advance
8	4	n/a	20666	SHOE STRING RD REHABILITATION, GOODING HD	318,000	PC	advance
9	4	n/a	20699	CRESTVIEW RD REHABILITATION PH 2, HILLSDALE HD	318,000	PC	advance
10	3	n/a	21981	SIMCO RD REHABILITATION, ELMORE CO	309,000	PC	advance
11	1	n/a	21982	SCHOOL HOUSE RD IMPV, BOUNDARY CO	200,000	PC	advance
12	6	n/a	21983	N 500 W RECONSTRUCTION, TETON CO	227,000	PC	advance
13	6	BMPO	20243	45TH E (CROWLEY RD) BR, BONNEVILLE CO	282,000	PC	advance
14	2	n/a	20438	45TH E; WILLOW CR BR, BONNEVILLE CO	338,000	PC	advance
15	6	n/a	21984	MOODY RD BR, MADISON CO	650,000	PC	advance
16	2	n/a	21986	SAND RD BR NR MOSCOW, N LATAH HD	405,000	PC	advance
17	2	n/a	13445	CLEAR CR BR, IDAHO CO	1,363,000	CN	advance

**FY 2019 Local Public Agencies End of Year Plan
and Prioritized Project List for Redistributed Obligation Authority**

August 22, 2019

Funding Priority	District	MPO	Key Number	Project Name	\$ Amount	Phase	Action
18	1	n/a	20039	W FK PINE CR RD BR, SHOSHONE CO	281,000	PC	advance
19	1	n/a	19292	MAIN ST/SILVER VALLEY RD BRIDGE, PINEHURST	383,000	PC	advance
20	1	n/a	19718	PINE CR RD BRIDGE, SHOSHONE CO	260,000	PC	advance
21	HQ	n/a	19281	FY20 LOCAL/OFFSYS BRIDGE INSPECTION	1,900,000	CN	advance
					13,941,000		

LOCAL SAFETY

1	1	KMPO	20474	E CANYON RD STRIPING, EASTSIDE HD #3	520,000	CN	advance
2	2	n/a	20682	DYNAMIC SPEED LIMIT SIGNS, LAPWAI	49,000	CN	obligate
3	5	n/a	20748	N BEACH RD & DINGLE E SHORE RD, BEAR LAKE CO	39,000	CN	obligate
4	6	n/a	19749	RIVERVIEW DR GUARDRAIL INSTALLATION, POST FALLS HD	346,000	CN	increase
5	4	n/a	22003	SHOE STRING RD SAFETY, GOODING HD	97,000	PE/PC/PL	advance
6	3	COMPASS	20430	INT N MIDDLETON RD & CORNELL ST, MIDDLETON	52,000	PE/PC/PL	advance
7	2	n/a	21996	OLD AHSAHKA GRADE, CLEARWATER CO	57,000	PE/PC/PL	advance
8	1	n/a	21994	GUARDRAIL UPGRADE, NR BONNERS FERRY	50,000	PE/PC/PL	advance
9	2	LCVMPO	21998	INT 21ST ST & 19TH AVE, LEWISTON	89,000	PE/PC/PL	advance
10	1	n/a	21990	RRX NR SANDPOINT, BONNER CO	142,000	PE/PC/PL	advance
11	1	n/a	21995	DIVISION; MICHIGAN TO CEDAR SAFETY AUDIT SANDPOINT	50,000	PE/PC/PL	advance
12	6	n/a	22007	ARCHER HWY SAFETY AUDIT, MADISON CO	49,000	PE/PC/PL	advance
13	4	n/a	22000	SIGNING IMPRV, TWIN FALLS HD	5,000	PE/PL	advance
14	4	n/a	22001	RIVER RD SAFETY IMPRV, BUHL HD	5,000	PE/PL	advance
15	4	n/a	22002	THERMOPLASTIC PVT MARKINGS, JEROME	5,000	PE/PL	advance
16	6	n/a	22004	SKI HILL RD VMS, TETON CO	5,000	PE/PL	advance
17	6	BMPO	22005	INT 17TH ST & ROLLANDET, IDAHO FALLS	68,000	PE/PC/PL	advance
18	6	BMPO	22006	PATH CONNECTION PLAN, IDAHO FALLS	59,000	PE/PC/PL	advance
19	1	KMPO	20402	INT PLEASANT VIEW RD & PRAIRIE AVE, POST FALLS HD	1,284,000	RW/CN	advance
20	6	BMPO	20499	THERMOPLASTIC & ADA IMPRV, IDAHO FALLS	354,000	CN	advance
21	6	BMPO	20473	LINDSAY BLVD CURVES SUPERELEVATION, IDAHO FALLS	425,000	CN	advance
22	3	COMPASS	20613	INT LONE STAR & MIDDLETON RD	1,285,000	CN	advance
					5,035,000		

TRANSPORTATION ALTERNATIVES

1	4	n/a	22032	FY19 KETCHUM SRTS COORDINATOR & ACTIVITIES	64,753	CN	obligate
2	3	n/a	22056	14TH TO SH-78 SIDEWALK, MARSING	323,276	CN	advance
3	6	BMPO	22069	IDAHO CANAL TRAIL PH 1, IDAHO FALLS	36,719	PE/PC	advance
4	6	BMPO	22074	IDAHO CANAL TRAIL PH 2, IDAHO FALLS	34,310	PE/PC	advance
5	6	n/a	22066	DEPOT ST IMPRV, DRIGGS	237,300	CN	obligate
					696,358		

RAILROAD CROSSINGS

6	n/a	22299	SURFACE REPAIR EIRR RRX, BONNEVILLE CO	98,000	CN	increase
1	n/a	18863	KOOTENAI ST UPRR RRX, BONNER CO	270,000	CN	obligate
1	n/a	19833	COLBURN-CULVER UPRR RRX, BONNER CO	410,000	CN	obligate
6	n/a	20410	A2 HWY/2ND ST KILGORE RD UPRR RRX, DUBOIS	245,000	CN	obligate
1	n/a	20610	DISTRICT 2 RD UPRR RRX, BOUNDARY CO	300,000	CN	obligate
3	COMPASS	20692	11TH AVE N BVRR RRX, NAMPA	200,000	CN	obligate
3	COMPASS	22034	MIDLAND BLVD UPRR RRX, NAMPA	50,000	CN	obligate
				<u>1,573,000</u>		



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, P.E.	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Mike Cram	Preparer's Title CSG Project Manager	Initials MWC	

Subject

REQUEST TO APPROVE CONSULTANT AGREEMENTS

Key Number	District	Route Number
------------	----------	--------------

Background Information

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)

- KNs18972, 19665, 20188, 19460 and 19980 FY19-21 ITS Operations and FY20-21 Traveler Information Services, Statewide: Headquarters - for supplemental agreements with Castle Rock Associates for up to \$1.65 M bringing the total to \$2.4M.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



DATE: 30 July 2019

Program Number(s)V199120

TO: Monica Crider, PE
Contracting Services Engineer

Key Number(s)18972, 19665,
20188, 19460, 19980

FROM: Nestor Fernandez
Mobility Services Engineer, PE

Program ID, County, Etc. FY19 ITS Operations,
FY20 ITS Operations, FY21 ITS Operations, FY20
Travel Information Services, FY21 Travel
Information Services

RE: Request to increase professional services agreement amount to over \$1,000,000 -
Castle Rock Associates

ITD's Advanced Traveler Information System (ATIS), also known as 511, is the state's primary means of communicating current travel conditions and safety information on Idaho's State Highway System to the traveling public. The system includes the 5-1-1 interactive telephone system, 511 website, 511 smart phone app, specialized services for commercial vehicle operators, live notifications, road weather station and camera support, and storm warnings, along with supporting data entry programs. The system is popular with the traveling public, supporting over 5 million customer visits, annually.

Prior to fiscal year 2018, Idaho was part of the CARS Pooled Fund. The pooled fund was administered by Iowa Department of Transportation for the purpose of developing, operating and maintaining a 511 Traveler Information System for all current member states, typically numbering about 12. Castle Rock Associates was selected by Iowa DOT as the 511 contractor for the project. ITD made annual payments to Iowa DOT, in support of the pooled fund, for all 511 services in the state of Idaho. ITD set aside a project each year to pay Iowa for 511 development and modernization work done by Castle Rock on Idaho's behalf. A separate project funded the operations and maintenance of Idaho's 511 system, also paid to Iowa DOT.

In the course of fiscal year 2018, Iowa DOT announced that they would no longer be administering the pooled fund contract with Castle Rock Associates, and each individual state would have to reach their own separate agreement with the contractor.

In July of 2018, a professional services agreement was established with Castle Rock Associates, for the maintenance and operation of ITD's ATIS, and supporting software development to modernize and expand the system. The professional services agreement was certified for procurement with Castle Rock Associates as the sole source for ITD's ATIS. The term of the agreement was for one year, renewable for up to two additional years. The funding level for the first year was \$750,000, for K#14073 (FY18 Traveler Information Services) covering development and modernization, and K#14072 (FY18 ITS Operations) and K#18972 (FY19 ITS Operations) covering operations and maintenance costs.

The purpose of this board item is to request approval of a supplemental agreement to extend the contract for the second and third year (FY20 and FY21) and to increase the agreement amount by \$1.7 million for a total three years cost of \$2.4 million for continued support of the 511 system. Funding for project's support is currently scheduled in the program for FY20 and FY 21.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019

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

Presenter's Name Dave Kuisti, P.E.	Presenter's Title Highways Construction & Operations	Initials DK	Reviewed By LSS
Preparer's Name Dana Dietz, P.E.	Preparer's Title Contracts Engineer	Initials DD	

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.

Year to Date Summary (10/1/18 to 8/5/19)					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
58	26	15	9	4	4

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.

Contracts requiring Board Approval to Award 7/2/19 to 8/5/19	
ITD	Local
2	0

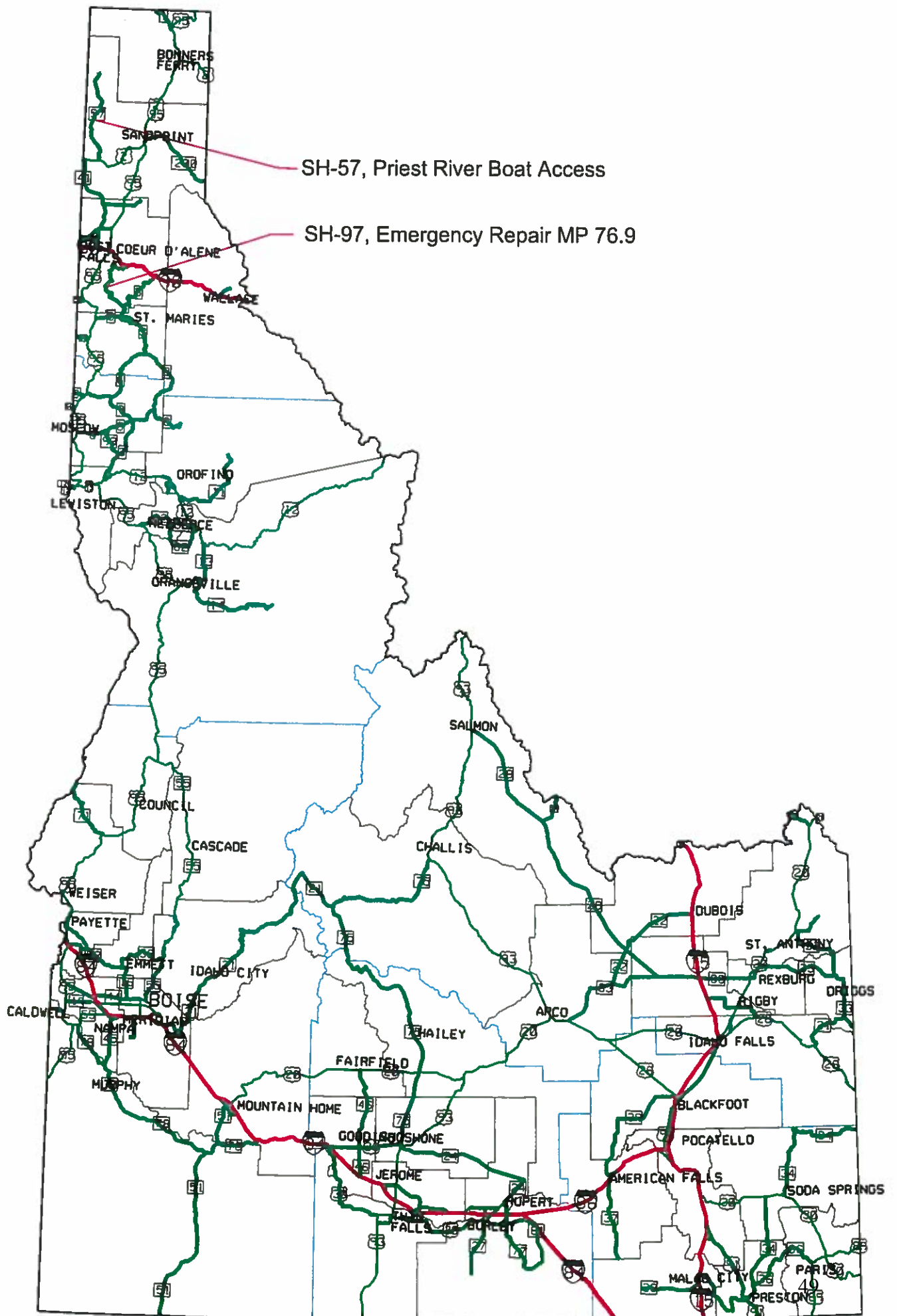
Recommendations

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

District	Key No.	Route	Opening Date		No. of Bids	Eng. Est.	Low Bid	Net +/-
1	20343	SH-97	7/23/2019		7	\$169,512.00	\$229,812.50	\$60,300.50
SH-97 Emergency Repair MP 76.9						Federal		136%
Contractor: Razz Construction								
1	19794	SH-57	7/30/2019		2	\$255,009.81	\$385,826.83	\$130,817.02
SH-57, Priest River Boat Access						Federal		151%
Contractor: Clearwater Construction Inc. DBA Clearwater Western								

DATE OF BID OPENING - JULY 23, 2019 - IDAHO FEDERAL AID FINANCED PROJECT

IDAHO FEDERAL AID Project No. A020(343)
SH-97, EMERGENCY REPAIR MILEPOST 76.9
Kootenai County, Key No. 20343

DESCRIPTION: The work on this project consists of excavating and removing highway shoulder and reconstructing with a gabion wall, ballast, and pavement section on SH 97, MP 76.968 to MP 76.992; Emergency Repair MP 76.9

BIDDERS:

Razz Construction Bellingham, WA 98226	\$229,812.50
---	--------------

Northwest Grading, Inc, Dalton Gardens, ID 83815	\$289,976.50
---	--------------

N.A. Degerstrom, Inc. Spokane Valley, WA 99216	\$318,815.00
---	--------------

Winspear Construction, LLC Boise, ID 83702	\$439,196.00
---	--------------

4 BIDS ACCEPTED (3 Irregular – no DBE)

ENGINEER'S ESTIMATE - \$169,512.00

LOW BID - 136 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

7-31-19
Date



Department Memorandum
Idaho Transportation Department

ITD 0500 (Rev. 03-16)

DATE: July 30th, 2019

Program Number(s): A020(343)

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

Key Number(s): 20343

FROM: Damon L Allen, P.E.
District 1 Engineer

Program Identification, County, Etc.:
SH-97, Emergency Repair MP 76.9

RE: Justification for Acceptance of Bid Above Engineer's Estimate

District One has received and reviewed the bid results for the captioned project. Bids were opened on July 23rd, 2019 and the apparent responsive low bidder is Razz Construction Inc. There were four contractor bids ranging from \$229,812.50 to \$439,196.00. The Engineer's Estimate of \$169,512.00, was 35.57% lower than the lowest bidder, at \$229,812.50, a difference of \$60,300.50.

The major differences between the low bid and the Engineer's Estimate come from the bid items listed below:

Item	Description	Quantity	Estimated unit Price	Bid unit Price	\$ Difference
512-005A	GABION STR	171.00	\$150.00	\$275.00	\$21,375.00
675-005A	SURVEY	Lump Sum	\$10,000.00	\$18,000.00	\$8,000.00
Z629-05A	MOBILIZATION	Lump Sum	\$28,252.00	\$55,500.00	\$27,248.00
Total Difference from these Items					\$56,623.00
% of Difference in Engineer's Estimate (\$60,300.50)					93.9%

With the remote location of the project, along SH-97 between Black Bay and Martin Bay and next to Lake Coeur d'Alene, we see a higher mobilization cost across all of the bids. With such small quantities we see a significant increase in costs. In the future, the District will take measures to account for these factors in our estimates.

The district has obtained additional funds through Emergency Repair Funds. The district does not believe that re-advertisement will result in lower estimates. The district recommends award of this contract.

Cc: EM-1, PDE-I, DCA Engineer, OM-1
Da: cec

DATE OF BID OPENING - JULY 30, 2019 - IDAHO FEDERAL AID FINANCED PROJECT

Idaho Federal Aid Project No. A019(794)
SH 57, Priest River Boat Access
Bonner County, Key No. 19794

DESCRIPTION: The work on this project consists of constructing a pullout for parking and accessing the Forest Service light watercraft launch site on the Priest River on SH-57 MP 25 to MP 26

BIDDERS:

CLEARWATER CONSTRUCTION, INC. dba CLEARWATER WESTERN \$385,826.83
BOISE, ID

EARTHWORKS NORTHWEST INC \$394,973.50
SANDPOINT, ID

2 BIDS ACCEPTED

ENGINEER'S ESTIMATE - \$255,009.81

LOW BID - 151% 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

8-2-19
Date



Department Memorandum
Idaho Transportation Department

ITD 0500 (Rev. 03-16)

DATE: August 1, 2019

Program Number(s) A019(794)

TO: MONICA CRIDER, P.E.
Contracting Services Engineer

Key Number(s) 19794

FROM: DAMON L. ALLEN, P.E. *Damon Allen, P.E.*
District 1 Engineer *for D.E.*

Program ID, County, Etc.
SH 57, PRIEST RIVER BOAT ACCESS,
BONNER CO
WA# P191410

RE: JUSTIFICATION FOR AWARD OF BID

District 1 has received and reviewed the bid results for the above-captioned project. Bids were opened on July 30, 2019 and the apparent responsive low bidder is Clearwater Construction, Inc. There were two Contractor bids ranging from \$385,826.83 to \$394,973.50, with the apparent low bid of \$385,826.83, which is 151.3% of the Engineer's Estimate at \$255,009.81, a difference of \$130,817.02.

The major difference between the low bid and the Engineer's Estimate come from the bid items listed below.

Pay Item	Description	Quantity	Estimated Unit Price	Bid Unit Price	\$ Difference
205-040A	GRANULAR BORROW	2,856 CY	\$20.35	\$37.00	\$47,552.40
303-051A	¾: AGGREGATE FOR BASE	170 CY	\$30.00	\$142.00	\$19,040.00
626-120A	FLAGGER CONTROL	300 HR	\$55.00	\$93.00	\$11,400.00
Z626-05A	MOBILIZATION	(1) LS	\$23,182.71	\$87,000.00	\$63,817.29
Total Difference from these Items					\$141,809.69
% of Difference in Engineer's Estimate (\$102,902.31)					137.8%

With the relative consistency of the bids, we see no evidence of bid manipulation by the Contractors.

We believe the most significant differences between the bids received and the estimated prices are due to:

- The remote location on SH 57 in north west Bonner County;
- The small quantities;
- Late bid time of the project;
- Start date at the end of construction season;
- The impact of the current, near record levels of construction activity in the region.

Although the Engineer's Estimate was based recent similar projects in remote areas, with small quantities, and from the Average Unit Price Report, the District will need to take further measures to account for these factors in its estimates.

The District does not believe that re-advertisement would result in lower bids. The District recommends the award of this project. The District has obtained additional funds.

Cc: EM-1, PDE-1, DCA Engineer, OM-1
DA:afb



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019

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

Presenter's Name Dave Kuisti, P.E.	Presenter's Title Highways Construction & Operations	Initials DK	Reviewed By LSS
Preparer's Name Dana Dietz, P.E.	Preparer's Title Contracts Engineer	Initials DD	

Subject

Contract Awards and Advertisements		
Key Number	District	Route Number

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.

Year to Date Summary (10/1/18 to 8/5/19)					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
58	26	15	9	4	4

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 7/2/19 to 8/5/19	
ITD	Local
2	2

FUTURE ACTIONS

The Current Advertisement Report is attached.

Recommendations

For Information Only.

Board Action

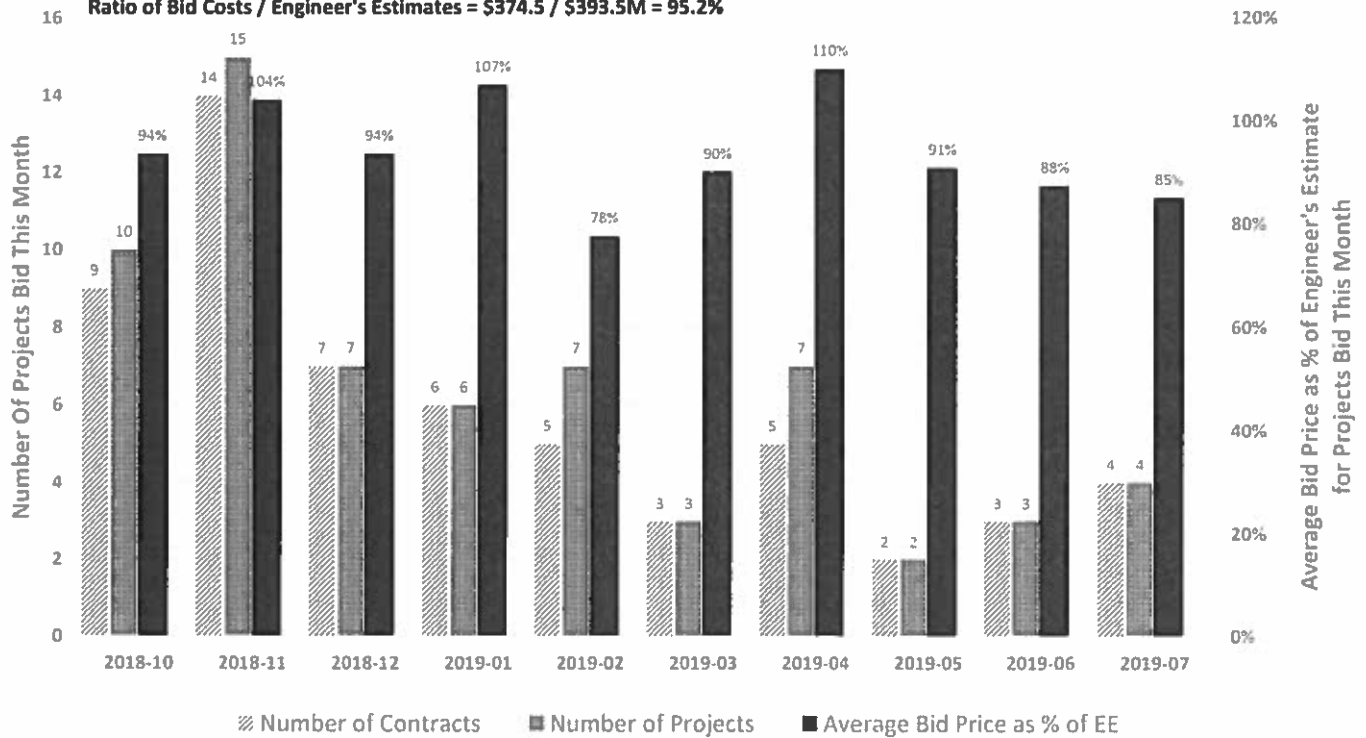
☐ Approved ☐ Deferred _____

☐ Other _____

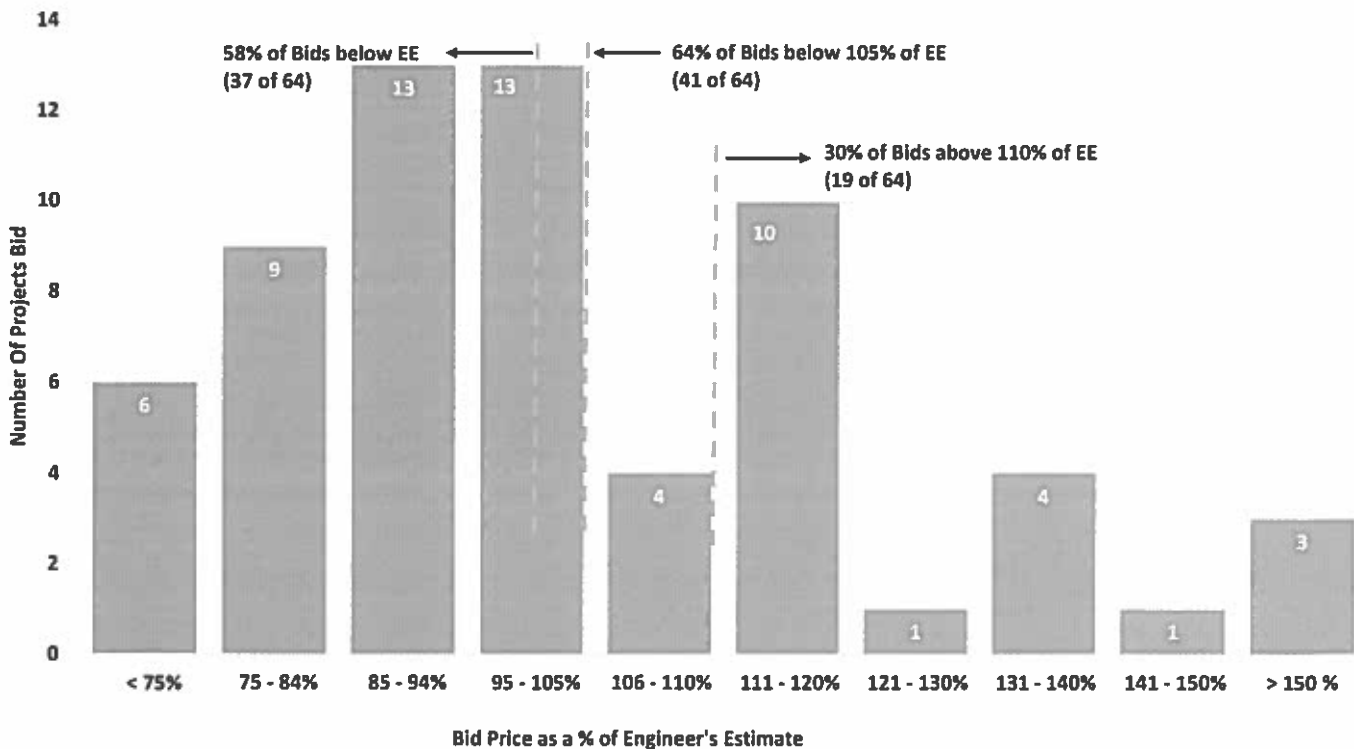
FFY19 State Infrastructure Project Bid Results: YTD Summary By Cost
64 Projects YTD through July 31, 2019

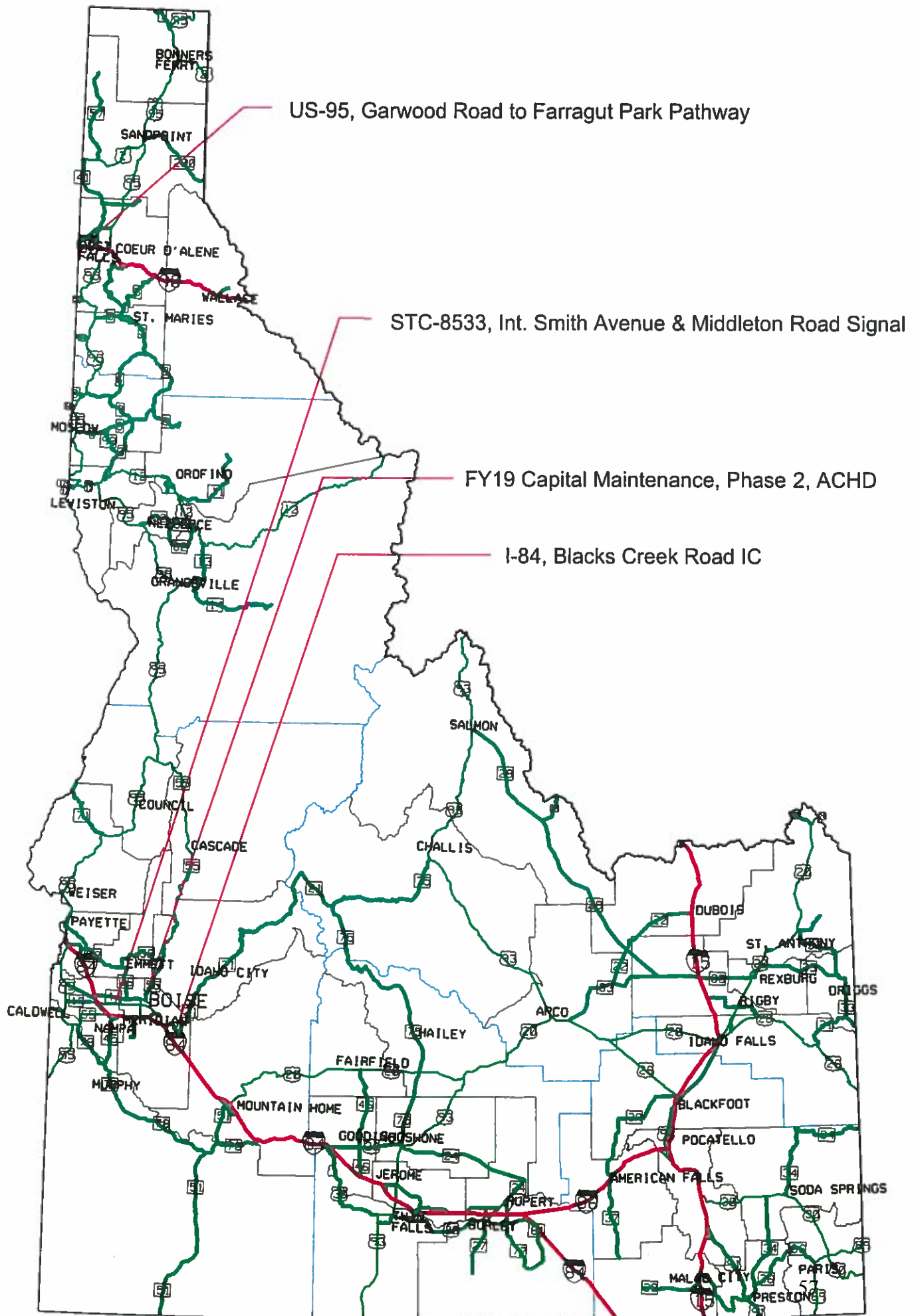
YTD Total for all 64 projects:

Ratio of Bid Costs / Engineer's Estimates = \$374.5 / \$393.5M = 95.2%



FFY19 State Infrastructure Project Bid Results: YTD Summary By Contract Count
64 Projects YTD through July 31, 2019





Monthly Status Report to the Board

CONTRACT(S) ACCEPTED BY STAFF SINCE LAST BOARD MEETING

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
ACHD(3)	20003	OFF SYS	7/9/2019	3	\$1,705,297.70	\$1,666,486.80	(\$38,810.90) 98%
Local, FY19 Capital Maintenance, Phase 2 Contractor: Central Paving Company Inc.							
1	22157	US-95	7/23/2019	4	\$2,141,912.81	\$1,966,392.00	(\$175,520.81) 92%
US-95 Garwood Road to Farragut Park Pathway Contractor: National Native American Construction Inc.							
LHTAC(3)	20167	OFF SYS	7/23/2019	2	\$456,999.40	\$448,655.50	(\$8,343.90) 98%
STC-8533, Int. Smith Avenue & Middleton Road Signal Contractor: Hawkeye Builders Inc.							
3	19874	I-84	7/30/2019	4	\$14,643,367.32	\$12,076,359.00	(\$2,567,008.32) 82%
I-84, Blacks Creek Road IC Contractor: Knife River Corporation - Mountain West							

Monthly Contract Advertisement As of 8-5-2019

District	Key No.	Route	Bid Opening Date
6	19040	SH-48	8/6/2019
SH-48, 4000E/1400E Intersections Improvement			State
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
6	20118	OFF SYS	8/13/2019
FY20 D6 Signal Upgrade			State
\$250,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
LHTAC(2)	22160	OFF SYS	8/13/2019
SMA-7564, A Street, Moscow, Stage 2			Federal
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
6	19472	VARIOUS	8/20/2019
FY20 D6 Bridge Repair			Federal
\$1,000,000 to \$2,500,000			

District	Key No.	Route	Bid Opening Date
5	19924	SH-34	8/20/2019
SH-34, Bench Canal			Federal
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
1	20341	US-95	8/27/2019
US-95, Emergency Repair MP 518.4			Federal
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
4	19086	US-30	8/27/2019
US-30, N 400 W to Parke Avenue, Burley			Federal
\$10,000,000 to \$15,000,000			

District	Key No.	Route	Bid Opening Date
6	19499	SH-48	9/10/2019
SH-48, Rigby to Ririe			Federal
\$500,000 to \$1,000,000			



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019

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

Presenter's Name Monica Crider, P.E.	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Mike Cram	Preparer's Title Project Manager	Initials MWC	

Subject

REPORT ON PROFESSIONAL SERVICES AGREEMENTS AND TERM AGREEMENT WORK TASKS		
Key Number N/A	District N/A	Route Number N/A

Background Information

For all of ITD:

Consultant Services processed forty-four (44) new professional services agreements and work tasks totaling **\$20,698,419** and four (4) supplemental agreements to existing professional services agreements totaling **\$564,391** from June 27, 2019 through August 1, 2019.

New Professional Services Agreements and Work Tasks

<i>Reason Consultant Needed</i>	<i>District</i>								<i>Total</i>
	1	2	3	4	5	6	HQ		
Resources not Available									
Design	4	1	1	1					7
Environmental		1	3	1	1				6
Public Involvement			1	1					2
Geotechnical					1				1
Traffic									
Surveying	5			1		1			7
Construction		2		2		1			5
Bridge	1		1	1			5		8
Local Public Agency Projects	3	1	4	0	0	0	0		8
Total	13	5	10	7	2	2	5		44



Board Agenda Item

ITD 2210 (Rev. 10-13)

For ITD District Projects:

Thirty-six (36) new professional services agreements and work tasks were processed during this period totaling **\$18,866,931**. Three (3) supplemental agreements totaling **\$523,991** were processed.

District 1

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I-90, SH-41 Interchange, Kootenai Co	Resources not available: design	Roadway design, phase II: preliminary & final design through PS&E	Individual Project Solicitation	David Evans & Associates (DEA)	Prev: \$ 990,500 This: \$3,033,627 Total: \$4,024,127 Board approved \$6.6M during June 2019 meeting
US-2, Moyie Springs Turn Bays, Boundary Co	Resources not available: surveying	Surveying & mapping services	RFI from Term Agreement	Glahe & Associates	\$93,430
State, FY22 D1 Bridge Repairs	Resources not available: bridge	Bridge & roadway design services	RFI from Term Agreement	HDR Engineering	\$163,627
SH-41, FY25 Diagonal Rd Turnbays, Rathdrum	Resources not available: surveying	Surveying & mapping services	Direct from Term Agreement	Glahe & Associates	\$70,000
I-90, Cedars to Dudley Rd, Kootenai Co	Resources not available: design	Roadway design through PS&E	RFI from Term Agreement	Parametrix	\$285,802
I-90, Division St Interchange Overpass, Kellogg	Resources not available: surveying	Add'l topographic survey and mapping	RFI from Term Agreement	Glahe & Associates	Prev: \$103,400 This: \$ 33,290 Total: \$136,690
US-2, FY23 Priest River City Limits	Resources not available: design	Roadway design through PS&E	RFI from Term Agreement	H.W. Lochner	\$179,462
I-90, Elizabeth Park Overpass, Shoshone Co	Resources not available: surveying	Add'l topographic survey and mapping	RFI from Term Agreement	Glahe & Associates	Prev: \$ 65,600 This: \$ 39,533 Total: \$105,133
SH-53, N Latah St to Milepost 9.3, Rathdrum	Resources not available: design	Drainage design	Direct from Term Agreement	HDR Engineering	\$49,159



Board Agenda Item

ITD 2210 (Rev. 10-13)

I-90, Blue Creek Bay Bridge to Wolf Lodge, Kootenai Co	Resources not available: surveying	Topographic surveying services	Direct from Term Agreement	Glahe & Associates	\$5,000
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District 2

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US-12, Tumble Creek to Lochsa Ranger Station, Idaho Co	Resources not available: environmental	Traditional land use studies describing the ethnographic landscape	Sole Source	Nez Perce Tribe	\$196,763
US-95, Thorn Creek to Moscow, Ph 1	Resources not available: design	Add'l right of way acquisition services	RFI from Term Agreement	DEA	Prev: \$315,600 This: \$ 47,600 Total: \$363,200
US-95, Lapwai Creek Bridge, Lewis Co US-95, Culdesac Canyon Passing Ln Ph2; Lapwai Creek Bridges	Resources not available: construction	Inspection of rock blasting operations	RFI from Term Agreement	Explosive Services, Inc.	\$43,155
SH-6, North & South SH-9 Turnbays, Latah Co	Resources not available: construction	Inspection & testing services	Direct from Term Agreement	HMH LLC	\$14,661

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH-55, Pear Ln to Middleton Rd, Canyon Co	Resources not available: environmental	NEPA study	Individual Project Solicitation	Horrocks Engineers	\$2,253,200 Board approved \$2.8M during June 2019 meeting



Board Agenda Item

ITD 2210 (Rev. 10-13)

I-84, Franklin Interchange to Karcher Interchange, Canyon Co	Resources not available: design	Roadway design through PS&E	Individual Project Solicitation	Parametrix	\$8,986,728 Board approved \$10M during May 2019 meeting
US-95, Little Rainbow Bridge, Adams Co	Resources not available: environmental	Hydro acoustic monitoring during construction	Minor Agreement Procedures	Illingworth & Rodkin	\$10,807
I-84, Franklin Interchange to Karcher Interchange, Canyon Co	Resources not available: public involvement	Public involvement services	Individual Project Solicitation	Rosemary Brennan Curtin	\$134,118
SH-55, Flemming Creek Bridge, Boise Co	Resources not available: bridge	Bridge design, phase I: preliminary design services	Individual Project Solicitation	Keller Associates	\$181,844
US-95, Little Rainbow Bridge, Adams Co	Resources not available: environmental	Fish mitigation efforts during construction	Direct from Term Agreement	CH2M Hill	\$72,245

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US-30, Salmon Falls Creek Bridge, Twin Falls Co	Resources not available: construction	Steel bridge girder inspections	Minor Agreement Procedures	Bureau Veritas North America	\$35,000
SH-75, Elkhorn Rd to River St, Ketchum	Resources not available: design	Roadway design services, phase I: concept approval	Individual Project Solicitation	Parametrix	\$1,178,915 Board approved \$1.3M during July 2019 meeting
State, FY24 D4 Hi Priority Bridge Repair	Resources not available: bridge	Bridge design	Direct from Term Agreement	Forsgren Associates	\$82,445



Board Agenda Item

ITD 2210 (Rev. 10-13)

SH-75, FY25 Yankee Fork of Salmon River, Custer Co	Resources not available: environmental	Survey, wetlands delineation, stream bed pebble count, and 2D hydraulics analysis & reporting	RFI from Term Agreement	CH2M Hill	\$275,479
US-26, Ohlinger Rd to Junction US- 93	Resources not available: construction	Additional inspection & materials testing services	Direct from Term Agreement	Horrocks Engineers	Prev: \$ 71,900 This: \$ 28,100 Total: \$100,000
SH-25, Kasota to Paul, Minidoka Co	Resources not available: surveying	Survey monument location & mapping services	Direct from Term Agreement	Civil Science	\$25,000
SH-75, Main St, Hailey	Resources not available: public involvement	Public involvement services	Direct from Term Agreement	HDR Engineering	\$60,492

District 5

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
State, FY21 D5 Bridge Repair	Resources not available: environmental	Asbestos & lead surveys	Direct from Term Agreement	Materials Testing & Inspection (MTI)	\$7,300
State, FY17 D5 Pre- Project Planning	Resources not available: geotechnical	Add'l geotechnical services related to SH-34 landslide	Direct from Term Agreement	Landslide Technology	\$90,000

District 6

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
State, FY19 D6 Corridor Inventory	Resources not available: surveying	On-call surveying for	Individual Project Solicitation	J-U-B Engineers	\$400,000



Board Agenda Item

ITD 2210 (Rev. 10-13)

		district six projects			
US-20, Lorenzo Bridge Repair, Madison/Jefferson Cos	Resources not available: construction	Engineer of record services during construction	Direct from Term Agreement	J-U-B Engineers	\$6,751

Headquarters

Project	Reason Consultant Needed	Description	Selection Method	Consultant	Amount
State, FY19 State Highway System Bridge Inspection	Resources not available: bridge	Bridge load rating	Individual Project Solicitation	Wiss, Janney, Elstner Associates	\$25,562
Off system, FY19 Local/Offsys Bridge Inspection	Resources not available: bridge	Bridge load rating	Individual Project Solicitation	AI Engineers	\$251,229
State, FY19 State Highway System Sign Inspection	Resources not available: bridge	Overhead sign structure inspections	RFI from Term Agreement	Collins Engineers	\$214,815
State, FY19 State Highway System Bridge Inspection	Resources not available: bridge	Bridge load rating services	Direct from Term Agreement	Vander Boegh Engineering	\$100,000
Off System, FY19 Local/Off System Bridge Inspection	Resources not available: bridge	Underwater bridge inspections	RFI from Term Agreement	Collins Engineers	\$191,792
State, FY19 State Highway System					

Supplemental Agreements to Existing ITD Professional Service Agreements

District	Project	Consultant	Original Agreement Date/Description	Supplemental Agreement Description	Total Agreement Amount
1	SH-41, Mullan Ave to E Prairie Ave, Post Falls	HDR Engineering	5/17 Roadway design, Ph III: Completion of design through PS&E	Add'l Right of Way acquisition and Design Services	Prev: \$1,738,400 This: \$ 268,522 Total: \$2,006,922 Board approved \$3.25M during June 2019 meeting



Board Agenda Item

ITD 2210 (Rev. 10-13)

3	I-84, Ustick Rd & Middleton Rd Overpasses, Canyon Co	DEA	2/19 Bridge & roadway design through PS&E	Add'l survey, geotechnical investigations, signal & structure design	Prev: \$2,492,500 This: \$ 246,504 Total: \$2,739,004 Board approved \$3.5M during February 2019 meeting
3	US-20/26, Chinden: I-84 to Middleton Rd, Canyon Co	WHPacific	6/19 Design services through PS&E	Add'l environmental services	Prev: \$1,671,900 This: \$ 8,965 Total: \$1,680,865 Board approved \$2.5M during May 2019 meeting

For Local Public Agency Projects:

Eight (8) new professional services agreements totaling **\$1,831,488** were processed during this period. One (1) supplemental agreements totaling **\$40,400** were processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SMA-7895, Kootenai Cutoff Rd Pedestrian Improvements	City of Ponderay	Construction engineering, inspection, sampling & testing services	Local Project Direct from Term Agreement	HMH LLC	\$20,673
STC-5783, EastRiver Milepost 10, 11, 11.2	Bonner County	Roadway design through PS&E	Individual Project Solicitation	David Evans & Assoc (DEA)	\$590,732
STC-5711, St. Joe River Rd Pavement Rehabilitation	Shoshone County	Construction engineering, inspection, sampling & testing services	Individual Project Solicitation	HMH LLC	\$499,600
STC-4734, Winchester Rd	Evergreen Highway District	Roadway design through PS&E	Local Project Direct from Term Agreement	TD&H Engineering	\$41,802
Local, FY21 Capital Maintenance, Ph 2	Ada County Highway District	Roadway design through PS&E	Individual Project Solicitation	Six Mile Engineering	\$232,411



Board Agenda Item

ITD 2210 (Rev. 10-13)

Off system, Indian Creek Pathway extension to Greenbelt	City of Caldwell	Construction engineering & inspection services	Local Project Direct from Term Agreement	HDR Engineering	\$36,300
Local, FY21 Capital Maintenance, Ph 1	Ada County Highway District	Roadway design services	Individual Project Solicitation	Parametrix	\$380,130
SH-55, 14 th to SH-78 Sidewalk	City of Marsing	Construction engineering & inspection services	Local Project Direct from Term Agreement	MTI	\$29,840

Supplemental Agreements to Existing Local Professional Services Agreements

<i>District</i>	<i>Project</i>	<i>Consultant</i>	<i>Original Agreement Date/Description</i>	<i>Supplemental Agreement Description</i>	<i>Total Agreement Amount</i>
5	STC-1739, E Oneida St, Preston	Keller Associates	5/18 Construction engineering, inspection, sampling & testing services: year 1	Add'l construction engineering & inspection services, monitoring & maintaining the phase I settlement period	Prev: \$184,000 This: \$ 40,400 Total: \$224,400

Recommendations

For Information Only

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 21-22

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed N.A.

Presenter's Name Kevin Sablan, P.E.	Presenter's Title Design/Traffic Services Engineer	Initials	Reviewed By LSS
Preparer's Name Kevin Sablan, P.E.	Preparer's Title Design/Traffic Services Engineer	Initials	

Subject

Report of Speed Minute Entry Changes for July 2019		
Key Number	District 5	Route Number SH-39

Background Information

In accordance with Note *1 in Administrative Policy 5016, the following table is a listing of the approved changes to the Minute Entries for Speed Control Zones processed for July 2019.

Route	Beg Milepost	End Milepost	Speed	
			Old	New
<u>Changes processed by District 5</u>				
SH-39	32.100	32.460	45	60

The SH-39 entry raises the existing 45 MPH speed limit through Springfield to 60 MPH, matching the current 60 MPH speed limits entering town from both directions of SH-39.

Recommendations

For information only

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



TRAFFIC REGULATION

Purpose

This policy implements Board policy 4016 requiring the Department to adopt a Manual on Uniform Traffic Control Devices for Streets and Highways and to install, operate, and maintain traffic control devices in conformance with the manual; record the final determination of any traffic regulations; and to establish cooperative agreements with local jurisdictions regarding the same.

Legal Authority

- Idaho Code 40-313(1) - The Board shall erect and maintain for public safety suitable signs and devices.
- Idaho Code 40-317 - The Board may enter into cooperative agreements with the federal government and with local governments.
- Idaho Code 49-201(3) - The Board shall adopt a manual and specifications for traffic control devices on state highways.
- Idaho Code 49-201(4) – The Board shall determine a reasonable and safe speed limit upon the state highway and interstate highway systems.
- Idaho Code 49-202(20) - The Department shall maintain traffic control devices on state highways.
- Idaho Code 49-202(28) - The Department shall place traffic control devices in cooperation with local highway authorities.
- Idaho Code 49-661 - Regulations in regard to parking on state highways.

Traffic control devices on the State Highway System are approved at the discretion of the Department.

When installation, operation, and maintenance costs of traffic control devices and lighting on the State Highway System costs are shared, participants shall execute a cooperative project agreement specifying each participant's share of the costs, requirements and responsibilities. Additional installation costs for variances from standard traffic control devices and lighting designs shall be paid by the entity requesting the variance. The following criteria shall be considered as a guide in assigning costs of traffic control devices and illumination fixtures.

Traffic Control Devices

- If new signalization is required at a public road approach that is not a state highway, the installation, operation, and maintenance costs shall be shared by the Department and the local jurisdiction in proportion to the number of approach lanes from the local jurisdiction and the number of new lanes on the state system.
- If new development necessitates installation of additional traffic control devices and/or roadway improvements, the developers or special use groups (industry, factory, warehouse, shopping center, etc.) shall pay all design and installation costs, including construction inspection. Signal installation shall not commence until approved by the Department.
- The cooperative agreement shall include a requirement that the developer dedicate to the local jurisdiction a minimum of 15 meters (50 feet) of right of way beyond the state right of way, within the driveway or the future public road approach. Proposed installations require the District Engineer's approval.

- School crossing signals may be installed and maintained by local jurisdictions at their expense, provided the signals meet signal warrants. Proposed installations require the District Engineer's approval.
- Costs for intersection control beacons (flashing beacons) at public road approaches and major private approaches are apportioned among the participants on the same basis as traffic signal costs. Proposed installations require the District Engineer's approval.

Lighting

- The AASHTO publication, *"An Informational Guide for Roadway Lighting"* shall be used to determine where and when lighting devices are located. Proposed lighting installations require the District Engineer's approval.
- Many rural interchanges with light traffic volumes are sufficiently delineated so as to not require roadway lighting at night. However, in some circumstances, partial interchange lighting or complete interchange lighting is the preferred treatment. All lighting costs at rural interchanges are paid by the Department.
- All costs for interstate highway lighting are paid by the Department.
- If a local jurisdiction requests additional lighting, all associated costs are paid by the local jurisdiction.

If other governmental agencies or private entities request special signal and/or lighting devices, all arrangements for installation, operation, and maintenance shall be specified in the written agreement and the Right of Way Use Permit.

Appeals

Appeals regarding the decisions of the Department shall follow the process described in IDAPA 39.03.42 Section 003 Administrative Appeal.

Traffic Minute Entries

Regulation of traffic on the State Highway System (see following table) shall be made by official entries in Department records or "Traffic Minute Entries." These Traffic Minute Entries shall be approved before the regulation is enforceable. Approval authority is delegated as shown in the following table.

Traffic Regulations	Code Reference	Area Of Application (TME = Traffic Minute Entry)	Approval Authority
<u>Speed Zones</u>			
a. Permanent limits	49-201 and 49-202	Entire State Highway System – TME	Board (*1) District Engineer (*2)
b. Temporary limits	49-201	Construction, maintenance speed zones and emergency situations	District Engineer (*3)
c. Bridge limits	49-202 (21)	Entire State Highway System – TME	District Engineer
<u>Parking Restriction</u>			
a. Rural Prohibition	49-202 (28) and 49-661(3)	Entire State Highway System – TME	District Engineer
b. Urban Angle Parking	49-202 (28) and 49-661 (3)	Urban highways – TME	District Engineer

(table continued)

Traffic Regulations	Code Reference	Area Of Application (TME = Traffic Minute Entry)	Approval Authority
<u>Traffic Control Signals</u>			
a. Signals/Intersection Flashing Beacons	49-202 (20)	TME required for locations where there is no cooperative agreement between the Idaho Transportation Department and local officials	District Engineer
b. Flashing Beacon with Warning Sign (school zones, etc.)	49-202 (20)	Entire State Highway System	District Engineer
<u>Railroad Grade Crossings</u>	49-202 (25)	TME required for non-signalized railroad crossings (to validate the reasons for not having a stop sign or signal).	District Engineer
<u>Selective Vehicle Exclusion</u>	49-202 (23)	Fully Controlled Access Highways – TME	District Engineer

- *1 Engineering and Traffic Studies to raise Interstate speeds to 80 mph and State Highway speeds to 70 mph are prepared by the Districts and provided to Design/Traffic Services Engineer for presentation to the Board for approval. Annually, Districts refresh the studies and provide them to Design/Traffic Service Engineer for presentation to the Board in the Consent Calendar.
- *2 Traffic Minute Entries (other than for speeds specified in note *1) that have been approved shall be submitted each month to the Board in the Information Calendar.
- *3 Regulation of temporary speeds shall be established and deleted by written approval of the appropriate District Engineer.

In consultation with local government agencies and law enforcement officials, the District Traffic Engineers shall monitor, prepare supporting documentation, and initiate requests for Traffic Minute Entries. Each request for a Traffic Minute Entry shall include an engineering study and traffic investigation in accordance with Section 103 of the Traffic Manual. This documentation shall be prepared and stamped with the seal of a professional engineer licensed in Idaho.

Each Traffic Minute Entry shall have a Public Outreach Plan. The Office of Communications shall review the plan.

A copy of the approved Traffic Minute Entries shall be provided to the Design/Traffic Services Engineer to make monthly reports to Board on the Consent Calendar of changes in speed zoning.

Highway signing shall not be altered until approved by the appropriate authority.

Unresolved differences between Department personnel, local officials and/or the public shall be documented by the District.



Brian W. Ness
Director

Date 1/11/2016

Board Agenda Item

Meeting Date August 22, 2019 Amount of Time Needed for Presentation Information Only

Presenter's Name Justin Pond	Presenter's Title Right of Way Program Manager	Initials JP	Reviewed By
Preparer's Name Dennis C. Wagner	Preparer's Title Senior Right of Way Agent	Initials	

Subject

Administrative Settlements in Right of Way Acquisitions		
Route Number	Project Number	Key Number
District	Location	

Background Information

An administrative settlement is a settlement, authorized by the responsible official, in excess of the approved just compensation. Under appropriate circumstances, an administrative settlement may be made to motivate amicable settlement with an owner and thus avoid recourse to legal proceedings.

The Board delegated to staff, the authority to negotiate settlements for the acquisition of real property by ITD that did not exceed \$200,000 over the fair market value as established by an ITD Review Appraiser. The Board reserved authority to itself for settlements exceeding this limit. In order to monitor settlements, the Board asked to receive reports twice each year summarizing administrative settlements.

During the semi-annual period of January 1, 2019 through June 30, 2019, the Right of Way Section processed 117 parcels. Of the 117 parcels, 24 parcels had an Administrative Settlement. Attached is a summary showing the parcels with Administrative Settlements.

Recommendations

For information.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

RIGHT OF WAY ACQUISITIONS
ADMINISTRATIVE SETTLEMENT JUSTIFICATIONS
January 1, 2019 to June 30, 2019

Dist.	Parcel No.	Program	Major Program	Project Name	Admin. Settlements	% of parcel purchase	Justification
1	26	P121590	012964	US 95, BONNERS FERRY	\$5,763.00	23%	Owner compensated for attorneys fees
1	34	P121590	012964	US 95, BONNERS FERRY	\$18,000.00	71%	Additional sign relocation expense from City Ordinance.
1	13	E181810	019452	US 95, IC#430 TO LACROSSE AVE, CDA	\$2,400.00	48%	Remove tree, grind stump & plant new tree per bid
1	2	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$150.00	1%	25 linear feet of chain link fence & additional costs
1	5	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$6,000.00	25%	Owner compensated for valuation difference
1	17	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$4,750.00	25%	Additional land value, fence repair and replacement
1	21	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$1,000.00	23%	Fence removal and replacement
1	23	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$696.00	1%	Additional sign removal costs
1	1	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$1,650.00	9%	Unknown cost of future temporary livestock fencing
1	6,7,11,13	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$19,117.00	6%	Owner compensated for higher land values
1	3	P142020	013880	SH 6, OLD POTLATCH MILL RD TO PRINCETON	\$3,927.00	44%	Owner compensated for loss of crop value
3	6	P993390	007215	SH 55, PAYETTE RV BR HORSESHOE BEND	\$2,000.00	16%	Unrecognized severance damages
3	4	P113960	012383	SH 55, INT KARCHER RD & LAKE AVE	\$8,667.00	21%	To recognize land values at higher end of range
3	33	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$25,286.00	17%	Owners comps recognized at a higher value
3	36	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$1,947.00	34%	Owner purchased adjacent parcel at a higher land value
3	14	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$7,500.00	4%	To recognize land values at higher end of range
4	7	P154690	018737	US 93, 200 SOUTH RD, JEROME CO	\$285.00	1%	Land value increased to recognize higher rural residential valuation
4	8	P154690	018737	US 93, 200 SOUTH RD, JEROME CO	\$21,196.00	39%	To recognize land values at higher end of range
4	9	P154690	018737	US 93, 200 SOUTH RD, JEROME CO	\$29,495.00	18%	Appraisal omitted cost-to-cure items
5	31	P115770	009225	US 91, SHELLEY NCL TO YORK RD	\$34,124.00	73%	To recognize land values at higher end of range
5	32	P115770	009225	US 91, SHELLEY NCL TO YORK RD	\$10,237.00	34%	To recognize land values at higher end of range
				Total cost of Administrative Settlements:	\$204,190.00		

Total number of parcels processed with administrative settlements: 24
Total number of parcels processed: 117
Total value of all parcels processed: \$5,757,540.00



BOARD POLICY 4005
Page 1 of 2

MANAGEMENT OF DEPARTMENT-OWNED PROPERTY

Purpose

The purpose of this policy is to instruct staff on managing access to the roadway, and to delegate authority to purchase, lease, otherwise acquire, dispose, sell, or exchange Department-owned surplus real property. This policy enables the Department to safeguard, enhance and improve the highway system, and to avoid any potential appearance of conflict of interest on purchase of Department-owned property.

Legal Authority

The Department shall be responsible for managing highway rights-of-way and property in accordance with:

- [Idaho Code 40-102\(1\)](#) - Definition and use of access easements
- [Idaho Code 40-310\(9\)\(10\)&\(11\)](#) - Board powers and duties to regulate access to highway
- [Idaho Code 40-311](#) - Board powers and duties with respect to property for highways and related facilities
- [Idaho Code 58-335A](#) Governance of surplus property disposal
- [Idaho Code 67-5709A](#) Disposition of Administrative Facilities
- 23 [Code of Federal Regulations part 710](#) - Right-of-Way and Real Estate
- 49 [Code of Federal Regulations part 24](#) - Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs

Access To Roadway

The Director or a delegate is authorized to acquire property rights in accordance with [Idaho Code 40-311\(1\)](#) and to control access to the roadway either through property purchase (deed restrictions) or through regulatory control (police power) consistent with [Idaho Code 40-310\(9\)\(10\)&\(11\)](#).

Acquisition Of Real Property

The Director or a delegate is authorized to purchase, lease, and exchange real property, to execute deeds, easements, and agreements for all real estate property transactions, and to execute on behalf of the Board an *Order of Condemnation* for individual parcels of land.


The Director or a delegate may authorize an administrative settlement for up to \$200,000 over the reviewed fair market value of properties appraised up to \$1,000,000. Administrative settlements for appraisals in excess of \$1,000,000 shall not exceed 20% of the reviewed fair market value of the property. Proposed settlements exceeding these thresholds shall come before the Board for approval.

Disposal Of Real Property

The Director or a delegate is authorized to sell, exchange, or dispose of surplus real property per [Idaho Code 40-311](#), [Idaho Code 58-335A](#). Surplus property will be disposed of by the Department consistent with the provisions of [Idaho Code section 58-335A](#). Administrative Facilities will be disposed of consistent with the provisions of [Idaho Code 67-5709A](#).

The Department shall, once every two years, provide to the Board a report containing the location and amount of surplus properties owned by the Department.

Approved by the Board on:



Jerry Whitehead
Board Chairman

Date

12/14/16



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019Consent 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 July		
Key Number	District	Route Number
N/A	N/A	N/A

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 (365/365^{ths}) 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

<input type="checkbox"/> Approved <input type="checkbox"/> Deferred _____
<input type="checkbox"/> Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Exhibit One Actual Formula Funding for FY2019

Per FAST Tables – Total Year	
Federal Aid Only	\$320,716
Including Match	\$344,374
Per Apportionments – Total Year	
Federal Aid Only	\$341,216
Including Match	\$366,387
Obligation Limits through 9/30/2019	
Federal Aid Only	\$309,410
Less prorated \$25M indirect costs w/Match	\$308,369

- 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

Program	Allotted Total Program Funding	Total Program Funding Remaining
All Other SHS Programs	\$187,817	\$21,727
GARVEE Formula Debt Service*	\$56,700	(\$1,778)
State Planning and Research*	\$6,941	\$362
Metropolitan Planning*	\$1,849	\$0
Railroad Crossings	\$1,894	\$1,271
Transportation Alternatives (Urban/Rural)	\$3,519	\$279
Recreational Trails	\$1,532	\$1,515
STBG - Local Urban	\$9,264	\$632
STBG - Transportation Mgt. Area+	\$12,177	\$1,006
Transportation Alternatives (TMA)	\$430	\$164
STBG – Local Rural	\$14,265	\$8,006
Local Bridge	\$4,877	(\$6,446)
Off System Bridge	\$3,657	(\$593)
Local Safety	\$3,448	(\$80)
Total (excluding indirect costs)	\$308,369	\$26,064

- 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 July 31st.
 5. Advanced construction conversions of \$53.0 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)



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 21 -22, 2019Consent Item ☐Information Item ☐Amount of Presentation Time Needed Information

Presenter's Name David Tolman	Presenter's Title Controller	Initials DT	Reviewed By LSS
Preparer's Name Nancy Luthy	Preparer's Title Revenue Operations Manager	Initials NL	

Subject

Return Check Report for FY 2019

Key Number	District	Route Number
------------	----------	--------------

Background Information

The following is a report of FY 2019 dollar value of checks returned and collected.

	FY 2019	FY 2018
Total Value of Checks	\$37,986,993	\$33,654,792
Value of Returned Checks	\$220,752	\$154,417
Quantity of checks	63	69
Percent of return checks based on all checks received	.58%	.46%
Collection of returned checks	\$223,520	\$118,057
Annual collection rate	101.25%	76.45%

Analysis:

When comparing FY 2019 and FY 2018, we experienced a 42.96% increase in dollar value of returned checks. We experienced a 89.33% increase in the collection of returned checks. The collection rate for FY 2018 was 76.45% compared with FY 2019 of 101.25%.

Conclusion:

Overall the department receives a minimal amount of returned checks. Our collection efforts follow industry standards.

Recommendations

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Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 21 - 22, 2019

Consent Item ☐

Information Item ☒

Amount of Presentation Time Needed 0 minutes

Presenter's Name Dave Tolman	Presenter's Title Controller	Initials <i>DT</i>	Reviewed By LSS
Preparer's Name Kevin Bentley	Preparer's Title Financial Specialist, Senior	Initials <i>KB</i>	<i>BKB</i>

Subject

Summary of FY 2019 Budget vs. Actual Out-of-State and In-State Travel

Key Number	District	Route Number
------------	----------	--------------

Background Information

Out-of-State and In-State travel history for the last five fiscal years. Report attached.

Recommendations

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

IDAHO TRANSPORTATION DEPARTMENT

TRAVEL: OUT-OF-STATE / IN-STATE

prepared date: 07/17/19

prepared by: Kevin Bentley, Financial Services

OUT-OF-STATE TRAVEL COMPARISON

BUDGET UNIT	FY15			FY16			FY17			FY18			FY19		
	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance
TRFA - ADMIN	127,650	73,591	54,059	127,865	85,664	42,201	117,750	84,169	33,581	117,750	119,137	(1,387)	117,750	160,305	(42,555)
TRFC - DMV	47,500	47,025	475	45,330	35,115	10,215	51,330	42,314	9,016	51,330	44,269	7,061	51,330	45,327	6,003
TRFD - HWYS	156,670	129,086	27,584	174,327	151,531	22,796	181,400	159,913	21,487	181,400	166,203	15,197	181,400	199,655	(18,255)
TRFG - AERO	17,800	16,984	816	17,800	14,323	3,477	17,800	15,957	1,843	17,800	16,326	1,474	17,800	18,537	(737)
TRFH - TP	17,600	6,318	11,282	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	367,220	273,004	94,216	365,322	286,633	78,689	368,280	302,353	65,927	368,280	345,935	22,345	368,280	423,824	(55,544)
Percentage of Year's Budget		74%	26%		78%	22%		82%	18%		94%	6%		115%	-15%
Comparison between current and prior FY	88,020 32%	(8,956) -3%	96,976 -3514%	(1,898) -1%	13,629 5%	(15,527) -16%	2,958 1%	15,720 5%	(12,762) -16%	0 0%	43,582 14%	(43,582) -66%	0 0%	77,889 23%	(77,889) -349%

IN-STATE TRAVEL COMPARISON

BUDGET UNIT	FY15			FY16			FY17			FY18			FY19		
	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance
TRFA - ADMIN	178,652	138,447	40,205	180,027	151,171	28,856	194,579	168,041	26,538	207,809	178,028	29,781	186,630	219,044	(32,414)
TRFC - DMV	72,257	75,662	(3,405)	85,115	88,720	(3,605)	113,070	119,406	(6,336)	131,910	92,389	39,521	110,602	113,076	(2,474)
TRFD - HWYS	1,130,005	839,717	290,288	1,072,774	972,566	100,208	1,047,236	1,077,750	(30,514)	1,181,227	1,202,155	(20,928)	1,192,144	1,250,106	(57,962)
TRFG - AERO	45,000	39,336	5,664	54,050	57,077	(3,027)	60,483	55,451	5,032	58,835	66,152	(7,317)	67,904	64,379	3,525
TRFH - TP	36,510	13,924	22,586	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1,462,424	1,107,086	355,338	1,391,966	1,269,534	122,432	1,415,368	1,420,648	(5,280)	1,579,781	1,538,724	41,057	1,557,280	1,646,605	(89,325)
Percentage of Year's Budget		76%	24%		91%	9%		100%	0%		97%	3%		106%	-6%
Comparison between current and prior FY	(140,834) -9%	5,995 1%	(146,829) -29%	(70,458) -5%	162,448 15%	(232,906) -66%	23,402 2%	151,114 12%	(127,712) -104%	164,413 12%	118,076 8%	46,337 -878%	(22,501) -1%	107,881 7%	(130,382) -318%

TOTAL OUT-OF-STATE AND IN-STATE TRAVEL COMPARISON

BUDGET UNIT	FY15			FY16			FY17			FY18			FY19		
	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance	Budget	Actual	Balance
TRFA - ADMIN	306,302	212,038	94,264	307,892	236,835	71,057	312,329	252,210	60,119	325,559	297,165	28,394	304,380	379,349	(74,969)
TRFC - DMV	119,757	122,687	(2,930)	130,445	123,835	6,610	164,400	161,720	2,680	183,240	136,658	46,582	161,932	158,403	3,529
TRFD - HWYS	1,286,675	968,803	317,872	1,247,101	1,124,097	123,004	1,228,636	1,237,663	(9,027)	1,362,627	1,368,358	(5,731)	1,373,544	1,449,761	(76,217)
TRFG - AERO	62,800	56,320	6,480	71,850	71,400	450	78,283	71,408	6,875	76,635	82,478	(5,843)	85,704	82,916	2,788
TRFH - TP	54,110	20,242	33,868	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1,829,644	1,380,090	449,554	1,757,288	1,556,167	201,121	1,783,648	1,723,001	60,647	1,948,061	1,884,659	63,402	1,925,560	2,070,429	(144,869)
Percentage of Year's Budget		75%	25%		89%	11%		97%	3%		97%	3%		108%	-8%
Comparison between current and prior FY	(52,814) -3%	(2,961) 0%	(49,853) -10%	(72,356) -4%	176,077 13%	(248,433) -55%	26,360 2%	166,834 11%	(140,474) -70%	164,413 9%	161,658 9%	2,755 5%	(22,501) -1%	185,770 10%	(208,271) -328%



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 21-22, 2019

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10

Presenter's Name	Presenter's Title	Initials	Reviewed By
David Tolman	Controller	DT	LSS
Preparer's Name	Preparer's Title	Initials	
David Tolman	Controller	DT	

Subject

State Fiscal Year 2019 Financial Statements		
Key Number	District	Route Number

Background Information

Fiscal Year 2019 Financial Statements Final

The financial operations of the Department for Fiscal Year 2019 concludes with revenue coming in ahead of forecast year-to-date and the expenditures within projected budgets.

- Revenues to the State Highway Account from all state sources are ahead of forecast by 3.6%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 3.1% or \$6.7M. Revenue in the ethanol exemption and registrations/fuel taxes direct to the State Highway Account are ahead of forecast by 2.7%. State revenues to the State Aeronautics Fund are ahead of forecast by 19.4% or \$530,000.
- Expenditures are within planned budgets for the year. The differences between budget (including transfers in to operating) and expenditures is that not all were needed in the fiscal year. That unspent cash balance is available for future legislative appropriation. Personnel costs have savings of \$13.1M or 10% prior to transfers to operating expenditures and contract construction in the amount of \$10M. These savings are due to reserves for horizontal career path increases, vacancies and timing between a position becoming vacant and filled.
- Contract construction cash expenditures for this fiscal year has exceeded any from the past three years: FY19 = \$452.1M; FY18 = \$410.8M; FY17 = \$249.1M. 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 June is \$137.7 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 \$76.4M totals \$214.1M.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), for the fiscal year, were \$17.7M. Projects obligated from these funds will continue to have payouts until completed.

Deposits into the new Transportation Expansion and Congestion Mitigation Fund of \$19.2M is 0.5% 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

For information.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

User ID: kbentley
 Report ID: AD-FN-GL-010
 Run Date: 18 Jul 2019
 % of Time
 Remainin 0

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 6/30/2019
 (all amounts in '000)

Fiscal Year: 2019

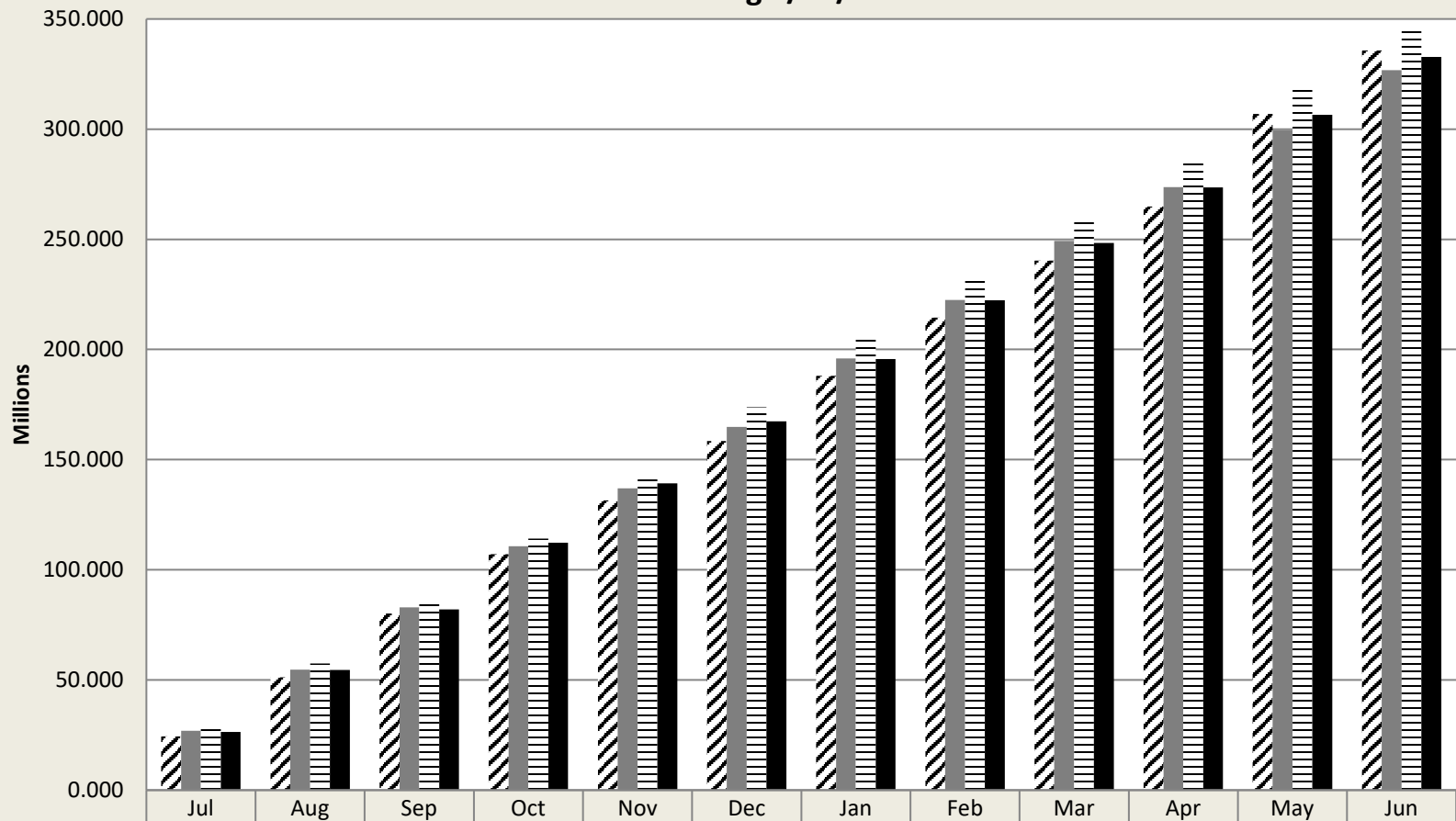
Funds Received					
	FY18 Actual YTD	FY19 Actual YTD	FY19 Forecast YTD	FY19 to FY18 Actual	FY 19 to Forecast
<u>State Highway Account</u>					
Federal Reimbursements	333,537	354,642	555,771	6.3%	-36.2%
State (Inc. H.D.A.)	340,219	344,728	332,767	1.3%	3.6%
Local	4,030	10,367	28,850	157.3%	-64.1%
Total State Highway Account:	677,786	709,737	917,388	4.7%	-22.6%
<u>State Aeronautics Fund</u>					
Federal Reimbursements	258	348	666	34.8%	-47.7%
State	3,015	3,261	2,731	8.2%	19.4%
Total State Aeronautics Fund:	3,273	3,610	3,397	10.3%	6.3%
Total Fund Received:	681,058	713,346	920,785	4.7%	-22.5%
Disbursements (includes Encumbrances)					
	FY18 Actual YTD	FY19 Actual YTD	FY19 Budget YTD	FY19 to FY18 Actual	FY 19 to Budget
Construction Payouts	410,840	452,071	827,302	10.0%	-45.4%
<u>Operations Expenses</u>					
Highways	189,724	186,375	192,948	-1.8%	-3.4%
DMV	35,635	32,057	35,125	-10.0%	-8.7%
Administration	25,781	27,388	28,068	6.2%	-2.4%
Facilities	7,213	3,556	3,955	-50.7%	-10.1%
Aeronautics	3,220	5,017	6,570	55.8%	-23.6%
Total Operations Expenses:	261,573	254,393	266,665	-2.7%	-4.6%
<u>Transfers</u>					
Operating	25	25	25	0.0%	0.0%
Debt Service	52,191	54,070	53,200	3.6%	1.6%
Total Transfers:	52,216	54,095	53,225	3.6%	1.6%
Total Disbursements:	724,628	760,558	1,147,193	5.0%	-33.7%
	FY18 Actual YTD	FY19 Actual YTD	FY19 Budget YTD	FY19 to FY18 Actual	FY 19 to Budget
<u>Expenditures by Type</u>					
Personnel	114,152	118,332	121,489	3.7%	-2.6%
Operating	96,157	91,232	97,615	-5.1%	-6.5%
Capital Outlay	33,769	27,447	28,245	-18.7%	-2.8%
Sub-Grantee	17,494	17,382	19,316	-0.6%	-10.0%
Totals Operations Expenses:	261,573	254,393	266,665	-2.7%	-4.6%
Contract Construction	410,840	452,071	827,302	10.0%	-45.4%
Totals (excluding Transfers):	672,412	706,463	1,093,967	5.1%	-35.4%

State Highway Fund 0260

Fiscal Year 2019

State Revenue Source Forecast vs Actual

June - For Period Ending 6/30/2019



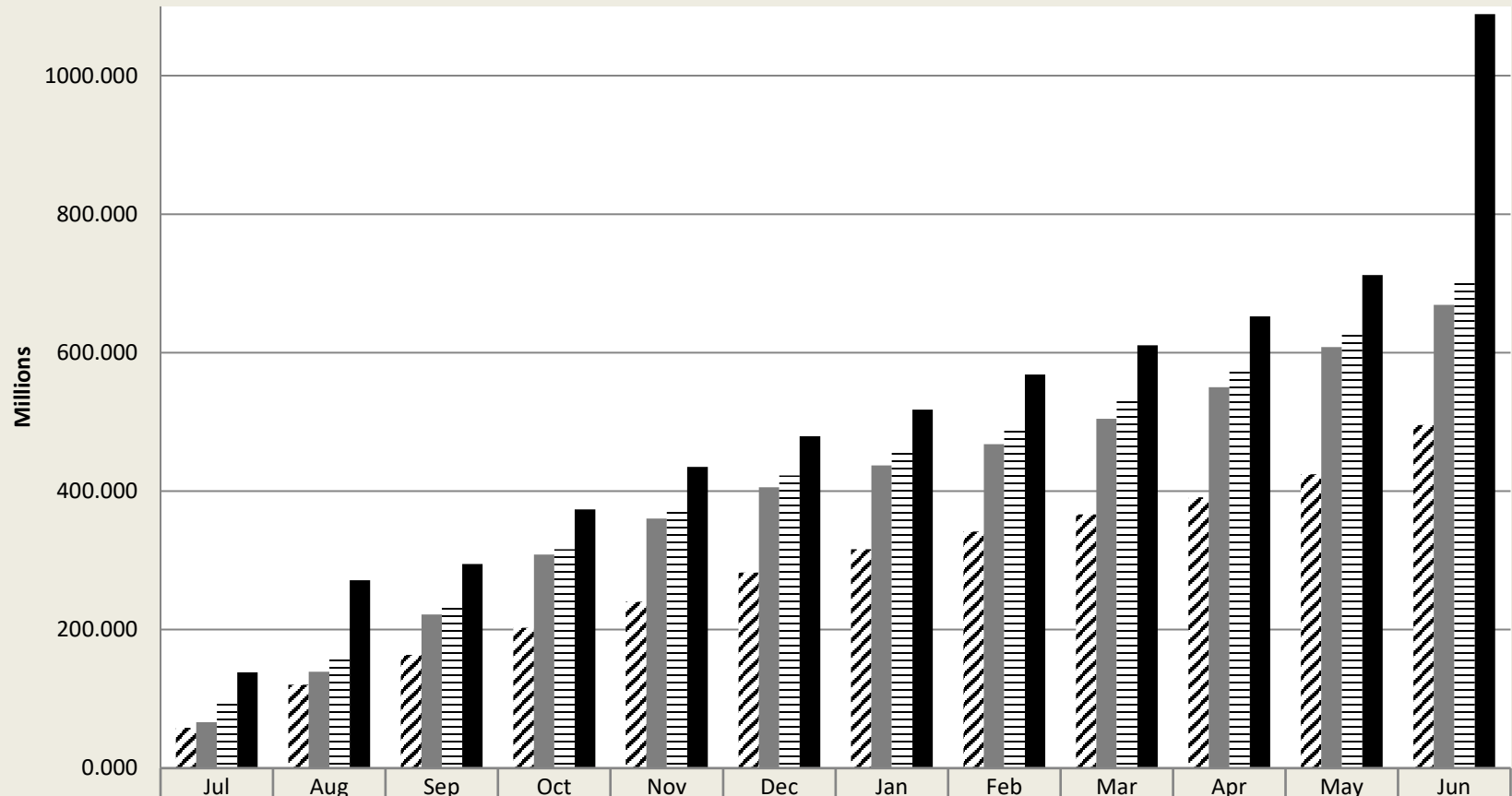
▤ FY17 Actual Revenue	24.386	51.275	80.145	107.095	131.576	158.480	188.080	214.414	240.295	264.866	306.932	335.742
■ FY18 Actual Revenue	27.003	54.686	82.976	110.644	136.997	164.897	195.901	222.483	249.311	273.673	299.623	326.714
▬ FY19 Current	29.298	57.454	84.752	114.108	142.878	173.775	206.239	233.249	258.362	284.523	319.267	344.728
■ FY19 Forecast	26.438	54.510	82.043	112.368	139.268	167.339	195.636	222.315	248.283	273.492	306.549	332.767

State Highway Fund 0260

Fiscal Year 2019

Expenditures

June - For Period Ending 6/30/2019



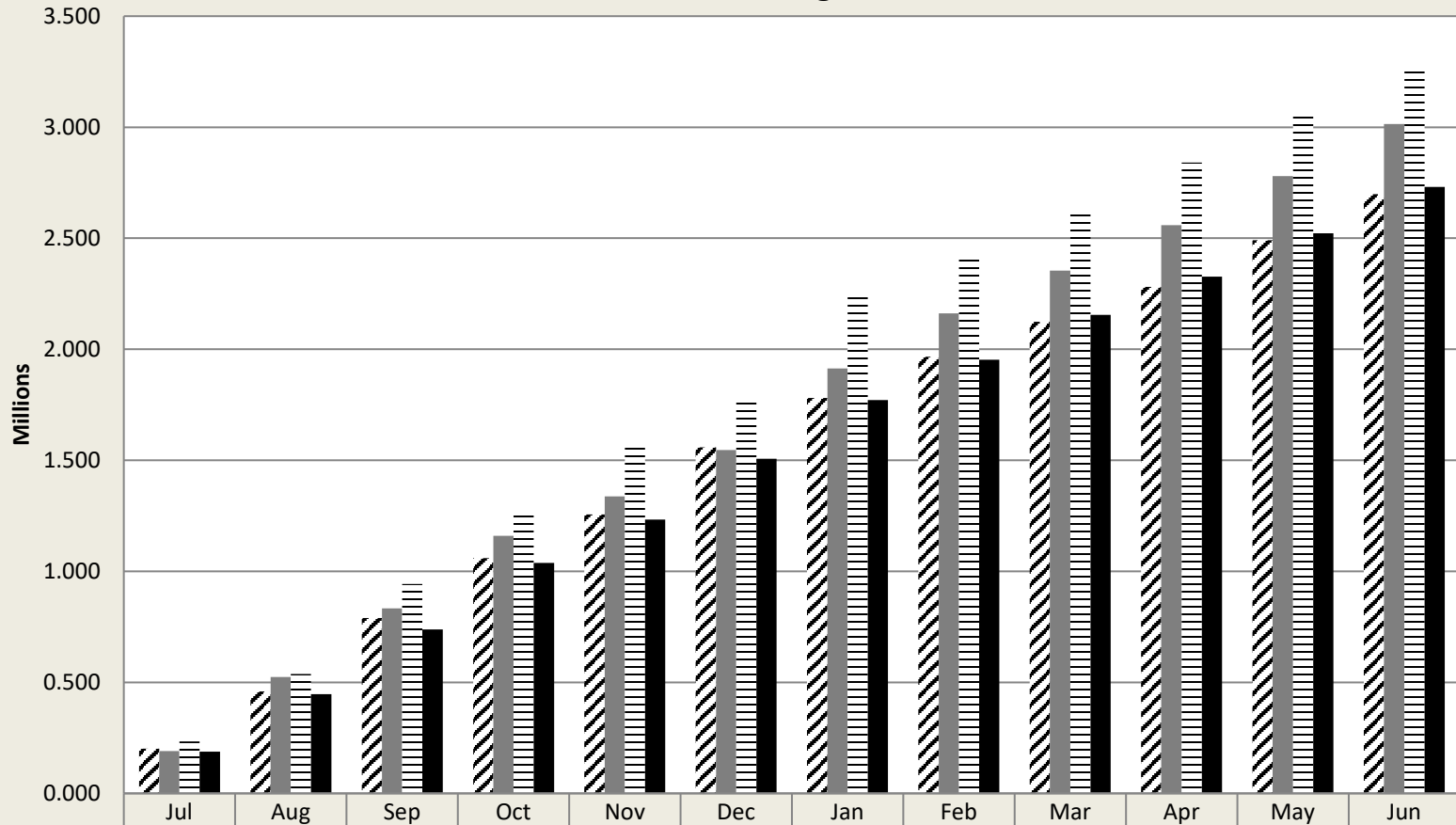
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
✓ FY17 Actual Expenditures	58.348	120.371	163.661	202.889	240.383	282.297	316.027	341.550	366.385	390.985	424.174	495.603
■ FY18 Actual Expenditures	66.330	139.287	221.745	308.357	360.460	405.710	437.190	468.029	504.461	550.126	607.868	669.206
= FY19 Current	95.849	163.446	238.100	316.163	372.747	422.734	459.444	493.898	533.081	574.555	626.054	703.065
■ FY19 Forecast	138.383	271.540	294.850	373.527	435.102	479.374	517.705	568.563	610.724	652.379	711.992	1,089.018

Aeronautics Fund 0221

Fiscal Year 2019

State and Interagency Revenue Sources Forecast vs Actual

June - For Period Ending 6/30/2019



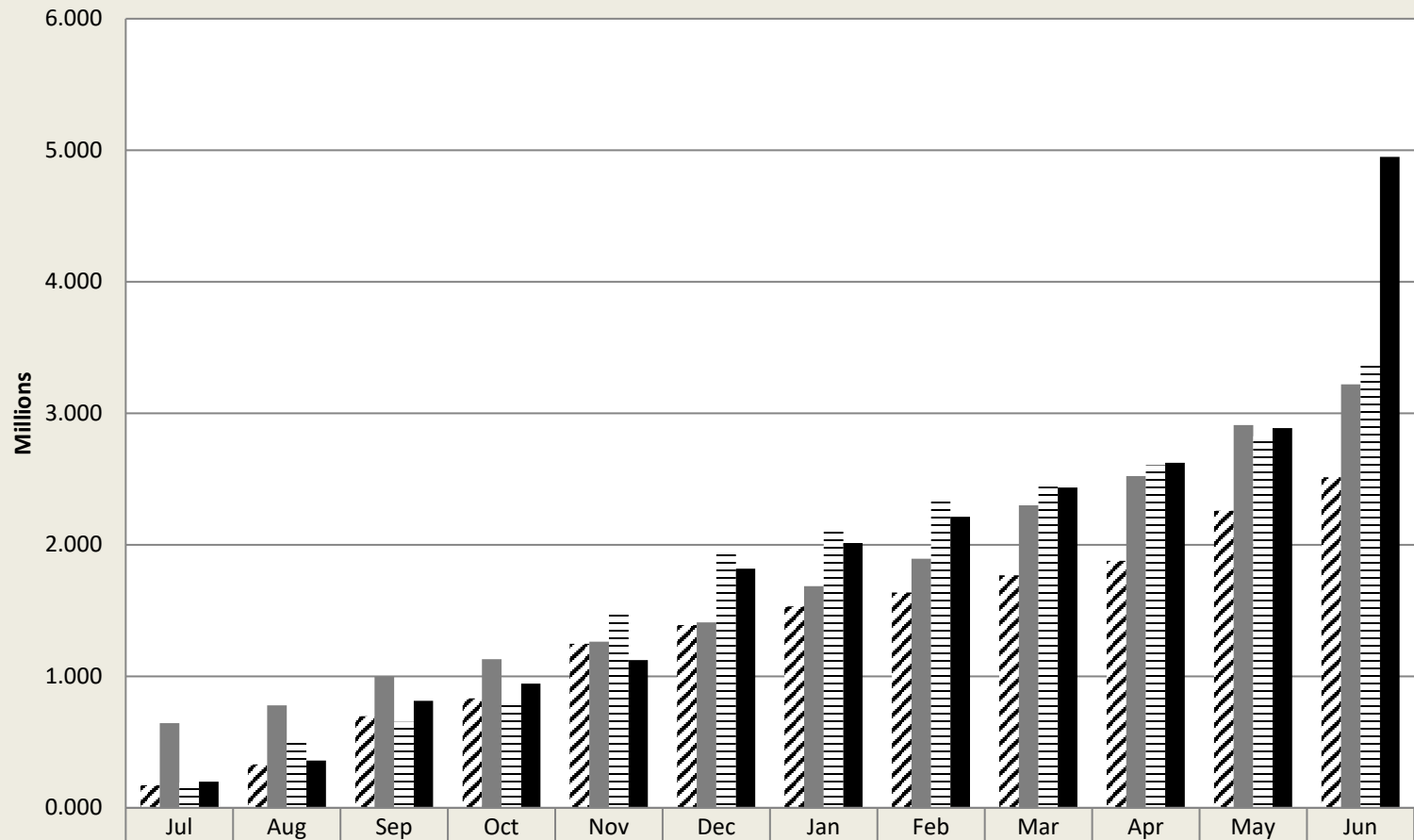
▨ FY17 Actual Revenue	0.201	0.459	0.789	1.059	1.256	1.559	1.780	1.967	2.123	2.280	2.491	2.699
■ FY18 Actual Revenue	0.191	0.524	0.834	1.159	1.338	1.546	1.913	2.162	2.354	2.558	2.780	3.015
▬ FY19 Current	0.234	0.538	0.943	1.265	1.563	1.782	2.242	2.421	2.631	2.840	3.064	3.261
■ FY19 Forecast	0.188	0.447	0.739	1.037	1.233	1.506	1.771	1.953	2.155	2.327	2.522	2.731

Aeronautics Fund 0221

Fiscal Year 2019

Expenditures

June - For Period Ending 6/30/2019



FY17 Actual Expenditures	0.170	0.330	0.697	0.832	1.246	1.390	1.532	1.637	1.767	1.878	2.258	2.514
FY18 Actual Expenditures	0.645	0.778	0.999	1.131	1.262	1.411	1.685	1.894	2.299	2.522	2.909	3.220
FY19 Current	0.193	0.512	0.652	0.816	1.498	1.943	2.124	2.351	2.441	2.604	2.826	3.398
FY19 Forecast	0.199	0.359	0.814	0.945	1.123	1.818	2.014	2.214	2.436	2.622	2.887	4.949

UserID: kbentley
 Report ID: AD-FN-GL-002
 Run Date: 18 Jul 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 6/30/2019

	State Aeronautics Fund 0221		State Highway Fund 0260		Transportation Expansion and Congestion Mitigation Fund 0269	
	May-19	Jun-19	May-19	Jun-19	May-19	Jun-19
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Operations)	2,168,774	2,163,320	87,626,617	76,456,163	37,785,810	41,463,070
Investments (Long Term: STO - Diversified Bond Fund)	842,285	843,811	137,471,119	137,723,182	0	0
Total Cash & Investments	3,011,059	3,007,130	225,103,580	214,185,189	37,785,810	41,463,070
Receivables - Other	5,577	5,577	1,143,618	1,146,979	0	0
- Due From Locals (Project Overruns)	0	77,400	1,469,511	1,726,572	0	0
- Inter Agency	62,534	27,883	50	50	0	0
Total Receivables	68,110	110,860	2,613,179	2,873,601	0	0
Inventory on Hand	0	0	18,622,456	16,896,522	0	0
Total Assets:	3,079,169	3,117,990	246,339,216	233,955,312	37,785,810	41,463,070
LIABILITIES						
Vouchers Payable	0	0	2,116	1,762	0	0
Sales Tax Payable	0	0	4,156	852	0	0
Deferred Revenue (Local Projects Match)	0	0	26,769,887	26,347,495	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	231,484	240,070	0	0
Total Liabilities:	0	0	27,007,642	26,590,179	0	0
FUND BALANCE						
Reserve for Encumbrance	145,033	478,445	37,817,403	44,370,530	0	0
Fund Balance	2,934,135	2,639,545	181,514,171	162,994,603	37,785,810	41,463,070
Total Fund Balance:	3,079,169	3,117,990	219,331,574	207,365,133	37,785,810	41,463,070
Total Liabilities and Fund Balance	3,079,169	3,117,990	246,339,216	233,955,312	37,785,810	41,463,070

UserID: kbentley
 Report ID: AD-FN-GL-002
 Run Date: 18 Jul 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 6/30/2019

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270	
	May-19	Jun-19	May-19	Jun-19	May-19	Jun-19
ASSETS						
Cash on Hand (Change Fund)	0	0	0	0	0	0
Cash in Bank (Daily Operations)	42,296,399	44,652,629	137,655	48,179	42,434,054	44,700,808
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0
Total Cash & Investments	42,296,399	44,652,629	137,655	48,179	42,434,054	44,700,808
Receivables - Other	0	0	0	0	0	0
- Due From Locals (Project Overruns)	0	0	0	0	0	0
- Inter Agency	0	0	0	0	0	0
Total Receivables	0	0	0	0	0	0
Inventory on Hand	0	0	0	0	0	0
Total Assets:	42,296,399	44,652,629	137,655	48,179	42,434,054	44,700,808
LIABILITIES						
Vouchers Payable	0	0	0	0	0	0
Sales Tax Payable	0	0	0	0	0	0
Deferred Revenue (Local Projects Match)	0	0	0	0	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	0	0	0	0
Total Liabilities:	0	0	0	0	0	0
FUND BALANCE						
Reserve for Encumbrance	0	0	0	0	0	0
Fund Balance	42,296,399	44,652,629	137,655	48,179	42,434,054	44,700,808
Total Fund Balance:	42,296,399	44,652,629	137,655	48,179	42,434,054	44,700,808
Total Liabilities and Fund Balance	42,296,399	44,652,629	137,655	48,179	42,434,054	44,700,808

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0260 State Highway Fund

Fiscal Year: 2019
 Budget Fiscal Year: 2019
 REVENUES

	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
Federal Sources									
FHWA - Highway	509,322,719	315,985,361	71,326,312	0	(193,337,358)	-37.96%	509,322,719	193,337,358	37.96 %
FHWA - Indirect Cost	25,000,000	21,319,076	2,842,022	0	(3,680,924)	-14.72%	25,000,000	3,680,924	14.72 %
Federal Transit Authority	12,771,200	10,968,912	1,074,049	0	(1,802,288)	-14.11%	12,771,200	1,802,288	14.11 %
NHTSA - Highway Safety	4,546,900	5,156,981	388,533	0	610,081	13.42 %	4,546,900	(610,081)	-13.42%
Other Federal Aid	4,130,000	1,211,655	426,291	0	(2,918,345)	-70.66%	4,130,000	2,918,345	70.66 %
Total Federal Sources:	555,770,819	354,641,984	76,057,207	0	(201,128,834)	-36.19%	555,770,819	201,128,834	36.19 %
State Sources									
Equipment Buy Back	7,043,000	7,049,000	0	0	6,000	0.09 %	7,043,000	(6,000)	-0.09%
Miscellaneous Revenues	30,074,868	33,070,234	3,306,395	0	2,995,367	9.96 %	30,074,868	(2,995,367)	-9.96%
Total State Sources:	37,117,868	40,119,234	3,306,395	0	3,001,367	8.09 %	37,117,868	(3,001,367)	-8.09%
Local Sources									
Match For Local Projects	28,850,432	9,750,805	813,034	0	(19,099,627)	-66.20%	28,850,432	19,099,627	66.20 %
Other Local Sources	0	616,233	0	0	616,233	0.00 %	0	(616,233)	0.00 %
Total Local Sources:	28,850,432	10,367,038	813,034	0	(18,483,394)	-64.07%	28,850,432	18,483,394	64.07 %
TOTAL REVENUES:	621,739,119	405,128,257	80,176,636	0	(216,610,861)	-34.84%	621,739,119	216,610,861	34.84 %
TRANSFERS-IN									
Highway Distribution Account	211,444,100	218,138,792	15,592,360	0	6,694,692	3.17 %	211,444,100	(6,694,692)	-3.17%
Fuel/Registration Direct	65,905,200	67,966,591	5,248,757	0	2,061,391	3.13 %	65,905,200	(2,061,391)	-3.13%
Ethanol Fuels Tax	18,300,000	18,502,982	1,312,691	0	202,982	1.11 %	18,300,000	(202,982)	-1.11%
TOTAL TRANSFERS-IN:	295,649,300	304,608,365	22,153,808	0	8,959,065	3.03 %	295,649,300	(8,959,065)	-3.03%
TOTAL REV AND TRANSFERS-IN:	917,388,419	709,736,622	102,330,444	0	(207,651,796)	-22.64%	917,388,419	207,651,796	22.64 %

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0260 State Highway Fund

Fiscal Year: 2019
 Budget Fiscal Year: 2019
 EXPENDITURES

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Operations Expense									
Permanent Staff Salaries	80,669,833	79,674,881	6,380,552	0	994,952	1.23 %	80,669,833	994,952	1.23 %
Board, Hourly, OT, Shift Diff	1,404,690	1,372,252	196,661	0	32,438	2.31 %	1,404,690	32,438	2.31 %
Fringe Benefits	38,240,377	36,158,252	2,991,675	0	2,082,125	5.44 %	38,240,377	2,082,125	5.44 %
In State Travel Expense	1,489,376	1,582,226	153,118	0	(92,850)	-6.23%	1,489,376	(92,850)	-6.23%
Out of State Travel Expense	350,480	405,288	39,803	0	(54,808)	-15.64%	350,480	(54,808)	-15.64%
Technology Operating Expense	28,516,386	20,002,270	3,002,234	5,939,894	2,574,222	9.03 %	28,516,386	2,574,222	9.03 %
Operating Expense	66,036,495	53,047,365	4,824,002	9,489,602	3,499,527	5.30 %	66,036,495	3,499,527	5.30 %
Technology Equipment Expense	2,176,270	1,254,944	44,134	695,410	225,917	10.38 %	2,176,270	225,917	10.38 %
Capital Equipment Expense	21,250,497	10,117,527	233,831	10,973,423	159,547	0.75 %	21,250,497	159,547	0.75 %
Capital Facilities Expense	3,924,500	3,144,428	7,891	383,329	396,743	10.11 %	3,924,500	396,743	10.11 %
Trustee & Benefit Payments	17,657,000	14,991,243	1,294,056	1,762,108	903,649	5.12 %	17,657,000	903,649	5.12 %
Total Operations Expense:	261,715,904	221,750,676	19,167,958	29,243,767	10,721,462	4.10 %	261,715,904	10,721,462	4.10 %
Contract Construction									
Technology Operating Expense	0	2,067,482	145,205	0	(2,067,482)	0.00 %	0	(2,067,482)	0.00 %
Operating Expense	11,875,795	2,414,310	203,697	0	9,461,485	79.67 %	11,875,795	9,461,485	79.67 %
Capital Projects	810,492,516	446,808,478	49,271,953	0	363,684,038	44.87 %	810,492,516	363,684,038	44.87 %
Trustee & Benefit Payments	4,933,796	780,294	19,534	0	4,153,502	84.18 %	4,933,796	4,153,502	84.18 %
Total Contract Construction:	827,302,107	452,070,564	49,640,389	0	375,231,543	45.36 %	827,302,107	375,231,543	45.36 %
TOTAL EXPENDITURES:	1,089,018,011	673,821,241	68,808,347	29,243,767	385,953,005	35.44 %	1,089,018,011	385,953,005	35.44 %
TRANSFERS OUT									
Statutory	25,000	25,000	0	0	0	0.00 %	25,000	0	0.00 %
Operating	53,200,467	54,069,973	43,167,461	0	(869,506)	-1.63%	53,200,467	(869,506)	-1.63%
TOTAL TRANSFERS OUT:	53,225,467	54,094,973	43,167,461	0	(869,506)	-1.63%	53,225,467	(869,506)	-1.63%
TOTAL EXPD AND TRANSFERS OUT:	1,142,243,478	727,916,214	111,975,808	29,243,767	385,083,499	33.71 %	1,142,243,478	385,083,499	33.71 %
Net for Fiscal Year 2019:	(224,855,059)	(18,179,592)	(9,645,364)		177,431,703		(224,855,059)	(177,431,703)	

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0260 State Highway Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year:	2019									
Budget Fiscal Year:	2019									
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	2,875,951	331,189	23,772	0	2,544,762	88.48 %	2,875,951	2,544,762	88.48 %
Operating Expenditures	Federal	8,614,510	4,140,186	324,822	0	4,474,324	51.94 %	8,614,510	4,474,324	51.94 %
Operating Expenditures	Local	385,334	10,417	308	0	374,917	97.30 %	385,334	374,917	97.30 %
Total Operating Expenditures		11,875,795	4,481,792	348,902	0	7,394,003	62.26 %	11,875,795	7,394,003	62.26 %
Capital Outlay										
Capital Outlay	Dedicated	271,968,059	157,611,881	9,085,504	0	114,356,179	42.05 %	271,968,059	114,356,179	42.05 %
Capital Outlay	Federal	467,734,919	242,510,364	30,508,803	0	225,224,555	48.15 %	467,734,919	225,224,555	48.15 %
Capital Outlay	FICR	43,242,712	32,321,836	4,239,749	0	10,920,876	25.25 %	43,242,712	10,920,876	25.25 %
Capital Outlay	Local	27,546,826	14,364,397	5,437,898	0	13,182,429	47.85 %	27,546,826	13,182,429	47.85 %
Total Capital Outlay		810,492,516	446,808,478	49,271,953	0	363,684,038	44.87 %	810,492,516	363,684,038	44.87 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	882,835	3,500	1,451	0	879,334	99.60 %	882,835	879,334	99.60 %
Trustee & Benefit Payments	Federal	3,439,790	776,794	18,083	0	2,662,996	77.42 %	3,439,790	2,662,996	77.42 %
Trustee & Benefit Payments	Local	611,171	0	0	0	611,171	100.00 %	611,171	611,171	100.00 %
Total Trustee & Benefit Payments		4,933,796	780,294	19,534	0	4,153,502	84.18 %	4,933,796	4,153,502	84.18 %
Total Contract Construction:		827,302,107	452,070,564	49,640,389	0	375,231,543	45.36 %	827,302,107	375,231,543	45.36 %

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 Report ID: AD-FN-GL-003
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 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2019									
Budget Fiscal Year: 2019									
REVENUES									
Miscellaneous Revenues	71,000	657,840	72,905	0	586,840	826.54 %	71,000	(586,840)	-826.54%
TOTAL REVENUES:	71,000	657,840	72,905	0	586,840	826.54 %	71,000	(586,840)	-826.54%
TRANSFERS-IN									
Cigarette Tax	2,824,000	2,468,448	1,125,165	0	(355,552)	-12.59%	2,824,000	355,552	12.59 %
Sales Tax	16,477,000	16,725,162	1,478,618	0	248,162	1.51 %	16,477,000	(248,162)	-1.51%
TOTAL TRANSFERS-IN:	19,301,000	19,193,609	2,603,782	0	(107,390)	-0.56%	19,301,000	107,390	0.56 %
TOTAL REV AND TRANSFERS-IN:	19,372,000	19,851,449	2,676,687	0	479,450	2.47 %	19,372,000	(479,450)	-2.47%
EXPENDITURES									
Contract Construction - Capital Projects	37,967,477	1,078,043	(1,000,572)	0	36,889,433	97.16 %	37,967,477	36,889,433	97.16 %
TOTAL EXPENDITURES:	37,967,477	1,078,043	(1,000,572)	0	36,889,433	97.16 %	37,967,477	36,889,433	97.16 %
TOTAL EXPD AND TRANSFERS OUT:	37,967,477	1,078,043	(1,000,572)	0	36,889,433	97.16 %	37,967,477	36,889,433	97.16 %
Net for Fiscal Year 2019:	(18,595,477)	18,773,406	3,677,259		37,368,883		(18,595,477)	(37,368,883)	

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0270 Strategic Initiatives Program Fund (State 60%)

Fiscal Year:	2019	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Budget Fiscal Year:	2019	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
State Sources - Miscellaneous Revenues		741,200	1,126,876	88,877	0	385,676	52.03 %	741,200	(385,676)	-52.03%
TOTAL REVENUES:		741,200	1,126,876	88,877	0	385,676	52.03 %	741,200	(385,676)	-52.03%
TRANSFERS-IN										
Statutory		36,177,825	60,296,374	0	0	24,118,549	66.67 %	36,177,825	(24,118,549)	-66.67%
TOTAL TRANSFERS-IN:		36,177,825	60,296,374	0	0	24,118,549	66.67 %	36,177,825	(24,118,549)	-66.67%
TOTAL REV AND TRANSFERS-IN:		36,919,025	61,423,251	88,877	0	24,504,225	66.37 %	36,919,025	(24,504,225)	-66.37%
EXPENDITURES										
Contract Construction - Capital Projects		62,460,022	17,691,319	(2,267,353)	0	44,768,703	71.68 %	62,460,022	44,768,703	71.68 %
TOTAL EXPENDITURES:		62,460,022	17,691,319	(2,267,353)	0	44,768,703	71.68 %	62,460,022	44,768,703	71.68 %
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:		62,460,022	41,809,869	(2,267,353)	0	20,650,153	33.06 %	62,460,022	20,650,153	33.06 %
Net for Fiscal Year 2019:		(25,540,997)	19,613,382	2,356,230		45,154,378		(25,540,997)	(45,154,378)	

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0270 Strategic Initiatives Program Fund (LHTAC-Local 40%)

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2019	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2019									
REVENUES									
State Sources - Miscellaneous Revenues	325,900	348,247	282	0	22,347	6.86 %	325,900	(22,347)	-6.86%
TOTAL REVENUES:	325,900	348,247	282	0	22,347	6.86 %	325,900	(22,347)	-6.86%
TRANSFERS-IN									
Statutory	24,118,550	24,118,550	0	0	0	0.00 %	24,118,550	0	0.00 %
TOTAL TRANSFERS-IN:	24,118,550	24,118,550	0	0	0	0.00 %	24,118,550	0	0.00 %
TOTAL REV AND TRANSFERS-IN:	24,444,450	24,466,797	282	0	22,347	0.09 %	24,444,450	(22,347)	-0.09%
EXPENDITURES									
Contract Construction - Trustee & Benefit Payments	24,462,500	24,436,669	89,759	0	25,831	0.11 %	24,462,500	25,831	0.11 %
TOTAL EXPENDITURES:	24,462,500	24,436,669	89,759	0	25,831	0.11 %	24,462,500	25,831	0.11 %
TOTAL EXPD AND TRANSFERS OUT:	24,462,500	24,436,669	89,759	0	25,831	0.11 %	24,462,500	25,831	0.11 %
Net for Fiscal Year 2019:	(18,050)	30,128	(89,477)		48,178		(18,050)	(48,178)	

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0374 GARVEE Capital Project Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2019									
Budget Fiscal Year: 2019									
REVENUES									
State Sources - Miscellaneous Revenues	0	6,654,870	703,978	0	6,654,870	0.00 %	0	(6,654,870)	0.00 %
TOTAL REVENUES:	0	6,654,870	703,978	0	6,654,870	0.00 %	0	(6,654,870)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	6,654,870	703,978	0	6,654,870	0.00 %	0	(6,654,870)	0.00 %
EXPENDITURES									
Operating Expenditures	0	215,081	211,776	0	(215,081)	0.00 %	0	(215,081)	0.00 %
Capital Projects	0	6,429,991	957,286	0	(6,429,991)	0.00 %	0	(6,429,991)	0.00 %
TOTAL EXPENDITURES:	0	6,645,072	1,169,062	0	(6,645,072)	0.00 %	0	(6,645,072)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	6,645,072	1,169,062	0	(6,645,072)	0.00 %	0	(6,645,072)	0.00 %
Net for Fiscal Year 2019:	0	9,799	(465,083)		9,798		0	(9,798)	

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0375 GARVEE Debt Service Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2019									
Budget Fiscal Year: 2019									
REVENUES									
State Sources - Miscellaneous Revenues	0	100,951	6,019	0	100,951	0.00 %	0	(100,951)	0.00 %
TOTAL REVENUES:	0	100,951	6,019	0	100,951	0.00 %	0	(100,951)	0.00 %
TRANSFERS-IN									
Operating	0	58,769,973	43,167,461	0	58,769,973	0.00 %	0	(58,769,973)	0.00 %
TOTAL TRANSFERS-IN:	0	58,769,973	43,167,461	0	58,769,973	0.00 %	0	(58,769,973)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	58,870,924	43,173,481	0	58,870,924	0.00 %	0	(58,870,924)	0.00 %
EXPENDITURES									
Bond Principal / Interest	0	56,788,164	403,711	0	(56,788,164)	0.00 %	0	(56,788,164)	0.00 %
TOTAL EXPENDITURES:	0	56,788,164	403,711	0	(56,788,164)	0.00 %	0	(56,788,164)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	56,788,164	403,711	0	(56,788,164)	0.00 %	0	(56,788,164)	0.00 %
Net for Fiscal Year 2019:	0	2,082,759	42,769,769		2,082,760		0	(2,082,760)	

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 18 Jul 2019
 % of Time
 Remaining: 0.0

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 6/30/2019

Fund: 0221 State Aeronautics Fund

Fiscal Year: 2019	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Budget Fiscal Year: 2019	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
Federal Sources - FAA	666,000	348,141	77,400	0	(317,859)	-47.73%	666,000	317,859	47.73 %
State Sources - Miscellaneous Revenues	330,500	369,409	11,770	0	38,909	11.77 %	330,500	(38,909)	-11.77%
Interagency Sources - Miscellaneous Revenues	250,000	286,801	21,241	0	36,801	14.72 %	250,000	(36,801)	-14.72%
TOTAL REVENUES:	1,246,500	1,004,352	110,412	0	(242,149)	-19.43%	1,246,500	242,149	19.43 %
TRANSFERS-IN									
Operating	2,150,000	2,605,262	164,632	0	455,262	21.17 %	2,150,000	(455,262)	-21.17%
TOTAL TRANSFERS-IN:	2,150,000	2,605,262	164,632	0	455,262	21.17 %	2,150,000	(455,262)	-21.17%
TOTAL REV AND TRANSFERS-IN:	3,396,500	3,609,614	275,044	0	213,113	6.27 %	3,396,500	(213,113)	-6.27%
EXPENDITURES									
Permanent Staff Salaries	744,731	721,580	65,593	0	23,151	3.11 %	744,731	23,151	3.11 %
Board, Hourly, OT, Shift Diff	84,863	89,386	18,771	0	(4,523)	-5.33%	84,863	(4,523)	-5.33%
Fringe Benefits	344,706	315,434	28,382	0	29,272	8.49 %	344,706	29,272	8.49 %
In State Travel Expense	67,904	64,379	10,383	0	3,525	5.19 %	67,904	3,525	5.19 %
Out of State Travel Expense	17,800	18,537	94	0	(737)	-4.14%	17,800	(737)	-4.14%
Technology Operating Expense	40,780	45,398	2,664	272	(4,890)	-11.99%	40,780	(4,890)	-11.99%
Operating Expense	1,096,016	490,717	73,732	145,888	459,411	41.92 %	1,096,016	459,411	41.92 %
Technology Equipment Expense	5,200	5,994	0	0	(794)	-15.27%	5,200	(794)	-15.27%
Capital Equipment Expense	628,700	544,983	10,220	82,223	1,494	0.24 %	628,700	1,494	0.24 %
Capital Facilities Expense	260,000	478	0	244,344	15,178	5.84 %	260,000	15,178	5.84 %
Trustee & Benefit Payments	1,658,549	628,639	23,315	0	1,029,911	62.10 %	1,658,549	1,029,911	62.10 %
TOTAL EXPENDITURES:	4,949,249	2,925,523	233,155	472,726	1,550,998	31.34 %	4,949,249	1,550,998	31.34 %
TOTAL EXPD AND TRANSFERS OUT:	4,949,249	2,925,523	233,155	472,726	1,550,998	31.34 %	4,949,249	1,550,998	31.34 %
Net for Fiscal Year 2019:	(1,552,749)	684,091	41,889		1,764,111		(1,552,749)	(1,764,111)	⁹⁹

ITD Board Financial Report

July 2018 – June 2019

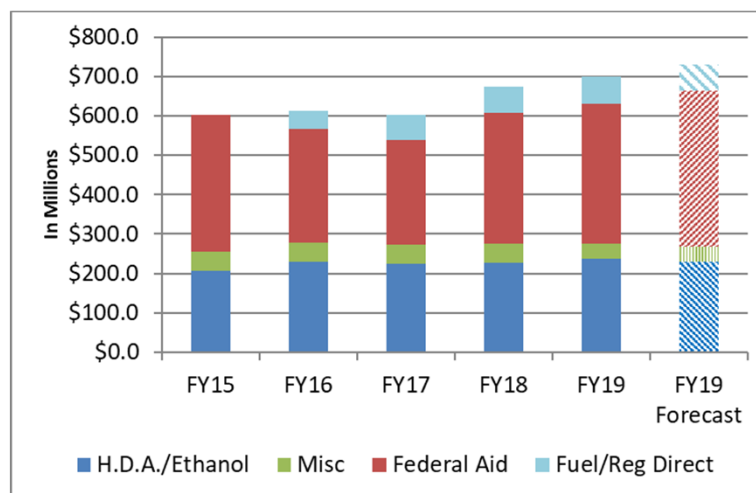
Fiscal Year 2019



Your Safety. Your Mobility. Your Economic Opportunity.

1

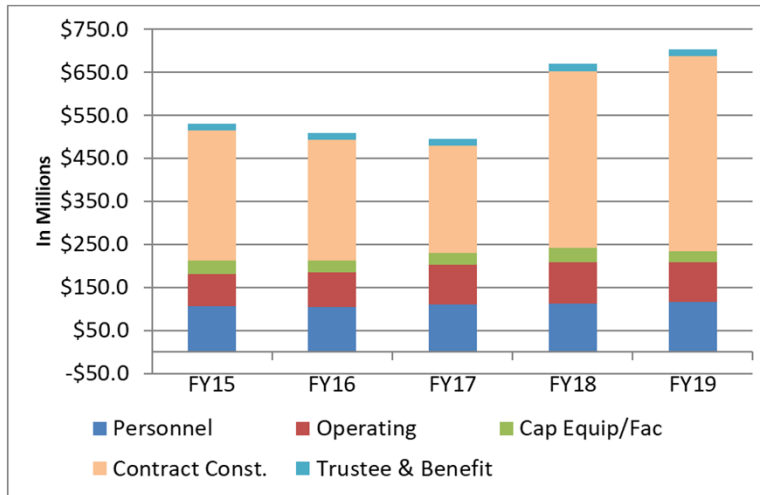
Revenue Trends Actual vs. Forecast State Highway Fund – FY19



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2

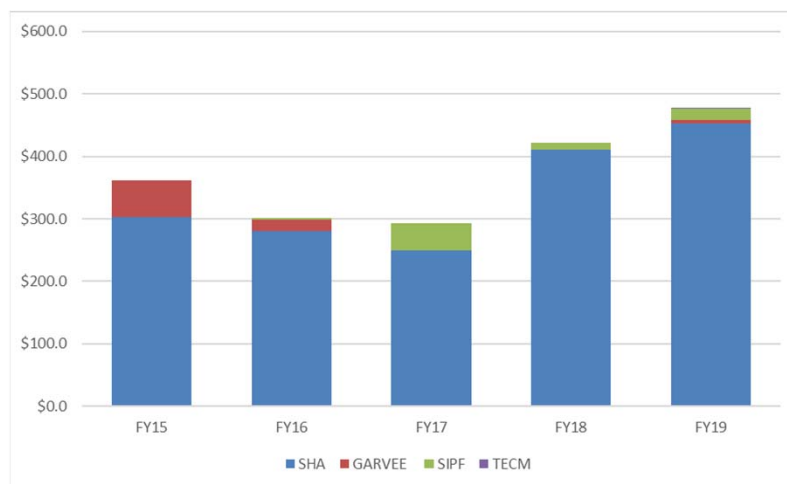
FY 19 YTD Expenditure Trend State Highway Fund



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3

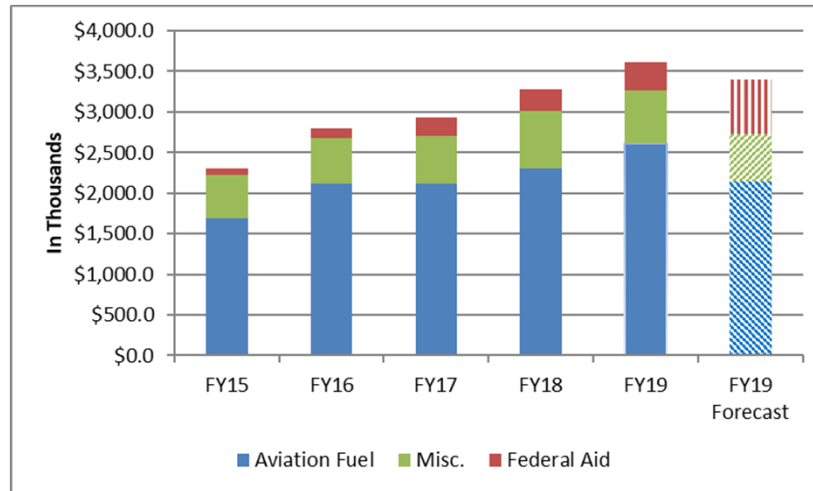
FY 19 YTD Expenditure Trend Contract Construction – All Funds



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4

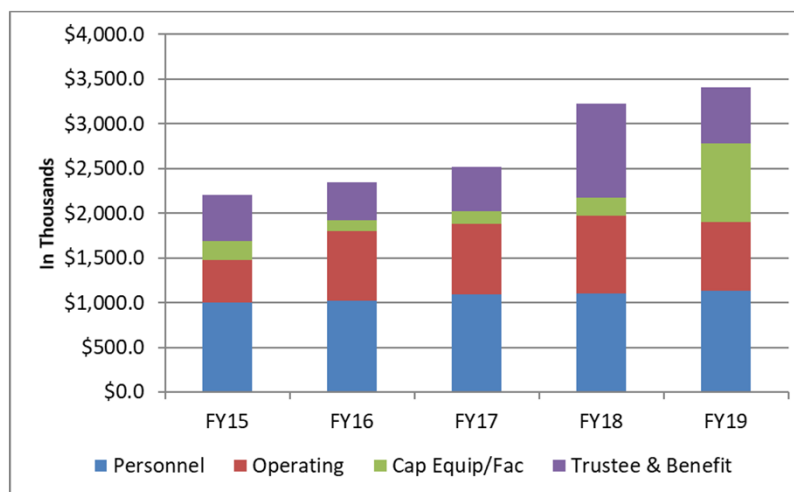
Revenue Trends Actual vs. Forecast State Aeronautics Fund – FY19



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5

FY 19 YTD Expenditure Trend State Aeronautics Fund – Year to Date



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6

Strategic Initiatives Program Fund

- Beginning Balance = \$ 25.0
- Transfer In = \$ 36.2
- Interest Revenue = \$ 1.1
- Expenditures in FY17 = \$-17.7
- June 30, 2019 Balance = \$ 44.6



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7

Transportation Expansion & Congestion Mitigation Fund (TECM)

- Beginning Balance = \$ 22.7
- Transfer In = \$ 19.2
- Interest Revenue = \$ 0.6
- Expenditures in FY17 = \$- 1.1
- June 30, 2019 Balance = \$ 41.4



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8

Questions?



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9



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 21-22, 2019

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10

Presenter's Name	Presenter's Title	Initials	Reviewed By
David Tolman	Controller	DT	LSS
Preparer's Name	Preparer's Title	Initials	
David Tolman	Controller	DT	

Subject

GARVEE Financing Update		
Key Number	District	Route Number

Background Information

During the June 2019 Board workshop questions arose concerning the approach taken on the bond Series 2019 financing approach. This presentation is to provide the Board with a brief background and summary of GARVEE bonding and a more detailed review of the structure of the Series 2019 GARVEE bonds.

Recommendations

For information.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

Idaho GARVEE Transportation Program

Idaho Transportation Board
August 22, 2019



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1

GARVEE Funding

- Enabling Legislation
- Partnerships
- Bond Structure
- Series 2019 Structure



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2

Enabling Legislation

- Modified I.C. 40-315 to identify 13 corridors (2005 Legislative session)
 - Identify 13 corridors (Changed in 2017 to 12 corridors)
 - Set limits on debt service; 20% of first 5 years, 30% on-going of federal apportionment
- Modified I.C. 40-707 to allow the State Highway account to pay Debt Service
- New I.C. 40-718: Created the GARVEE Projects and Debt Service Funds
- Modified 67-62xx: Various sections to allow Idaho Housing & Finance Association to be the debt issuer



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Partnerships

- Created a MOA between ITD and FHWA for GARVEE Projects – Sept 2005
 - Updated June 2017
 - All projects use Advance Construction (AC) for federal approval
- Created a Master Finance Agreement between ITD and Idaho Housing & Finance Association – Oct 2005
- IHFA issued RFP for investment banks – Citigroup was selected
- Legal team – Bond counsel



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Current Bond Structure

- Only future federal funds used as security for bonds
- Total Authorizations:
 - 7 Legislative authorization bills total \$1,140M (includes 2017 Legislative authorization of \$300M)
 - 10 bond series (1st in 2006) totaling w/interest \$999.7M for infrastructure projects
 - Count includes 2 refunding's and 1 new money/refunding
- Each bond series has an 18 year maturity; callable after 10 years
- Weighted interest rate on bonds = 3.75%
- Current payoff is July 2037
- Debt service is approx. \$62M/year or 20% of federal funds
 - State funds used as match
 - Will increase when current authorization is fully bonded



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Series 2019 Bond Structure

- Refinance: July 2020 Principal payment of \$8M from Series 2009
 - Savings of \$223,700 interest
- New money to finance \$141.5M of construction
 - Weighted interest rate on bonds = 3.26%
 - Current payoff is July 2037
 - Interest only payments for first 10 years
 - Principal payments begin in July 2030 (FY31)
- Debt service is approx. \$62M/year or 20% of federal funds
 - State funds used as match
 - Will increase when current authorization is fully bonded
- This approach used to preserve maximum flexibility



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6

Series 2019 Bond Structure

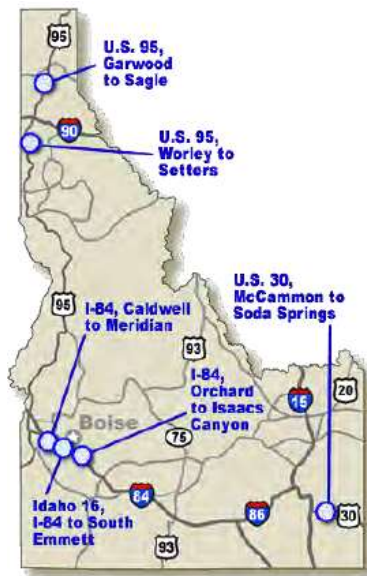
	Prior GARVEE Bonds	May 2019 - Bonding/Refinancing			Total Annual Debt Service	Bonding - Est. Debt Service	Total Future Debt Service
State FY	Remaning Debt Service	Refinance 2009 Bond	New Bonds \$141.5M	Total May 2019		Nov 2020 \$158.5M	Based on Current Authorization
2019	\$ 56.7			\$ -	\$ 56.7	\$ -	\$ 56.7
2020	\$ 56.4	\$ 0.3	\$ 3.8	\$ 4.10	\$ 60.5	\$ -	\$ 60.5
2021	\$ 47.4	\$ 8.2	\$ 5.8	\$ 14.00	\$ 61.4	\$ 3.3	\$ 64.7
2022	\$ 55.9		\$ 5.7	\$ 5.70	\$ 61.6	\$ 6.7	\$ 68.3
2023	\$ 55.7		\$ 5.8	\$ 5.80	\$ 61.5	\$ 6.7	\$ 68.2
2030	\$ 58.5		\$ 5.7	\$ 5.70	\$ 64.2	\$ 6.7	\$ 70.9
2031	\$ 9.0		\$ 10.5	\$ 10.50	\$ 19.5	\$ 16.7	\$ 36.2
2032	\$ 6.3		\$ 13.2	\$ 13.20	\$ 19.5	\$ 16.7	\$ 36.2
2033			\$ 19.5	\$ 19.50	\$ 19.5	\$ 16.7	\$ 36.2
2034			\$ 19.5	\$ 19.50	\$ 19.5	\$ 16.7	\$ 36.2



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QUESTIONS



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8



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019Consent Item ☐Information Item ☐Amount of Presentation Time Needed 25 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Bob Thompson / Justin Collins	Economist / Financial Mgr.	rt / jc	LSS
Preparer's Name	Preparer's Title	Initials	
Bob Thompson / Justin Collins	Economist / Financial Mgr.	rt / jc	

Subject

August 2019 Revenue Forecast & Proposed FY2021 Appropriation Request		
Key Number	District	Route Number

Background Information

The department's revenue forecast was updated August 1, 2019. Bob Thompson will review the current forecast.

FY2021 budget requests are due by August 30, 2019 this year. Justin Collins will review the department's proposed FY2021 Appropriation request.

Attached information:

- * copy of Board Policy 4003
- * August 2019 Revenue Forecast
- * Select Highlights
- * Comparison: June Workshop Draft vs. Proposed FY21 Appropriation Request
- * FY21 Proposed Budget Request Summary
- * FY21 Draft Summary and Certification (Form B-2)

In accordance with Board Policy 4003 and pursuant Board review of the attached information and approval of the Proposed FY2021 Budget Request Summary and Resolution, the fully detailed FY2021 Budget Request will be finalized and submitted to the Division of Financial Management and Legislative Services Office. Copies of the submitted request will be available upon request after September 2, 2019.

Recommendations

Approve the accompanying Board Resolution, page 118.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



BOARD POLICY 4003

Page 1 of 1

BUDGET PREPARATION

Purpose

The purpose of this policy is to establish the process and review requirements for preparing the Department's budget request.

Legal Authority

Idaho Code 67-35 - State Budget Provisions

Idaho Code 40-314(3) - The Board exercises the powers and duties necessary to carry out the provisions of title 40 and the financial affairs of the Board and the Department.

Idaho Code 40-505 - The Director has delegated authority to act as the Board's technical and administrative officer

The Director shall prepare and submit the Idaho Transportation Department's Executive Budget Request in accordance with guidelines published by the Division of Financial Management (DFM), Office of the Governor.

Prior to the annual DFM submittal, the Department's Executive Budget Request and supporting documents shall be reviewed and approved by the Idaho Transportation Board. The "Agency Summary and Certification" portion shall be reviewed and signed by the Director.

Approved by the Board on:

Signed
Jerry Whitehead
Board Chairman

Date December 12, 2012

		History			August 1, 2019 Forecast	
		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
State Highway Account	Federal					
	FHWA	\$ 252.18	\$ 318.67	\$ 337.30	\$ 314.73	\$ 314.73
	FTA - Transit	\$ 8.38	\$ 10.24	\$ 10.97	\$ 14.48	\$ 15.20
	NHTSA - Hwy Safety	\$ 3.76	\$ 3.81	\$ 5.16	\$ 4.64	\$ 6.14
	Other Federal Aid	\$ 2.89	\$ 0.81	\$ 1.21	\$ 3.60	\$ 3.60
	Total Federal	\$ 267.22	\$ 333.54	\$ 354.64	\$ 337.46	\$ 339.67
	State					
	Dedicated (HDA)	\$ 201.66	\$ 208.22	\$ 218.14	\$ 218.97	\$ 222.19
	Miscellaneous (SHA direct)	\$ 47.74	\$ 48.82	\$ 40.12	\$ 39.93	\$ 43.23
	Ethanol exemption	\$ 17.22	\$ 17.78	\$ 18.50	\$ 18.80	\$ 19.10
	Cigarette Tax*	\$ 4.58	\$ -	\$ -	\$ -	\$ -
	Fuel/Registration Direct to SHA	\$ 53.33	\$ 63.36	\$ 65.40	\$ 68.42	\$ 69.51
	Total State	\$ 324.52	\$ 338.18	\$ 342.16	\$ 346.11	\$ 354.03
	Local	\$ 5.21	\$ 4.03	\$ 10.37	\$ 9.95	\$ 4.71
	Interagency	\$ -	\$ -	\$ -	\$ -	\$ -
Total State Highway Account		\$ 596.95	\$ 675.75	\$ 707.17	\$ 693.53	\$ 698.41
SIPF		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	ITD					
	General Fund - Surplus Eliminator	\$ 10.97	\$ 16.60	\$ 36.18	\$ -	\$ -
	Interest	\$ 0.30	\$ 0.29	\$ 1.13	\$ 0.86	\$ 0.26
	LHTAC					
	General Fund - Surplus Eliminator	\$ -	\$ 11.07	\$ 24.12	\$ -	\$ -
	Interest	\$ -	\$ 0.02	\$ 0.35	\$ -	\$ -
Total Strategic Initiative Fund		\$ 11.26	\$ 27.98	\$ 61.77	\$ 0.86	\$ 0.26
TECM		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	Sales Tax Revenue	\$ -	\$ 15.71	\$ 16.73	\$ 17.70	\$ 18.68
	Cigarette Tax*	\$ -	\$ 6.90	\$ 2.47	\$ 4.33	\$ 6.14
	Interest	\$ -	\$ 0.11	\$ 0.66	\$ 0.66	\$ 0.67
Total Expansion and Mitigation		\$ -	\$ 22.72	\$ 19.85	\$ 22.69	\$ 25.50
Aeronautics		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	Federal	\$ 0.23	\$ 0.26	\$ 0.35	\$ 0.67	\$ 0.67
	State					
	Fuel Taxes	\$ 2.12	\$ 2.31	\$ 2.61	\$ 2.65	\$ 2.67
	Miscellaneous	\$ 0.33	\$ 0.41	\$ 0.37	\$ 0.36	\$ 0.37
	Total State	\$ 2.45	\$ 2.72	\$ 2.97	\$ 3.01	\$ 3.04
	Local					
	Interagency	\$ 0.25	\$ 0.29	\$ 0.29	\$ 0.25	\$ 0.25
Total Aeronautics Fund		\$ 2.93	\$ 3.27	\$ 3.61	\$ 3.93	\$ 3.95

TOTAL Federal	\$ 267.45	\$ 333.80	\$ 354.99	\$ 338.13	\$ 340.34
TOTAL State	\$ 327.27	\$ 363.91	\$ 366.11	\$ 372.68	\$ 382.83
TOTAL Local	\$ 5.21	\$ 4.05	\$ 10.72	\$ 9.95	\$ 4.71
TOTAL Interagency	\$ 0.25	\$ 0.29	\$ 0.29	\$ 0.25	\$ 0.25
TOTAL General Fund	\$ 10.97	\$ 27.67	\$ 60.30	\$ -	\$ -
GRAND TOTAL	\$ 611.14	\$ 729.72	\$ 792.40	\$ 721.01	\$ 728.12

*Does not include \$4.7 Million directed to the GARVEE Debt Service Account for state match on bond payments

IDAHO TRANSPORTATION BOARD
FY2021 BUDGET REQUEST – AUGUST 2019
SELECT HIGHLIGHTS

Revenue and Funding Outlook

- Federal - FY20 is the last year for the FAST Act
- State
 - Growth rates overall for State funds
 - **Highway Distribution Account:** 0.5% growth in FY20 and an additional 1.5% in FY21
 - **HB312 receipts:** 0.7% growth in FY20 and an additional 1.6% in FY21
 - Surplus Eliminator - The surplus eliminator reached its sunset on May 31, 2019. Therefore, no transfer of general funds was made to this account in FY20.
 - Sales Tax and Cigarette Tax within the Transportation Expansion and Congestion Mitigation fund (TECM) - the current forecast provided was by the Division of Financial Management (DFM) on August 2 and is reflected in the forecast.
 - Petroleum Clean Water Trust Fund distribution - 0.8 cents - will continue through at least FY24
 - Aero fund - continued strong growth in fuel taxes are forecasted through FY21

FY20 Supplemental Appropriation Request

- \$145,200 HB0179 implementation, 3 positions and short-year program funding
- \$1,029,200 Construction – Interest, final payouts for Strategic Initiative Program Fund

FY21 Appropriation Request

Personnel reflects a \$1.15M (+1%) increase for Change in Employee Compensation (CEC)

Employer Benefit Costs reflect an overall increase of \$3.5M

- \$ + 3.6M increase in Health Insurance
- \$ - 0.1M net decrease in variable benefits (PERSI contributions, workers comp, unemployment)

\$29.8M Replacement Equipment spending authority

- \$10.5M BuyBack proceeds, \$10.6M BuyBack cost

Thirteen Line Items are included in the FY21 request

- \$80.2M total
 - \$70.5M one-time, \$9.7M ongoing
 - \$55.6M State-funded, \$24.2M Federal, & \$0.4M Local
- Line Items are listed separately in the attachment titled “Proposed FY21 Appropriation Request”

FY21 Debt Service is scheduled at \$66.5M (\$61.5M Federal, \$5.0M State)

IDAHO TRANSPORTATION DEPARTMENT
PROPOSED FY21 APPROPRIATION REQUEST - August 2019 Board Meeting
as of: 08-07-2019
(\$ in millions, rounded)

		DRAFT Board Wrkshp Jun 20 2019	August Board Meeting		Description of Change from June Draft
			Proposed Request Aug 22, 2019	\$ Change	
1	CASH, Beginning	7.7	30.1	22.4	Actual FY19 year-end close and impact of revised revenue forecast yielded a net \$22.4M larger beginning cash balance than projected in June
	Revenue				
2	Federal	340.4	340.3	(0.1)	Rounding
3	Fed - Obligated Unspent	40.0	40.0	-	
4	State	347.2	362.0	14.8	August 2019 Forecast increased projected FY21 state revenue compared to estimates in the June Draft
5	Interagency	0.3	0.3	-	
6	Local	4.7	4.7	-	
7	TECM	22.0	25.5	3.5	August 2019 Forecast increased projected FY21 TECM revenue compared to estimates in the June Draft
9	Pre-FY21 Funds	-	20.8	20.8	Pre-FY21 Line Item in Construction - non-state funds
8	Total Revenue	754.6	793.6	39.0	Net change to Revenue
9	Expenditures				
10	Personnel	138.1	139.8	1.7	Adopted employer benefit costs published in the statewide Budget Development Manual issued by the DFM and LSO on June 19th, versus estimates used in the June Draft: \$+1.8M increase in Health Insurance costs in FY21 \$-0.1M decrease variable benefits
11	Operating	99.5	100.7	1.2	Added Line Item for Luma integration and increased Line Item cost for Information Technology Service Management (TOM Phase 3) \$ +486,700 LUMA \$ +\$705,200 TOM (Phase 3)
12	Capital Facilities	16.1	16.1	-	
13	Equipment	30.2	30.2	0.1	Slight increase in Equipment requests, due to refinement of estimates used in the June Draft
14	Trustee & Benefits	22.8	24.5	1.8	Added Line Item to Aeronautics IAAP for \$1.75M due to forecasted increases in jet fuel tax
15	Contract Construction	386.1	443.1	57.0	Net increase in Construction based on available funding: \$+22.4M increased FY19 year end close and revised forecast for FY20 \$+6.3 removed ongoing base reduction \$+7.5M increase in August FY21 revenue forecast \$+20.8M Pre-FY21 funds treated as FY21 line item, previously treated as FY20 Supplemental in June Draft
16	Total Expenditures	692.7	754.5	61.8	Net change in Spending Authority, due to Expenditures changes described above
16	Anticipated Reversions	-	-	-	
17	Debt Service	66.5	66.5	-	
18	Total Program Funding	759.2	821.0	61.8	Net change in Total Program funding
20	CASH, Ending	3.1	2.8	(0.4)	\$2.8M projected Ending Cash Balance: \$ 2.2M State Highway Account - reserved for FY21 CEC above 1% \$ 0.6M Aeronautics Fund - reserved for future program funding, pending stabilization of jet fuel tax revenues.

IDAHO TRANSPORTATION DEPARTMENT

August 2019 Board Meeting

Proposed FY21 Appropriation Request

		<u>Funding</u>	<u>FTE's</u>
1	FY21 BASE	639,273,700	1,651.0
2			
3	Adjustments		
4	Change In Benefit Costs	\$3,477,500	
5	Inflation (DMV and Hwy Ops)	\$315,000	
6	Change in Employee Compensation (1.0%)	\$1,146,800	
7	Annualization (DMV - House Bill H179, 2019 Legislative Session)	\$136,200	
8	Replacement Equipment	\$29,744,200	
9	SWCAP (5% placeholder)	\$150,000	
11		<hr/>	
		\$34,969,700	
12			
13	FY21 ADJUSTED BASE	674,243,400	1,651.0
14			
15	Line Items (13 line items, by Division)		
16	Construction: Pre-FY20 funds - Emergency Relief, Federal, Local	\$50,700,000	
17	Highway Operations: Operations Materials and Costs	\$3,641,300	
18	Highway Operations: Geographic Info Systems (GIS) Integration (Phase 3)	\$1,635,000	
19	Highway Operations: Additional Equipment for Hwy Ops	\$384,400	
20	Highway Operations: Grant Mgmt Software Application	\$190,000	
21	Highway Operations: Federal Funding (FTA, NHTSA, & FHWA)	\$3,703,500	
22	Highway Operations: Intelligent Transportation System Replacement	\$2,754,700	
23	Motor Vehicles: DMV Equipment for County Offices	\$269,800	
24	Capital Facilities: District 4 Headquarters Building	\$12,500,000	
25	Administration: Cloud License Security Upgrade and Circuit Subscription	\$1,270,000	
26	Administration: Information Technology Service Mgmt (TOM phase 3)	\$955,200	
27	Administration: LUMA Interface Plan	\$486,700	
28	Aeronautics: Increase to Idaho Airport Aid Program (IAAP)	\$1,750,000	
29		<hr/>	
		\$80,240,600	
30			
31	FY21 TOTAL APPROPRIATION (Spending Authority)	\$754,484,000	1,651.0
32			
33	GARVEE Bond Debt Service	\$66,479,000	
34			
35	FY21 TOTAL PROGRAM FUNDING	\$820,963,000	1,651.0

DEPARTMENT SUMMARY AND CERTIFICATION

2021

AGENCY: IDAHO TRANSPORTATION DEPARTMENT

Agency Number: 290

FY 2021 Request

FUNCTION:

Function Number:

Page ____ of ____ Pages

ACTIVITY: N/A

Activity Number: 00

Original Submission Date ____ or Revision Request Date ____

In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

			* PROPOSED REQUEST *		
			SUBJECT TO BOARD REVIEW AND APPROVAL		
	2019 Total Appropriation	2019 Actual Expenditures	2020 Original Appropriation	2020 Estimated Expenditures*	2021 Total Request
By Major Programs					
290 01 Administration	28,493,200	27,387,700	31,315,100	31,315,100	30,853,500
290 02 Planning	-	-	-	-	-
290 03 Motor Vehicles	37,600,500	32,057,400	37,795,300	38,144,600	38,753,400
290 04 Highway Operations	194,166,500	186,374,600	202,880,700	202,880,700	220,325,300
290 05 Capital Facilities	3,885,000	3,800,600	5,795,000	5,795,000	16,115,000
290 06 Contract Construction & Right-of-Way Acquisition	947,410,200	495,276,700	446,231,700	447,260,900	443,094,100
290 07 Aeronautics	6,310,300	4,772,300	3,619,400	4,649,300	5,342,700
290 08 Transportation Performance	-	-	-	-	-
	-	-	-	-	-
TOTAL	1,217,865,700	749,669,300	727,637,200	730,045,600	754,484,000
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
0260-02 d State Highway	515,643,000	381,486,000	341,255,200	341,604,500	403,203,100
0260-03 f State Highway	543,528,900	319,649,800	347,230,700	347,230,700	313,652,400
0260-04 i State Highway	-	-	-	-	-
0260-05 o State Highway	28,854,600	1,929,200	9,954,900	9,954,900	5,106,300
0260-46 f Stimulus Funds - Title XII ARRA	-	-	-	-	-
0269-02 d Transportation Expans & Congest Mitigation Fund	37,967,500	1,078,100	25,618,200	25,618,200	27,143,600
0270-02 d Strategic Initiatives Program Fund	62,460,000	62,460,000	-	1,005,200	-
0270-05 o Strategic Initiatives Program Fund	24,462,500	24,462,500	-	24,000	-
0221-02 d Aeronautics	4,055,000	2,090,200	2,659,400	3,689,300	4,453,700
0221-03 f Aeronautics	667,600	267,600	667,500	667,500	670,300
0221-04 i Aeronautics	226,600	1,040,400	251,300	251,300	254,600
0001-00 g General Fund	-	-	-	-	-
TOTAL	1,217,865,700	794,463,800	727,637,200	730,045,600	754,484,000
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	131,488,700	118,331,800	134,965,500	135,108,000	139,833,400
Operating Expenditures	103,987,100	95,713,500	106,536,200	106,729,000	112,113,800
Capital Outlay	933,578,100	493,025,100	463,564,600	464,583,800	475,928,400
Trustee and Benefit Payments	48,811,800	42,598,900	22,570,900	23,624,800	26,608,400
Lump Sum	-	-	-	-	-
TOTAL	1,217,865,700	749,669,300	727,637,200	730,045,600	754,484,000
TOTAL FTP	1,648.0	1,648.0	1,648.0	1,651.0	1,651.0
FUNDED FTP	1,648.0	1,648.0	1,648.0	1,651.0	1,651.0

* FY20 Estimated Expenditures includes: original appropriation, reappropriated spending authority from FY19, and FY20 supplemental appropriation request

Form B-2

RES. NO.

WHEREAS, the FY2021 Department Budget Request will be prepared in accordance with instructions in the Division of Financial Management's Budget Development Manual; and

WHEREAS, the Board has reviewed the Proposed FY2021 Budget Request Summary,

NOW THEREFORE BE IT RESOLVED, that the Transportation Board has reviewed the budget request estimates reflected in the Department Summary and Certification, submitted for approval August 22, 2019, as shown in Exhibit _____, which is made a part hereof with like effect, and authorizes the estimates and guidance provided to serve as the basis for the FY2021 budget request submitted to the Division of Financial Management and Legislative Services Office.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019Consent Item ☐Information Item ☒Amount of Presentation Time Needed 8 minutes.

Presenter's Name Adam Rush	Presenter's Title Public Involvement Coordinator.	Initials A.R.	Reviewed By LSS
Preparer's Name Adam Rush	Preparer's Title Public Involvement Coordinator.	Initials A.R.	

Subject

Update on public comments received for the draft Idaho Transportation Investment Program.		
Key Number	District	Route Number

Background Information

The Idaho Transportation Department holds a 30-day public comment period each summer on the draft Idaho Transportation Investment Program.

The public involvement coordinator in ITD's Office of Communication presents a summary of comments received after the comment period has concluded. This year, 26 comments were received ranging from support for wildlife overpasses/underpasses to making improvements to Idaho 75.

Recommendations

For informational purposes.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

Summary of Comments Received on Draft ITIP

This year, the Idaho Transportation Department received 26 comments during the 30-day public comment period, which ran from July 2 through Aug. 2, 2019.

Comments expressed support for efforts to reduce vehicle/wildlife collisions, moving forward on the U.S. 95 Thorncreek to Moscow project, funding for rapid transit and passenger rail, making repairs to Idaho 75 and repairs to I-84, among other comments.

Statewide Comments

There were five comments submitted that were statewide in nature. They expressed support for efforts to reduce wildlife/vehicle collisions, bringing the I-11 interstate project into Idaho, and funding to look into rapid transit/passenger rail.

Idaho Department of Transportation,

On behalf of the 2,300 members of the Idaho chapter of Backcountry Hunters & Anglers, I am writing to provide input regarding the Idaho Transportation Department 2019 Idaho Transportation Investment Program (ITIP). We sincerely appreciate the opportunity to comment on this important plan as it directly affects the wildlife that Idaho hunters so greatly value. For reference, Backcountry Hunters & Anglers is a non-profit conservation group with over 36,000 members in chapters covering 45 states, 2 Canadian provinces and 1 Canadian territory. The Idaho chapter of Backcountry Hunters & Anglers has been steadily growing for the past 5+ years and our membership represents sportsmen and women from every reach of the state.

Our organization recognizes that ITD has worked in the past to mitigate conflict with wildlife on our roadways through many mechanisms including: award winning collaborative work with Idaho Fish and Game, the commissioning of studies on the impacts of transportation on wildlife, as well as education of ITD staff on wildlife migration crossings. We would like to see ITD continue to consider wildlife when it comes to implementing future plans.

Science has shown ways in which we can build and manage our roadways while mitigating the potential adverse effects on fish and wildlife. Solutions, such as wildlife overpasses, work to prevent Wildlife-vehicle collisions, keeping not only our wildlife safe, but the public as well. As such we would like to recommend the following:

- Consider wildlife overpasses/underpasses at popular wildlife crossing areas.
- Utilize science-based best practices for wildlife overpasses/underpasses in order to achieve maximum efficacy.
- Work closely with IDFG and the data they have available to identify key migratory routes and wildlife crossings.
- When possible, avoid building future roads in areas that would create a barrier to migration to winter range, and if building is unavoidable, include in the building plans mitigation tools such as overpasses/underpasses.
- When projects intersect with our waterways, please consider “fish friendly” practices that will help keep our rivers and streams clean, and our fish and other aquatic life healthy.

We would like to thank ITD for the work that they have already done to support wildlife near our roadways, and we hope that ITD will continue to take on the challenge of managing our state’s infrastructure with an eye toward both public safety and the health of our wildlife and wild places.

Respectfully,

Board Members Andrew Anderson & Jeff Klausmann

Idaho Chapter of Backcountry Hunters & Anglers

“The Voice For Our Wild Public Lands, Waters & Wildlife”

RE: FY2020-26 Draft Idaho Transportation Investment Program (ITIP) Dear Idaho Transportation Department,

Thank you for the opportunity to provide comments on the Draft Idaho Transportation Department (ITD) Idaho Transportation Investment Program (ITIP). Idaho Wildlife Federation appreciates the thoughtful analysis that ITD put forth on the Idaho’s transportation needs from 2020 through 2026.

Idaho Wildlife Federation (IWF) is Idaho’s oldest statewide conservation organization, founded by sportsmen and women in 1936. Today, we represent a nonpartisan voice of 28 affiliate organizations and 45,000 affiliate members and supporters who desire to sustain and enhance Idaho’s fish and wildlife, conserve their habitat, and maximize sporting opportunity for current and future generations. Our efforts advance “made in Idaho” solutions to the modern challenges of wildlife management.

Hunting, fishing and trapping generates more than \$1.4 billion per year for Idaho’s economy and supports over 14,000 jobs across the state (Director’s Report to the Commission, 2018). These staggering numbers are linked to a healthy and resilient ecosystem for wildlife. IWF has a rich history advocating for the health and integrity of Idaho’s big game herds, including elk, moose, black bear, mule deer, white tailed deer, and pronghorn antelope. In particular, IWF is interested in the proposed projects with varying aspects of wildlife mitigation incorporated into the draft ITIP. There are several projects in the draft document that have been specifically identified as areas with significant wildlife and big game value by Idaho Department of Fish & Game following Secretarial Order 3362. We

hope to continue to see wildlife movement considerations incorporated in future planning and thank Idaho Transportation Department for their commitment to reducing Wildlife-Vehicle Collisions (WVCs).

Big Game Migration Priority Areas in Idaho

Idaho sportsmen and women enjoy robust populations of big game, including mule deer, elk, and antelope. These species are reliant not only on quality winter range but also safe access to corridors during their migrations to and from winter range. In early 2018, Secretary of the Interior Ryan Zinke signed Secretarial Order 3362, aimed at “Improving Habitat Quality in Western Big-Game Winter Range and Migration Corridors.” Stemming from the Order, Idaho Department of Fish and Game (IDFG) developed a state Action Plan consisting of five priority areas to focus on seasonal movement improvement projects to benefit access to favorable habitat for mule deer, elk, and antelope. IDFG has documented dozens of mule deer migrations across the state and pronghorn antelope migrations that spread out over 100 miles and through a tapestry of private, state, and federal lands. While every big game migration is important and valuable to sportsmen and women, the state has determined the following as the five priority areas for improvement projects based on their feasibility and need.

Figure 1: General depiction of the Smoky Boise Complex Area.

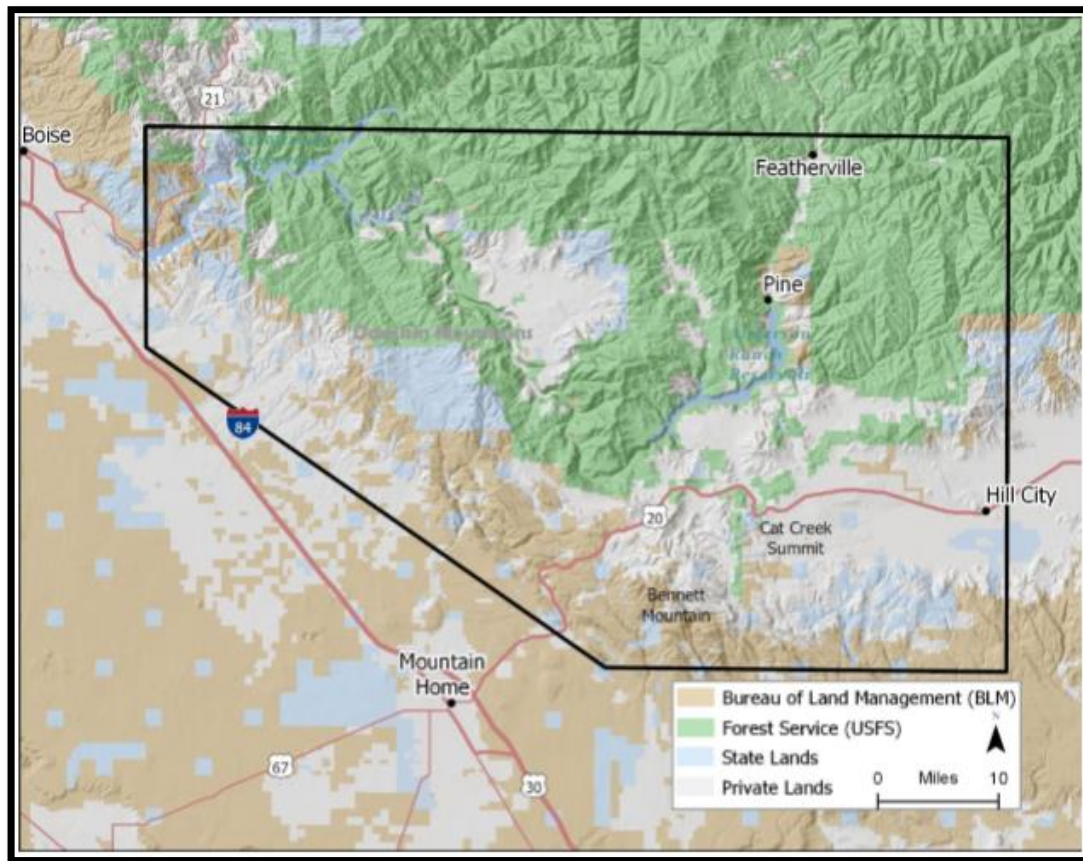


Figure 2: General depiction of the US20/SH87 Complex Area.

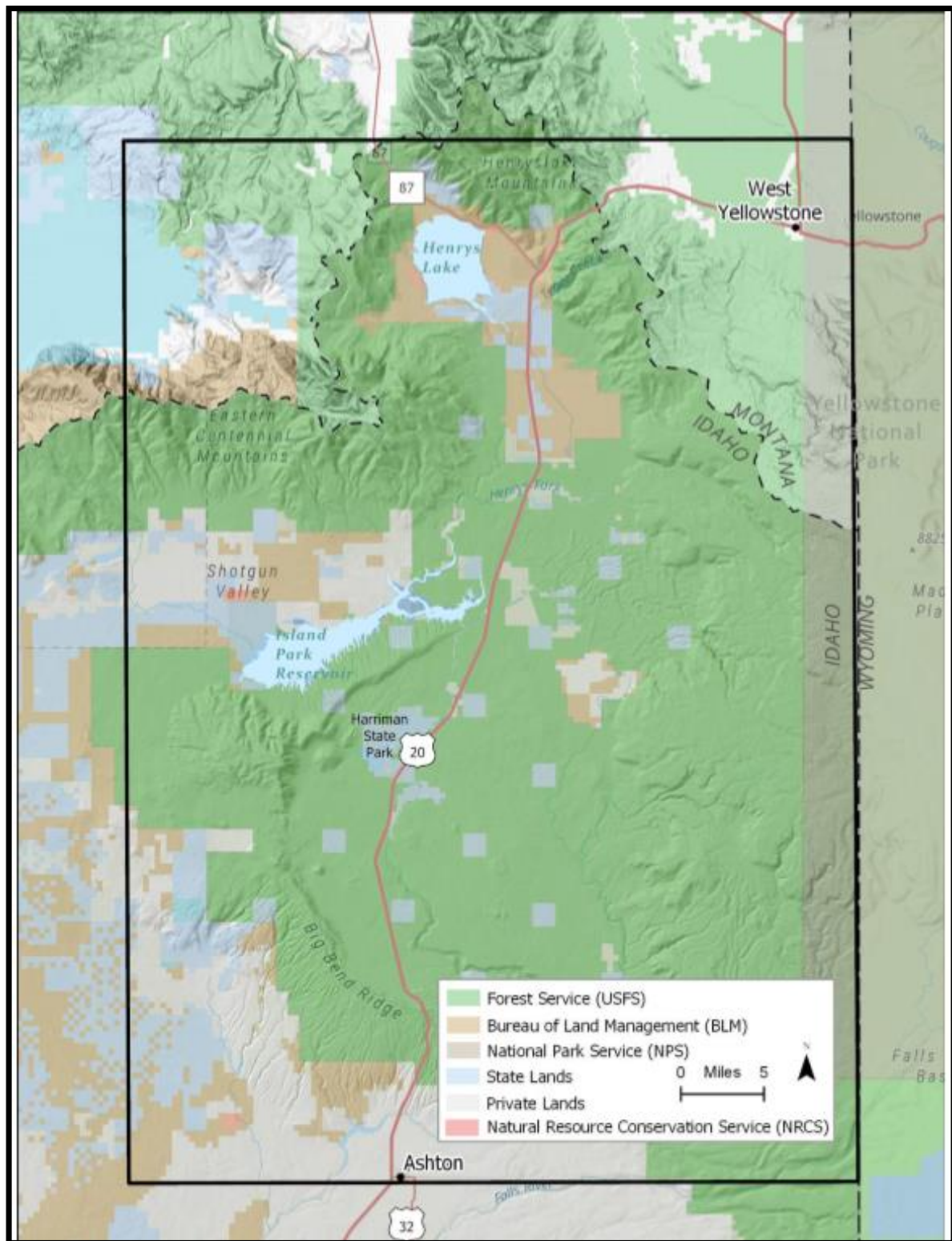


Figure 3: General depiction of the US 95 McArthur Lake- Elmira to Naples Area.

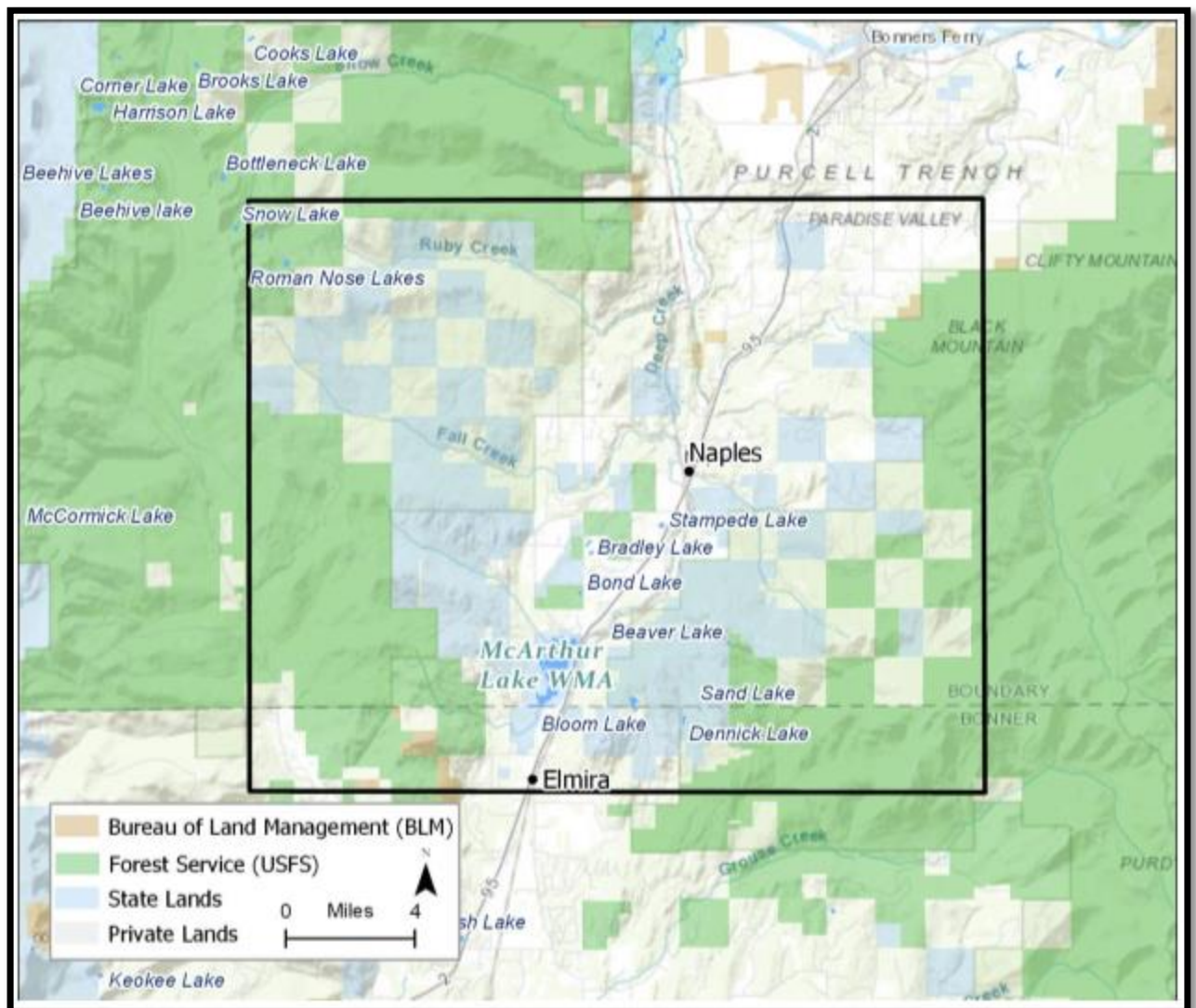


Figure 4: General depiction of the US Rocky Point Area.

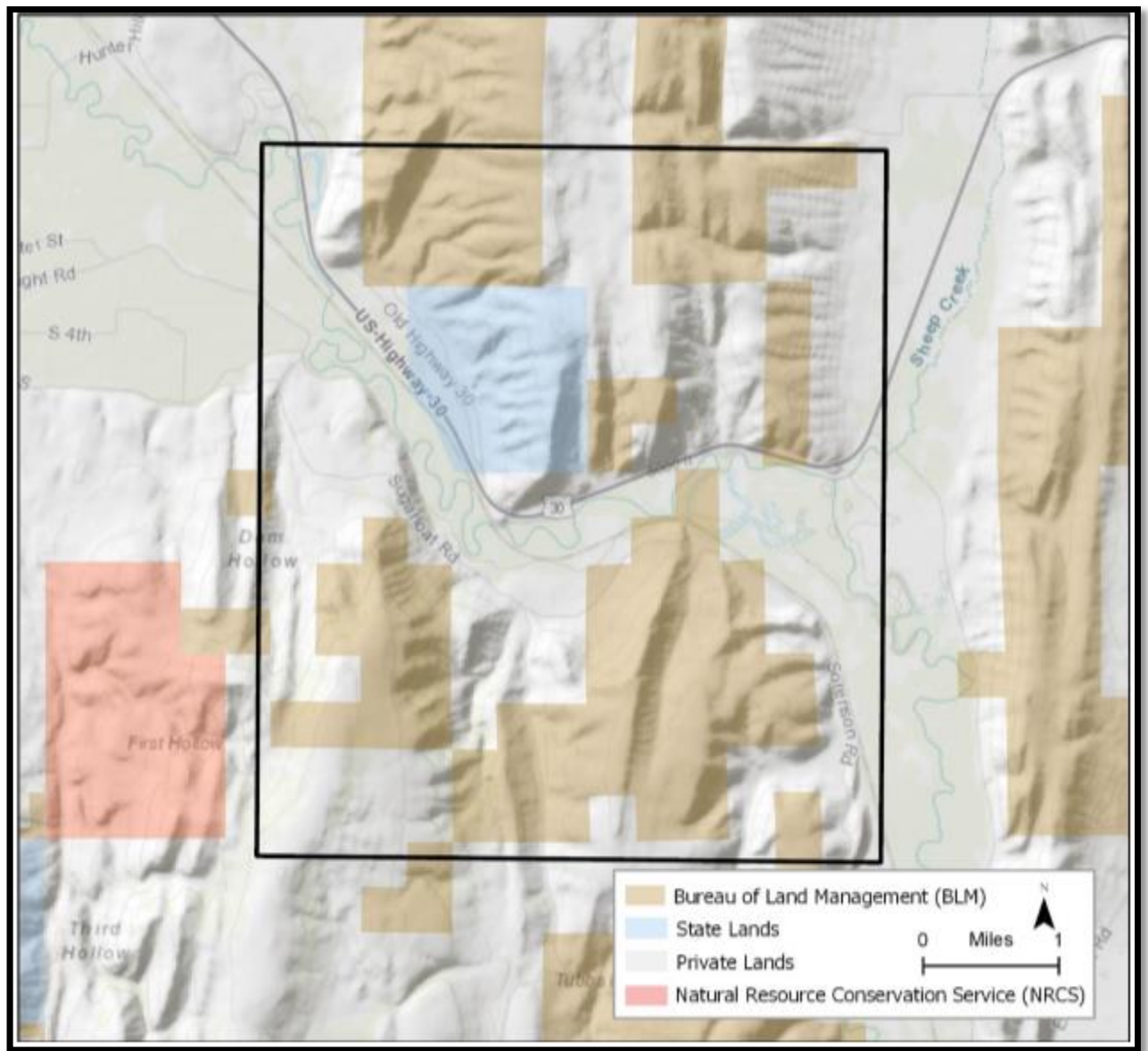
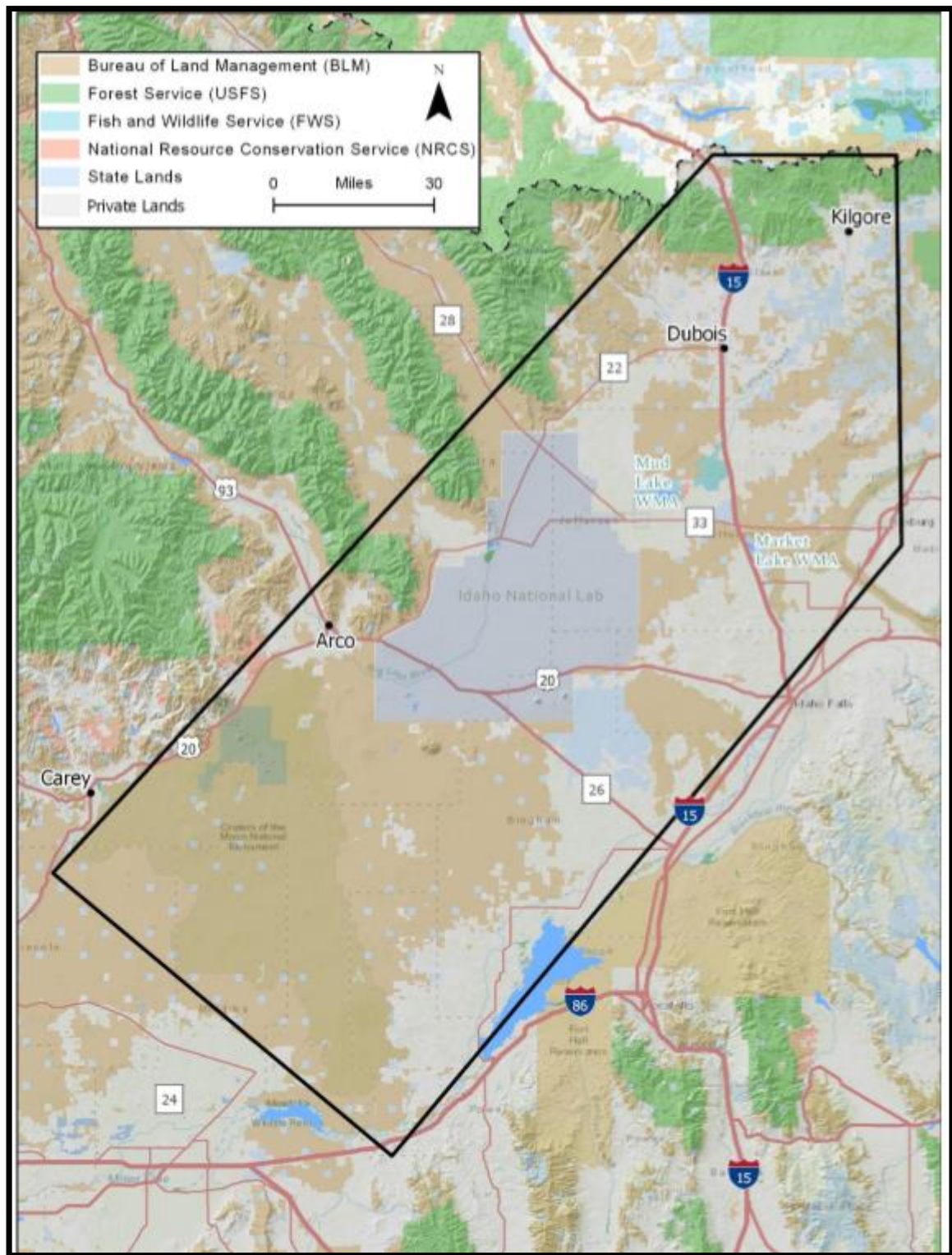


Figure 5: General depiction of the Interstate 15-Market Lake to Montana border Area.



Each figure has been taken from the State Action Plan (Idaho State Action Plan, DOI Secretarial Order 3362).

Proposed Projects Incorporating Wildlife Movement Within Priority Areas

The following projects have been identified in the draft ITIP that incorporate various techniques or structures to help facilitate big game movement and reduce negative impacts to big game herds across the state. Each proposed project falls within one of the five priority areas in the state Action Plan. Below, we highlight the value of these projects and the Idaho sportsmen dependency on the associated big game movements.

US 30, Rocky Point, Bear Lake County

District: 5 Action: Add fencing and deer under crossings to mitigate deer/vehicle collisions at this location. The deer migration has resulted in approximately 100 deer/vehicle collisions annually.

Beginning Year of Costs: 2025

The Rocky Point area is located on either side of US 30 in Bear Lake County and Southeast Idaho. This area is specifically identified in the Idaho State Action Plan developed in response to Secretarial Order 3362 as a priority area. IDFG has identified the Caribou Mountains-Rocky Point-Bear Lake Plateau Area has one of the most important migration routes in the state, particularly for mule deer. According to IDFG, the Rocky Point area is encompassed by Game Management Unit (GMU) 76 and contains 8,500 mule deer throughout the management unit boundary. Of this, up to 6,000 mule deer winter on the Bear Lake Plateau, which most migrate through the Rocky Point area and subsequently across US-30. Land ownership in this area is a mix of Bureau of Land Management (BLM), State, Private, and Natural Resource Conservation Service (NRCS) lands.

The Rocky Point area is enjoyed by many resident and nonresident hunters yearly. IDFG harvest reports show that during

the 2018 season, deer hunters spent a total of 18432 days in GMU 76, and harvested a total of 938 deer, with mule deer accounting for 99% of the deer harvest. 50% of the deer harvested by archery hunters in GMU 76 during the 2018 season were 4 points or greater.

In addition, there is a limited elk season in GMU 76, with 11,072 hunter days spent on the landscape and 294 elk harvested. Both deer and elk hunters enjoyed success rates averaging in the 25-28% range for GMU 76. In sum, over 4000 hunters spend almost 23,000 hunter days in this unit and spend an estimated \$2.4 million.

More than 100 mule deer are killed annually within the Rocky Point corridor by non-hunting means, and research shows that the actual highway mortality may be at least 44% higher than recorded and identified. ITD transportation data shows that traffic across the Rocky Point area is between 3,700 and 7,220 vehicles per day, with more than 40% of the total being semi-tractor trailers.

IWF praises the efforts between ITD and IDFG on the Cooperative Agreement between the two agencies for a US-30 Rocky Point Wildlife Crossing, signed in September 2018. We believe that by incorporating a wildlife crossing in this area, mule deer and other big game will greatly increase their success of reaching winter habitat as well as departing back to Spring and Summer habitat. The Federal Highway Administration has noted that wildlife crossing structures in conjunction with large mammal fencing have been shown to reduce large mammal WVCs by an average of 86% (USDOT FHA, 2008). This improvement will ensure that this important herd will remain healthy, be able to complete important seasonal movements, and improve individual survival rates. IWF acknowledges additional upfront investments that must be made to incorporate wildlife structures into the transportation planning, but as noted above, Idaho hunters spend millions each year to pursue and enjoy these big game animals. The health of the overall herd is critical to ensure that source of spending persists in the surrounding communities.

SH 21, Cervidae Peak, Boise County

District: 3 Action: Construct a 150-ft. wildlife overpass at MP 19.32 and approximately 12,500 linear ft. of 8-ft. high big game exclusion fence paralleling SH-21 with jump-outs. **Beginning Year of Costs:** 2020

This project lies within GMU 39. GMU 39 has been home to one of Idaho's largest mule deer herds that utilizes an extensive winter range throughout the area. Because of the proximity to Boise, the state's largest population base, this unit is also enjoyed by many sportsmen and women. GMU 39 is used by more than 14,000 deer hunters annually and has the second highest deer harvest for all methods combined in 2017, and of those, over 34% were 4 points or greater.

In addition to excellent deer opportunity, GMU 39 also supports the third highest elk harvest for all methods combined, sixth highest mountain lion harvest, and second highest spring bear harvest numbers.

IWF believes this project will result in increased seasonal range and movement for mule deer and elk that inhabit GMU 39. These herds are valuable and prized to many hunters in a growing urban center in close proximity. Working to reduce interactions with wildlife and vehicles through the construction of an overpass is a great and significant step in the plan.

US 95, McArthur Lake, Boundary County

District: 1 Action: This project will reduce series and fatal crashes by reconstructing the existing two-lane section and adding wider shoulders and replaces a width restricted bridge over McArthur Lake outlet, provides for animal passage under US-95, improves the alignments of Kapu Road and McArthur Lake and US-95. **Beginning Year of Costs:** 2020

The proposed project is 13 miles south of Bonners Ferry and lies directly adjacent to McArthur Lake Wildlife Management Area (WMA), a 1400-acre property managed by IDFG for public access to

hunting, fishing, and recreational opportunities. This project also lies within GMU 1 and was enjoyed by 11,461 deer and elk hunters in 2018, with a 45.4% success rate for deer harvest. Last year, Unit 1 had the highest harvest for all weapons combined and any weapon for the general deer season.

There have been significant conservation efforts completed in this area, with over \$11 million invested in conservation easements on 800+ acres east and west of US-95 (Idaho State Action Plan, DOI Secretarial Order 3362).

IWF has supplied additional detailed comments and recommendations to ITD in July 2019 during the open comment period for the US-95: McArthur Lake Improvement Project. We believe that with the incorporation of the recommendations from July 2019, the underpass near McArthur Lake will result in improved habitat connectivity for big game herds to the WMA and conserved lands nearby.

Additional Recommendations

Coordination with IDFG

IWF applauds ITD's coordination with IDFG to implement wildlife mitigation in the planning process, especially in areas that are most feasible, effective, and have high big game movement. It is especially encouraging to see the Cooperative Agreement between ITD and IDFG for wildlife crossings in priority areas. IDFG has substantial investments in documenting and monitoring wildlife movement in these priority areas. Since 2016, IDFG has worked on several collaborative projects with bordering states and deployed approximately 750 GPS collars per species of interest. These data are crucial to take into consideration on how to mitigate infrastructure to improve accessibility to seasonal habitat. IWF encourages ITD to continue collaboration and consultation with IDFG to identify future wildlife movement projects across transportation barriers throughout the state.

Coordination with Neighboring and Other Western States

Many other Western states have begun implementing wildlife mitigation measures into the transportation program planning stages. Recently the states of Wyoming, Montana, Washington, and Colorado have shown added interest in reducing the negative interaction with big game and highways. We hope that ITD continues to provide input to other states and will seek guidance from other leading states on this issue.

Necessary Height of Underpass

IWF greatly appreciates the inclusion of a wildlife underpass in the planning efforts. It is proven that larger ungulates such as elk and moose are most likely to utilize a crossing structure that is 13 feet or higher (USDOT, FHA, 2011). We hope that ITD will incorporate this as a standard height in the future planning and overall cost analysis to benefit large ungulates.

Effective Wildlife Fencing

Effective wildlife-exclusion fencing has proven to more effectively guide wildlife to use underpass or overpass structures and reduce accidents by 80% or more (Huijser et al 2016). We recommend that with each project including wildlife mitigation efforts, look at required fencing or other wildlife-exclusion techniques to capitalize on the effectiveness on the new structures.

Assess Feasibility of Wildlife Structures within Priority Areas

There are several projects in the ITIP that also lie within the state's priority areas, as identified in the Idaho State Action Plan for SO3362. IWF hopes that if there are any other projects that can incorporate benefits to big game movement that they are adequately assessed, specifically in any new bridge construction or restoration.

Conclusion

Idaho is known for its' prized big game animals and the opportunity to continually pursue these animals. As hunters, we all

have an obligation to look after the health of our state's big game, and that includes providing them accessibility to quality habitat. By highlighting specific areas within the state Action Plan from SO 3362, IWF hopes that ITD incorporates the best scientific data into the proposed projects within ITIP to reduce the number of big game fatalities and to aid in the movement to seasonal habitat. We encourage ITD to actively engage in conversations with IDFG and other wildlife professionals in the Bureau of Land Management, National Park Service, US Fish & Wildlife Service, Forest Service, and private landowners to help conserve Idaho's big game herds and reduce WCVs. We look forward to providing additional comments on these projects in the future and we appreciate the opportunity to provide feedback.

Please accept these comments for the FY2020 Draft Idaho Transportation Investment Program (ITIP), Idaho's "roadmap" for planning and developing transportation projects in the state. We appreciate the Idaho Transportation Department's (ITD) commitment to listening to its citizens in developing the FY2020 ITIP.

On behalf of its 90,000 supporters, the Greater Yellowstone Coalition has worked with people to protect the lands, waters and wildlife of the Greater Yellowstone Ecosystem (GYE) for over 35 years. GYC has long cooperated with the agencies and organizations that manage the lands, waters and wildlife in the Idaho portion of the GYE, including ITD Districts 5 and 6.

The depth of knowledge and understanding of the impacts that our transportation network has on wildlife movement and landscape connectivity is continuing to grow. We commend ITD and Idaho Fish and Game's (IDFG) commitment to working together to address mutual goals and objectives such as ITD's objective to "improve safety, mobility and economic opportunity" and IDFG's goal to "sustain Idaho's fish and wildlife and the habitats which they

depend.” When agencies work together toward mutual goals, citizens and taxpayers’ benefit. Wildlife vehicle collisions pose significant safety concerns for drivers and at the same time Idaho’s healthy wildlife is an important economic driver in the state. We encourage ITD and IDFG to continue to work together in the development and planning of projects that meet both agencies goals and objectives.

Given the importance of our transportation network, as well as the importance of healthy wildlife populations in the state, GYC submits the following comments for your consideration. If you have any questions, please do not hesitate to contact me.

Recommendations

Best available science - We commend and encourage ITD and other state agencies to continue to develop and use the best available science in planning and developing transportation projects in Idaho as they relate to wildlife vehicle collisions and wildlife movement and connectivity. Specifically, existing studies and reports that can be used to guide planning and development for the next seven years such as:

- ITD and IDFG’s 2004 Idaho Wildlife Linkage Project, which identified wildlife linkage areas along state and federal highways in Idaho.
- ITD’s 2014 study “Methodology for Prioritizing Appropriate Mitigation Actions to Reduce Wildlife- Vehicle Collisions on Idaho Highways” by Dr. Patricia C. Cramer
- ITD’s 2016 report on “Idaho Wildlife Connectivity and Safety Solutions on US20 and SH87”
- IDFG’s 2017 State Wildlife Action Plan (SWAP)
- IDFG’s 2018 Action Plan for Implementation of Department of Interior Secretarial Order 3362: “Improving Habitat Quality in Western Big-Game Winter Range and Migration Corridors”

- Use all available data to count roadkill and wildlife vehicle collisions. Simply using crash data is not enough to understand the impacts to wildlife or safety. Collecting consistent roadkill data will greatly improve the knowledge of hotspots for wildlife-vehicle collisions and wildlife movement.

Additionally, there is a significant amount of literature on road ecology that ITD should continue to use and implement in their planning and development. The resources, programs and research from the Western Transportation Institute at Montana State University provides an excellent resource base and avenue to new and emerging science.

Be a leader - Idaho should lead the western states in creativity and innovation as it relates to issues with wildlife and transportation. All the Western states have recognized the importance of wildlife movement across roads. With some, like Wyoming, being more ahead of the curve than other states. Idaho's high quality of life, according to Idaho Department of Commerce includes access to natural amenities such as wildlife, as well as many Idaho outdoor businesses such as First Lite, Smith Optics and Buck Knives, rely on Idaho's abundant wildlife populations to continue to be an important economic driver in the state.

Use proven methods – in addition to leading, ITD should not do so blindly. We encourage ITD to use methods that are proven to work such as wildlife crossing structures, fencing and increased bridge spans to encourage safe wildlife movement and reduce wildlife vehicle collisions. There are various bridge replacement projects noted in the draft ITIP in Districts 5 and 6. Each should be examined to help facilitate wildlife movement where appropriate, based on consultation and recommendations from IDFG.

Cumulative impacts and NEPA – as with all projects that receive federal funding, National Environmental Policy Act (NEPA) requires the agency to address cumulative impacts. ITD should be sure to carefully analyze and address cumulative impacts to wildlife and

wildlife movement with all transportation projects that receive federal funding. As indicated in the ITIP, many projects are described as a few miles of road. However, the cumulative impacts of several projects on a stretch of road could result in significant, long-term impacts on wildlife populations. A good example of this is described in the ITIP as the series of road improvements on Hwy 20 from Ashton to the Montana State line in Fremont County. The cumulative impacts of road widening without mitigation for wildlife could violate NEPA, particularly for listed species such as grizzly bears.

Specific Projects

GYC generally supports all planning and scoping studies as outlined in the draft ITIP for Districts 5 and 6.

District 5:

US Hwy 30, D5 Wildlife Fence (Key# 20437). GYC supports this project to reduce wildlife vehicle collisions and allow for big game movement from summer to winter ranges.

US 30, Rocky Point Wildlife Xing, Bear Lake County (Key# 22162). GYC supports this project to add fencing and deer under-crossings to mitigate deer/vehicle collisions and allow the movement of 6000-8000 mule deer.

I-15, Fort Hall IC#80, Bannock County, Bridge Replacement. GYC recommends the consideration of a larger bridge span to allow for big game movement if recommended by IDFG.

SH34, Tincup Creek Bridge Restoration (Key#20457) to replace Tin Cup bridge. GYC recommends the consideration to allow for fish passage in the bridge replacement.

District 6:

US 20, JCT SH 87 to MT state line (Targhee Pass) PH 1 & PH 2 (Key#14054). With the proposed widening of Targhee Pass, GYC recommends that all phases of this project incorporate mitigation for

wildlife vehicle collisions and wildlife movement. This is important core and connective habitat for Yellowstone grizzly bears and other Yellowstone wildlife.

OFFSYS, Fun Farm Bridge, Fremont County (Key# 19566). Consider wildlife and fish passage with the reconstruction of the Fun Farm Bridge that crosses the Henry's Fork of the Snake River.

SH33, Teton Centennial Trail, Victor (Key#19788). Consider the incorporation of wildlife movement and wildlife vehicle collisions in the project area in addition to vehicle/bicycle and pedestrian crashes. This is an important wintering area for big game and native fish.

State, I-15/US 20 Connector Study (Key#20114). Consider wildlife movement if the project area is considered a priority by IDFG for big game winter range and migration corridors (i.e. Market Lake to MT border priority area).

US20, Buffalo River Bridge to Island Park Lodge, Fremont County (Key 20435).

With the widening of the road to include a passing lane, consider an increased bridge span (underpass) to allow for wildlife movement.

US20, Pinehaven to Buffalo River Bridge, Fremont County (Key# 20486). GYC strongly encourages ITD to consider wildlife movement and wildlife vehicle collisions. The widening of Hwy 20 with a passing lane without wildlife mitigation may increase wildlife vehicle collisions and create a permanent barrier to wildlife movement.

US20, Sheep Falls to Pinehaven Passing Lanes, Fremont County (Key# 20581). GYC strongly encourages ITD to consider wildlife movement and wildlife vehicle collisions. The widening of Hwy 20 with a passing lane without wildlife mitigation may increase wildlife vehicle collisions and create a permanent barrier to wildlife movement.

SH 33, Turn and Passing Lanes, Teton County (Key# 20710). With the widening of Hwy 33 through Teton County, GYC strongly encourages ITD to consider wildlife mitigation to all for wildlife movement and reduce wildlife vehicle collisions at hotspots along the road section. Specifically, Spring Creek, Leigh Creek, Teton Creek, Darby Creek and Fox Creek.

US20, Pinehaven to Buffalo River Bridge, Fremont County (Key#21920). GYC strongly encourages ITD to consider wildlife movement and wildlife vehicle collisions. The widening of Hwy 20 with a passing lane without wildlife mitigation may increase wildlife vehicle collisions and create a permanent barrier to wildlife movement.

US20, Fall River Bridge, Fremont County (Key#ORN22234). This is an important area for big game movement, particularly moose. GYC encourages ITD to incorporate mitigation to allow for wildlife movement (expanding the bridge span, underpass) and reduce wildlife vehicle collisions.

Sincerely,
Kathy Rinaldi, Idaho Conservation Coordinator

Please Prioritize the CVE. Include projects to bring I-11 to Idaho. Also the Linder road I-84 Overpass needs to hurry up.

No name given.

Why is there no funding to look into rapid transit or passenger rail? Rail service between college campuses would be beneficial to students and parents, let alone grandparents.

Alan Udy
Resident

District 1 Comments

District 1 received three comments. They expressed support for the relinquishment of the Dover Bridge on U.S. 2, concern about the rescheduling of the Pleasantview/Highway 53 overpass project and improving the Bottle Bay Road intersection on U.S. 95.

ORN22288 US 2, DOVER BRIDGE - RELINQUISHMENT
OF OLD US-2 Support this project please.

My husband and I live on Hollister Hills Dr. in Hauser, Idaho. It is very disheartening to learn that the Pleasantview/Hwy 53 overpass has been pushed back to 2026. This overpass is sorely needed as train traffic has increased greatly over the passed few years. In addition Hwy 53 traffic has also increased due to the growth we have experienced in Kootenai County. We realize KMPO has applied for grants but it seems those grants are dedicated to Boise.

It is not usual to get caught at the crossing and having to wait 10-15 minutes for a train to come through. These trains have stopped at the BNSF fueling station and they take quite sometime to get up to speed.

I can say I speak for all the homeowners on Hollister Hills Dr. how disappointing this is. We did submit these same comments through the portal but also wanted to reach out to you.

Cathryn and Bob Rapalli
Residents

Please consider improving the Bottle Bay Rd. intersection (MP 471) on US 95 by widening and adding a northbound turn lane, and a traffic light, and a 45 mph limit. I have lived nearby for 60 years and observed this intersection closely. It is a very dangerous traffic situation now.

Also, just up the road at the Lakeshore Drive intersection on US 95, please consider a traffic signal (stop light), and a 45 mph limit all the way across the Long bridge to Sandpoint. This is a very dangerous place, also.

I believe the Garwood road project as planned is not as important as the above problem areas. Garwood has stop lights, turn lanes, and reduced speed limit. It was improved a few years ago. ITD is spending too much time and money on that Garwood project.

Please consider improving our neighborhood highway. It's time.

Bill Jones
Resident

District 2 Comments

District 2 received four comments. They expressed support for improvements to U.S. 12, safety improvements to Highway 7 at its intersection with U.S. 95, moving forward on the U.S. 95 Thorncreek Road to Moscow project and improvements to Highway 8.

Regarding IDT project suggestions, I have been wondering why the state has neglected highway 12 from Peck to Kooskia. I live in Kamiah and work in Orofino, and I hear many complaints about the shape of the road, and how bad it is on vehicle suspensions, and

front end alignment. I also have many connections in the motorcycle world, and I hear many people are avoiding this corridor for tourism because of the condition of the road, and how unsafe it is for motorcycles.

As a State of Idaho employee, I know how hard it is to get projects of this size approved. I guess I would like to know if it is even on IDT's radar to do anything with it soon, the road is in terrible shape, and gets worse every year.

Mark Flerchinger
Resident

My name is Pat Alfrey and I travel Highway 95 from Ferdinand to Grangeville on a daily commute.

North of Grangeville where Highway 7 Intersects with Highway 95, traffic turning southbound from Highway 7 tend to pull out in front of southbound 95 travelers, and for some reason, do you not realize that the highway 95 traffic is traveling at 65 mph or greater. I would love to see a sign at that intersection coming from Highway 7, that advises traffic turning southbound toward Grangeville, that southbound traffic is traveling at 65 mph or greater.

At least on a weekly basis, Vehicles pull out directly in front of the southbound traffic. Then, they proceed at a speed much less than 65 mph; often times less than 40 mph.

Please do not reduce the speed to 45 prior to that intersection, but maybe a warning at that stop sign for drivers to pay closer attention.

Pat Alfrey
Resident

Project Name: US 95, Thorn Cr Rd to Moscow

Please move forward with this project as soon as possible. It has been delays for so so so very long by certain groups. This is a very dangerous section of road and a constant worry for those who have to drive it daily and have loved ones on it daily. Please move forward and complete as soon as possible.

Anonymous Commenter.

What about Highway 8 between Bovill & Elk River shared by both Latah & Clearwater Counties? One of the most heavily traveled roads for logging & recreation!! Rough shape & neglected year after year....and not listed on draft again.

Jenifer Bailey
Resident

District 3 Comments

District 3 received two comments. They expressed support for additional entrances and exits on I-84, beautifying the entrances and exits on I-84 in Canyon County and improvements to Idaho 16 between Idaho 44 and Emmett.

I was just reading the Idaho Press Tribune newspaper and saw an ad about commenting on ITD projects, so I thought I would voice my opinion.

My husband was in the military for many years, so we've lived in numerous places, and have driven many miles traveling around the country. We are both Idaho natives, and moved back here after he retired. One thing that is very frustrating is the lack of exits and entrances on the freeway. Other states have ramps at almost everywhere there is an overpass. It seems logical for traffic issues, as well as people not having to go so far out of their way because of how few and far the exits are, especially in Canyon County. Since there are lanes being added, and bridges being reconstructed to make space, it seems like an ideal time to consider this possibility of more ramps. Middleton and Ustick are both busy roads, and it would be wonderful to have ramps at least at one of those overpass areas.

I think the brick work by the exits and decor on the overpasses in Ada County on I-84 is beautiful and would like to see some of the same in Canyon County. It seems like Ada County is the main priority to beautify, but it would be nice to have it in Canyon County as well.

One other thing I would like to share is that it may be cost efficient to research how the autobahn was made, and how little upkeep is needed because they make a quality road with thicker concrete, rather than having to worry about potholes and repaving so often. Obviously with the speeds that people drive on the autobahn, it has to be a quality made road, but I feel it would be better to spend the money up front for quality, rather than quantity.

Lisa B.
Resident

Why is it nothing is planned on SH 16 from SH 44 to Emmett? One of the deadliest stretches of roadway in the treasure valley and always ignored.

Anonymous Commenter

District 4 Comments

District 4 received five comments. They expressed support for improvements to Idaho 75, additional lanes on I-84, a new bridge in the Twin Falls area, repairing the I-84 surface between the Hansen Bridge and Jerome exits and improving wildlife safety in the Black Pine Canyon area.

From Elkhorn Rd to the SNRA, the road (Idaho 75) is falling apart. Workers cleaned the cracks in the Fall, and squirted tar into them, but we are dodging potholes and very rough spots now.

Get our road on the schedule for major reconstruction asap!

Douglas Taylor
Resident

I saw the news article saying that suggestions could be submitted for ITD Road projects for Southern Idaho and I have an idea for you. I know this one is a doozy but I do think it needs serious consideration! It is to construct another lane of the Interstate going East and West between the Burley/Paul Exit and the First Twin Falls Exit.

Seriously, I live near the interstate and cannot believe how many accidents happen on the interstate. When I drive it, I am astounded by how much traffic and how many big trucks are on that stretch of the interstate. I think it needs attention. Thank you!

Vicki Vandever
Resident

I know that this was addressed about 10 years ago or so last time I heard anything. I live north of the hospital in Twin Falls and commute to Gooding everyday.

Twin Falls has grown exponentially. I strongly feel as a resident that there needs to be another look into building a new bridge. This would remove a lot of unnecessary traffic coming into Twin now. I see accidents almost happen daily and will be purchasing a dash camera soon.

The amount of semi traffic alone is unreal. My suggestion would be to look back into this bridge project and put a toll fast pass like many places in California and all over back east. this would help with the cost over a course of time.

Chris MacFee
Resident

Is there any plans to repair the I-84 road surface between the Hansen Bridge and the Jerome exits? Both east and west bound right hand lanes are sitting out badly, breaking apart, collapsing and turning into large pot holes.

It got worse this winter and some places had large chunks of asphalt come out. After a rain storm, it is common to see mud coming up through to cracks onto the pavement. It is very similar to what happened to I-84 between Nampa and Caldwell a few years ago. I believe next winter will cause some very major damage to the road surface. As it is right now, it is very unsafe to travel in the right lane. I avoid driving in it because there have been times I was bounced out of my lane and into the other lane or onto the rumble strip.

I took a quick look at the FY20 ITD planning map and did not see this repair on the list. Are there any plans to fix this?

Marshall Standal
Resident

Just recently went to black pine canyon. Many animals in that area. Many animals hit on the interstate in the black pine area. So many semi trucks traveling the interstate. The animals need to be safe when trying to cross the interstate. Idaho needs to do something. So many deer have been hit. There has not been one time that I have driven through this area that you don't see a deer hit. I can't even imagine how many animals have been killed through there. Need a animal over pass or a high fence. Something really needs to be done. It is ridiculous nothing has been done yet. Please do something!!!

Cathy Spratling
Resident

District 5 Comments

District 5 received two comments expressing support for ITD's U.S. 30 project at Rocky Point. An additional comment mentions

support for safety improvements to Highway 91 between Blackfoot and Idaho Falls.

I am writing on behalf of the Theodore Roosevelt Conservation Partnership and in support of the Idaho Transportation Department's U.S. Highway 30 project at Rocky Point.

The TRCP is a national non-profit conservation organization working to guarantee all Americans quality places to hunt and fish. The TRCP works with 55 formal partners and represents more than 80,000 individual members nationally and 3,500 Idaho members. As a sporting group, the TRCP believes resilient migration corridors are a necessity for the viability of healthy deer, elk, pronghorn, and moose herds. It is among our goals to participate in assuring wildlife migration for generations to come.

The U.S. Highway 30 project at Rocky Point is important because it will allow for safe passage of one of Idaho's most important mule deer populations while also improving driver safety on a dangerous section of road. According to data provided by the Idaho Department of Fish and Game, 6,000 mule deer migrate across U.S. 30 twice a year, moving back and forth from winter and summer ranges. IDFG estimates 100 mule deer are struck and killed by vehicles annually on the four-mile section of road between mile post 443 and 447. This migration presents a significant safety hazard to drivers, and, if mortality is uncurbed, it will continue to threaten the viability of this migrating herd.

We are grateful that IDFG and the Idaho Transportation Department have a committed partnership working toward securing a network of wildlife crossing structures and associated fencing over U.S. 30 at Rocky Point and winter range protection. The Rocky Point project represents a significant step to improving safety for people and deer alike. Because of that, the TRCP is ready to assist in any way possible. If you have any questions, please feel free to contact me.

Sincerely,

Rob Thornberry

Idaho Field Representative, Theodore Roosevelt Conservation

RE: Support for Idaho Transportation Department's (ITD) project to address mule deer migration and winter range protection at U.S. Highway 30 at Rocky Point

I am writing on behalf of The Pew Charitable Trusts in support of the Idaho Transportation Department's U.S. Highway 30 project at Rocky Point. The Pew Charitable Trusts' U.S. Public Lands and Rivers Conservation initiative aims to preserve ecologically and culturally diverse publicly owned lands, conserve wildlife corridors, protect and restore free-flowing rivers, and expand core habitat protections across the West. The U.S. Highway 30 project at Rocky Point is particularly important due to its anticipated role in facilitating safe passage of one of Idaho's most important mule deer populations while also improving driver safety.

New technologies, such as GPS-enabled collars that allow biologists to track animal movements in real time, have dramatically enhanced our knowledge about the movement characteristics of large ungulates such as mule deer, elk, and pronghorn. The study of wildlife movement corridors has shed light on how land uses such as roads, energy development, and residential encroachment can impede important populations of big game and other species. Blocked or altered migrations have been shown to have adverse impacts for wildlife populations that migrate in order to access food sources, reach hospitable elevations when seasons change, or respond to disturbance events such as wildfires.

According to the Idaho Department of Fish and Game (IDFG),

over 6,000-8,000 mule deer migrate over US 30 at Rocky Point twice a year, as they move to and from winter and summer ranges. IDFG also estimates that over 100 mule deer are struck and killed by vehicles annually on the four-mile section of road between mile post 443 and 447. This four-mile section of road is a significant safety hazard to drivers. These high road mortality numbers if left unchecked will continue to have a substantial impact on the health of this migrating herd and motorists alike.

Idaho, like other Western states, is experiencing overall declines in mule deer populations. In 2011 the reported number of deer killed by vehicle collisions equaled 10% of that year's deer harvest according to IDFG. Coupled with recent devastating winters, drought conditions and declining Aspen forests, mule deer are facing an ever-increasing number of obstacles as they struggle to survive migration from summer to winter ranges. The U.S. Highway 30 project at Rocky Point will not only make Idaho's roads safer for both people and wildlife, but it will also address a significant impediment this herd faces by enhancing critical habitat linkages between summer mule deer range in the Caribou National Forest to the north and summer range in the Bear Lake area near the Utah border to the south.

We are grateful that IDFG and the Idaho Transportation Department have a committed partnership working towards securing a network of wildlife crossing structures and associated fencing over US 30 at Rocky Point to provide for mule deer migration and winter range protection. This migrating herd utilizes one of IDFG's priority areas for implementation of the Department of Interior's Secretarial Order 3362 to "Improve Habitat Quality in Western Big-Game Winter Range and Migration Corridors." Secretarial Order 3362 directs its agencies to work closely with states to identify and implement actions that contribute to improving the quality of big game winter range and migration corridors. As an important component of implementing both Idaho's and the Department of Interior's priorities for wildlife migration conservation in the state, the Rocky Point project represents a significant milestone and we

fully support its implementation. We stand ready to assist in this effort further to ensure it comes to fruition.

If you have any questions or would like to discuss this matter further, please feel free to contact me.

Nic Callero

Principal Associate, U.S. Public Lands and Rivers Conservation

The Pew Charitable Trusts

District 5 and 6 Comments

District 6 received five comments this year. One expressed support for safety improvements to Highway 91 from Blackfoot to Idaho Falls, and four expressed concern about the South Boulevard project in Idaho Falls, which is not part of ITD's highway system.

I've noticed a lot more traffic on Hwy 91 from Blackfoot to Idaho Falls in the last few years. It is called "the old highway" by everybody, including the news, but I think it deserves some attention. There have been a surprising number of accidents on that stretch and some fatalities.

I think the ITD should make a study of it and help the local residents and those who drive it infrequently feel safe while driving down it. There are a lot of rural crossroads coming onto the highway which creates problems. In some places the road is very narrow, not allowing a safety lane for emergencies; then there are no middle lanes at intersections where people can safely wait for traffic before pulling onto the side roads

Just a suggestion before the road falls off the state's planning programs.

Gary Rawlings
Resident

District 6 Comments regarding South Boulevard

The widening of South Boulevard would destroy one of the most lovely, cherished, and special historic districts in town. This priceless, architecturally unique area would be destroyed, as two parallel nearby streets have already been. Why must cars take over ALL of the roads? Can't we leave just one for the sake of beauty and historic preservation?

MaryAnn Smith
Resident

Leave it be. The street doesn't need to change. It is a beautiful boulevard as it. Don't ruin it.

Anonymous Commenter

There is a beautiful, historic neighborhood along South Boulevard in Idaho Falls! Please do not widen that street. Please leave the mature trees as they are and the integrity of that neighborhood.

Marcia Bailey
Resident

Project 20445 proposes modifying South Boulevard, a north/south route through a walkable historic neighborhood in Idaho Falls. The boulevard is lined with old growth trees that would be removed plus the changes would irrevocably alter the neighborhood's historic character. Speaking as a 4th generation Idahoan and a professional preservationist, I vehemently oppose the proposed project.

Julie Williams
Resident



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 20 Minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Ramón Hobdey-Sánchez	GAPM	RSHS	LSS
Preparer's Name	Preparer's Title	Initials	
Ramón Hobdey-Sánchez	GAPM	RSHS	

Subject

2019-2020 ITD Administrative Rulemaking		
Key Number	District	Route Number

Background Information

The Idaho Transportation Department is bringing forward multiple rule changes this year. A large portion of this work is being done under the guidance of the Governor's Red Tape Reduction Act (RTRA).

In June, Department staff presented 3 standalone rulemakings and informed the Board of the multiple negotiated rulemaking meetings that would occur during July.

Therefore, the rules being presented today have now been negotiated and with your approval can move to the formal rulemaking process and be presented to the 2020 Idaho Legislature. The following draft rule chapters are:

39.02.03: Rules Governing Vehicle Dealer's Principal Place of Business

- This rule is being advanced to the formal *Temporary & Proposed* rulemaking process
- This change clarifies the appropriate procedures for the Idaho Consumer Asset Recovery (ICAR) Board and ITD staff when tasked with determining the outcome of claims (court judgments) brought forth for payout.
- If approved, the temporary effective date will be 8/22/19
- The Notice will be published in the October Bulletin
- DFM approved on 7/30/19

39.02.05: Rules Governing Issuance of Certificates of Title

- This rule is being advanced as part of the Governor's rule reauthorization
- This rule consolidates:
 - 39.02.05: Rules Governing Lien Filing on Certificate of Title
 - 39.02.07: Rules Governing Titling of Salvage, Specially Constructed, Replica and Rebuilt Salvage Motor Vehicles
 - 39.02.11: Rules Governing Odometer Readings on Title Records
 - 39.02.12: Rules Governing Issuing Certificates of Title and Bonded Certificates of Title
 - 39.02.24: Rules Governing 'Gray Market' Vehicle Registration and Titling
- The Notice will be published in the Special Edition of the November Bulletin

39.02.22: Rules Governing Registration and Permit Fee Administration

- This rule is being advanced to the formal *Proposed* rulemaking process
- This change will clarify and update installment payment arrangements for commercial vehicle customers registering in Idaho. It also provides online methods for obtaining registrations from the Department.
- The Notice will be published in the October Bulletin

39.02.42: Temporary Vehicle Registration When Proof of Ownership Is Insufficient

- This rule is being advanced to the formal *Proposed* rulemaking process
- This change will add clarity to temporary ownership documents when standard documents may not be available. It also removes a requirement to sign an affidavit in the presence of the county assessor/deputy assessor when said documents cannot be obtained.
- The Notice will be published in the October Bulletin



Board Agenda Item

ITD 2210 (Rev. 10-13)

39.02.75: Rules Governing Names on Drivers' Licenses and Identification Cards

- This rule is being advanced to the formal *Proposed* rulemaking process
- This change will decrease regulations and restrictions on Idaho residents by simplifying name structure in cases of marriage and divorce and remove a specific requirement for the order of a hyphenated last name on driver licenses and identification cards.
- The Notice will be published in the October Bulletin

39.02.76: Rules Governing Driver's License Renewal-by-Mail

- This rule is being advanced to the formal *Proposed* rulemaking process
- This change offers applicants the ability to apply for a renewal or replacement driver's license or identification card electronically.
- The Notice will be published in the October Bulletin

39.03.01: Rules Governing Definitions Regarding Special Permits

- This rule is being advanced to the formal *Proposed* rulemaking process
- This change creates definitions for: disabled vehicle, snowplow and how overhang is measured.
- The Notice will be published in the October Bulletin

39.03.05: Rules Governing Special Permits – Oversize Non-Reducible

- This rule is being advanced to the formal *Proposed* rulemaking process
- This change will clarify load allowances for standard 53 foot and longer trailers for oversize non-reducible loads.
- The Notice will be published in the October Bulletin

39.03.06: Rules Governing Special Permits for Extra-Length/Excess Weight Up to 129,000 Pound Vehicle Combinations

- This rule already has a temporary effective date of 6/20/19
- This rule is being advanced to the formal *Proposed* rulemaking process
- This change addresses: 1) the route color designations on CMV maps & 2) the 129k route request process
- The Notice will be published in the October Bulletin

39.03.41: Rules Governing Traffic Control Devices

- This rule is being advanced to the formal *Proposed* rulemaking process
- These changes reflect recently passed legislation from 2019 (HB89, HB106 and HB208) **and** the consolidation of 39.03.62 - Rules Governing Logo Signs & 39.03.64 - Rules Governing Tourist Oriented Directional Signs
- The Notice will be published in the October Bulletin

39.03.60: Rules Governing Outdoor Advertising

- This rule is being advanced as part of the Governor's reauthorization
- This change consolidates 39.03.61 - Rules Governing Directional and Other Official Signs and Notices & 39.03.63, Rules Governing Traffic Accident Memorials
- The Notice will be published in the Special Edition of the November Bulletin

Recommendations

Please see the rulemaking resolution on page 239.

Board Action

- ☐ Approved ☐ Deferred _____
- ☐ Other _____

**IDAPA 39
TITLE 02
CHAPTER 03**

**39.02.03 – RULES GOVERNING VEHICLE DEALER’S PRINCIPAL PLACE OF BUSINESS AND
CLAIMS TO THE IDAHO CONSUMER ASSET RECOVERY FUND**

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Section 49-201(1), Idaho Code and the Vehicle Dealer Act, Chapter 16, Title 49, Idaho Code. (12-26-90)

001. TITLE AND SCOPE.

01. Title. This rule ~~shall~~ will be cited as IDAPA 39.02.03, “Rules Governing Vehicle Dealer’s Principal Place of Business and Claims to the Idaho Consumer Asset Recovery Fund.” (~~3-29-12~~ 8-22-19T)

02. Scope. This rule clarifies terms used in the definition of “principal place of business” and provisions regarding these terms and payment of claims from the Idaho Consumer Asset Recovery fund. (~~3-29-12~~ 8-22-19T)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. (3-29-12)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.” (3-29-12)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (3-29-12)

005. OFFICE -- OFFICE HOURS -- MAILING AND STREET ADDRESS -- PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise, ID 83707-1129. (3-29-12)

02. Office Hours. Daily office hours are 8:00 a.m. to 5 p.m. except Saturday, Sunday and state holidays. (3-29-12)

03. Telephone and Fax Numbers. The central office may be contacted during office hours by phone at 208-334-8681 or by fax at 208-332-4183. (3-29-12)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (3-29-12)

007. -- 009. (RESERVED)

010. DEFINITIONS.

01. Vehicle Dealer File System. Books, records and files, necessary to conduct the business of a vehicle dealership. In accordance with the Vehicle Dealer Act, records shall be securely kept by the dealership in such order that they can be readily inspected by a Department Investigator. Such records and files may be kept

electronically, as long as such records can be verified by the dealership as true and correct copies of the original records. Physical records or files retained by the dealership may be stored at an off-site location. The dealership must notify the department 30 days in advance of the address of the off-site location prior to moving such records. Records or files stored off-site must be made available to the department within 3 business days upon request. The files and records shall contain but are not limited to: (3-29-12)

- a. Physical or electronic sales invoices for current and two (2) preceding years; (3-29-12)
- b. Physical or electronic copies of purchase orders for vehicles purchased for current and two (2) preceding years; (3-29-12)
- c. Physical or electronic copies of title application forms accessible in numerical order; (3-29-12)
- d. Written or electronic records of vehicles bearing new or used dealers' number plates and their use by a manufacturer, vehicle dealer, or full-time licensed salespersons searchable by date, time or plate number; (3-29-12)
- e. Written or electronic records for loaner plates searchable by date, time or plate number; (3-29-12)
- f. Copies or electronic records of Wholesale Dealer Forms records showing, all transactions, as applicable searchable by date or name of consignee; (3-29-12)
- g. Physical or electronic odometer disclosure records for non-exempt vehicles; and (3-29-12)
- h. Physical or electronic records of consignment agreements, as specified in Section 49-1636, Idaho Code. (3-29-12)
- i. All electronic records must be created in a secure manner to prevent such records from being altered. Electronic copies of records must be legible, complete, and an accurate reproduction of the original business record. (3-29-12)
- j. All electronic copies of records shall be supplemented with a back-up copy of the electronic records, either retained on-site or an off-site location, which permits the business record to be retrieved within three (3) business days. (3-29-12)
- k. Any device, server, network device, or any internal or external storage medium which stores the electronic records must have security access controls and physical security measures to protect the records from unauthorized access, viewing, or alteration. (3-29-12)
- l. Any dealer storing electronic or physical records that contain personal information shall ensure that disposal of any records shall be completed in a secure manner, by shredding, erasing, or otherwise modifying the personal information to make it unreadable or undecipherable through any means. (3-29-12)

02. Vehicle Dealer Sign Requirements. An exterior sign permanently affixed to the land or building, with clearly visible letters, visible to major avenue of traffic meeting local building or zoning codes with the trade name of the dealership clearly visible is required. Wholesale dealer signs may be painted on the window of the office next to the entrance door of sufficient size to be easily read by prospective customers. A suggested retail sign size is twenty-four (24) square feet, with a minimum of four (4) inch letters. (3-29-12)

03. Telephone. A business phone which has a published business number, and listing in a local telephone directory in the name of the dealership. Business phones shall be answered during declared business hours, in the name of the licensed dealer. The telephone may be answered in person, by an answering machine, or at a remote location in person. (3-29-12)

011. -- 099. (RESERVED)

100. GENERAL PROVISIONS.

01. Physical or Electronic Records System Inspection. A vehicle dealer shall make available all books, records and files maintained at the dealership location for immediate inspection for cause or complaint, or within three (3) business days if records are stored at an approved off-site location for random compliance review by a peace officer or authorized agent of the Department. (3-29-12)

02. Title Fee Disclosure. A dealer may reflect the payment of a state-required title fee as specified by Section 49-202(2)(b), Idaho Code, however: (7-2-92)

a. The fee must be clearly identified as a "TITLE FEE"; (7-2-92)

b. The fee must be shown as the exact amount required by law; (7-2-92)

c. Any documentation fees charged must be clearly listed separately from other fees and identified to the customer as dealer document preparation fees that are subject to sales tax as part of the purchase price of the vehicle. (7-2-92)

03. Surety Bond. A valid bond in the amount required by Section 49-1608D, Idaho Code, for three (3) years after initially licensed, unless otherwise provided by code; (4-11-15)

04. Idaho Consumer Asset Recovery (ICAR) Fund. (4-11-15)

a. All licensed dealers ~~shall~~ will pay the annual fee as set by the Idaho Consumer Asset Recovery (ICAR) Board as required by Section 49-1608C, Idaho Code, unless otherwise provided by code. (~~4-11-15~~8-22-19T)

b. The ICAR fund fee ~~shall~~ will be set by the ICAR Board annually to be effective the following January 1. Such fee shall be posted on the Department web site and all applicable forms for dealer licensing. (~~4-11-15~~8-22-19T)

05. Liability Insurance. A valid liability insurance policy as required by Section 49-1608A, Idaho Code. (4-11-15)

06. Declared Business Hours. All licensed dealers shall declare in writing to the Department the regular business hours that their dealerships are open and when they are available to be contacted by the Department or their customers. All wholesale dealers shall declare in writing to the department the regular hours that their dealerships are open and when they are available to be contacted by the department or their customers. (3-25-16)

07. Vehicle Dealer License Suspension. Any dealer not meeting the requirements of the Vehicle Dealer Act shall be subject to suspension of an existing dealer license or refusal by the Department to issue a new dealer license. (7-2-92)

a. The Department's agent ~~shall~~ will give written notice of deficiencies to the dealer or applicant. (~~12-26-90~~8-22-19T)

b. At its discretion the Department may give the licensed dealership a reasonable amount of time to comply. (12-26-90)

c. Upon compliance, the license ~~shall~~ will be reinstated or issued. (~~12-26-90~~8-22-19T)

101. -- ~~1299~~. (RESERVED)

200. IDAHO CONSUMER ASSET RECOVERY FUND CONTROL BOARD ADMINISTRATION.

01. A majority of the members of the Idaho Consumer Asset Recovery Control (ICAR) Board established pursuant to Section 49-1608C, Idaho Code, constitutes a quorum. A quorum is required for voting on any ICAR claims. The ICAR Board chairman presides over ICAR Board meetings. The ICAR Board operates in compliance

with Idaho open meeting laws.

(8-22-19T)

02. All members of the ICAR Board constituting the quorum are entitled to vote in consideration of any payment of a claim pursuant to Section 49-1608F, Idaho Code.

(8-22-19T)

03. "Actual Loss or Damages" as provided for in Section 49-1608E, Idaho Code, means: The total cost to the purchaser, as set forth in a final judgement, of the loss directly resulting in a violation, by a dealer, of the provisions of Title 48, Chapter 5 or Title 49, Chapter 5 or Section 49-1418, Idaho Code; including such things as repairs, inspections and loss of resale value. The term includes the attorney fees and costs in bringing suit against the dealer, and includes pre-judgement, but not post-judgement interest. "Actual Loss or Damages" shall not include such things as treble damages, expectation damages nor consequential damages resulting from dealer fraud.

(8-22-19T)

04. All ICAR claims will be initiated by filing the complete claim with the Idaho Transportation Department DMV Administrator. When a proper ICAR claim has been received, staff will review the claim for completeness and compliance with these rules and the provisions of Title 49, Chapter 16, Idaho Code. If the claim is complete and in compliance with statute and these rules, the ICAR Board will send notification per Section 49-1608F(5), Idaho Code, to the subject vehicle dealer with a demand that the dealer satisfy the judgement within thirty (30) days.

(8-22-19T)

a. Should the dealer fail to satisfy the judgment within thirty (30) days of notice from the ICAR Board, staff will provide the ICAR Board and the claimant a staff-recommended amount of the claim. If the claimant agrees with the staff-recommended payment amount, the ICAR Board will issue a final order either adopting or rejecting the staff recommended claim payment amount.

(8-22-19T)

b. Should the claimant disagree with the proposed amount to be paid on the claim, the claimant may request an administrative hearing under the provisions of Title 67, Chapter 52, Idaho Code, within 10 business days of receipt of notification. The department will appoint a qualified hearing officer to hear the claim, take testimony and review evidence; and issue findings of fact, conclusions of law and provide a recommended order.

(8-22-19T)

c. Upon receipt of the recommended order from the hearing officer, the ICAR Board will issue a final order either adopting or rejecting the hearing officer's recommendation of the claim payment amount.

(8-22-19T)

d. Final orders of the ICAR Board may be subject to judicial review under the provision of Title 67, Chapter 52, Idaho Code.

(8-22-19T)

300. PENALTIES.

A dealer violating this rule ~~shall be~~ is subject to license suspension for a period not to exceed six (6) months.

~~(12-26-90)~~ (8-22-19T)

301. -- 999. (RESERVED)

**IDAPA 39
TITLE 02
CHAPTER 05**

39.02.05 – RULES GOVERNING ISSUANCE OF CERTIFICATES OF TITLE

000. LEGAL AUTHORITY.

Under the authority of Sections 49-201, 49-507 and 49-525, Idaho Code, the Department adopts the following rule.

001. TITLE AND SCOPE.

01. Title. These rules shall be cited as IDAPA 39.02.05 “Rules Governing Issuance of Certificates of Title.”

02. Scope. These rules identify requirements for the issuance of certificates of title, pursuant to Title 49, Chapter 5, Idaho Code.

002. WRITTEN INTERPRETATIONS.

This agency does not rely on written interpretations for these rules.

003. ADMINISTRATIVE APPEALS.

All contested cases shall be governed by the provisions of IDAPA 04.11.01. “Idaho Rules of Administrative Procedure of the Attorney General.”

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter.

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS – PHONENUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office for title issuance in Boise at 3311 W. State Street with a mailing address of P.O. Box 7129, Boise ID, 83707-1129.

02. Office Hours. Daily office hours are 8:00 a.m. to 5:00 p.m. except Saturday, Sunday and state holidays.

03. Telephone and FAX Numbers. The central office may be contacted during office hours by phone at 208-334-8663 or by fax at 208-334-8658.

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code.

007.-- 009. (RESERVED)

010. DEFINITIONS.

01. Appropriate Governmental Entity. The agency or organization employing the authorized officers who take an abandoned vehicle into custody or direct a vehicle to be stored or towed.

02. Assembled Vehicle. A vehicle which has been constructed using parts from two (2) or more vehicles and has the same appearance as a vehicle that was manufactured under a specific make and model by a manufacturer. Changes may include frame and/or cab changes. See Section 305 for title application requirements.

03. Body/Center Passenger Area. The center structure, either of a unibody or frame-type passenger vehicle, consisting of a unit of sheet metal and structural components that extends from the firewall to the back of the rear seat or to the factory seam separating the rear section or the centerline of the rear wheels, i.e. cowl panel, dash panel, floor pans, center side body panels, side rails, rocker panels, and other such component parts that may be pertinent to this section.

04. Brand. A description on a certificate of title or title record, as determined by the Department or the equivalent agency of another jurisdiction, which indicates and advises future owners and interested parties that:

a. The vehicle has or has had a relevant physical condition, modification, construction, alteration or history of use; or

b. Past or present ownership of the vehicle could not be clearly established to the satisfaction of the Department or the equivalent agency of another jurisdiction.

05. Cab. The passenger compartment of a common truck or pickup truck. It is a unit of sheet metal and structural components including the top/roof and the cowl which may or may not include glass, instrumentation, steering column and seat.

06. Frame. The heavy metal structure that supports the auto body and other external component parts on body over-frame constructed vehicles only.

07. Gray Market Vehicle. A vehicle manufactured outside of the U.S. for use in other countries that did not meet U.S. Federal Motor Vehicle Safety Standards or Environmental Protection Agency requirements at the time of manufacture.

08. Mileage. Actual distance that a vehicle has traveled.

09. Replica Street Rod. A vehicle made to replicate any pre-1949 vehicle which has had a significant drive train update from a more modern vehicle. Changes may include engine, transmission, rear axle and other suspension components. The body will resemble the same as the manufacturer's original issue. See Section 305 for title application requirements.

10. Replica Vehicle. A vehicle made to replicate any vehicle previously manufactured, using metal, fiberglass, or other composite matters. Replica vehicles must look like the original vehicle being replicated but may use a more modern drive train. At a minimum, replica vehicles will meet the same federal motor vehicle safety and emission standards in effect for the year and type of vehicle being replicated, pursuant to Section 49-123(2)(n), Idaho Code. See Section 305 for title application requirements.

11. Street Rod Vehicle. Any pre-1949 manufactured vehicle which has had a significant drive train update from a more modern vehicle. Changes may include engine, transmission, rear axle, and other suspension components. The body will be the same as the manufacturer's original issue. See Section 305 for title application requirements.

12. Transferee. Any person to whom the ownership of a motor vehicle is transferred, or any person who, as agent, accepts transfer of ownership of a motor vehicle for another, by purchase, gift or any means other than creation of a security interest.

13. Transferor. Any person who transfers vehicle ownership or any person who, as agent, transfers the ownership of another's motor vehicle by sale, gift or any means other than creation of a security interest.

011-- 099.(RESERVED)

100. GENERAL.

The Department will issue a Certificate of Title on any vehicle if the applicant can show proper documentation of ownership, there are no undisclosed security interests in the vehicle, and other requirements for titling have been satisfied. Unless otherwise specified in statute or administrative rule, such proper documentation of ownership will be limited to:

01. Certificate of Title. A valid Idaho Certificate of Title or a valid Certificate of Ownership issued by another state, province or country according to the applicable laws of another state, province or country, which has been duly assigned or transferred to the applicant if issued in another's name.

02. MCO/MSO. A properly executed Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO) in the case of a new vehicle being titled for the first time.

03. Certificate of Registration. A Certificate of Registration from a non-titling state, province or country, together with a bill of sale from the registrant if other than the applicant.

04. Transfer by Operation of Law. In the case of a transfer by operation of law, a certified copy of a valid court order, decree, or instrument upon which the claim of possession and ownership is founded, passing title to the applicant as a matter of law (for example: a property settlement, divorce decree, or execution sale's certificate of sale or bill of sale), together with an affidavit by the person or agent of the person to whom possession of the vehicle so passed, setting forth facts entitling him to possession and ownership.

05. Salvage Vehicles. For a salvage vehicle, a salvage certificate of title or other salvage ownership document issued by another state, province, or country according to the applicable laws of that state, province, or country, duly assigned or transferred to the applicant if issued in another's name.

06. Specially Constructed Vehicles.

a. For a specially constructed vehicle as defined by Section 49-123(p)(i) or (iii), Idaho Code, the original ownership document for the vehicle from which the body or cab being used has been taken unless the vehicle is from a state that requires the ownership document to remain with the frame in which case a copy of the ownership document verified to be a true and correct copy of the original, together with a bill of sale from the owner to whom the ownership document was issued if different than the applicant, and accompanied by a bill of sale, invoice, or other proof of acquisition for any of the following major components used in the vehicle's construction:

- i. Frame or rails;
- ii. Engine or short block;
- iii. Transmission and/or transfer case;
- iv. Front and rear clips; or
- v. Truck bed or box

b. Each bill of sale for major component parts is to include the following:

- i. Name of purchaser;
- ii. Vehicle Identification Number (VIN) or engine number for a motorcycle, if applicable;
- iii. Description of major component part (by make, body type, year of manufacture, if applicable);
- iv. Purchase price; and
- v. Signature of seller.

c. For a specially constructed vehicle as defined by Section 49-123(p)(ii), Idaho Code, bills of sale, receipts, invoices or other proof of acquisition for the materials used in the construction.

d. For a specially constructed vehicle as defined by Section 49-123(p)(iv), Idaho Code, a properly executed manufacturer's certificate of origin (MCO) or manufacturer's statement of origin (MSO) for the custom kit, or if no MCO was issued, a factory invoice or bill of sale from the selling dealer, together with a statement certifying no MCO was issued for the kit.

101.-- 199. (RESERVED)

200. LIEN FILING

01. Date of Lien Filing. All title applications submitted to the Department or its agent for filing will include the date of filing.

a. If a lien is listed on a title application, the date the application is received by the Department or its agent will be the date of the filing of the lien.

b. A lien is perfected as of the date of the filing of a properly completed application with the department or an agent of the department. All liens filed with the department shall take priority according to the order in which the properly completed applications are filed with the department or an agent of the department. The priority of liens will not be affected should the department fail to note one or more on the title or on the electronic records of the department due to error.

02. Out-of-State Transfer. If a lien was previously recorded on an out-of-state title, and the title is being surrendered to Idaho for issuance of a new certificate of title and the lien is still in effect, the Department will honor the previously recorded date shown on the out-of-state title, provided that at least one of the previous owners' names will remain on the new Idaho title. If there is no recorded date on the title, the following will be captured as the recorded date if displayed on the title with priority according to the order listed:

a. Application date

b. Issue date

c. Print date

d. If none of the aforementioned dates are present, the Department will consider other evidence provided in the documentation submitted with the title application to determine a filing date.

e. In the event that no other evidence is provided to reasonably determine the date of the lien's filing, the date the title application is filed with the Department will be the recorded date.

03. Name Change Only. If a name change is being requested on a title containing a recorded lien, and the lien is not being released, the original recorded date will be retained for the lien filing, provided that the new title will retain the name of the same lienholder and at least one (1) of the previous owners.

04. Taxable Transfer of Ownership. In the case of a taxable transfer of ownership, where the lien was not released, and the new title will have the same lienholder, a new recorded date will be assigned to the lien, unless the lienholder has specified that the new owners have assumed the lien.

05. Lien Assumptions. If a lienholder specifies that a contract has been assumed by a new owner, and the new owner has assumed the terms of the previous lien, the original date will be retained on the new certificate of title.

201. ODOMETERS.

01. Procedures.

a. Department Requirement. The Department will enter the odometer reading and status as provided by a dealer or private seller or transferor on the Certificate of Title when printed.

b. Used Vehicle Transferor/Seller Requirements. When a used vehicle is transferred, the transferor will record the odometer reading on the title certificate using indelible ink. If the vehicle has not been titled or if the title does not contain a space for the information required, the written disclosure will be executed as a separate statement.

c. New Vehicle Transferor/Seller Requirements. When a new vehicle is retailed, the transferor will provide a written disclosure on the MCO or on a separate document.

d. Use of Power of Attorney. When the transferor's title is physically held by a lienholder or if the transferor to whom the title was issued has lost the title and the transferee obtains a duplicate title on behalf of the transferor; the transferor may give a power of attorney to his transferee for the purposes of mileage disclosure.

e. Reassignments. When all available reassignments on a title certificate have been used, subsequent reassignments will be made on a separate reassignment document printed by the Department or by another state's motor vehicle Department.

02. Exemptions.

a. Transferor/Seller Exemptions. A transferor is not required to disclose the vehicle's odometer reading for any of the following:

- i.** A vehicle having a gross vehicle weight rating over sixteen thousand (16,000) pounds;
- ii.** A vehicle which is not self-propelled;
- iii.** A vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications;
- iv.** A vehicle which is ten (10) years old or older. To calculate the vehicle's age, simply subtract the model year from the calendar year.

b. Manufacturers' Exemptions. A manufacturer of a new vehicle may transfer, for purposes of resale, to a franchised dealer without disclosure of the vehicle's odometer.

202. VEHICLE IDENTIFICATION NUMBER (VIN) INSPECTIONS.

01. Authorized Inspectors. The following individuals, agents or agencies are authorized to complete Vehicle Identification Number (VIN) inspections:

a. Peace Officers and Special Agencies Inspections. As part of their regular assigned duties, any city, county, state or federal peace officer, or specified agent of the Department, may complete a VIN inspection.

b. Vehicle Dealer Inspections. Licensed Idaho vehicle dealers may complete VIN inspections.

c. Financial Institution Inspections. An employee of any bank that is authorized to do business in Idaho or an employee of any other financial institution registered with the Department of Finance, may complete VIN inspections as a part of normal business activity.

d. Special Agent Inspections. Other special designated agents of the Department may complete VIN inspections, as stipulated in a formal agreement between the Department and the special agent, i.e. vehicle rental companies allocating portions of their fleets to Idaho.

e. Out-of-state Inspectors. For a vehicle located in another state, a VIN inspection is acceptable when completed by any city, county, state or federal peace officer, or any employee of the state's vehicle titling and registration agency.

02. VIN Inspections Required. A VIN inspection is required whenever the current certificate of title was not issued for the vehicle by this state or whenever the Department is dissatisfied with the authenticity or accuracy of the vehicle identification number.

203. – 299. (RESERVED)

300. TITLE BRANDING.

01. Brand Disclosure.

a. Upon sale by a dealer of any salvage or total loss vehicle or branded vehicle or branded certificate of title, disclosure of the vehicle's salvage or branded status, will be conspicuously disclosed to the buyer and a record must be maintained by the dealer. Disclosure may be made on a form as provided by the Department for a report of sale. The buyer must sign that they have received disclosure of the vehicle brand. Proof of disclosure must be submitted to the Department.

b. Upon sale by a private party of any salvage or total loss vehicle or branded vehicle or vehicle with a branded certificate of title, disclosure of the vehicle's salvage or branded status, will be conspicuously disclosed to the buyer.

02. **Branding Time Frame.** Each branded vehicle and branded certificate of title will retain that brand throughout the existence of the vehicle regardless of its age or value unless the brand has an expiration date.

03. Brands Removed.

a. If any salvage vehicle leaves the state of Idaho with or without an Idaho salvage certificate of title and such vehicle returns to Idaho, it will once again be subject to the requirements under Idaho Code and this rule.

b. If a vehicle with a branded Idaho title leaves Idaho and then returns with a title or other ownership document issued by another jurisdiction that has either no brand or a different brand for the same incident that caused the brand on the Idaho title:

i. If the brand on the Idaho title originated in Idaho, the Idaho brand will be reinstated. This will occur even if the National Motor Vehicle Title Information System (NMVTIS) returns a different brand for the same incident.

ii. If the brand on the Idaho title originated in another state, the Idaho title will be issued with any brand retrieved from NMVTIS if for the same incident that caused the brand on the original Idaho title. If no brand is retrieved from NMVTIS for this incident, the brand on the previous Idaho title will be reinstated.

301. BONDED TITLE.

01. **Conditions and Requirements.** Application may be made for a "bonded title" when the applicant has actual possession of the vehicle but is unable to provide proper documentation of ownership.

a. **Proper Documentation Cannot Be Obtained.** The applicant must satisfy the Department that proper documentation to obtain a regular title cannot be obtained. However, the applicant must provide sufficient documentation to satisfy the Department that it is more probable than not that the applicant is the owner of the vehicle.

b. **Vehicle Physical Inspection.** The applicant must produce the vehicle for a physical inspection by a representative designated by the Department.

c. **Affidavit of Explanation.** The applicant must provide an affidavit explaining the reasons for the absence of a valid Certificate of Title or Certificate of Ownership or other documentation of ownership identified in Chapter 100 of this rule, and how the vehicle came into the possession of the applicant. A listing of any liens (loans) or encumbrances against the vehicle; the name of the state, province or country where the vehicle was last titled, or last registered if from a non-titling state, province, or country; and the name under which the vehicle was last titled, or last registered if from a non-titling state, province or country is also required.

d. **Bond.** The applicant will provide the Department with a bond in the amount of one (1) and one-half (1/2) times the value of the vehicle or a cash deposit of like amount, as provided in Section 49-523(b), Idaho Code. A cash bond will be in the form of a cashier's check, money order or certified check made payable to the Idaho Transportation Department. The form of the bond will conform to the form ITD 3909, Vehicle Ownership Bond, which can be obtained by calling 208-334-8663 during regular business hours.

e. **Vehicle Appraisal.** The applicant will provide an appraisal of the vehicle either by a licensed Idaho automobile dealer on the dealer's letterhead or other form provided by the Department with dealer's number, or by a Motor Vehicle Investigator. The appraisal will reflect the current retail value of the vehicle. This appraisal will be considered by the Department to determine the value of the vehicle.

f. **Application for Title.** The applicant will apply for title within ninety (90) days of the bond's issuance. Should the application for title occur more than ninety (90) days from the issue date of the bond or any subsequent rider, the applicant will obtain a rider to provide bond coverage for three (3) years.

g. **Bonded Title Brand.** Upon satisfying the Department's requirements for a bonded title, the applicant will be issued a title bearing the brand "Bonded Title" and the brand's expiration date, which will be three (3) years from the following:

- i. Date of issuance of the bond unless a bond rider was issued; or
- ii. If one or more bond riders were issued, the date of issuance of the most recent bond rider; or
- iii. Date of receipt of a cash deposit.

02. **BOND SURETY.** The bond must be issued by a corporate surety, qualified and licensed to do business in Idaho.

03. **CLAIMS AGAINST THE BOND.** Should any expense, loss or damage occur, for any reason covered by the bond, persons or entities suffering such loss will make claim directly against the principal (applicant) and the surety. If the applicant has made a cash deposit, any claim will be made through the Department's Motor Vehicle Administrator.

04. **EXPIRATION OF BONDING REQUIREMENT.** Upon expiration of the brand, the bond or cash deposit will be returned without interest unless the Department has been notified in writing of a pending claim or action to recover on the bond or deposit. If there has been no claim, the applicant may surrender the bonded title and apply for a Certificate of Title free of the bonded title brand. A Certificate of Title free of the bonded title brand will be issued upon certification of the application and payment of any applicable fees per Idaho Code Title 49, Chapters 2 and 5, and any applicable sales or use tax, per Title 63, Chapter 36, Idaho Code.

05. **RETURN OF BOND PRIOR TO THREE YEAR PERIOD.** The bond or cash deposit will be returned prior to the expiration of the brand if the vehicle is no longer registered in this state, and the Department has not been notified of any claim or action to recover on the bond.

06. **SALES AND USE TAX.** Any sales or use tax will be paid to the Department or to the county assessor prior to issuance of a bonded title.

302. SPECIALLY CONSTRUCTED VEHICLES.

01. **Specially Constructed Vehicle Examples.** Some examples of specially constructed vehicles are: Custom built vehicles, such as, kit conversions, homemade camp trailers, other homemade trailers that exceed two thousand (2,000) pounds unladen weight, motorcycles, vessels, snowmobiles, and slide-in truck-mounted campers.

02. **Engine Changes.** A vehicle that has an engine of a different make, model or year from the body, frame and running gear is not considered a specially constructed vehicle. These vehicles retain the original title and identification designation.

03. Title Application Requirements.

a. The applicant must provide proof of ownership for all significant parts that are replaced, such as frame, body, and other parts that carry vehicle identification numbers. The body must have a properly released title from the former owner. The frame only may be transferred with a bill of sale given by the legal owner showing the vehicle identification number (VIN). Other significant parts that are replaced must be verified by

traceable invoices identifying the part or parts if purchased from an established new or used parts outlet. If the other significant parts are purchased from a private party, a bill of sale showing seller's name and address is required. An MCO must accompany the documents for manufactured kits or if no MCO was issued, a factory invoice or bill of sale from the selling dealer, together with a statement certifying no MCO was issued for the kit, is acceptable.

b. The model year will be the year that the specially constructed vehicle was first titled as a specially constructed vehicle.

c. The make code as shown on the certificate of title of a specially constructed vehicle will be identified as "SPCN" and the certificate of title will be branded "Specially Constructed."

d. When the vehicle is in operating condition, an inspection by a motor vehicle investigator is required. A fee of twenty-five dollars (\$25) is required for this inspection and the preparation of the statement of fact and indemnifying affidavit. In addition, if a vehicle identification number is assigned, the fee required by Section 49-202(2)(j), Idaho Code, will be charged. If the vehicle is eligible to be registered for road use, the owner shall complete a self-certification on a form prescribed by the department stating that the vehicle is in compliance with Chapter 9, Title 49, Idaho Code, and meets the Federal Motor Vehicle Safety Standards in effect for the model.

303. REBUILT SALVAGE VEHICLES.

01. **Rebuilt Salvage Vehicle.** A rebuilt salvage vehicle, as defined by Section 49-123 (2)(m), Idaho Code, includes every "Salvage or Total Loss Vehicle" that has been rebuilt, in compliance with applicable federal motor vehicle safety standards and the requirements of Chapter 9, Title 49, Idaho Code, as regulated by Sections 49-524 and 49-525, Idaho Code.

02. **Salvage Vehicles from Other Jurisdictions.** Every vehicle that is coming into Idaho from another jurisdiction with a Salvage Certificate or other equivalent document showing evidence of a total loss payoff such as a bill of sale from an insurance company, or other documentation indicating that the vehicle may have been a salvage or total loss vehicle shall be considered salvage. These vehicles may not be operated on Idaho highways until rebuilt in compliance with Chapter 9, Title 49, Idaho Code and all federal motor vehicle safety and emission standards in effect for the model year and type of vehicle.

They will be issued an Idaho Salvage Certificate unless the other jurisdiction has issued a salvage certificate or other equivalent salvage ownership document. If any salvage vehicle is received by a "salvage pool" (as described in Section 49-120(4), Idaho Code), an Idaho salvage certificate of title must be issued, prior to sale unless the vehicle has a salvage certificate or other equivalent salvage ownership document issued by another jurisdiction. Any vehicle which has been declared junk, pursuant to Sections 49-516 and 49-522, Idaho Code, or is coming from another jurisdiction with a similar endorsement, or is designated by the owner or the insurance company as parts only, destroyed, or dismantled, may not be rebuilt for on-road use.

03. Title Application Requirements for Vehicles Defined as Salvage and Rebuilt Salvage Vehicles.

a. The applicant must provide a written statement which includes the vehicle information, vehicle identification numbers, salvage date, and the work done personally by the owner or supervised by the owner to restore the vehicle to the operating condition that existed prior to the event causing the vehicle to be salvaged.

b. In the event that the applicant did not personally repair the vehicle or supervise its repair, but another party performed the repairs, the applicant shall certify to the best of his knowledge the name of the party that did repair the vehicle or personally supervised its repair. This certification shall be made on a salvage vehicle statement.

c. In the event that repairs were not necessary to bring the vehicle to operating condition pursuant to Chapter 9, Title 49, Idaho Code, the applicant will certify this on a salvage vehicle statement.

d. The applicant must sign an indemnifying statement agreeing to defend the title in all legal disputes arising out of his possession of the title to the vehicle, and attesting to the fact that all information contained in the statement and its attachments are true and correct.

e. The new Idaho title issued will be branded "REBUILT SALVAGE." Such notation will remain on the title and on all subsequent transfers of the title.

04. Salvage Vehicle Damaged Out-of-State. If a vehicle that is titled in Idaho is damaged in another state or jurisdiction to the extent that the vehicle becomes a “salvage vehicle” as defined by Section 49-123(2)(o), Idaho Code, and the vehicle is not going to be returned to Idaho, the owner or insurer must, upon determining the vehicle to be salvage, notify the purchaser and the Department in writing of the salvage status. If this vehicle returns to Idaho, the title will be branded “Rebuilt Salvage” or carry another jurisdiction’s comparable brand forward unless the vehicle has not yet been repaired and has not had a salvage certificate or other salvage ownership document issued by another jurisdiction in which case the owner must obtain an Idaho salvage certificate of title.

304. GLIDER KITS.

01. Title Application Requirements.

- a. An MCO for the glider kit must be submitted with the application for title.
- b. If the applicant dismantles a vehicle presently titled to the applicant and uses the significant parts with the glider kit, either a statement of fact will be prepared or the applicant will complete an affidavit, identifying the significant parts by identifying numbers. If the significant parts were purchased separately from a new or used parts outlet, a bill of sale or invoice is required. If the significant parts were purchased from a private owner, a bill of sale is required.
- c. If the frame and cab that the parts were stripped from will never be used again, i.e., frame and cab destroyed, not salvageable, the title must be surrendered with the application. If the frame or cab can be used again, the owner or motor vehicle investigator will mark the title “frame only” or “cab only”.
- d. The vehicle must be completely assembled and meet the requirements of Chapter 9, Title 49, Idaho Code, and the federal motor vehicle safety standards in effect for the model year at the time of application.

02. Assignment of VIN. The VIN will be the number assigned to the kit by the manufacturer. In the absence of such number, the motor vehicle investigator will assign a VIN.

03. Model Year. The model year will be the year of the kit, determined by priority in the following order:

- a. Written statement from the manufacturer.
- b. Seventeen (17) character VIN’s model year designator;
- c. Designation of model year shown on an approved MCO; or

04. Make of Vehicle. The make of the vehicle will be the make of the glider kit.

05. Title Branded. The designation “GLIDER KIT VEHICLE” will be branded on the title.

305. TITLE APPLICATION REQUIREMENTS FOR REPLICA, STREET RODS, REPLICA STREET RODS, AND ASSEMBLED VEHICLES.

01. Applicant Must Provide Proof of Ownership. The applicant must provide proof of ownership for all significant parts that are used in replicating or assembling the vehicle. The body must have a properly released title from the previous owner or a title in the applicant’s name. The frame only may be transferred with a copy of a bill of sale given by the legal owner showing the vehicle identification number (VIN). Other significant parts that are used must be verified by traceable invoices identifying the significant part or parts if purchased from an established new or used parts outlet. If the other significant parts are purchased from a private party, a bill of sale showing the seller’s name and address is required. An MCO must accompany the documents for manufactured kits or if no MCO was issued, a factory invoice or bill of sale from the selling dealer together with a statement certifying no MCO was issued for the kit is acceptable.

02. Model Year. The model year for replica vehicles and replica street rods will be the year that the vehicle replicates. The model year for assembled vehicles and street rods will be the model year of the vehicle body.

03. Inspection by a Motor Vehicle Investigator. When the vehicle is in operating condition an inspection by a motor vehicle investigator is required. A fee of twenty-five dollars (\$25) is required for this inspection and the preparation of the statement of fact and indemnifying statement. In addition, if a vehicle identification number is assigned, the fee required by Section 49-202(2)(j), Idaho Code, will be charged. If the vehicle is eligible to be registered for road use, the owner will complete a self-certification form prescribed by the Department stating that the vehicle is in compliance with Chapter 9, Title 49, Idaho Code, and meets the federal motor vehicle safety and emission standards in effect for the model year and type of vehicle.

306. -- 399. (RESERVED)

400. ABANDONED VEHICLES.

01. Abandoned vehicles not claimed before the day of sale will be sold by the appropriate governmental entity if one exists. This regulation will not prevent governmental entities from entering into agreements with other governmental entities to conduct sales.

401. GRAY MARKET VEHICLES

01. Required Documents. When the owner of a gray market vehicle applies for title and registration, the following documents must be presented.

- a. Statement indemnifying the Department.
- b. Statement of Facts from a motor vehicle investigator, unless waived by the Department based on facts presented by the owner.
- c. All documents relating to ownership including but not limited to; manufacturer's certificate of origin, manufacturer's statement of origin, foreign title, or registration (if the vehicle is not from a titling country), and bills of sale. A complete chain of ownership must be presented from the manufacturer (for new vehicles) or from the last titled owner, or registered owner (if the vehicle is not from a titling country) to all subsequent owners of the vehicle both in the foreign market and the United States.
- d. U.S. Department of Transportation bond release letter.
- e. Environmental Protection Agency (EPA) bond release letter or Independent Commercial Importer (ICI) release letter or Designated Canadian Importer (DCI) release letter or EPA letter of waiver.

02. Designation of Model Year. The model year for titling and registering gray market vehicles will be determined in an order of priority, based on the following criteria:

- a. The model year used by a specific manufacturer to designate a discrete vehicle model irrespective of the calendar year in which the vehicle was actually produced;
- b. The model year shown on an ownership document issued by that vehicle's country of origin;
- c. Any vehicle manufactured during a twelve (12) month period beginning September 1, and ending August 31, will bear the production year of the calendar year in which August 31 occurs; or
- d. The model year by certification of the importer of record. The certification can be verified against vehicle production dates, based upon substantially similar models of the same make of vehicle.

03. Foreign Documents. When a foreign manufacturer's certificate of origin, manufacturer's statement of origin, or registration and/or titling documents are presented, a translation of the foreign documents may be required to clarify the information contained in the documents. If required, such translation will be at the owner's expense and certified by the translator as true and correct.

04. Conditional Registration. Until gray market vehicles meet Idaho registration and titling requirements, the county assessor will issue a conditional registration under the "Conditional Registration" program

to allow time for the federal government to act upon the required releases or for the owner to obtain legal ownership documentation.

05. Exception. When the owner of a gray market vehicle has a current title issued by another state, the other requirements of Section 401 of this rule for title and registration will not apply unless the title carries the brand, "Gray Market Vehicle (not in compliance)" or another brand or notation indicating the vehicle was not brought into compliance with U.S. DOT and EPA requirements. If a gray market vehicle has a current title issued by another state that carries the brand, "Gray Market Vehicle (not in compliance)" or another equivalent brand or notation and the other requirements of Section 401 of this rule have not been met, the vehicle cannot be registered and the owner may only receive an Idaho title issued with same or equivalent brand or notation.

402. – 899. (Reserved)

900. WAIVER OF TITLING REQUIREMENTS

01. PURPOSE. This rule specifies the circumstances under which a person or entity may waive the thirty (30) day requirement to apply for title to a vehicle which has been acquired by operation of law, and to provide that the person or entity, in lieu of having a certificate of title issued in the person's name, may provide a bill of sale together with the court order or other instrument entitling the person or entity to the vehicle and any existing certificate of title, if available, to the buyer or transferee upon sale or transfer of the vehicle.

02. LAW ENFORCEMENT AGENCIES. Vehicles awarded to law enforcement agencies through operations of law are not required to be titled if the vehicle is not to be put into service by the agency and is to be sold or transferred. In this case, the agency may provide a bill of sale to the purchaser together with a copy of the court order or other instrument awarding the vehicle to the agency, and any existing certificate of title, if available.

03. INHERITANCE. Vehicles coming into possession by inheritance will not be required to be titled in the name of the heir when the intent of the heir is not to use or register the vehicle, but to dispose of the vehicle to a transferee. Upon sale or transfer of the vehicle, the heir will provide a bill of sale to the purchaser or gift transfer affidavit to the transferee, together with an affidavit of inheritance or small estate affidavit and any existing certificate of title if available.

901 - 999. (RESERVED)

**IDAPA 39
TITLE 02
CHAPTER 22**

39.02.22 – RULES GOVERNING REGISTRATION AND PERMIT FEE ADMINISTRATION

000. LEGAL AUTHORITY.

This rule, governing registration and permit fee administration as provided for in Sections 49-434 and 49-439, Idaho Code, is adopted under authority of Section 49-201, Idaho Code. (3-29-10)

001. TITLE AND SCOPE.

01. Title. This rule shall be cited as IDAPA 39, Title 02, Chapter 22, “Rules Governing Registration and Permit Fee Administration.” (3-19-07)

02. Scope. This rule clarifies the procedures for administering registration and permit fees. (3-19-07)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. (3-19-07)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the provisions of IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.” (3-19-07)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (3-19-07)

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS – PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W State Street with a mailing address of PO Box 7129, Boise ID 83707-1129. (3-19-07)

02. Office Hours. Daily office hours are 7:30 a.m. to 5:00 p.m. except Saturday, Sunday and state holidays. (3-29-10)

03. Telephone and Fax Numbers. The central office may be contacted during office hours by phone at 208-334-8611 or by Fax at 208-334-2006. (3-29-10)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (3-19-07)

007. -- 009. (RESERVED)

010. DEFINITIONS.

01. Combination of Vehicles. A tractor or truck tractor and one (1) or more trailers and/or semitrailers. (11-20-91)

02. Customer. The individual or entity that is registering/permitting the vehicle. The following terms; customer, individual, company or registrant are interchangeable in this rule. (3-19-07)

03. Insufficient Funds (ISF). ISF will be the abbreviation as it pertains to checks written on personal and/or business checking accounts without sufficient funds to cover the check, for payment to the department.

(3-19-07)

04. Non-Reducible Load. Defined in IDAPA 39.03.01, "Rules Governing Definitions Regarding Special Permits," Subsection 010.31.

05. Probable Cause. Information sufficient to create a reasonable belief that the registrant of a motor vehicle(s) has either not paid fees due or has under reported miles traveled or has underpaid fees due. (3-19-07)

06. Quarterly Report. The form for registrants to report the laden miles traveled on Idaho highways during the preceding three (3) months when transporting non-reducible vehicles/loads under annual overweight/oversize permits. (3-19-07)

07. Revocation of Registration. The termination of a registrant's vehicle registrations and authority to operate on Idaho highways for failure to comply with requirements specified by the Department and Idaho Code. (3-19-07)

08. Registrant. A person, firm, or corporation in whose name a vehicle or vehicles are registered, with an Idaho account number assigned by the department. (3-19-07)

09. Road Use Fee. The fee per mile paid for non-reducible vehicles or combinations of vehicles hauling non-reducible loads. The fees are based on the number of axles on the vehicle or combination of vehicles and the total gross weight, in addition to the registration fee. (3-19-07)

10. Suspension of Registration. The temporary withdrawal of a registrant's vehicle registrations and authority to operate on Idaho highways for failure to comply with requirements specified by the department and Idaho Code. (3-19-07)

11. Third-Party Checks. Checks payable to one entity, and endorsed over to another entity for payment. (3-19-07)

011. -- 099. (RESERVED)

100. QUARTERLY ROAD USE FEE REPORTS FOR ANNUAL OVERWEIGHT PERMITS.

To comply with Section 49-1001, Idaho Code, the customer will make quarterly reports of laden only mileage to the department for the movements of non-reducible vehicle/loads, at the appropriate permitted weight level of the annual overweight/oversize permits. These fees are in addition to the registration fees required to be paid to the department. Mileage and road use fees for single trip overweight/oversize permits are calculated and collected at the time of issuance and are not reported quarterly. (3-25-16)

101. QUARTERLY ROAD USE FEE REPORTING.

01. Quarterly Reporting Forms Issued. The department will ~~issue~~generate an online quarterly report form ~~to customers~~ for each valid annual overweight/oversize permit issued to them. Customers can choose to opt-in and receive a printed form via mail. (3-19-07)

02. Use of Quarterly Reporting Form. The customer is required to report each quarter's information on the form provided online or on a Department printed copy that will be mailed on or before the due date specified on the quarterly report form, even when reporting zero (0) miles traveled. (3-25-16)

a. If the customer does not receive a quarterly report form or report their information online, it is the customer's responsibility to notify the department allowing adequate time to submit the report before the due date. (3-19-07)

b. Any report transmitted through the US Postal Service shall be considered filed and received by the department on the date shown by the post office cancellation mark stamped on the envelope or wrapper containing the report. A postage meter cancellation shall not be considered as a post office cancellation mark. (3-19-07)

c. If the quarterly report form due date falls on a Saturday, Sunday, or legal holiday, the due date will be extended to the next business day. (3-25-16)

d. Quarterly reports not submitted will result in the account being suspended. (3-25-16)

03. Information Required on the Quarterly Report Form. Customers must report the following: (3-19-07)

a. The number of laden miles traveled on Idaho highways when operating under an annual overweight/oversize permit with non-reducible vehicles and/or load that exceed eighty thousand (80,000) pounds and/or legal axle weights for the appropriate weight category for the quarter specified on the quarterly report form, rounded to the next full mile; and the road use fee due; and penalty, if the report is filed after the due date. (3-25-16)

b. Total amount due. (11-20-91)

c. Signature and title of company official, and date of report. All reports filed with the department must be signed by an authorized representative of the company/individual in order to be considered a valid report even if zero (0) miles are being reported. (3-25-16)

d. Address change, if different from quarterly report form. (11-20-91)

e. Customer telephone number (3-19-07)

102. -- 199. (RESERVED)

200. INSTALLMENT PAYMENTS FOR COMMERCIAL VEHICLE REGISTRATION.

The department offers a Payment Plan for registrants in compliance with Sections 49-434, Idaho Code. (3-19-07)

01. Requirements to Participate in Installment Payments. (3-19-07)

a. Participant must sign participation contract agreement. (3-19-07)

b. Only Full Fee and Idaho IRP registration fees are included in the payment plan. Other jurisdictions' IRP fees shall not be included. (3-19-07)

c. Only full annual registration fees shall be included in payment plan. Registrations for less than one full year shall not be included. (3-19-07)

d. Vehicles not registered within thirty (30) days after the previous year registration has expired shall not be eligible for the installment payment option. Submitted applications for registration that have been invoiced, but not paid for, by the ~~due date stated on the fee summary sheet~~ last day of the registration effective month shall not be eligible for the installment payment option. (3-29-10)

e. Installment contract requirements do not provide opportunity for registrant to opt out of any remaining installment payments. The balance of the payment plan shall continue to be paid even if the truck is not being operated. (3-19-07)

f. If registrant meets the criteria in Section 300 of this rule, the prorated portion of the Idaho fee shall be credited toward the installment plan or refunded if the plan has been paid in full. (3-29-10)

g. Registrant shall not participate in installment payment plan if the registrant's account has previously been suspended as stated in Subsection 200.06 of this rule. (3-29-10)

h. The contract shall stipulate the payment periods and the installment ~~confirmation letter~~ payment vouchers shall stipulate the due dates of each subsequent payment. (3-19-07)

i. An installment payment plan fee of fifty dollars (\$50) shall be required and collected at the time of setup for each installment payment plan created. (3-29-10)

02. Billings, Payments and Due Dates of Installment Plan. (3-19-07)

a. The department shall upon acceptance of the contract by the registrant, receive one-quarter of the annual registration fee along with the installment payment plan fee, and then shall bill the registrant for three (3) equal installments based upon the previously set payment periods outlined in the contract, which are due by the end of the third, sixth, and ninth months after the effective date of the registration. (3-29-10)

b. ~~Courtesy billing notices for the next installment payment due will be mailed approximately one (1) month prior to the due date~~ Installment payment vouchers will be provided with the initial invoice. (3-29-10)

c. US Postal Service postmark shall be used to determine if payment is received on time. If the envelope is postmarked on or before the last day of the month, the payment shall be considered "on time." (3-19-07)

d. If the last day of the month falls on a Saturday, Sunday or legal holiday, the next business day shall be considered the due date. (3-19-07)

e. ~~Non receipt of the department's billing notice~~ Failure to retain provided payment vouchers does not relieve the burden of the registrant to pay the installment amount by the due date. (3-19-07)

03. Failure to Pay Installment Payment by Due Date. (3-19-07)

a. The department shall send out courtesy pre-suspension notices approximately five (5) days after the due date to registrants who have failed to remit payment by the due date printed on the quarterly billing. (3-29-10)

b. The pre-suspension letter shall contain a late penalty fee of ten percent (10%) of the amount due and an additional one percent (1%) for each month or portion of a month that the payment is past due. (3-19-07)

c. Registrant shall pay installment amount portion that is due, plus assessed penalties and interest. (3-19-07)

04. Suspension of Registrant's Account Due to Non-Payment of Payment Plan. Approximately two (2) weeks after pre-suspension notices are mailed to the registrant, the department shall suspend accounts of registrant's that have failed to remit installment payment and/or interest and penalty. (3-19-07)

05. Reinstatement Fee for Payment Plan Registration. (3-19-07)

a. A forty-dollar (\$40) reinstatement fee shall be applied to all payment plan accounts that have been suspended. (3-19-07)

b. Registrant must pay quarterly payment portion, penalty and interest, if applicable, and reinstatement fee before suspension shall be cleared from account. (3-19-07)

06. Repetitive Suspensions Result. (3-29-10)

a. After the registrant's account has been suspended for delinquent installment payments two (2) or more times, the registrant shall not be allowed to participate in future payment plan programs unless; (3-29-10)

i. Customer has twelve (12) consecutive months of no suspensions related to the account starting from the month the account is cleared; and (3-29-10)

ii. Customer requests in writing to the department to participate in future installment payment plans and will be allowed to do so. (3-29-10)

201. -- 299. (RESERVED)

300. REFUNDS.

- 01. Fees Eligible for Refund.** (3-19-07)
- a.** Commercial vehicle registration is eligible for refund when the criteria in Section 49-434, Idaho Code, are met. (3-19-07)
- b.** If account has been overpaid, and no other fees are owed to the department. (3-19-07)
- c.** Unexpired portion of Idaho based fees are refundable for: (3-19-07)
- i.** A vehicle that has been sold or repossessed; (3-29-10)
- ii.** A vehicle that has been damaged beyond repair; or (3-19-07)
- iii.** A vehicle on which the lease has been terminated. (3-19-07)
- iv.** Other refund requests will be reviewed and approved or denied on a case by case basis. (3-25-16)
- 02. Fees Not Eligible for Refunds.** Other jurisdiction's fees are not refundable by Idaho. (3-25-16)
- 03. Request for Refunds:** (3-19-07)
- a.** Registrant can make a request for refund of fees from the department. The refund request must include: (3-19-07)
- i.** Proof of sale or repossession of the vehicle; (3-29-10)
- ii.** Proof from the insurance company or law enforcement agency that the vehicle has been damaged beyond repair; or (3-19-07)
- iii.** Proof of lease termination from the leasing company. (3-19-07)
- b.** Request shall be subject to audit as provided in Idaho Code. (3-19-07)
- c.** All refund requests shall be reviewed to ensure that all requests are valid and eligible. The Revenue Operations supervisor shall also approve/disapprove refunds. If the refund amount is greater than or equal to one thousand (\$1,000) dollars, a Financial Services manager shall also review and approve/disapprove the request before refund is processed. (3-25-16)
- d.** Approval/disapproval shall be indicated by either signature, or electronic approval by means of the department's financial management system. (3-19-07)

301. -- 599. (RESERVED)

600. INSUFFICIENT FUNDS.

Insufficient Funds will be indicated by the abbreviation ISF. (3-19-07)

- 01. Payment With Insufficient Fund Check.** If a customer pays a fee by check and the check is returned to the department as ISF, the transaction will be cancelled. The department reserves the right to not accept checks from a customer who has written two (2) or more ISF checks within four (4) years to the department. That customer will have to pay with cash, or verifiable check, or credit card. (3-25-16)

02. Suspension of Account. The department will suspend the customer's account until the customer has paid the amount of the ISF check, along with the twenty-dollar (\$20) ISF fee. (3-25-16)

03. No Further Transactions. The department will not complete further transactions with the customer until the customer has paid the amount of the ISF check along with the twenty-dollar (\$20) ISF fee. (3-19-07)

601. ACCEPTANCE OF CHECKS.

The department will accept personal checks as form of payment with sufficient proof of identification. If check payment is received by mail, the check will be accepted unless the customer has written two (2) or more ISF checks within four (4) years to the department, per Subsection 600.01 of this rule. (3-25-16)

602. CREDIT CARD PAYMENTS.

The department ~~will~~ accept ~~only~~ Visa, Discover, American Express or Mastercard for any fees due to or purchases from the department. (~~3-25-16~~)

603. -- 699. (RESERVED)

700. SUSPENSION OF REGISTRATION.

The department shall suspend the vehicle registration(s) by notifying the registrant in writing sent via first class pre-paid mail to the registrant's last known address if: (3-19-07)

01. Failure to Comply. The registrant fails to comply with a billing letter requesting payment of fees and penalties. (3-19-07)

02. Non-Filing by the Registrant. The registrant does not file quarterly reports or make installment payments to the department. (3-19-07)

701. REVOCATION OF REGISTRATION.

The department shall revoke the vehicle registration(s) if the registrant fails to comply with a suspension notice within fifteen (15) days of receipt of the notice. (3-19-07)

702. REQUIREMENTS FOR REINSTATEMENT OF REVOKED OR SUSPENDED VEHICLE REGISTRATION.

01. Revocation. In the case of a revocation, a registrant must pay all fees due and a forty-dollar (\$40) reinstatement fee to be reinstated and must also re-register to resume operating. (3-25-16)

02. Suspension. In the case of a suspension all fees, reports, and records required prior to the suspension must be provided to the department, including a forty-dollar (\$40) reinstatement fee. (3-25-16)

703. REQUIREMENTS FOR COLLECTIONS.

All unpaid amounts owed to the department may be sent to an external collection agency. Collection agencies may charge a fee for their efforts in collection of a debt as per Section 67-2358, Idaho Code. Accounts that have been assigned to a collection agency must pay the collection agency all fees due. The department will not accept the payment once assigned to the collection agency. (3-25-16)

704. -- 799. (RESERVED)

800. ENFORCEMENT.

01. Delayed Movement. If the registration of a vehicle is suspended the Ports of Entry shall delay movement of the vehicle until such time as the registrant complies with the condition(s) that caused the suspension. (3-19-07)

02. Revoked Registrations. If a registrant's registrations are revoked for failure to respond to a suspension notice, the motor vehicle cannot be operated on Idaho highways until the registrant complies with Section 702 of this rule. Registrants with outstanding balances owed to the department or revoked registrations are not eligible to purchase trip permits. (3-25-16)

801. -- 899. (RESERVED)

900. APPEAL PROCEDURE.

01. Filing of Appeal. A registrant wishing to contest a penalty or suspension of a registration or an account may file an appeal within ten (10) days of receipt of the notice. (3-19-07)

02. Delivery of Appeal. The appeal must be either hand delivered or mailed to ~~Commercial Vehicle Services~~ Compliance Manager, Idaho Transportation Department, P.O. Box 7129, Boise, Idaho 83707-1129. (3-19-07)

03. Delivery of Decision. A copy of the final decision in response to the request will be sent to the registrant. (3-19-07)

901. -- 999. (RESERVED)

**IDAPA 39
TITLE 02
CHAPTER 42**

**39.02.42 – ~~TEMPORARY~~ CONDITIONAL VEHICLE REGISTRATION WHEN
PROOF OF OWNERSHIP IS INSUFFICIENT**

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-501, 49-507 and 49-523, Idaho Code. (12-26-90)

001. TITLE AND SCOPE.

01. Title. This rule shall be cited as IDAPA 39.02.42, Rules Governing Conditional Vehicle Registration When Proof of Ownership is Insufficient.

02. Scope. ~~This rule provides for temporary~~ The purpose of this rule establishes conditional vehicle registration when the applicant does not have sufficient proof of ownership. This rule provides operating privileges for a specific time period and does not apply to Idaho licensed dealers, non-residents of Idaho; or owners and/or operators of non-Idaho based commercial vehicles operated in interstate commerce under the various proportional registration plans or agreements with other states of which Idaho is a participant. (12-26-90)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. ()

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." ()

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. ()

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS - PHONE NUMBERS.

01. Street and Mailing Address . The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise, ID 83707-1129. ()

02. Office Hours. Daily office hours are 8 a.m. to 5 p.m. except Saturday, Sunday and state holidays. ()

03. Telephone and FAX numbers. The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-8542. ()

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with the chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. ()

007-- 099. (RESERVED)

100. GENERAL PROVISIONS FOR INSUFFICIENT PROOF OF OWNERSHIP INCLUDES.

- 01. Vehicle Record.** The vehicle for which record of ownership is unavailable; (12-26-90)
- 02. Title.** The applicant does not have the title from the previous owner; (12-26-90)
- 03. Release of Interest.** The previous owner of record has not released interest in the title; (12-26-90)
- 04. Bill of Sale.** The possessor has the unreleased title but does not have a bill of sale to support transfer of ownership; (12-26-90)
- 05. Vehicle Identification Number.** The title vehicle identification number (VIN) and the VIN on the vehicle do not match (except for obvious typographical errors); or (12-26-90)
- 06. Documentation for Component Part.** Component parts of a homemade, reconstructed or specially constructed vehicle cannot be documented. (12-26-90)

101. -- 199. (RESERVED)

200. PROCEDURE.

01. Conditional Registration. "Registration Only" (conditional registration until titling requirements are met) may be processed for a one (1) year period without benefit of title. "Registration Only" will not be issued on vehicles with altered VINs, vehicles confirmed as stolen or vehicles where there is a recorded and unpaid lien.

~~**02. Altered VINs.** "Registration Only" shall not be issued on vehicles with altered VINs, vehicles confirmed as stolen or vehicles where there is a recorded and unpaid lien. (12-26-90)~~

~~**032. Conditional Registration Procedure.** "Registration Only" procedure is as follows: (12-26-90)~~

a. VIN Inspection: The vehicle must be inspected by an agent of the county assessor's office or a city, county or state peace officer. The inspecting officer will verify the identification number and provide the applicant with a signed inspection form containing the vehicle description, other pertinent information and recommendations. If the VIN has been altered or is missing, the officer may ask for the assistance of a motor vehicle investigator before issuing the VIN inspection. (12-26-90)

b. Indemnifying Affidavit. The "Registration Only" applicant ~~must~~ will complete an indemnifying affidavit explaining how and where the vehicle came into ~~his/her~~ the applicant's possession, and why proper documentation is not available. The indemnifying affidavit must be signed ~~in the presence of the county assessor or deputy assessor,~~ and ~~must~~ fully indemnify and save harmless the department. (12-26-90)

c. Registration of the Vehicle: The vehicle ~~can~~ may be registered for one (1) year. The title block of the registration document will show "Registration Only" in bold letters. The applicant must obtain adequate proof of ownership prior to the ~~end of the tenth (10th) month expiration~~ of the registration period ~~to allow adequate time for title processing.~~ The one (1) year "Registration Only" period ~~shall~~ will not be extended. (12-26-90)

d. The county ~~shall~~ will hold the VIN inspection and the indemnifying affidavit in file until the applicant complies with requirements in Subsection 200.04. (12-26-90)

~~**043. Applicant Responsibility.** By the ~~end of the tenth (10th) month expiration~~ of the "Registration Only" period, the applicant must present a properly executed title and bill of sale for the vehicle or apply for a bonded~~

or conditional title.

(~~12-26-90~~)

054. **Action by the County Assessor.** When the applicant has complied with Subsection 200.04~~3~~, the county assessor ~~shall remove~~ will pull the VIN inspection and indemnifying affidavit from their file; prepare an Application for Title; and submit the application form with the title, bill of sale, indemnifying affidavit and VIN inspection for title processing. (~~12-26-90~~)

065. **Proof of Ownership.** If the applicant cannot prove ownership within the one (1) year "Registration Only" period, no further registration (permanent or temporary) will be issued until after the title requirement is met. (~~12-26-90~~)

07. **Abandoned Vehicles.** ~~"Abandoned Vehicles" as provided for in Chapter 18, Title 49, Idaho Code, must be processed in accordance with abandoned vehicle statutes and are not affected by this rule.~~ (~~12-26-90~~)

201. -- 999. (RESERVED)

**IDAPA 39
TITLE 02
CHAPTER 75**

39.02.75 – RULES GOVERNING NAMES ON DRIVERS' LICENSES AND IDENTIFICATION CARDS

000. LEGAL AUTHORITY.

Under the authority of Sections 49-201, 49-306, 49-315, 49-318, 49-319, and 49-2443, Idaho Code, the Department adopts the following rule. (3-29-12)

001. TITLE AND SCOPE.

01. Title. This rule shall be known as IDAPA 39.02.75 “Rules Governing Names on Drivers’ Licenses and Identification Cards,” IDAPA 39, Title 02, Chapter 75. (4-2-08)

02. Scope. The purpose of this rule is to provide procedures and criteria for County Sheriffs and the Idaho Transportation Department to record and format names, and to allow surnames and hyphenated names on drivers’ licenses and identification cards. (4-2-08)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. (4-2-08)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.” (4-2-08)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (4-2-08)

005. OFFICE - OFFICE HOURS - MAILING AND STREET ADDRESS - PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise ID 83707-1129. (4-2-08)

02. Office Hours. Daily office hours are 8 a.m. to 5 p.m. except Saturday, Sunday and state holidays. (4-2-08)

03. Telephone and FAX numbers. The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-8586. (3-29-12)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (4-2-08)

007. -- 099. (RESERVED)

100. GENERAL PROVISIONS.

01. Punctuation Marks. The only punctuation marks which may be used in a name are the comma (,), apostrophe (’), and the hyphen (-). A hyphen is allowed in the last name only, and may occur once. A comma can only be used between the last name and the first name. (4-2-08)

02. Full Name Requirements. If a full name has more characters than the department automated

system allows, the last name and first name must be written out fully. The middle name can be initialized and then the full middle name entered on the comment line of the application. If there is a designator, it will follow the middle initial. If the name still has more characters than the department automated system allows, the first and middle names can be initialized and the full first and middle names entered on the comment line of the application.

(3-29-12)

101. -- 199. (RESERVED)

200. CRITERIA.

01. Legal Name. The name on the certified original birth certificate will be used unless a name changes due to: (3-29-12)

a. Marriage; (5-13-91)

b. Divorce; or (5-13-91)

c. Court Order. (5-13-91)

02. Stepparents' Name. An applicant is not allowed to use a stepparent's last name, except by court order or other documents may be accepted to change a name, on approval by the Idaho Transportation Department. (7-1-96)

03. Driver's License and Identification Card Names. The name printed on the driver's license or identification card will be maintained in the Idaho Transportation Department records in the following order: (1) Last name, (2) First name, (3) Middle name, (4) Designator (if applicable (see Subsection 200.04)). An applicant may not have a driver's license and an identification card in different names. An applicant may add a middle name by providing a certified original copy of the applicant's: (3-29-12)

a. Birth Certificate; (3-29-12)

b. Court Order; or (3-29-12)

c. Divorce Decree. (3-29-12)

04. Designations of Names. The designations of I, II, III, etc., will become first (1st), second (2nd), third (3rd), etc., and will appear after the middle name. The designators of JR and SR (no periods allowed) will be permitted and will appear after the middle name. The JR and SR designators will be permitted only if there is proof that the other individual exists, by way of an original certified copy of a birth certificate. (7-1-96)

05. Married Applicant's Name. (3-29-12)

a. A married applicant is permitted to use either their birth last name or the birth last name of their spouse ~~the maiden name of the woman or surname of the man~~ as the last name or as the middle name, or may hyphenate their current last name with their spouse's last name ~~surname and maiden name~~ to form the last name. In no case under any of these stated options shall any applicant have more than one (1) hyphen in their ~~his or her~~ last name. (3-29-12)

b. ~~When married applicants choose to use different hyphenated names or only one (1) applicant chooses to hyphenate his or her name, a woman will hyphenate her last name as "maiden married" and a man will hyphenate his last name as "surname maiden"~~ Married applicants may choose to use different hyphenated last names. (3-29-12)

c. Married applicants who choose to have the same hyphenated last name may hyphenate their last ~~names as either "maiden married" or "surname maiden" in any order.~~ (4-2-08)

d. Married applicants who already have hyphenated last names may: (3-29-12)

i. Use the hyphenated name of ~~the man or the hyphenated name of the woman~~ their spouse or retain their own hyphenated name; or (3-29-12)

ii. Combine part of ~~the~~ their own hyphenated name ~~of the man~~ and part of the hyphenated name of ~~the woman~~ their spouse. (3-29-12)

e. An applicant who is established in department records with a hyphenated last name due to marriage and wants to drop the first part or the second part of the hyphenated name must provide, as required by the department, the following: (3-29-12)

i. A certified copy of a birth certificate; and/or (3-29-12)

ii. A certified copy of a marriage certificate; and/or (3-29-12)

iii. A certified copy of a divorce decree; and/or (3-29-12)

iv. A certified copy of a death certificate. (3-29-12)

06. A divorced applicant who wants to use ~~his or her~~ their original ~~surname or maiden~~ birth last name, or a surname from a previous marriage, but does not have a divorce decree indicating the new name, is allowed to submit the following documents to the County Sheriff or the Idaho Transportation Department: name, or a surname from a previous marriage, but does not have a divorce decree indicating the new name, is allowed to submit the following documents to the County Sheriff or the Idaho Transportation Department:

(3-29-12)

a. Original certified copy of the birth certificate showing the original ~~maiden or surname~~ last name; or (3-29-12)

b. Original certified copies of the marriage certificate and the divorce decree, as evidence to change the name. (3-29-12)

07. An applicant is not allowed to change ~~his or her~~ their first name except by court order. (5-13-91)

08. **Common Law Marriage.** Common law marriages created prior to January 1, 1996 will, for the purposes of this rule, be treated as a valid marriage. An affidavit of agreement is required which shall include:

(7-1-96)

a. The signatures of both the husband and the wife; (5-31-91)

b. The date they became married under common law; and (5-13-91)

c. Other documents verifying the marriage (subject to the approval of the Idaho Transportation Department). (5-13-91)

09. **Change of Name on Record.** Once a name is established in the Idaho Transportation Department records, a court order, marriage license, or divorce decree will be required to change the name and record. (3-29-12)

10. **Titles or Nicknames.** An applicant is not allowed to use titles or nicknames. (7-1-96)

201. -- 299. (RESERVED)

300. PROCEDURES.

01. **Verification of Name.** First-time applicants for a driver's license or identification card must provide the County Sheriff's issuing office with one (1) of the following in order to verify their name: (5-13-91)

- a. Original certified copy of the birth certificate; (7-1-96)
- b. Court order; (5-13-91)
- c. Original certified copy of the marriage license; or (7-1-96)
- d. Divorce decree (if applicable); or (7-1-96)
- e. Driver's license from another state or country that is current or if expired, has been expired for less than five (5) years. (7-1-96)

f. A valid, unexpired passport. ()

02. Surrendering Driver's License or Identification Card. Applicants for license or identification card renewals must surrender the previous driver's license or identification card. Name changes are allowed if the criteria in Section 200 are met. (7-1-96)

03. Surrendering Duplicate Driver's License or Identification Cards. Applicants for duplicate drivers' licenses or identification cards must surrender the previous driver's license or identification card (if applicable). Name changes are allowed if the criteria in Section 200 are met. (7-1-96)

04. Document Approval by the Department. Other documents may be accepted to change a name, on approval by the Idaho Transportation Department. (5-13-91)

301. -- 999. (RESERVED)

**IDAPA 39
TITLE 02
CHAPTER 76**

**39.02.76 – RULES GOVERNING DRIVER'S LICENSE AND IDENTIFICATION CARD
RENEWAL-BY-MAIL AND ELECTRONIC RENEWAL AND REPLACEMENT PROCESSES**

000. LEGAL AUTHORITY.

In accordance with Sections 49-201, 49-318, 49-319(10), and 49-2444, Idaho Code, the Idaho Transportation Board adopts the following rule to establish a process that may allow Idaho residents to renew or replace their Class-D drivers' licenses and identification cards by mail or electronically.

~~(3-29-12)~~

001. TITLE AND SCOPE.

01. Title. This rule shall be cited as IDAPA 39.02.76, "Rules Governing Driver's License and Identification Card Renewal-by-Mail and Electronic Renewal and Replacement Processes".

~~(3-29-12)~~

02. Scope. The purpose of this rule is to establish standards by which Class-D drivers' licenses and identification cards may be renewed or replaced by mail or electronically for those individuals who are licensed Idaho residents and whose licenses Idaho credentials are about to expire or requires replacement due to loss or mutilation. The driver's license renewal-by-mail and electronic systems are designed to reduce the length of driver's license renewal waiting lines at county driver's license offices.

~~(3-29-12)~~

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. ~~This rule merely implements the provisions of Section 49-319(10), Idaho Code, which states: "The department may use a mail renewal process for Class D licenses based on criteria established by rule and regulation."~~

~~(3-29-12)~~

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General."

(3-29-12)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter.

(3-29-12)

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS – PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise ID 83707-1129.

(3-29-12)

02. Office Hours. Daily office hours are 8:00 a.m. to 5:00 p.m. except Saturday, Sunday and state holidays.

(3-29-12)

03. Telephone and FAX Numbers. The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-3858.

(3-29-12)

006. PUBLIC RECORDS ACT COMPLIANCE

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code.

(3-29-12)

007. -- 009. (RESERVED)

010. DEFINITIONS.

- 01. CDL.** Commercial Driver's License. (7-1-96)
- 02. Class D Driver's License.** A license issued and valid for the operation of a motor vehicle that is not a commercial vehicle as defined in Section 49-123, Idaho Code. (7-1-96)
- 03. Credential.** Any physical driver license or identification card issued by the department. ()
- 04. Expiration Date.** The date a ~~driver's license~~ credential expires. (7-1-96)
- 05. Identification Card.** A card issued in accordance with section 49-2444, Idaho Code. ()
- 046. Photo License.** A valid Idaho ~~driver's license~~ credential displaying a color photograph of the license holder. (7-1-96)

011. ELIGIBILITY FOR RENEWAL AND REPLACEMENT.

- 01. Eligibility.** ~~The renewal by mail or electronic renewal may~~ An applicant may renew a Class D driver's license or identification card by mail or electronically ~~be granted on the expiration date of a person's Idaho Class D driver's license~~ in lieu of ~~requiring the person to renew~~ ing or replacing a driver's license ~~these credentials~~ in person. Licenses or identification cards renewed by mail or electronically shall only be renewed once in an eight (8) year period, and shall have a four-year validity period. (3-29-12)
- 02. License Renewal.** Drivers' licenses ~~shall~~ may not be renewed by mail or electronically for persons who:
- a.** Hold a driver's license with a "J" restriction (e.g. limited to a five (5) mile driving radius of residence, driving privileges limited to one (1) or two (2) counties, cannot drive without parent for a specified time period, etc.); (7-1-96)
- b. Hold a CDL.** ()
- ~~b~~ c.** Have changes in the information shown on their licenses, other than address changes; (7-1-96)
- ~~e~~ d.** Have any changes in physical, mental, and/or emotional condition, including vision, which may impair the ability to safely operate a motor vehicle; (7-1-96)
- ~~d~~ e.** Have drivers' licenses or driving privileges which are suspended, revoked, canceled, denied, refused, or disqualified; (7-1-96)
- ~~e~~ f.** Are operating on department or court restricted driving permits; (7-1-96)
- ~~f~~ g.** Are required to provide documentation proving lawful presence in the United States; (3-29-12)
- ~~g~~ h.** Are not lawfully present in the United States; (3-29-12)
- ~~h~~ i.** Have a driving record which has been marked for special handling (e.g., verification of identity or date of birth, possible fraud, etc.); (7-1-96)
- ~~I~~ j.** Already have an existing extension; (7-1-96)
- ~~J~~ k.** Wish to add a motorcycle endorsement; (7-1-96)
- ~~k~~ l.** Are under twenty-one (21) years of age for purposes of renewal; or (7-1-96)

l m. Are seventy (70) years of age or older for purposes of renewal. (7-1-96)

n. Have been expired more than one (1) year. ()

03. Identification Card Renewal. Identification cards may not be renewed by mail or electronically for persons who: ()

a. Have changes in the information shown on their identification cards, other than address changes;()

b. Have not been expired more than one (1) year. ()

c. Are required to provide documentation proving lawful presence in the United States; ()

d. Are not lawfully present in the United States; ()

e. Have a canceled or surrendered status. ()

04 License and Identification Card Replacement. Any driver's license, including a CDL, or identification card may be replaced by mail or electronically as long as the credential is not expired, and there are no information changes other than address changes and the status is otherwise valid. ()

012. RENEWAL OR REPLACEMENT ELECTRONICALLY OR BY MAIL PROCEDURES.

01. ~~Use of Fax or Phone Prohibited~~ Application Submission. Driver's license Credential renewal-by-mail or electronic renewal or replacement applications ~~shall not be processed by fax or telephone~~ will be processed when received by mail or electronically. Eligible persons ~~must~~ may mail or electronically submit their driver's license renewal or replacement application to the department or the driver's license office in their county of residence, or deliver their application in person together with the renewal fee for the same class of license credential, pursuant to Sections 49-306, and 49-2444, Idaho Code. (3-29-12)

02. Updating Driving Individual Records. The county driver's license office ~~or the department~~ shall will update driving individual records to reflect the new expiration year, if renewed, and the issue date of the new credential, ~~followed by the notation "RM," and issue a driver's license to eligible licensees~~ within three (3) business days after receipt of the completed application form. (3-29-12)

03. ~~If The Driver's License Card Is Lost, Mutilated or Destroyed After Receipt.~~ ~~If a driver's license is lost, mutilated, or destroyed after the applicant receives it, the applicant must apply in person at the county office for a duplicate driver's license.~~ (3-29-12)

04. If Lost or Destroyed in Mail. If ~~a~~ an individual's drivers' license credential is lost or destroyed in the mail, a written statement detailing the loss or destruction ~~must~~ may be mailed or hand-delivered to the applicant's county of residence or completed electronically. Upon receipt of the letter, the county or the department can issue a no-charge replacement driver's license credential to the applicant. (3-29-12)

054. Temporarily Residing Out-of-State. Individuals temporarily residing out-of-state may apply for a renewal by mail, electronic renewal, or an extension, but not both, in an eight (8) year period. (3-29-12)

013. -- 999. (RESERVED)

**IDAPA 39
TITLE 03
CHAPTER 01**

39.03.01 – RULES GOVERNING DEFINITIONS REGARDING SPECIAL PERMITS

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Section 40-312, Idaho Code. (7-1-19)

001. TITLE AND SCOPE.

01. Title. This rule shall be cited as IDAPA 39.03.01, “Rules Governing Definitions Regarding Special Permits,” IDAPA 39, Title 03, Chapter 01. (7-1-19)

02. Scope. This rule gives the definitions for terms used in rules in IDAPA 39, Title 03 regarding special permitting. (7-1-19)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. (7-1-19)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.” (7-1-19)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (7-1-19)

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS – PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise, ID 83707-1129. (7-1-19)

02. Office Hours. Daily office hours are 7:30 a.m. to 5 p.m. except Saturday, Sunday and state holidays. (7-1-19)

03. Telephone and Fax Numbers. The central office may be contacted during office hours by phone at 208-334-8420, 1-800-662-7133 or by fax at 208-334-8419. (7-1-19)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (7-1-19)

007. – 009. (RESERVED)

010. DEFINITIONS.

01. Accessories. Additional parts of the single item load that have been removed to reduce width, length or height. (7-1-19)

02. Administrative Cost. The government’s cost of processing, issuing and enforcing a permit. (7-1-19)

- 03. Analysis.** A mathematical study of a vehicle or combination of vehicles and the stress they cause over bridges or specific sections of highways conducted by a professional engineer. (7-1-19)
- 04. Annual.** Twelve (12) consecutive months. (7-1-19)
- 05. Automobile Transporter.** See Section 49-102, Idaho Code. (7-1-19)
- 06. Base Width.** The measurement below the eaves of a manufactured home, modular building, or office trailer. (7-1-19)
- 07. Boat Transporter.** See Section 49-103, Idaho Code. (7-1-19)
- 08. Cargo Unit.** A full truck, a semi-trailer, a full trailer, or a semi-trailer converted to a full trailer by means of a dolly or a converter gear mounting a fifth wheel. A dromedary tractor equipped with conventional fifth wheel, not stinger steered, shall be excluded from the definition of a cargo unit. (7-1-19)
- 09. Convoy.** A group of two (2) or more motor vehicles traveling together for protection or convenience. (7-1-19)
- 10. Disabled Vehicle.** A vehicle unable to complete transportation under its own power. ()
- 11. Department.** Idaho Transportation Department. (7-1-19)
- 12. Designated Agent.** An employee or relative of the farmer. (7-1-19)
- 13. Dromedary Tractor.** See Section 49-105, Idaho Code. (7-1-19)
- 14. Economic Hardship.** The loss of a substantial amount of money caused by economic changes. (7-1-19)
- 15. Emergency Movement.** A vehicle or vehicle combination hauling a load traveling to the site of an emergency for the purpose of aiding in eliminating the emergency. (7-1-19)
- 16. Escort Vehicle.** See Pilot Vehicle. (7-1-19)
- 17. Excess Weight.** Vehicle combinations hauling reducible loads operating on any highway with total gross loads exceeding eighty thousand (80,000) pounds but not to exceed twenty thousand (20,000) per single axle, thirty-four thousand (34,000) per tandem, not to exceed the weight limit for any group of two (2) or more consecutive axles established by Section 49-1001, Idaho Code, and for the front steer axle not to exceed the manufacturer's load rating per tire or the load rating of the axle or twenty thousand (20,000) pounds per axle; whichever is less. The maximum allowable load for all other vehicle tires shall not exceed six hundred (600) pounds per inch width of tire for vehicles manufactured after July 1, 1987, or not to exceed eight hundred (800) pounds per inch width of tire for vehicles manufactured prior to that date as established by Section 49-1002, Idaho Code. (7-1-19)
- 18. Extra-Length.** Any vehicle combination in excess of the legal limits, but not more than one hundred fifteen (115') feet as established in Section 49-1010, Idaho Code, that normally haul reducible loads. (7-1-19)
- 19. Extra-Ordinary Hazard.** Any situation where the traveling public's safety or the capacity of the highway system is endangered. (7-1-19)
- 20. Farm Tractor.** See Section 49-107, Idaho Code. (7-1-19)
- 21. Gross Vehicle Weight.** See Section 49-108, Idaho Code. (7-1-19)

- 2122. Heavily Loaded.** Exceeding legal weight or hauling a load that obstructs the driver's view. (7-1-19)
- 2223. Heavy Duty Wrecker Truck.** A motor vehicle designed and used primarily for towing disabled vehicles. (7-1-19)
- 2324. Height.** The total vertical dimension of a vehicle above the ground surface including any load and load-holding device thereon. (7-1-19)
- 2425. Implement of Husbandry.** See Section 49-110, Idaho Code. (7-1-19)
- 2526. Incidentally Operated.** See Section 49-110, Idaho Code. (7-1-19)
- 2627. Legal.** In compliance with the Idaho Code on size and weight. (7-1-19)
- 2728. Length.** The total longitudinal dimension of a single vehicle, a trailer, or a semi-trailer. Length of a trailer or semi-trailer is measured from the front of the cargo-carrying unit to its rear, exclusive of all overhang and any appurtenances listed in IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements." (7-1-19)
- 2829. Light Truck.** See Section 49-121, Idaho Code. (7-1-19)
- 2930. Longer Combination Vehicle (LCV).** Any combination of a truck-tractor and two (2) or more trailers or semi-trailers that operate on the National System of Interstate and Defense Highways with a gross vehicle weight (GVW) greater than thirty-six thousand two hundred eighty-eight (36,288) kilograms (eighty thousand (80,000) pounds). (7-1-19)
- 3031. Manufactured Home.** A structure, constructed according to HUD/FHA mobile home construction and safety standards, transportable in one (1) or more sections, that, in the traveling mode, is eight (8') body feet or more in width or is forty (40') body feet or more in length, or when erected on site, is three hundred twenty (320) or more square feet, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein, except that such term shall include any structure that meets all the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary of housing and urban development and complies with the standards established under 42 U.S.C. 5401 et seq. Similarly constructed vehicles used permanently or temporarily for offices, advertising, sales, display or promotion of merchandise or services are included in this definition. (7-1-19)
- 3132. Mobile Home.** A structure similar to a manufactured home, but built to a state mobile home code that existed prior to the Federal Manufactured Housing and Safety Standards Act (HUD Code) dated June 15, 1975. (7-1-19)
- 3233. Modular Buildings.** A facility designed as a building or building section that is constructed to standards contained in the Uniform Building Code (UBC), adopted by Section 39-4109, Idaho Code. (7-1-19)
- 3334. Non-Reducible.** Any load or vehicle exceeding applicable length or weight limits that, if separated into smaller loads or vehicles, would: (7-1-19)
- a. Compromise the intended use of the vehicle, i.e., make it unable to perform the function for which it was intended; (7-1-19)
 - b. Destroy the value of the load or vehicle, i.e., make it unusable for its intended purpose; or (7-1-19)
 - c. Require more than eight (8) work hours to dismantle using appropriate equipment. The applicant for a nondivisible load permit has the burden of proof of establishing the number of work hours required to dismantle the load. (7-1-19)

3435. Off-Tracking. The difference in the path of the first inside front wheel and of the last inside rear wheel as a vehicle negotiates a curve. (7-1-19)

3536. Office Trailer. See definition of Manufactured Homes. (7-1-19)

3637. Overall Combination Length. The total length of a combination of vehicles, i.e. truck tractor-semitrailer-trailer combination, measured from front bumper of the motor vehicle to the back bumper or rear extremity of the last trailer including the connecting tongue(s). (7-1-19)

3738. Overall Length. The total length of a combination of vehicles, i.e. truck tractor-semitrailer-trailer combination, measured from front bumper of the motor vehicle to the back bumper or rear extremity of the last trailer including the connecting tongue(s) plus any load overhang. (7-1-19)

3839. Overdimensional. Any vehicle or load in excess of the limits established in Section 49-1010, Idaho Code. (7-1-19)

40. Overhang. The distance from the end of the vehicle to the end of its load.

3941. Overheight. A vehicle or load in excess of the limits established in Section 49-1010, Idaho Code. (7-1-19)

4042. Overlength. Any load non-reducible in length being hauled or towed that is in excess of the limits established in Section 49-1010, Idaho Code. (7-1-19)

4143. Oversize. A vehicle or load in excess of the limits established in Section 49-1010, Idaho Code. (7-1-19)

4244. Overweight. A single vehicle or a vehicle combination hauling or towing a non-reducible load whose weight is in excess of eighty thousand (80,000) pounds and/or legal axle weights. (7-1-19)

4345. Overwidth. A vehicle or load in excess of the limits established in Section 49-1010, Idaho Code. (7-1-19)

4446. Pilot Vehicle. Passenger cars or trucks equipped as specified in IDAPA 39.03.05, "Rules Governing Special Permits – Oversize Non-Reducible." (7-1-19)

4547. Reducible Load. A single item or multiple items for transport that could reasonably be repositioned so that the load conforms to legal size and weight dimensions. The determination of ability to reduce the load primarily depends on the intended disposition of the contents of the load upon delivery to its destination (i.e. made into smaller pieces). (7-1-19)

4648. Single Axle. An assembly of two (2) or more wheels whose centers are in one (1) transverse vertical plane or may be included between two (2) parallel transverse planes forty (40") inches apart extending across the full width of the vehicle. (7-1-19)

49. Snowplow. A device intended for the use of removing snow or ice from road surfaces. ()

4750. Special Permit. A permit issued by the Idaho Transportation Department that authorizes the movement of vehicles or loads on the state highway system in excess of the sizes and weights allowed by Sections 49-1001, 49-1002, or 49-1010, Idaho Code. (7-1-19)

4851. Steering Axle. The axle or axles on the front of a motor vehicle that are activated by the operator to directly accomplish guidance or steering of the motor vehicle and/or combination of vehicles. (7-1-19)

4952. Stinger-Steered. A truck-tractor semi-trailer combination where the kingpin is located five (5) feet

or more to the rear of the centroid of the rear axle(s). (7-1-19)

~~50~~53. Tandem Axle. Any two (2) axles whose centers are more than forty (40”) inches but not more than ninety-six (96”) inches apart and are individually attached to and/or articulated from a common attachment to the vehicle including a connecting mechanism designed to equalize the load between axles. (7-1-19)

~~51~~54. Tridem Axle. Any three (3) consecutive axles whose extreme centers are not more than one hundred forty-four (144”) inches apart, and are individually attached to and/or articulated from a common attachment to the vehicle including a connecting mechanism designed to equalize the load between axles. (7-1-19)

~~52~~55. Variable Load Suspension Axle. See Section 49-123, Idaho Code. (7-1-19)

~~53~~56. Vocational Vehicle. A vehicle specifically designed to enable the operator to perform specific tasks none of which are primarily for the purpose of transporting loads. Cranes, loaders, scrapers, motor graders, and drill rigs are examples of vocational vehicles. (7-1-19)

~~54~~57. Width. The total outside transverse dimension of a vehicle including any load or load-holding devices thereon, but excluding any appurtenances listed in IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements.” (7-1-19)

011. – 999. (RESERVED)

**IDAPA 39
TITLE 03
CHAPTER 05**

39.03.05 – RULES GOVERNING SPECIAL PERMITS – OVERSIZE NON-REDUCIBLE

000. LEGAL AUTHORITY.

This rule, governing the movement of vehicles or loads that are in excess of the sizes allowed by Sections 49-940, 49-1001, 49-1002, 49-1004, or 49-1010, Idaho Code, is adopted under the authority of Section 49-201 and 49-312, Idaho Code. (7-1-19)

001. TITLE AND SCOPE.

01. Title. This rule shall be cited as IDAPA 39.03.05, “Rules Governing Special Permits – Oversize Non-Reducible,” IDAPA 39, Title 03, Chapter 05. (7-1-19)

02. Scope. This rule states the requirements for the movement of oversize loads. (7-1-19)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. (7-1-19)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.” (7-1-19)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (7-1-19)

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02. Office Hours. Daily office hours are 7:30 a.m. to 5 p.m. except Saturday, Sunday, and state holidays. (7-1-19)

03. Telephone and Fax Numbers. The central office may be contacted during office hours by phone at 208-334-8420, 1-800-622-7133, or by fax at 208-334-8419. (7-1-19)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (7-1-19)

007. – 009. (RESERVED)

010. DEFINITIONS.

Refer to IDAPA 39.03.01, “Rules Governing Definitions Regarding Special Permits,” for definitions of the terms used in this rule. (7-1-19)

011. – 049. (RESERVED)

050. SAFETY INSPECTION REQUIREMENTS FOR OVERSIZE VEHICLES AND/OR LOADS.

Refer to IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements," for conditions required in this rule. (7-1-19)

051. – 059. (RESERVED)

060. BRAKES.

Refer to IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements," for conditions required in this rule. (7-1-19)

061. – 069. (RESERVED)

070. GENERAL OVERSIZE LIMITATIONS.

01. Maximum Dimensions Allowed. The maximum dimensions of oversize vehicles or oversize loads shall depend on the character of the route to be traveled: width of roadway, alignment and sight distance, vertical or horizontal clearance, and traffic volume. (7-1-19)

02. Practical Minimum Dimension of Load. Oversize loads shall be reduced to a practical minimum dimension. Except where noted below, permits will not be issued to exceed legal size if the load is more than one (1) unit in width, height, or length that results in them exceeding legal overhang. Additionally, permits shall not be utilized for multiple unit loads that may be re-positioned to meet legal dimensions established in Section 49-1010, Idaho Code. (7-1-19)

03. Multiple Overwidth Loads on Single or Double Trailers. Multiple ~~Non~~-reducible loads may be transported on double trailer combinations not exceeding seventy-five (75') feet combination length and single trailers not exceeding fifty-three (53') feet exclusive of load overhang. (7-1-19)

04. Overwidth Overhang. Overwidth loads shall distribute overhang to the sides of the trailer as evenly as possible. (7-1-19)

05. Oversize. Special permits may be issued for continuous operation to haul or transport nonreducible loads having specified maximum oversize dimensions provided such permits for multiple trips can maintain the same measure of protection to highway facilities and to the traveling public as is provided by single trip permits.

a. Permits for continuous operation, oversize only. (7-1-19)

i. Permits for continuous operation shall be issued to one (1) specified power unit. The permittee may tow various units with the specified power unit, either as towaway vehicles or as trailers hauling oversize loads. Oversize loads shall be nonreducible in width, length, or height. In the case of specially constructed equipment, mounted on a towed vehicle, or if the towed vehicle is only hauling an oversize but not overweight load, the permit may be issued to the towed vehicle. (7-1-19)

ii. Maximum size of loads or vehicles transported under authority of an annual oversize for black and interstate routes shall be limited to a width of sixteen (16') feet, a height of fifteen feet six inches (15'6"), and to a combination length of one hundred ten (110') feet including load overhang. Annual oversize permits for red coded routes shall be limited to a width of twelve feet six inches (12'6"). A current Pilot/Escort Vehicle and Travel Time Requirements Map shall accompany such permits for extended operations and shall be considered to be a part of the permit. (7-1-19)

06. Passing Lane Must Be Provided. Except for short movements in urban areas, and on routes having very low Average Daily Traffic (ADT), permits will not be issued for a load of such dimension that continuous passage of opposing traffic and frequent passing of following traffic cannot be maintained. Ten (10') feet or more of travelway should be provided for passage of traffic unless there are frequent turnouts, intersections, etc., to provide relief of accumulated traffic to the rear. (7-1-19)

07. Hazardous Travel Conditions Restrictions. Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for limitations on travel during hazardous conditions. (7-1-19)

071. – 079. (RESERVED)

080. OVERWIDTH HAULING VEHICLES, RESTRICTIONS.

01. Width of Hauling Equipment. Special permits may be issued for up to ten (10’) foot wide trailers hauling non-reducible loads smaller than ten (10’) feet wide. The permit issued for oversize loads being hauled on oversize equipment will be valid for the unladen movement and the laden movement, which shall not include commodities either to or from the point of loading or unloading of the oversize load. (7-1-19)

02. Load Dimensions. Any load exceeding the dimensions of the trailer shall be non-reducible in size. (7-1-19)

03. Hauling Equipment in Excess of Ten Feet. Special overwidth hauling vehicles exceeding ten (10’) feet in width will be permitted, and may be required, in the hauling of excessively heavy loads to improve the lateral distribution of weight, or when a combination of weight, width, or height makes extra width in the hauling vehicle desirable in the public interest. The use of such vehicles more than ten (10’) feet in width shall be restricted to loads requiring an overwidth hauling vehicle and the backhaul permit shall be for the unladen vehicle. (7-1-19)

04. Buildings. Buildings that are too wide to be safely transported on legal-width hauling vehicles shall be moved either on house moving dollies or on trailers that can be reduced to legal width for unladen travel. (7-1-19)

081. – 089. (RESERVED)

090. GENERAL CONDITIONS AND REQUIREMENTS.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions required for the issuance of special permits. (7-1-19)

091. – 099. (RESERVED)

100. LIGHTING REQUIREMENTS FOR OVERSIZE VEHICLES AND/OR LOADS TRAVELING AFTER DARK.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions in this rule. (7-1-19)

101. – 199. (RESERVED)

200. FLAGGING REQUIREMENTS FOR OVERSIZE VEHICLES AND/OR LOADS.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions in this rule. (7-1-19)

201. – 299. (RESERVED)

300. SIGNING REQUIREMENTS OF TOWING VEHICLES, OVERSIZE VEHICLES AND/OR LOADS.

Oversize load signs shall meet the following specifications: (7-1-19)

01. Dimensions. A minimum of twelve (12”) inches high by five (5’) feet wide and eight (8”) inch high letters, one (1”) inch stroke width and black letters on yellow background. (7-1-19)

02. Displaying Signs. Signs shall be displayed on: (7-1-19)

- a. The front or the roof top of the towing vehicle and the rear of the oversize load; or (7-1-19)
- b. The front and back or the roof top of self-propelled oversize vehicles. (7-1-19)

03. When Signs Are Required. Oversize load signs shall be required on all vehicles and/or loads exceeding legal width or vehicle combinations inclusive of loads that exceed seventy five (75') feet. Signs shall not be displayed when the vehicle is empty and of legal dimensions. (7-1-19)

301. – 399. (RESERVED)

400. PILOT/ESCORT VEHICLES.

Pilot/escort vehicle(s) shall be furnished by the permittee and shall be either passenger car(s), truck(s), or vehicles authorized by the Special Permit Office, however shall not exceed sixteen (16,000) pounds. The truck(s) used as pilot/escort vehicle(s) shall not be loaded in such a manner as to cause confusion to the public as to which vehicle is the one under escort. Vehicles towing trailers shall not qualify as pilot/escort vehicles. (7-1-19)

01. Loads Over Sixteen Feet High. Height poles are required in the front of the pilot/escort vehicles leading all loads over sixteen (16') feet high with a non-metallic height pole deployed. (7-1-19)

401. PILOT/ESCORT VEHICLE SIGN REQUIREMENTS.

01. Oversize Load Signs. All pilot/escort vehicles while escorting an oversize load shall display a sign on the roof top of the vehicle having the words OVERSIZE LOAD. Such signs shall not be displayed and shall be considered illegal except when the pilot/escort vehicle is actually piloting/escorting an oversize load. (7-1-19)

02. Dimensions. Twelve (12") inches high by five (5') feet wide and eight (8") inch high letters, one (1") inch stroke width, and black letters on yellow background. (7-1-19)

402. PILOT/ESCORT VEHICLE LIGHTING REQUIREMENTS.

01. Multiple Lights. Flashing or rotating amber lights displayed on the pilot/escort vehicle shall be mounted at each end of the required OVERSIZE LOAD sign above the roofline of the vehicle and be visible from the front, rear, and sides of the pilot/escort vehicle. These lights shall meet the minimum standards outlined under oversize vehicle and/or load lighting requirements and shall be on at all times during escorting movements. (7-1-19)

02. Single Light. As an alternate, a pilot/escort vehicle may display one (1) rotating or flashing amber beacon visible from a minimum of five hundred (500') feet, mounted above the roofline and visible from the front, and rear, and sides of the pilot/escort vehicle. The light shall be on at all times during escorting movements. (7-1-19)

03. Light Bars. Light bars, when in use shall display amber colored lights meeting the minimum visibility requirements, found in IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements," Section 070. (7-1-19)

04. Pilot/Escort Lights On During Movement of Escorted Load. The pilot/escort vehicle's headlights and taillights shall be on while escorting the permitted load. (7-1-19)

403. PILOT/ESCORT VEHICLE EQUIPMENT.

01. Required Equipment to be Carried in a Pilot/Escort Vehicle. A pilot/escort vehicle shall carry the following items of equipment when piloting/escorting an over dimensional vehicle and/or load. (7-1-19)

- a. Standard eighteen (18") inch STOP and SLOW paddle sign. (7-1-19)
- b. Three (3) bi-directional emergency reflective triangles. (7-1-19)

- c. A minimum of one (1) five (5) pound B, C, fire extinguisher. (7-1-19)
- d. An ANSI Class 2 or 3 safety vest, shirt, or jacket either orange or yellow, which must be worn by the operator when working out of the vehicle during daylight hours. An ANSI Class3 safety vest, shirt or jacket either orange or yellow, which must be worn by the operator when working out of the vehicle during nighttime hours.
- e. Two (2) spare oversize load signs for escorted loads meeting the size requirements of Section 300 of these rules. (7-1-19)
- f. Non-conductive non-destructive height pole with a flexible tip on the front of the pilot/escort vehicle for determining vertical clearances (when required). (7-1-19)
- g. Valid drivers license. (7-1-19)
- h. Two-Way Radio. (7-1-19)
- i. Hardhat. (7-1-19)
- j. Flashlight (operable). (7-1-19)
- k. First Aid Kit. (7-1-19)

02. Two-Way Radio. On all movements requiring a pilot/escort vehicle, both the towing unit and the pilot/escort vehicle(s) shall be equipped with two-way radio equipment licensed under Federal Communications Commission regulations adequate to provide reliable voice communication between the drivers thereof at all times during the movement of the piloted/escorted vehicle and/or load. Transmitting and receiving capabilities of the radio equipment used shall be adequate to provide the required communication over a minimum distance of one-half (1/2) mile separation under conditions normally encountered along the proposed route. (7-1-19)

404. PILOT/ESCORT VEHICLE PLACEMENT.

01. Front Pilot/Escort Vehicle. The movement of an oversize vehicle and/or load may be preceded by a pilot/escort vehicle on those sections of highway where the vehicle and/or load cannot travel within its proper travelway lane. (7-1-19)

02. Rear Pilot/Escort Vehicle. As authorized by Section 49-940, Idaho Code, when the width of a load obstructs the driver's view to the rear so they cannot see two hundred (200') feet behind them, a rear escort shall be required to accompany the oversize load and to communicate with the driver of the permitted load concerning impeded overtaking traffic for the purpose of providing passing opportunity. (7-1-19)

03. Advance Pilot/Escort Vehicle. A third pilot/escort vehicle may be required when the load is of such extreme dimensions for the route of travel as to require holding opposing traffic at turnouts and intersections to provide for passage of the load. (7-1-19)

04. First Movement from the Forest. A pilot/escort vehicle is not required on the first movement from the forest of tree-length logs or poles if the overall length does not exceed one hundred ten (110') feet. Secondary movements must comply with the requirements stated on the Pilot/Escort Vehicle and Travel Time Requirements map. (7-1-19)

05. Spacing. Approximately one thousand (1,000') feet shall be maintained in rural areas between the piloting/escorting vehicle and any oversize load. This spacing may be reduced in urban areas when necessary to provide traffic control for turning movements. (7-1-19)

405. – 499. (RESERVED)

500. TIME OF TRAVEL RESTRICTIONS FOR SPECIAL LOADS.

Refer to IDAPA 39.03.04, "Rules Governing Special Permits – Overweight Non-Reducible," for conditions required in this rule. (7-1-19)

501. – 549. (RESERVED)

550. MOVEMENT, TRAFFIC CONTROL PLANS, LOADING, PARKING ON STATE HIGHWAYS.

Refer to IDAPA 39.03.04, "Rules Governing Special Permits – Overweight Non-Reducible," for conditions required in this rule. (7-1-19)

01. Additional District Approval and Allowance for Approval Time. District approval will be obtained by the Special Permit office and may require up to twenty-four (24) working hours. District approval is required when vehicles or loads exceed: (7-1-19)

- a. Sixteen (16') feet wide on red coded routes; (7-1-19)
- b. Eighteen (18') feet wide on black coded routes and interstate highways; (7-1-19)
- c. Sixteen (16') feet high on any route; or (7-1-19)
- d. One hundred twenty (120') feet long on any route. (7-1-19)

551. – 599. (RESERVED)

600. OVERWIDTH PERMITS FOR IMPLEMENTS OF HUSBANDRY.

01. Farm Tractors on Interstate Highways. Farm tractors transported on Interstate Highways are required to have special permit authority if width exceeds nine (9') feet. A farm tractor when attached to an implement of husbandry or when drawing an implement of husbandry shall be construed to be an implement of husbandry and is not required to have a permit. Farmers, equipment dealers, or custom operators may be issued single trip or annual permits under this rule for transportation of farm tractors, having a width in excess of nine (9') feet to or from a farm involving Interstate Highway travel. The transportation of farm tractors or implements of husbandry for hire, or not being transported from one farm operation to another, is a common-carrier operation. Exemptions from legal width limitation do not apply to common-carrier operations. Farm tractors or implements of husbandry hauled for hire, or used in the furtherance of a business (not to include farming operations), are subject to the same special permit regulations as other oversize loads when the width of the load exceeds legal-width limitations, and must operate under oversize permits. (7-1-19)

02. Other Than Farm to Farm. Implements of husbandry exceeding eight feet six inches (8'6") in width being transported other than from one (1) farm operation to another farm operation shall require special permits except when the farmer or their designated agents, including without limitation, equipment dealers transporting implements of husbandry and equipment for the purpose of: (7-1-19)

- a. The repair or maintenance of such implements of husbandry and equipment when traveling to or from a farm to a repair or maintenance facility during daylight hours; or (7-1-19)
- b. The purchase, sale, lease or rental of such implements of husbandry or equipment when traveling between a farm and a dealership, auction house, or other facility during daylight hours. (7-1-19)

03. Farm Permits. Single trip permits must be ordered at the permit office. Annual permits will be issued to towing units or to self-propelled farm tractors or towed units, or blanket permits may be issued to an Idaho domicile applicant without vehicle identification. Such blanket permits may be transferred from one (1) vehicle to another vehicle but shall be valid only when the permit is with the overwidth vehicle and/or load. A photocopy of the permit is valid, provided that the Pilot/Escort Vehicle and Travel Time Requirements Map and Vertical Clearance of Structures Map furnished by the Idaho Transportation Department are included. Such annual permits for implements of husbandry or farm tractors are subject to the same maximum dimensions, travel time exclusions, and safety requirements as other overwidth annual permits and are valid for continuous travel for twelve (12) consecutive

months. (7-1-19)

04. Overwidth Farm Trailers. Trailers or semi-trailers exceeding eight feet six inches (8' 6") wide, but not wider than the implement of husbandry, used for the transportation of implements of husbandry to or from a farm for agricultural operations, shall be exempt from special permitting requirements. This exemption does not apply to trailers or semi-trailers used in common carrier operations, hauling for hire or used in the furtherance of a business (not to include farming operations). (7-1-19)

a. Exempt trailers, as listed above, may not be used to haul implements of husbandry that are narrower than the overwidth trailer. (7-1-19)

b. Empty trailers, as listed above, being used to pick up or drop off an implement of husbandry from a farm to a farm are also exempt and must be reduced to a practical minimum dimension (i.e. dropping side extensions). (7-1-19)

601. – 699. (RESERVED)

700. MANUFACTURED HOMES, MODULAR BUILDINGS, AND OFFICE TRAILERS.

01. Registration and Licensing Requirements. All manufactured homes moved on their own axles on any public highway are required to be licensed, permanently or temporarily, with the exception of, new manufactured homes, being transported either prior to first sale at retail or to the initial setup location of the original purchaser. The manufactured home registration (if required) and general property tax receipt shall be made available for inspection upon demand of any enforcement officer. (7-1-19)

02. Insurance Requirements. The permittee or the driver of the vehicle hauling or towing overwidth manufactured homes, modular buildings, and office trailers shall be required to carry evidence of general liability insurance in the permitted vehicle written by a company licensed in Idaho showing coverage in the minimum amounts of three hundred thousand dollars (\$300,000) when hauling permittee's own manufactured home. When hauling for hire permittee must carry a minimum amount of seven hundred and fifty thousand dollars (\$750,000) insurance coverage, and have proper authority. (7-1-19)

03. Manufactured Homes, Modular Buildings, and Office Trailers Being Towed on Their Own Axles. (7-1-19)

a. Connection Device. Shall meet the requirements of Federal Motor Carrier Safety Regulations, 49 CFR part 393. (7-1-19)

b. Length. Not in excess of eighty (80') feet including tongue. (7-1-19)

c. Width. Shall be limited to a maximum of sixteen (16') feet at the base and shall not exceed eighteen (18') feet overall width including the eaves, except on a case-by-case basis as approved by the Department. All movements with a base width in excess of sixteen (16') feet and an overall width in excess of eighteen (18') feet must submit a written request for movement of these units prior to being manufactured and a traffic control plan may also be required with the submission. Prior approval for the movement must be granted before a special permit is issued. Determination of manufactured home, modular building, or office trailer width shall be exclusive of such appurtenances as clearance lights, door handles, window fasteners, door and window trim, moldings and load securement devices up to but not in excess of three (3") inches on each side of load. (7-1-19)

d. Eaves. No restrictions on eaves as long as the eighteen (18') feet maximum overall width limitation is not exceeded, or for those movements approved by the Department on a case-by-case basis. (7-1-19)

e. Weight. The maximum allowable load for any vehicle tire operated on any public highway shall be in accordance with Code of Federal Regulations, Title 24, Chapter 20, Office of Assistant Secretary for Housing - Federal Housing Commissioner, Department of Housing and Urban Development, Part 3280, Subpart J, (CFR Title 24). (7-1-19)

f. Running Gear Assembly – General. The entire system (frame, drawbar, and coupling mechanism, running gear assembly including brake systems, axles and lights) shall be in accordance with CFR Title 24, for the year the manufactured home was built. In addition thereto, all tires used in transportation of manufactured homes under this category shall be in accordance with Federal Motor Carrier Safety Regulations, part 393. (7-1-19)

g. Construction. Construction shall be in accordance with CFR Title 24, for the year the manufactured home was built. (7-1-19)

h. Axles. All axles shall be in accordance with CFR Title 24, for the year the manufactured home was built, except that sixteen (16) foot wide (at the base) manufactured homes shall be required to have a minimum of four (4) axles. (7-1-19)

i. Brakes. Brakes shall be in accordance with CFR Title 24, for the year the manufactured home was built, except that sixteen (16) foot wide (at the base) manufactured homes shall be required to have brakes on a minimum of three (3) axles. (7-1-19)

j. Lights. The unit shall have stop lights, turn signals, and tail lights that meet the requirements of Federal Motor Carrier Safety Regulations, part 393. (7-1-19)

k. Safety Chains. Two (2) safety chains shall be used, one (1) each on right and left sides of, but separate from, the coupling mechanism connecting the tow vehicle and the manufactured home while in transit. Chain shall be three-eighths (3/8) inch diameter steel. Chains shall be strongly fastened at each end to connect the tow vehicle and manufactured home and assure that in the event of a coupling failure the manufactured home will track behind the tow vehicle. (7-1-19)

04. Vehicles for Towing/Hauling Manufactured Homes, Modular Buildings, and Office Trailers. (7-1-19)

a. Towing Vehicle. Tow vehicles for manufactured homes, modular buildings, and office trailers shall comply with the following minimum requirements:

Manufactured Homes and Office Trailers Width	Tire Width	Drive Axle Tire Rating	Min. Unladen Weight	Rear Axle Rating
Over 8 feet to 10 feet	7.00 inches	6 Ply	6,000#	None
Over 10 feet to 12 feet	8.00 inches	8 Ply	8,000#	15,000#
Over 12 feet	8.25 inches	10 Ply	12,000#	15,000#

(7-1-19)

b. Brakes. Shall be in accordance with Federal Motor Carrier Safety Regulations part 393. (7-1-19)

c. Rear Axle. Towing vehicle shall have a minimum of a single axle with dual mounted tires. (7-1-19)

d. Connection Device. Shall meet the requirements of Federal Motor Carrier Safety Regulations, part 393. (7-1-19)

e. Horsepower Requirement. When towing/hauling a manufactured home, modular building, or office trailer a minimum speed of twenty-five (25) mph must be maintained. (7-1-19)

f. Operator Requirements. Operators of vehicles towing manufactured homes, modular buildings and office trailers over ten (10') feet wide at the base shall have a class A or B Commercial Driver's License (CDL) as

appropriate. (7-1-19)

g. Speed Limit Requirements. Vehicles towing manufactured homes or office trailers on their own axles shall be limited to a maximum of sixty (60) miles per hour. (7-1-19)

05. Manufactured Home, Modular Building, Or Office Trailer Being Hauled. (7-1-19)

a. Length. Not in excess of eighty (80') feet. (7-1-19)

b. Width. Not in excess of sixteen (16') feet at the base and eighteen (18') feet overall, except on a case-by-case basis as approved by the Department. All movements with a base width in excess of sixteen (16') feet and an overall width in excess of eighteen (18') feet must submit a written request for movement of these units prior to being manufactured and a traffic control plan may also be required with the submission. Prior approval for the movement must be granted before a special permit is issued. (7-1-19)

c. Eaves. No restrictions on eaves as long as the eighteen (18') foot maximum overall width limitation is not exceeded, or for those movements approved by the department on a case-by-case basis. (7-1-19)

701. – 729. (RESERVED)

730. HAULING EQUIPMENT FOR A MANUFACTURED HOME, MODULAR BUILDING, OR OFFICE TRAILER.

01. Hauling Equipment. Vehicles used to haul manufactured homes, modular buildings, and office trailers shall be combinations designed to meet the requirements of Federal Motor Carrier Safety Regulations for vehicles engaged in interstate commerce. Such vehicles shall be of structural capacity to safely accommodate the loading at all times. (7-1-19)

02. Lights. The unit shall have stop lights, turn signals, and tail lights that meet the requirements of Federal Motor Carrier Safety Regulations, part 393. (7-1-19)

03. Securing Loads. A minimum of four (4) steel, three fourths (3/4") inch diameter bolts will be used to directly connect the main support members of the modular building, manufactured home, or office trailer to the support frame of moving equipment. Two (2) bolts each shall be located not less than twelve (12') feet from the forward and rear ends of the modular building, manufactured home or office trailer. Each of the four (4) bolts shall be at least four (4') feet apart. Equivalent methods of fastening, such as chains or binders, may be used as alternatives. (7-1-19)

731. – 749. (RESERVED)

750. GENERAL PROVISIONS – MANUFACTURED HOMES, MODULAR BUILDINGS, AND OFFICE TRAILER.

01. Paneling of Open Sides of Multi-Section Modular Buildings, Manufactured Homes, or Office Trailers. Shall be rigid material, or six (6) mil plastic sheathing (or stronger) backed by a grillwork to prevent billowing and fully enclose open sides of section in transit. (7-1-19)

02. Interior Loading. If the manufactured home, modular building, or office trailer is to transport furnishings or other loose objects, they shall be secured in position for safe travel. (7-1-19)

03. Construction. Modular buildings shall be constructed in accordance with the Uniform Building Code as applies to design and construction requirements that will affect overall structural strength and roadability. Manufactured homes and office trailers shall be constructed in accordance with Federal HUD Manufactured Home Construction and Safety Standards. (7-1-19)

751. – 799. (RESERVED)

800. RELOCATION OF BUILDING OR HOUSES – GENERAL REQUIREMENTS.

01. Buildings Exceeding Sixteen Feet Wide. Special permits for the transportation of buildings or houses having a basic width in excess of sixteen (16') feet shall be limited to the relocation of previously used buildings. The transportation of new, centrally manufactured houses, buildings, building sections, mobile or modular homes, etc., may be denied special permits if the width at the base is in excess of sixteen (16') feet. (7-1-19)

02. Requirements for Permit. The requirements of each permit for relocation of a used building or house shall depend on the dimensions of the load as well as a consideration of the width and alignment of the roadway, passing opportunity for the traveling public, vertical or horizontal clearance of bridges or other structures along the route of travel, and traffic volumes. (7-1-19)

03. Additional Restrictions Relating to Movement of Buildings and Houses: (7-1-19)

a. Excessively Oversize Loads. Excessively oversize loads shall be restricted to the time of day, or day of the week, when traffic interference will be at a minimum. (7-1-19)

b. Buildings. Time of travel of loads in the building size category shall be restricted to the time of day and/or day of the week when traffic interference will be at a minimum. (7-1-19)

c. Early Morning Moves. In metropolitan areas and in certain other cases where a serious disruption of traffic would otherwise be unavoidable, the movement of excessively oversize buildings may be permitted, at the discretion of the District Engineer, between 2 a.m. and daybreak to avoid traffic congestion. (7-1-19)

d. Overlength restrictions. Oversize vehicles operating under authority of a special permit that exceed seven (7') feet of front overhang, on any vehicle in the combination, are restricted to daylight travel only on two-lane, two-way highways. (7-1-19)

e. Other time of travel restrictions may be noted on the permit due to special circumstances. (7-1-19)

801. – 849. (RESERVED)

850. VERTICAL CLEARANCE REQUIREMENTS.

01. Permit for Over height. The issuance of any permit for movement of over height loads will be subject to the vertical clearance of any structure involved along the route of travel. The Department may require a minimum of twenty-four (24) working hours to allow for the proposed route to be evaluated and approved or denied. (7-1-19)

02. Overhead Traffic Signals. Any movement of a building, or other over height load, having a loaded height of sixteen feet six inches (16'6") or more may require advance notice if overhead traffic signals are involved in the route. (7-1-19)

03. Overhead Power Lines. Carriers whose load/vehicle combinations exceed seventeen (17') feet high must contact local utility company(s) for approval and assistance with power lines. (7-1-19)

851. – 869. (RESERVED)

870. INSURANCE AND BONDING REQUIREMENTS.

01. Insurance. The permittee when hauling buildings fourteen (14') feet or more in width shall be required to carry evidence of insurance in the permitted vehicle in the same minimum amounts as is required for those permits issued for the movement of overwidth manufactured homes. Minimum requirements are three hundred thousand dollars (\$300,000) combined single limit, (when hauling permittee's own building) and seven hundred fifty thousand dollars (\$750,000) when hauling for hire. (7-1-19)

02. Permittee Responsibility. The permittee shall be responsible for the protection of sign-posts, guideposts, delineators, and may be required to post bond to cover the costs of repairs or replacements of such facilities. (7-1-19)

03. Bond Requirements. When an expense to the state can be presumed in providing clearance for an over height load, or for repair of signposts or other such facilities, a cash bond based on estimated costs to the State may be required before issuance of such permit. Any part of the cash bond in excess of material costs, labor, and equipment rental will be returned to the permittee after the actual costs to the State have been determined and deducted. (7-1-19)

871. – 879. (RESERVED)

880. FEES.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions required for the issuance of special permits. (7-1-19)

881. – 889. (RESERVED)

890. APPLICATION FOR PERMIT.

Refer to IDAPA 39.03.04, “Rules Governing Special Permits – Overweight Non-Reducible,” for conditions required for the issuance of special permits. (7-1-19)

891. – 899. (RESERVED)

900. CONVOY OF OVERSIZE LOADS.

01. Convoying Oversize Loads. Oversize loads that individually would require a pilot/escort vehicle, except overwidth manufactured homes, office trailers, and modular buildings, may be permitted to travel in convoy with pilot/escort vehicles in front of and behind the convoy, but such convoys shall not exceed four (4) oversize loads or vehicles between pilot/escort vehicles. Maximum width of units in a convoy shall be limited to fourteen (14') feet wide on black-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map and to twelve feet six inches (12'6") on red-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map. Oversize loads that do not individually require a pilot/escort vehicle may travel in convoy without pilot/escort vehicles. Maximum length of units in a convoy shall be limited to one hundred (100') feet on black-coded routes and seventy five (75') feet on red-coded routes of the pilot/escort vehicle and travel time requirements map and one hundred twenty (120') feet on the interstate system. (7-1-19)

02. Convoying Manufactured Homes, Office Trailers, and Modular Buildings. No convoy of overwidth manufactured homes, modular buildings, or office trailers shall include more than two (2) units between two (2) piloting/escorting vehicles. On those routes where pilot/escort vehicles are required in front and to the rear of an overwidth manufactured home or office trailer, two (2) units may travel in convoy between such piloting/escorting vehicles. On routes requiring only a front pilot/escort vehicle, the manufactured home or office trailer mover may have the option of convoying two (2) units between front and rear pilots/escorts. At no time shall more than one (1) manufactured home or office trailer be piloted/escorted by one (1) pilot/escort vehicle. Maximum width of units in a convoy shall be limited to fourteen (14') feet wide on black-coded routes and to ten (10') feet wide on red-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map. Minimum spacing of approximately one thousand (1,000') feet shall be maintained between all units in a convoy except when a pilot/escort is required to control traffic in turning movements. Maximum length of units in a convoy shall be limited to one hundred (100') feet on black-coded routes and seventy five (75') feet on red-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map and one hundred twenty (120') feet on the interstate system. (7-1-19)

901. – 999. (RESERVED)

**IDAPA 39
TITLE 03
CHAPTER 06**

**39.03.06 – RULES GOVERNING SPECIAL PERMITS FOR EXTRA-LENGTH/EXCESS WEIGHT,
UP TO 129,000 POUND VEHICLE COMBINATIONS**

000. LEGAL AUTHORITY.

This rule, governing the movement of vehicles which are in excess of eighty thousand (80,000) pounds, and the sizes allowed by 49-1004, 49-1004A, and 49-1010, is adopted under the authority of Section 40-312, Idaho Code. (7-1-19)

001. TITLE AND SCOPE.

01. Title. This rule shall be cited as IDAPA 39.03.06, “Rules Governing Special Permits for Extra-Length/Excess Weight, Up to 129,000 Pound Vehicle Combinations” IDAPA 39, Title 03, Chapter 06. (7-1-19)

02. Scope. This rule states the requirements and routes for extra-length/excess weight over eighty thousand (80,000) pounds and up to one hundred twenty-nine thousand (129,000) pound vehicle combinations. (7-1-19)

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter. (7-1-19)

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter shall be governed by the rules of administrative procedure of the attorney general, IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.” (7-1-19)

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter. (7-1-19)

005. OFFICE – OFFICE HOURS – MAILING AND STREET ADDRESS – PHONE NUMBERS.

01. Street And Mailing Address. The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of PO Box 7129, Boise, ID 83707-1129. (7-1-19)

02. Office Hours. Daily office hours are 7:30 a.m. to 5 p.m. except Saturday, Sunday, and state holidays. (7-1-19)

03. Telephone and Fax Numbers. The central office may be contacted during office hours by phone at 208-334-8420, 1-800-662-7133 or by fax at 208-334-8419. (7-1-19)

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (7-1-19)

007. – 009. (RESERVED)

010. DEFINITIONS.

Refer to IDAPA 39.03.01, “Rules Governing Definitions Regarding Special Permits,” for definitions of the terms used

in this rule.

(7-1-19)

011. – 049. (RESERVED)

050. GENERAL RULES AND CONDITIONS.

Refer to IDAPA 39.03.03, “Rule Governing Special Permits – General Conditions and Requirements,” for conditions required for the issuance of special permits. (7-1-19)

051. – 099. (RESERVED)

~~100. DESIGNATED ROUTES FOR EXTRA LENGTH VEHICLE COMBINATIONS CARRYING UP TO ONE HUNDRED FIVE THOUSAND FIVE HUNDRED (105,500) POUNDS SHALL BE DESIGNATED IN FOUR CATEGORIES.~~

~~The “Extra Length Map” listing the designated routes for vehicles operating up to one hundred five thousand five hundred (105,500) pounds is available at the Idaho Transportation Department offices. This map is not the same as the “Designated Routes Up to 129,000 Pound Map” listed in Section 200 of these rules. (7-1-19)~~

~~**01. Blue-Coded Routes.** Routes for combinations not exceeding ninety five (95) feet in overall length including load overhang (blue coded routes). A vehicle combination operating on routes designated for up to ninety five (95) feet shall be designed and assembled in a manner whereby its maximum off tracking will not exceed five point five zero (5.50) feet on a one hundred sixty five (165) foot radius when computed. (7-1-19)~~

~~**02. Red-Coded Routes.** Routes for combinations of vehicles not exceeding one hundred fifteen (115) feet in overall length including load overhang (red coded routes). A vehicle combination operating on routes designated for up to one hundred fifteen (115) feet shall be designed and assembled in a manner whereby its maximum off tracking will not exceed six point five zero (6.50) feet on a one hundred sixty five (165) foot radius when computed. (7-1-19)~~

~~**03. Black-Coded Routes.** Interstate system routes and specified interchanges providing access to approved breakdown areas located in close proximity to the Interstate system (black coded routes). A vehicle combination operating on routes in this category shall be designed and assembled in such a manner that its off tracking may exceed six point five zero (6.50) feet but shall not exceed eight point seventy five (8.75) feet when computed. Specified interchanges providing access to approved breakdown areas are required to be used by combinations that exceed six point five zero (6.50) feet off tracking. The specified interchanges will be authorized for either combinations in excess of six point five zero (6.50) feet off tracking, but not in excess of seven (7) feet off tracking, or for combinations in excess of seven (7) feet off tracking but not in excess of eight point seventy five (8.75) feet off tracking. (7-1-19)~~

~~**04. Green-Coded Routes.** Selected state highway routes (green coded routes) for operation of a vehicle combination whereby its maximum off tracking will not exceed three (3) feet on a one hundred sixty five (165) foot radius when computed, and its overall length including load overhang does not exceed eighty five (85) feet. Route approval shall be subject to analysis of pavement condition, bridge capacity, safety considerations, pavement width, curvature, traffic volumes, and traffic operations. (7-1-19)~~

101. – 199. (RESERVED)

200. DESIGNATED ROUTES FOR EXTRA LENGTH VEHICLE COMBINATIONS UP TO ONE HUNDRED TWENTY-NINE THOUSAND (129,000) POUNDS.

In addition to the requirements listed in Sections 300 and 400, vehicle combinations operating up to one hundred twenty-nine thousand (129,000) pounds, must meet the following requirements: (7-1-19T)

01. Brakes. All axles shall be equipped with brakes that meet the Federal Motor Carrier Safety Regulations and shall be maintained to the Federal Motor Vehicle Safety Standards No. 121 in effect at the time the commercial motor vehicle was manufactured. (7-1-19)

02. Designated Routes. All designated state approved routes for vehicle combinations to operate at

designated lengths are identified on the “Designated Extra Length Excess Weight up to 129,000 Pound Map” which is available at the Idaho Transportation Department. (7-1-19T)

03. Designated Routes. All designated state approved routes for vehicle combinations to operate at weights above one hundred five thousand five hundred (105,500) pounds will be identified on the “~~Designated Routes Up to 129,000 Pound Map~~ Designated Extra Length Excess Weight up to 129,000 Pound Map” which is available at the Idaho Transportation Department. (7-1-19T)

~~a. Black Coded Routes. Interstate system routes and specified interchanges providing access to approved breakdown areas located in close proximity to the Interstate system (black coded routes). A vehicle combination operating on routes in this category shall be designed and assembled in such a manner that its off tracking may exceed six point five zero (6.50) feet but shall not exceed eight point seven five (8.75) feet when computed. Specified interchanges providing access to approved breakdown areas are required to be used by combinations that exceed six point five zero (6.50) feet off tracking. The specified interchanges will be authorized for either combinations in excess of six point five zero (6.50) feet off tracking, but not in excess of seven (7) feet off tracking, or for combinations in excess of seven (7) feet off tracking but not in excess of eight point seven five (8.75) feet off tracking. (7-1-19)~~

~~b. Magenta Coded Routes. Routes for combinations of vehicles not exceeding one hundred fifteen (115) feet in overall length including load overhang (magenta coded routes). A vehicle combination operating on routes designated for up to one hundred fifteen (115) feet shall be designed and assembled in a manner whereby its maximum off tracking will not exceed six point five zero (6.50) feet on a one hundred sixty five (165) foot radius when computed. (7-1-19)~~

~~c. Brown Coded Routes. Routes for combinations not exceeding ninety five (95) feet in overall length including load overhang (brown coded routes). A vehicle combination operating on routes designated for up to ninety five (95) feet shall be designed and assembled in a manner whereby its maximum off tracking will not exceed five point five zero (5.50) feet on a one hundred sixty five (165) foot radius when computed. (7-1-19)~~

~~d. Routes for combinations operating on non state maintained highways (orange coded routes). Local jurisdictions adding, modifying or deleting non state maintained routes for vehicle combinations operating up to one hundred twenty nine thousand (129,000) pounds shall provide the route information to the Department. (7-1-19)~~

034. Requests for Adding Idaho Transportation Department Maintained Non-Interstate Routes. Routes not currently designated to operate at up to one hundred twenty-nine thousand (129,000) pounds may be added as follows: (7-1-19)

a. Request Form Submission. The request form (ITD form number 4886) will be completed and submitted to the Idaho Transportation Department Office of the Chief Engineer by the requestor. The requestor will forward the form to the adjacent local jurisdictions. (7-1-19)

b. Request Review/Analysis Process. (7-1-19)

i. Once submitted, the request will be reviewed for completeness and the department’s analysis will be completed for engineering and safety criteria. The criteria shall include assessment of pavement and bridges to allow legal tire, axle, and gross weight limits as per Section 49-1001 and 49-1002, Idaho Code, and route off-track requirements which includes road width and curvature. Additional consideration shall be given to traffic volumes and other safety factors. (7-1-19)

ii. Once the analysis is completed, the request will be submitted to the Chief Engineer, who will report to the Idaho Transportation Board Sub-committee. (7-1-19)

iii. The Idaho Transportation Board Sub-committee will make a recommendation (approve ~~proceed to hearing~~, reject, or request additional information) to the Idaho Transportation Board based upon the Department's analysis.

(7-1-19T)

iv. If the Idaho Transportation Board recommends approval or denial ~~that the request proceed to hearing~~, it shall instruct the Chief Engineer to issue a letter of determination. An adverse person may contest the letter of determination and request a hearing ~~schedule a hearing in the district(s) where the requested route is located~~. The hearing will be conducted pursuant to the Idaho Administrative Procedures Act, Title 67, Chapter 52, Idaho Code.

(7-1-19T)

v. The Chief Engineer or designee will conduct the hearing(s) and make a determination after the hearing(s) are held. Following the determination, the Chief Engineer will issue Findings and a Preliminary Order, hereafter referred to as Preliminary Order.

(7-1-19)

vi. The Department will notify the requestor of the Chief Engineer's Preliminary Order and post to the Idaho Transportation Department Web site.

(7-1-19)

vii. An appeal of the Preliminary Order may be made pursuant to the Idaho Administrative Procedures Act, Title 67, Chapter 52, Idaho Code. The appeal shall be made to the Director of the Idaho Transportation Department.

(7-1-19)

c. Local Highways Approved for Travel Up to 129,000 Pounds. Local routes will be added or removed on the "Designated Routes Up to 129,000 Pound Map" when information and approval is provided to the Department by the local jurisdiction having authority over the local route.

(7-1-19)

201. – 299. (RESERVED)

300. OPERATING REQUIREMENTS FOR EXTRA-LENGTH/EXCESS WEIGHT PERMITS UP TO ONE HUNDRED TWENTY-NINE THOUSAND (129,000) POUNDS VEHICLE COMBINATIONS.

All vehicle combinations shall be subject to the following conditions, limitations, and requirements:

(7-1-19)

01. Cargo Carrying Units. Vehicle combinations operating with an overall length in excess of the limits imposed in Section 49-1010, Idaho Code, shall consist of not more than four (4) units, shall not exceed one hundred fifteen (115) feet overall and no such vehicle combination shall include more than three (3) cargo units except that a full truck and full trailer may have an overall length in excess of seventy-five (75) feet but not in excess of eighty-five (85) feet including load overhang.

(7-1-19)

02. Power Unit. The power unit of all vehicle combinations shall have adequate power and traction to maintain a minimum of twenty (20) miles per hour under normal operating conditions on any up-grade over which the combination is operated.

(7-1-19)

03. Connecting Devices. Fifth wheel, drawbar, and other coupling devices shall be as specified by Federal Motor Carrier Safety Regulations, Part 393.

(7-1-19)

04. Hazardous Travel Conditions Restrictions. Refer to IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements," for limitations on travel during hazardous conditions.

(7-1-19)

05. Trailer Weight Sequence. In any extra-length combination, the respective loading of any trailer shall not be substantially greater than the weight of any trailer located ahead of it in the vehicle combination. (Substantially greater shall be defined as more than four thousand (4,000) pounds heavier.)

(7-1-19)

06. Operating Restrictions. Operators of all vehicle combinations governed by this rule shall comply with the following operating restrictions:

(7-1-19)

a. A minimum distance of five hundred (500) feet shall be maintained between combinations of vehicles except when overtaking and passing.

(7-1-19)

b. Except when passing another vehicle traveling in the same direction, the combination shall be driven so as to remain at all times on the right hand side of the centerline of a two (2) lane, two (2) way highway, or on the right hand side of a lane stripe or marker of a highway of four (4) or more lanes. (7-1-19)

c. Be in compliance with all Federal Motor Carrier Safety Regulations. (7-1-19)

07. Insurance Requirements. Every vehicle combination operated under this rule shall be covered by insurance of not less than five hundred thousand dollars (\$500,000) combined single limit. The permittee or driver of the permitted vehicle combination shall carry in the vehicle evidence of insurance written by an authorized insurer to certify that insurance in this minimum amount is currently in force. (7-1-19)

08. Tire Limitations. Single axles on vehicle combinations shall be equipped with four (4) tires except on the steering axle, or variable load suspension axles (VLS-lift axles), unless equipped with fifteen (15) inch wide or wider single tires. Multiple axle configurations may be equipped with single tires on each of the axles as long as the pounds-per-inch width of tire does not exceed six hundred (600) pounds, the manufacturers rating or legal weights whichever is less. Load for inch width of tire for the front steer axle may not exceed the manufacturer's load rating per tire or the load rating of the axle or twenty thousand (20,000) pounds per axle whichever is less. (7-1-19)

09. Brakes. Brakes shall meet the Federal Motor Carrier Safety Regulations and shall be maintained to the Federal Motor Vehicle Safety Standards No. 121 in effect at the time the commercial motor vehicle was manufactured. Refer to IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements." (7-1-19)

10. Drivers. Drivers of LCVs shall meet the special training requirements for Longer Combination Vehicles as outlined in 49 CFR Part 380. (7-1-19)

11. Permits. Permits will be vehicle specific. (7-1-19)

301. – 399. (RESERVED)

400. SPECIAL PERMITS FOR OPERATIONS OF EXTRA-LENGTH/EXCESS WEIGHT PERMIT UP TO ONE HUNDRED TWENTY-NINE THOUSAND (129,000) POUNDS VEHICLE COMBINATIONS.

01. Permit Attachments. All vehicles in operation shall be allowed to travel under the authority of special permits issued to the power unit. A copy of this rule shall accompany and shall be a part of all annual extra-length/excess weight, up to one hundred twenty-nine thousand (129,000) pound permits. An allowable gross loads table shall accompany and be referred to on the face of the permit. Operations shall be valid only on routes of the state highway system designated for such purposes as set forth on the "Extra Length Map" of designated routes, or the "Designated Routes Up to 129,000 Pound Map," which shall accompany the permit, and is available at the special permit office and ports of entry. (7-1-19)

02. Permit Requirements and Special Requirements. Permits issued for operations of extra-length /excess weight up to 129,000 pound vehicle combinations shall be subject to the general requirements of Section 300, and to the following special conditions. (7-1-19)

a. The operator of any extra-length, excess weight, and up to one hundred twenty-nine thousand (129,000) pound vehicle combination shall complete the Idaho Off-Track Computation Form to provide internal dimensions of the combination and computation of off-track as evidence of compliance with maximum off-track requirements specified for the designated route being traveled. The completed Idaho Off-Track Computation Form, when required, shall be available for inspection by enforcement officers with the permit for the vehicle combination. When the Idaho Off-Track Computation Form is required, permit shall be invalid until the form is completed and available for inspection. (7-1-19)

b. Permits shall become automatically invalid subject to conditions cited in IDAPA 39.03.03, "Rules Governing Special Permits – General Conditions and Requirements." (7-1-19)

03. Exceeding Allowed Length and/or Idaho Off-Track Limitations. Extra-length/excess weight permit up to one hundred twenty-nine thousand (129,000) pound vehicle combinations apprehended for exceeding allowed length and/or off-track limitations as set forth in this rule shall be subject to the following course of action: (7-1-19)

a. The vehicle combination will be escorted by the apprehending officer to the first safe parking location; and (7-1-19)

b. The driver of the vehicle combination will be issued a single trip, one (1) day permit via a specified route to the nearest permitted route. The condition of this permit shall require an advance pilot/escort vehicle to escort the vehicle combination, and the pilot/escort vehicle shall meet the pilot/escort vehicle requirements as set forth in IDAPA 39.03.05, "Rules Governing Special Permits - Oversize Non-Reducible." (7-1-19)

401. – 499. (RESERVED)

500. GENERAL WEIGHT REQUIREMENTS AND CONDITIONS.

01. Weights Allowed on Interstate. The Federal Highway Amendment Act of 1974 established allowable legal weight limits on Interstate System Highways at twenty thousand (20,000) pounds on single axles, thirty-four thousand (34,000) pounds on tandems, and total gross loads not exceeding eighty thousand (80,000) pounds. (7-1-19)

02. Weights Allowed on Non-Interstate Highways. Allowable legal weight limits on non-interstate highways are set at twenty thousand (20,000) pounds on single axles, thirty-seven thousand eight hundred (37,800) pounds on tandems, and total gross loads not exceeding eighty thousand (80,000) pounds. (7-1-19)

03. Permit Types to Exceed Eighty Thousand Pounds Gross Weight. Permits will be issued for vehicle combinations operating on Interstate and non-interstate highways with total gross loads exceeding eighty thousand (80,000) pounds but not to exceed twenty thousand (20,000) per single axle, thirty-four thousand (34,000) pounds per tandem, and not to exceed the weight limit for any group of two (2) or more consecutive axles established by Section 49-1001, Idaho Code. (7-1-19)

a. Extra Length/Excess Weight Permit Up to One Hundred Twenty-Nine Thousand (129,000) Pounds. Gross weight limited to one hundred five thousand five hundred (105,500) pounds on interstate, non-interstate and local highways and length limited to those specified in these rules. Except that no vehicle combination weighing more than one hundred five thousand five hundred (105,500) pounds shall operate on local highways contrary to the provisions of Section 49-1004A, Idaho Code, and these rules. (7-1-19)

b. Extra Length/Excess Weight Permit Up to One Hundred Twenty-Nine Thousand (129,000) Pounds. Gross weight not to exceed one hundred twenty-nine thousand (129,000) pounds on designated routes, as specified in Section 49-1004 and Section 49-1004B, Idaho Code. (7-1-19)

501. – 999. (RESERVED)

**IDAPA 39
TITLE 03
CHAPTER 41**

39.03.41 – RULES GOVERNING TRAFFIC CONTROL DEVICES

000. LEGAL AUTHORITY.

The Idaho Transportation Board adopts this rule under the authority of Section 40-312(1), Idaho Code, to meet the provisions of Sections 40-313(1) and 49-201(3), Idaho Code. (3-29-12)

001. TITLE AND SCOPE.

01. Title. This rule shall be known as IDAPA 39.03.41, "Rules Governing Traffic Control Devices," IDAPA 39, Title 03, Chapter 41. (3-30-01)

02. Scope. It is the purpose of this rule to establish standards, ~~options~~, guidance, ~~options~~ and supporting information for the design, construction and implementation of traffic control devices. (X-XX-19)

002. WRITTEN INTERPRETATIONS.

This chapter does not provide for written interpretations. (3-30-01)

003. ADMINISTRATIVE APPEALS.

This chapter does not provide for administrative appeals. (3-30-01)

004. INCORPORATION BY REFERENCE.

The "Manual on Uniform Traffic Control Devices for Streets and Highways" is published by the Federal Highway Administration of the U.S. Department of Transportation. The 2009 edition including revisions 1 and 2 of the Manual with an effective date of June 13, 2012, is hereby incorporated by reference and made a part of the Rules of the Idaho Transportation Department. The following conforming additions to the Manual are adopted by the Idaho Transportation Board: (4-4-13)

~~**01. Section 1A.10, Interpretations, Experimentations, Changes, and Interim Approvals.** On page 7, delete paragraphs 19 and 20. (X-XX-19)~~

~~**02. Section 1A.11, Relation to Other Documents.** On page 7, ~~in the first~~ replace paragraph 01 under Standard, change the paragraph to read as follows:~~

~~**01.** To the extent that they are incorporated by specific reference, the latest editions of the following publications, or those editions specifically noted, shall be a part of this Manual: "Standard Highway Signs and Markings" book, the Idaho Transportation Department Supplement to the Standard Highway Signs and Markings book; and "Color Specifications for Retroreflective Sign and Pavement Marking Materials" (appendix to subpart F of Part 655 of Title 23 of the Code of Federal Regulations). (X-XX-19)~~

~~Add the following to the end of paragraph 04:~~

~~43. "Standards and Procedures for Specific Service Signs," 20XX Edition (ITD)~~

~~44. "Standards and Procedures for Tourist Oriented Directional Signs (TODS) for Motorist Services Facilities Along the State Highway System Except Fully Controlled Access Highways," 20XX Edition (ITD)~~

~~**03. Table 2B-1, Regulatory Sign and Plaque Sizes.** On page 46, remove R1-5b, "Stop Here for Peds," R1-5c, "Stop Here for Pedestrians," R1-6a, and R1-9a. (X-XX-19)~~

Commented [RL1]: Combined from IDAPA 39.03.62 and 39.03.64

Commented [RL2]: Application of 49-702

04. Section 2B.11, Yield Here To Pedestrians Signs and Stop Here For Pedestrian Signs (R1-5 Series). On page 54 delete “and Stop Here For Pedestrian” from the title. Replace the Section with the following:

Commented [RL3]: Application of 49-702

Standard:

01 Yield Here To Pedestrians (R1-5, R1-5a) signs (see Figure 2B-2) shall be used if yield lines are used in advance of a marked crosswalk that crosses an uncontrolled multi-lane approach. The legend Stop Here For Pedestrians shall not be used.

Support:

02 Idaho law requires drivers to yield to a pedestrian in an uncontrolled crosswalk.

Guidance:

03 If yield lines and Yield Here To Pedestrian signs are used in advance of a crosswalk that crosses an uncontrolled multi-lane approach, they should be placed 20 to 50 feet in advance of the nearest crosswalk line (see Section 3B.16 and Figure 3B-17), and parking should be prohibited in the area between the yield line and the crosswalk.

04 Yield lines and Yield Here To Pedestrian signs should not be used in advance of crosswalks that cross an approach to or departure from a roundabout.

Option:

05 Yield Here To Pedestrian signs may be used in advance of a crosswalk that crosses an uncontrolled multi-lane approach to indicate to road users where to yield even if yield lines are not used.

06 A Pedestrian Crossing (W11-2) warning sign may be placed overhead or may be post-mounted with a diagonal downward pointing arrow (W16-7P) plaque at the crosswalk location where Yield Here To Pedestrian signs have been installed in advance of the crosswalk.

07 The legend STATE LAW may be displayed at the top of the R1-5 and R1-5a signs.

Standard:

08 If a W11-2 sign has been post-mounted at the crosswalk location where a Yield Here To Pedestrians sign is used on the approach, the Yield Here To Pedestrian sign shall not be placed on the same post as or block the road user’s view of the W11-2 sign.

Option:

09 An advance Pedestrian Crossing (W11-2) warning sign with an AHEAD or a distance supplemental plaque may be used in conjunction with a Yield Here To Pedestrians sign on the approach to the same crosswalk.

10 In-Street Pedestrian Crossing signs and Yield Here To Pedestrian signs may be used together at the same crosswalk. (X-XX-19)

05. Section 2B.12, In-Street and Overhead Pedestrian Crossing Signs (R1-6, R1-6a, R1-9, and R1-9a). On page 55 delete R1-6a and R1-9a from the title. Replace paragraph 01 as follows:

Commented [RL4]: Application of 49-702

Option:

01 The In-Street Pedestrian Crossing (R1-6) sign (see Figure 2B-2) or the Overhead Pedestrian Crossing (R1-9) sign (see Figure 2B-2) may be used to remind road users of laws regarding right-of-way at an unsignalized pedestrian crosswalk. The legend STATE LAW may be displayed at the top of the R1-6 and R1-9 signs. On the R1-6 sign, the legend YIELD may be used instead of the YIELD sign symbol.

On page 56, replace paragraphs 08 and 09 and add paragraph 09a as follows:

Standard:

08 The In-Street Pedestrian Crossing sign and the Overhead Pedestrian Crossing sign shall not be used at crosswalks on approaches controlled by a traffic control signal, pedestrian hybrid beacon, or an emergency

vehicle hybrid beacon.

⁰⁹ The legend STOP FOR PEDESTRIANS shall not be used on In-Street Pedestrian Crossing signs or Overhead Pedestrian Crossing signs.

Support:

^{09a} Idaho law requires drivers to yield to a pedestrian in an uncontrolled crosswalk.

On page 56, add paragraph 11a as follows:

^{11a} The In-Street Pedestrian Crossing sign or the Overhead Pedestrian Crossing sign may be used at intersections or midblock pedestrian crossings with flashing beacons.

On page 56, replace paragraph 15 as follows:

¹⁵ In-Street Pedestrian Crossing signs, Overhead Pedestrian Crossing signs, and Yield Here To Pedestrian signs may be used together at the same crosswalk. (X-XX-19)

^{06.} ~~Figure 2B-2.~~ Unsignalized Pedestrian Crosswalk Signs. On page 55, delete signs R1-5b, R1-5C, R1-6a and R1-9a. (X-XX-19)

Commented [RL5]: Application of 49-702.

^{07.} ~~Section 2B-69.~~ SLOW AND MOVE OVER FOR STOPPED VEHICLES WITH FLASHING LIGHTS (R16-101) sign. On page 102, add the following section:

Commented [RL6]: Application of 49-624.

Support:

⁰¹ State law requires drivers approaching stationary police, emergency, tow truck, or highway incident response vehicles to slow on two-lane highways and to slow and move over on multi-lane highways.

Option:

⁰² The SLOW AND MOVE OVER FOR STOPPED VEHICLES WITH FLASHING LIGHTS (R16-101) sign (see Figure 2B-33) may be used to inform road users of the state law on multi-lane highways.

Standard:

⁰³ If used, the SLOW AND MOVE OVER FOR STOPPED VEHICLES WITH FLASHING LIGHTS sign shall only be used on highways with two or more lanes in each direction.

Option:

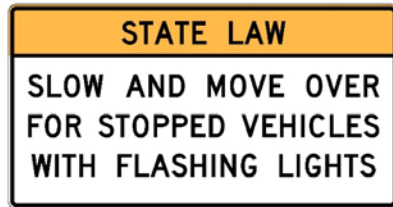
⁰⁴ The legend STATE LAW may be displayed at the top of the SLOW AND MOVE OVER FOR STOPPED VEHICLES WITH FLASHING LIGHTS sign.

Standard:

⁰⁵ If used, the legend STATE LAW shall be black with a black border on a yellow background. (X-XX-19)

^{08.} Figure 2B-33. Slow and Move Over for Stopped Vehicles with Flashing Lights Sign. On page 102, add the following figure: (X-XX-19)

Figure 2B-33. Slow And Move Over For Stopped Vehicles With Flashing Lights Sign



09. Section 2B.70, CHAINS REQUIRED ON NON-EXEMPT COMMERCIAL VEHICLES (R16-201) sign. On page 102, add the following section:

Commented [RL7]: Application of 49-948.

Standard:

01 CHAINS REQUIRED ON NON-EXEMPT COMMERCIAL VEHICLES (R16-201) signs (see Figure 2B-34) shall be installed when mountain passes are determined to be unsafe by the Idaho Transportation Department. If used, two or more CHAINS REQUIRED ON NON-EXEMPT COMMERCIAL VEHICLES signs shall be installed in advance of an area that has been provided for drivers to pull off of the highway to install chains on their tires (see Section 2I.07).

Support:

02 Commercial vehicles required to use chains include:

- Vehicles with a combined weight in excess of 26,000 pounds including a trailer with a rating of more than 10,000 pounds
- Vehicles with weight in excess of 26,000 pounds

03 Commercial vehicles exempt from chain requirements include:

- Idaho Transportation Department vehicles used in the maintenance of the highway
- School busses or other vehicles used to transport school children and teachers
- Vehicles used by farmers to transport agricultural products, supplies, or farm equipment
- Mail carrier vehicles
- Motor carriers transporting forest products or chips
- Motor carriers transporting mining products including sand, gravel, and aggregates, but not petroleum products
- Tow trucks

Standard:

04 The CHAINS REQUIRED ON NON-EXEMPT COMMERCIAL VEHICLES signs shall be removed or covered when the condition no longer applies.

05 The CHAINS REQUIRED ON NON-EXEMPT COMMERCIAL VEHICLES sign shall have a black legend and border on a white background.

Option:

06 The legend STATE LAW may be displayed at the top of the CHAINS REQUIRED ON NON-EXEMPT COMMERCIAL VEHICLES sign.

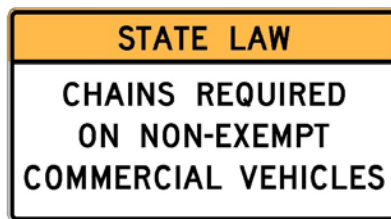
Standard:

07 If used, the legend STATE LAW shall be black with a black border on a yellow background.

(X-XX-19)

10. Figure 2B-34. Chains Required on Non-Exempt Commercial Vehicles Sign. On page 102, add the following figure: (X-XX-19)

Figure 2B-34. Chains Required On Non-Exempt Commercial Vehicles Sign



02. Section 2C.48, Traffic Signal Signs (W25-1, W25-2). On page 128 delete the section in its entirety, and Figure 2C-9, Intersection Warning Signs and Plaques, on page 127, remove the W25-1 and W25-2 signs from the figure. (3-29-12)

03. Section 2C.63, Object Marker Design and Placement Height. (4-4-13)

a. On page 134 make the following changes to allow alternate methods of marker construction and additional types of markers:

Support:

Type 1, 2, 3, and 6 object markers are used to mark obstructions within or adjacent to the roadway, Type 4 object markers are used to mark the end of a roadway, and Type 6 for Truck Escape Ramps.

Standard:

When used, object markers (see Figure 2C-13) shall not have a border and shall consist of an arrangement of one (1) or more of the following types:

Type 1 - either a diamond-shaped sign, at least eighteen (18) inches on a side, consisting of either a yellow (OM1-1) or black (OM1-2) sign with nine (9) yellow retroreflective devices, each with a minimum diameter of three (3) inches, mounted symmetrically on the sign, or an all-yellow retroreflective sign (OM1-3) or a marker consisting of a rigid substrate sheeted with yellow retroreflective sheeting screen printed to display nine (9) yellow retroreflective circles, each with a minimum diameter of three (3) inches, arranged symmetrically on a black (OM1-2) diamond-shaped panel eighteen (18) inches or more on a side; or an all-yellow retroreflective diamond shaped panel (OM1-3) of the same size.

Type 2 - either a marker (OM2-1V or OM2-1H) consisting of three (3) yellow retroreflective devices, each with a minimum diameter of three (3) inches, arranged either horizontally or vertically on a white sign measuring at least six (6) inches by twelve (12) inches; or an all-yellow horizontal or vertical retroreflective sign (OM2-2V or OM2-2H), measuring at least six (6) inches by twelve (12) inches; or a marker (OM2-1V or OM2-1H) consisting of a rigid substrate sheeted with white retroreflective sheeting and displaying three (3) yellow circles of retroreflective sheeting, each with a minimum diameter of three (3) inches, arranged either horizontally or vertically on a white panel measuring at least six (6) inches by twelve (12) inches; or on an all-yellow horizontal or vertical retroreflective panel (OM2-2V or OM2-2H), sheeted with retroreflective sheeting measuring at least six (6) inches by twelve (12) inches.

~~———— Type 3 — a striped marker, twelve (12) inches by thirty-six (36) inches, consisting of a rigid substrate sheeted with yellow retroreflective sheeting screen printed to display a vertical rectangle with alternating black stripes and retroreflective yellow stripes sloping downward at an angle of forty-five (45) degrees toward the side of the obstruction on which traffic is to pass. The minimum width of the yellow and black stripes shall be three (3) inches.~~

~~———— Type 4 — a diamond-shaped sign, at least eighteen (18) inches on a side, consisting of either a red (OM4-1) or black (OM4-2) sign with nine (9) red retroreflective devices, each with a minimum diameter of three (3) inches, mounted symmetrically on the sign, or an all-red retroreflective sign (OM4-3).~~

~~———— Type 6 — add a category for Type 6 object markers to read as follows: a striped marker, twelve (12) inches by thirty-six (36) inches, consisting of a vertical rectangle with alternating white and retroreflective red stripes sloping downward at an angle of forty-five (45) degrees toward the side of the obstruction on which traffic is to pass, to be used for entrance to Truck Escape Ramps ONLY. The minimum width of the white and red stripes shall be three (3) inches. Red retroreflective stripes shall meet the minimum requirements of sheeting.~~

(4-11-19)

~~b. — On page 134 under “Support,” add the following revised paragraph 2:~~

~~Type 3 and Type 6 object markers with stripes that begin at the upper right side and slope downward to the lower left side are designated as right object markers (OM3-R) or (OM6-R). Object markers with stripes that begin at the upper left side and slope downward to the lower right side are designated as left object markers (OM3-L) or (OM6-L).~~

(4-4-13)

~~c. — On page 135, Figure 2C-13, Object Markers — add a Type 6 Object Marker category to the figure which shall include an example of the OM-6 object marker known as the Idaho Truck Escape Ramp marker:~~

Type 6 Object Markers
OM-6 (Truck Escape Ramp)



OM6-L OM6-R

(4-11-19)

1104. Section 2D.43, Street Name Signs (D3-1 or D3-1a).

(3-29-12)

~~a. — On page 162, change the second sentence of the fourteenth paragraph under the Standard statement to read as follows: The color of the legend and border shall contrast with the background color of the sign.”~~ (3-29-12)

~~b. — On page 162, change the fifteenth paragraph under the Option statement to read as follows: The border may not be omitted from a sStreet nName sign if used except on the State Highways sSystem or related roadways.~~ (X-XX-19)

12. Table 2E-1. Freeway or Expressway Guide Sign and Plaque Sizes. On page 186, replace the first 16 lines of the table with the following:

Sign or Plaque	Sign Designation	Section	Minimum Size
Exit Number (plaque)			
1-, 2-Digit Exit Number	E1-5P	2E.31	114 x 36
3-Digit Exit Number	E1-5P	2E.31	132 x 36
1-, 2-Digit Exit Number (with single letter suffix)	E1-5P	2E.31	138 x 36
3-Digit Exit Number (with single letter suffix)	E1-5P	2E.31	156 x 36
1-, 2-Digit Exit Number (with dual letter suffix)	E1-5P	2E.31	168 x 36
3-Digit Exit Number (with dual letter suffix)	E1-5P	2E.31	186 x 36
Left (plaque)	E1-5aP	2E.33	72x36
Left Exit Number (plaque)			
1-, 2-Digit Exit Number	E1-5bP	2E.31	114 x 60
3-Digit Exit Number	E1-5bP	2E.31	132 x 60
1-, 2-Digit Exit Number (with single letter suffix)	E1-5bP	2E.31	138 x 60
3-Digit Exit Number (with single letter suffix)	E1-5bP	2E.31	156 x 60
1-, 2-Digit Exit Number (with dual letter suffix)	E1-5bP	2E.31	168 x 60
3-Digit Exit Number (with dual letter suffix)	E1-5bP	2E.31	186 x 60

(X-XX-19)

1305. Section 2E.31, Interchange Exit Numbering. On page 212, substitute the following for in the fourth sentence of paragraph 04 under “Standard” revise the sentence to read as follows: “The exit number plaque (E1-5P) (see Figure 2E-22) shall be thirty-six (36) inches in height and shall include the word “EXIT” along with the appropriate exit number.” (X-XX-19)

14. Section 2M.10, Memorial or Dedication Signing. On page 339, replace the section with the following:

Commented [RL8]: Application of 40-513 through 40-513F.

Support:

01 Legislative bodies will occasionally adopt an act or resolution memorializing or dedicating a highway, bridge, or other component of the highway. State law identifies the following as memorial highways or bridges in Idaho:

- Bennett Bay Bridge on I-90 as Veterans Memorial Centennial Bridge
- US-93 bridge over the Snake River as I B Perrine Bridge
- US-95 between Midvale and Cambridge as Stu Dopf Memorial Highway
- I-90 as the Purple Heart Trail
- SH-3 as North Idaho Medal of Honor Highway
- I-84 as Vietnam Veterans Memorial Highway
- US-20 as Idaho Medal of Honor Highway

Guidance:

02 Except as provided in Paragraphs 03 and 04, memorial or dedication names should not appear on or along a highway, or be placed on bridges or other highway components. If a route, bridge, or highway component is officially designated as a memorial or dedication, and if notification of the memorial or dedication is to be made on the highway right-of-way, such notification should consist of installing a memorial or dedication marker in a rest area, scenic overlook, recreational area, or other appropriate location where parking is provided with the signing inconspicuously located relative to vehicle operations along the highway.

Option:

03 If the installation of a memorial or dedication marker off the main roadway is not practical, memorial or dedication signs may be installed on the mainline.

Guidance:

04 Except as provided in paragraphs 06 and 07, freeways and expressways should not be signed as memorial or dedicated highways.

Standard:

05 Where memorial or dedication signs are installed on the mainline, (1) memorial or dedication names shall not appear on directional guide signs, (2) memorial or dedication signs shall not interfere with the placement of any other necessary signing, and (3) memorial or dedication signs shall not compromise the safety or efficiency of traffic flow. Except as provided in paragraph 07, the memorial or dedication signing shall be limited to one sign at an appropriate location in each route direction, each as an independent sign installation. Sign location shall be determined by engineering judgement.

06 Memorial or dedication signs shall be installed for the Veterans Memorial Centennial Bridge, I B Perrine Bridge, and North Idaho Medal of Honor Highway.

07 The Purple Heart Trail, Vietnam Veterans Memorial Highway, and Idaho Medal of Honor Highway shall have memorial or dedication signs installed at each end of the highway and at intermediate locations along the highway.

Guidance:

08 Memorial or dedication signs should have a white legend and border on a brown background.

Standard:

09 Memorial or dedication signs shall be rectangular in shape. The legend displayed on memorial or dedication signs shall be limited to the name of the person or entity being recognized and a simple message preceding or following the name, such as "Dedicated to" or "Memorial Parkway." Additional legend, such as biographical information, shall not be displayed on memorial or dedication signs. Except as provided in paragraph 10, decorative or graphical elements, pictographs, logos, or symbols shall not be displayed on memorial or dedication signs. All letters and numerals displayed on memorial or dedication signs shall be as provided in the "Standard Highway Signs and Markings" book (see Section 1A.11). The route number or officially mapped name of the highway shall not be displayed on the memorial or dedication sign

10 The design of the Idaho Medal of Honor Highway sign shall include three different designs of the medal of honor.

Option:

11 The lettering for the name of the person or entity being recognized may be composed of a combination of lower-case letters with initial upper-case letters.

Standard:

12 Memorial or dedication names shall not appear on supplemental signs or on any other information sign on or along the highway or its intersecting routes.

Support:

13 Named highways are officially designated and shown on official maps and serve the purpose of providing route guidance, primarily on unnumbered highways. A highway designated as a memorial or dedication is not considered to be a named highway. Section 2D.53 contains provisions for the signing of named highways.

(X-XX-19)

15. Section 2J.11, Signing Policy. On page 319, add the following after paragraph 01:

Commented [RL9]: Combined from IDAPA 39.03.62

Support:

01a The Idaho Transportation Department's specific service signs policy can be found in "Standards and Procedures for Specific Service Signs" (see Section 1A.11).

(X-XX-19)

16. ~~Section 2K.07, State Policy.~~ On page 324, add the following after paragraph 02:

Commented [RL10]: Combined from IDAPA 39.03.64

Support:

03 The Idaho Transportation Department's tourist-oriented directional signing policy can be found in "Standards and Procedures for Tourist Oriented Directional Signs (TODS) for Motorist Services Facilities Along the State Highway System Except Fully Controlled Access Highways" (see Section 1A.11). (X-XX-19)

1706. ~~Section 4D.04, Meaning of Vehicular Signal Indications.~~ On page 451 - in the second paragraph of Item C.1, substitute the following for the first sentence: "Except when a ~~sign~~ traffic control device is in place prohibiting a turn on ~~steady circular~~ red ~~signal~~ or a ~~steady~~ RED ARROW signal indication is displayed, vehicular traffic facing a steady CIRCULAR RED signal indication ~~may~~ is permitted to enter the intersection to turn right or turn left from a one-way or two-way ~~highway street~~ into a one-way street, after stopping ~~in conformance with the provisions of the Idaho Vehicle Code.~~" (X-XX-19)

Commented [RL11]: Application of 49-802(3)(b)

07. ~~Section 4L.03, Warning Beacon.~~ On page 524 in the second paragraph under "Standard," add the following as a second sentence to read as follows: "The beacon shall not be included within the border of the sign or marker." (3-29-12)

08. ~~Figure 5C.1, Horizontal Alignment and Intersection Warning Signs and Plaques and Object Markers on Low-Volume Roads.~~ On page 536, add a Type 6 Object Marker OM-6 (Truck Escape Ramp). (4-11-19)

09. ~~Section 5F.04, STOP and YIELD Signs (R1-1, R1-2).~~ On page 543, delete "and YIELD" from the title and insert the following paragraph as the third paragraph under "Standard": "Under Idaho law, 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 the Department or local authorities, the existence of stop signs at a given crossing would constitute a greater hazard than their absence, based on a recognized engineering study." (3-29-12)

Commented [RL12]: 49-202(25) was repealed.

18. ~~Table 6F-1, Temporary Traffic Control Zone Sign and Plaque Sizes.~~ On page 578, remove R2-6aP, "Begin Higher Fines Zone," R2-6bP, "Fines Double (plaque)," and R2-10, "\$XX Fine (plaque)." (X-XX-19)

19. ~~Figure 6F-3, Regulatory Signs and Plaques in Temporary Traffic Control Zones.~~ On page 584, remove figures R2-6aP, R2-6bP, and R2-10. (X-XX-19)

20. ~~Section 6B.12, Work Zone and Higher Fines Signs and Plaques.~~ On page 586, replace the section with the following:

Standard:

01 Where increased fines are imposed for exceeding a reduced speed limit, a **FINES HIGHER (R2-6P) plaque** (see Figure 6F-3) shall be installed as a supplement to a **Speed Limit (R2-1) sign** to identify the beginning point of the higher fines zone.

Support:

02 Law enforcement can assess higher fines if signs indicate the TTC zone, the reduced speed limit, and notice of the enhanced penalty for exceeding the reduced speed limit.

Commented [RL13]: Based on 49-657 and feedback from the Deputy Attorney General.

Guidance:

03 If a **FINES HIGHER** plaque is used with a **Speed Limit** sign, an **END HIGHER FINES ZONE (R2-11) sign** (see Figure 6F-3) should be installed at the downstream end of the zone to notify road users of the termination of the increased fines zone.

Option:

04 Individual signs and plaques for TTC zone speed limits and higher fines may be combined into a single sign or may be displayed as an assembly of signs and plaques.

05 An END WORK ZONE SPEED LIMIT (R2-12) sign (see Figure 6F-3) may be installed at the downstream end of the reduced speed limit zone

06 A WORK ZONE (G20-5aP) plaque (see Figure 6F-3) may be installed above a Speed Limit sign to emphasize the speed limit in a TTC zone. (X-XX-19)

210. **Table 7B-1, School Area Sign and Plaque Sizes.** On page 733, remove R1-6a, “In-Street Ped Crossing,” R1-6c, “In-Street Schoolchildren Crossing,” and S4-2P, “When Children Are Present.” (X-XX-19)

Commented [RL14]: Application of 49-702, except the removal of R4-2P

221. **Figure 7B-1, School Area Signs.** On page 735, remove figure S4-2P. (3-29-12)

23. **Section 7B.11, School Advance Crossing assembly.** On page 736, delete “or R1-6a” from the first sentence of paragraph 05. (X-XX-19)

Commented [RL15]: Application of 49-702.

24. **Figure 7B-6, In-Street Signs in School Areas.** On page 741, delete signs R1-6a and R1-6c and remove “and R1-6a” from note 2. (X-XX-19)

Commented [RL16]: Application of 49-702.

25. **Section 7B.12, School Crossing Assembly.** On page 741, replace paragraph 04 with the following:

Commented [RL17]: Application of 49-702.

Option:

04 The In-Street Pedestrian Crossing (R1-6) sign (see Section 2B.12 and Figure 7B-6) or the In-Street Schoolchildren Crossing (R1-6b) sign (see Figure 7B-6) may be used at unsignalized school crossings. If used at a school crossing, a 12 x 4-inch SCHOOL (S4-3P) plaque (See Figure 7B-6) may be mounted above the sign. The STATE LAW legend on the R1-6 series signs may be omitted.

On page 742, replace paragraphs 06 and 07 with the following:

06 A 12-inch reduced size in-street School (S1-1) sign (See Figure 7B-6) may be used at an unsignalized school crossing instead of the In-Street Pedestrian Crossing (R1-6) or the In-Street Schoolchildren Crossing (R1-6b) sign. A 12 x 6-inch reduced size diagonal downward pointing arrow (W16-7P) plaque may be mounted below the reduced size in-street School (S1-1) sign.

Standard:

07 If an In-Street Pedestrian Crossing sign, an In-Street Schoolchildren Crossing sign, or a reduced size in-street School (S1-1) sign is placed in the roadway, the sign support shall comply with the mounting height and special mounting support requirements for In-Street Pedestrian Crossing (R1-6) signs (see Section 2B.12). (X-XX-19)

126. **Section 7B.15, School Speed Limit Assembly (S4-1P, S4-2P, S4-3P, S4-4P, S4-6P, S5-1).** (3-29-12)

a. On page 742, remove S4-2P in the title; and (3-29-12)

b. On page 743, in the second paragraph 09, under “Standard” remove the S4-2P, and in the third paragraph under “Option” add the following as a fourth sentence to read as follows: “The lenses of the Speed Limit Sign Beacon shall not be positioned within the face of the School Speed Limit (S5-1) sign.” (X-XX-19)

13. **Section 8A.03, Use of Standard Devices, Systems, and Practices at Highway-LRT Grade Crossings.** On page 748, under “Standard” add the following statement as a second sentence to read as follows: “Per Section 49-202(25), Idaho Code, “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”

Commented [RL18]: 49-202(25) was repealed.

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 the 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.” (3-29-12)

14. ~~Figure 8B.3, Crossbuck Assembly with a YIELD or STOP Sign on a Separate Sign Support (Sheet 1 of 2).~~ Delete figure in its entirety. (3-29-12)

Commented [RL19]: 49-202(25) was repealed.

15. ~~Figure 8B.3, Crossbuck Assembly with a YIELD or STOP Sign on a Separate Sign Support (Sheet 2 of 2).~~ Delete “YIELD or” from the title of the figure. Change Note 1 to read as follows: “Per Section 49-202(25), Idaho Code, “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 the 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.”” (3-29-12)

Commented [RL20]: 49-202(25) was repealed.

16. ~~Section 8B.04, Crossbuck Assemblies with YIELD or STOP Signs at Passive Grade Crossings.~~ On pages 754,757 and 758, delete “YIELD or” from the title and modify the Section to read as follows:

Commented [RL21]: 49-202(25) was repealed.

Standard:

~~A grade crossing Crossbuck Assembly shall consist of a Crossbuck (R15-1) sign, and a Number of Tracks (R15-2P) plaque if two (2) or more tracks are present, that complies with the provisions of Section 8B.03, and shall have a STOP (R1-1) sign installed on the same support, as pursuant to the following requirement: “Per Section 49-202(25), Idaho Code, “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 the 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.””~~

~~At all public highway-rail grade crossings that are not equipped with the active traffic control systems that are described in Chapter 8C, except crossings where road users are directed by an authorized person on the ground to not enter the crossing at all times that an approaching train is about to occupy the crossing, a Crossbuck Assembly shall be installed on the right-hand side of the highway on each approach to the highway-rail grade crossing.~~

~~If a Crossbuck sign is used on a highway approach to a public highway-LRT grade crossing that is not equipped with the active traffic control systems that are described in Chapter 8C, a Crossbuck Assembly shall be installed on the right-hand side of the highway on each approach to the highway-LRT grade crossing.~~

~~Where restricted sight distance or unfavorable highway geometry exists on an approach to a grade crossing that has a Crossbuck Assembly, or where there is a one-way multi-lane approach, an additional Crossbuck Assembly shall be installed on the left-hand side of the highway.~~

Guidance:

~~The use of STOP signs at passive grade crossings should be placed in accordance with Idaho law.~~

Support:

Sections 8A.02 and 8A.03 contain information regarding the responsibilities of the highway agency and the railroad company or LRT agency regarding the selection, design, and operation of traffic control devices placed at grade crossings.

Option:

When a STOP sign is installed for a Crossbuck Assembly at a grade crossing, it may be installed on the same support as the Crossbuck sign or it may be installed on a separate support at a point where the highway vehicle is to stop, or as near to that point as practical, but in either case, the STOP sign is considered to be a part of the Crossbuck Assembly.

Standard:

When a STOP sign is installed on an existing Crossbuck sign support, the minimum height, measured vertically from the bottom of the STOP sign to the top of the curb, or in the absence of curb, measured vertically from the bottom of the STOP sign to the elevation of the near edge of the traveled way, shall be four (4) feet (see Figure 8B-2).

If a Crossbuck Assembly is installed on a new sign support (see Figure 8B-2) or if the STOP sign is installed on a separate support (see Figure 8B-3), the minimum height, measured vertically from the bottom of the STOP sign to the top of the curb, or in the absence of curb, measured vertically from the bottom of the STOP sign to the elevation of the near edge of the traveled way, shall be seven (7) feet if the Crossbuck Assembly is installed in an area where parking or pedestrian movements are likely to occur.

Guidance:

If a STOP sign is installed for a Crossbuck Assembly at a grade crossing on a separate support than the Crossbuck sign (see Figure 8B-3), the STOP sign should be placed at a point where the highway vehicle is to stop, or as near that point as practical, but no closer than fifteen (15) feet measured perpendicular from the nearest rail.

Support:

Certain commercial motor vehicles and school buses are required to stop at all grade crossings in accordance with 49 CFR 392.10.

The meaning of a Crossbuck Assembly that includes a STOP sign is that a road user approaching the grade crossing must come to a full and complete stop not less than fifteen (15) feet short of the nearest rail, and remain stopped while the road user determines if there is rail traffic either occupying the crossing or approaching and in such close proximity to the crossing that the road user must yield the right-of-way to rail traffic. The road user is permitted to proceed when it is safe to cross.

Standard:

A vertical strip of retroreflective white material, not less than two (2) inches in width, shall be used on each Crossbuck support at passive grade crossings for the full length of the back of the support from the Crossbuck sign or Number of Tracks plaque to within two (2) feet above the ground, except as provided in Paragraph 16.

(3-29-12)

17. **Section 8B.05, STOP (R1-1) Or YIELD (R1-2) Signs without Crossbuck Signs at Highway-LRT Grade Crossings.** On page 758, delete "Or YIELD (R1-2)" from the title and delete the Guidance Statement, retaining the Standard and insert the following paragraph as the first paragraph under Standard: "Per Section 49-202(25), Idaho Code, "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

Commented [RL22]: 49-202(25) was repealed.

or mechanical warning signals do not exist. Placement of these stop signs shall be mandatory except when, in the determination of the 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.”” (3-29-12)

18. ~~Section 8B.07, EXEMPT Highway-Rail Grade Crossing Plaques (R15-3P, W10-1aP).~~

(3-29-12)

Commented [RL23]: 49-202(25) was repealed.

~~a. On page 759 add the following paragraph titled as: “Standard: All EXEMPT (R15-3) signs placed at a highway rail grade crossing, shall require train crews to flag the crossing and stop all vehicular traffic prior to allowing any railroad equipment to enter the crossing. Placement of an EXEMPT (R15-3) sign shall require a written agreement between the railroad company and the agency having jurisdiction over the highway which requires both parties to comply with the proper procedures for placement of EXEMPT signs at Highway Rail Grade Crossings. A copy of all agreements shall be forwarded to the Idaho Transportation Department Highway Rail Safety Coordinator.”~~ (3-29-12)

~~b. Retain the “Option” statement and modify the “Support” statement on page 760 to read as follows: Support: These supplemental signs inform drivers of vehicles carrying passengers for hire, school buses carrying students, or vehicles carrying hazardous materials that a stop is not required at certain designated highway rail grade crossings.~~ (5-1-10)

19. ~~Section 8B.09, DO NOT STOP ON TRACKS Sign (R8-8).~~ On page 760, change the second paragraph of the Guidance statement to read as follows:

When a STOP sign is installed at a location, including at a circular intersection, that is downstream from the grade crossing such that highway vehicle queues are likely to extend beyond the tracks, a DO NOT STOP ON TRACKS sign (R8-8) should be used.

(3-29-12)

Commented [RL24]: 49-202(25) was repealed.

20. ~~Section 8B.16, Divided Highway with Light Rail Transit Crossing Signs (R15-7 Series).~~ On page 762, change the second sentence of the first paragraph of the Option statement to read as follows: The sign shall be mounted separately. (3-29-12)

Commented [RL25]: 49-202(25) was repealed.

21. ~~Section 8B.18, Emergency Notification Sign (I-13).~~ On page 763, change the second paragraph of the Guidance statement to read as follows: Emergency Notification signs should be oriented so as to face highway vehicles at the grade crossing or on the traveled way near the grade crossing. (3-29-12)

Commented [RL26]: 49-202(25) was repealed.

22. ~~Section 8C.09, Traffic Control Signals at or Near Highway Rail Grade Crossings.~~ On page 777, in the fourth paragraph titled “Standard,” replace “if applicable” with “if justified by an engineering study,” at the end of the final sentence in the paragraph. (3-29-12)

Commented [RL27]: 49-202(25) was repealed.

005. AVAILABILITY OF THE “MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS AND OTHER REFERENCED DOCUMENTS.”

01. ~~Review of Manual.~~ Persons wishing to review the Manual may do so at any of the locations listed in Section 006. The Manual and subsequent amendments are also available for review on the Federal Highway Administration website at <http://mutcd.fhwa.dot.gov>. (3-29-12)

02. ~~Purchase~~Review of Manual~~Documents.~~ The Manual with an effective date of June 13, 2012, may be viewed and printed from the Federal Highway Administration website at <http://mutcd.fhwa.dot.gov>, ~~or purchased from a number of organizations described on the website, such as AASHTO, ATSSA, and ITE.~~ Other referenced documents may be reviewed at the Idaho Transportation Department central office or district offices. Office locations can be found at <https://itd.idaho.gov>. (XX-XX-19)

006. ~~OFFICE -- OFFICE HOURS -- MAILING AND STREET ADDRESS -- PHONE NUMBERS.~~

01. **Street and Mailing Address.** The Idaho Transportation Department maintains a central office in Boise at 3311 W. State Street with a mailing address of P.O. Box 7129, Boise, ID 83707-1129. (3-20-04)

02. **Office Hours.** Daily office hours are 8 a.m. to 5 p.m. except Saturday, Sunday and state holidays. (3-20-04)

03. **Telephone and FAX Numbers.** The central office may be contacted during office hours by phone at 208-334-8000 or by fax at 208-334-3858. (3-20-04)

04. **Idaho Transportation Department District Offices.** Offices are at the following locations: (3-20-04)

a. Idaho Transportation Department District 1
600 W. Prairie, Coeur d'Alene
Mailing address — 600 W. Prairie, Coeur d'Alene, Idaho 83815-8764
Office Hours — 7 a.m. to 4 p.m., Pacific Time Zone
Phone — (208) 772-1200 (3-29-12)

b. Idaho Transportation Department District 2
2600 Frontage Road, Lewiston
Mailing address — P.O. Box 837, Lewiston, Idaho 83501-0837
Office Hours — 7 a.m. to 4 p.m., Pacific Time Zone
Phone — (208) 799-5090 (3-29-12)

c. Idaho Transportation Department District 3
8150 Chinden Blvd., Boise
Mailing address — P.O. Box 8028, Boise, Idaho 83707-2028
Office Hours — 8 a.m. to 5 p.m., Mountain Time Zone
Phone — (208) 334-8300 (3-29-12)

d. Idaho Transportation Department District 4
216 South Date Street, Shoshone
Mailing address — 216 South Date Street, Shoshone, Idaho 83352-0820
Office Hours — 8 a.m. to 5 p.m., Mountain Time Zone
Phone — (208) 886-7800 (3-29-12)

e. Idaho Transportation Department District 5
5151 South 5th, Pocatello
Mailing address — P.O. Box 4700, Pocatello, Idaho 83205-4700
Office Hours — 8 a.m. to 5 p.m., Mountain Time Zone
Phone — (208) 239-3300 (3-29-12)

f. Idaho Transportation Department District 6
206 North Yellowstone Highway, Rigby
Mailing address — P.O. Box 97, Rigby, Idaho 83442-0097
Office Hours — 8 a.m. to 5 p.m., Mountain Time Zone
Phone — (208) 745-8735 (3-29-12)

0078. PUBLIC RECORDS ACT COMPLIANCE.

Rules contained herein are promulgated in accordance with Title 67, Chapter 52, Idaho Administrative Procedures Act (IDAPA) and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Idaho Attorney General." All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code. (3-20-04)

0087. -- 999. (RESERVED)

**IDAPA 39
TITLE 03
CHAPTER 60**

**39.03.60 – RULES GOVERNING OUTDOOR ADVERTISING, ACCIDENT MEMORIALS AND OTHER
OFFICIAL SIGNS**

000. LEGAL AUTHORITY.

The Idaho Transportation Board adopts this rule under the authority of Sections 40-312, 49-1316, 55-2201, 55-2210, Idaho Code. Additionally, sections of this rule apply to advertising displays referred to and allowed under Section 40-1911(1), Idaho Code.

001. TITLE AND SCOPE.

01. Title. This rule ~~shall be~~ is known as IDAPA 39.03.60 “Rules Governing Outdoor Advertising, Accident Memorials and Other Official Signs,” IDAPA 39, TITLE 03, Chapter 60.

02. Scope. This rule contains guidelines for the control of outdoor advertising signs, structures, and displays along the interstate, primary system of highways and National Highway System roads of the State of Idaho pursuant to Title 40, Chapters 1, 3, and 19, Idaho Code. This rule specifies procedures to erect traffic accident memorials pursuant to Section 49-1316, Idaho Code, and sets forth standards that apply to directional and other official signs and notices erected and maintained adjacent to the State’s right-of-way.

002. WRITTEN INTERPRETATIONS.

There are no written interpretations for this chapter.

003. ADMINISTRATIVE APPEALS.

Administrative appeals under this chapter will be governed by IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General.”

004. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference in this chapter.

005. OFFICE -- OFFICE HOURS -- MAILING AND STREET ADDRESS – PHONE NUMBERS.

01. Street and Mailing Address. The Idaho Transportation Department headquarters is in Boise at 3311 W. State Street with a mailing address of P.O. Box 7129, Boise, ID 83707-1129.

02. Office Hours. Daily office hours are 8 a.m. to 5 p.m., except Saturday, Sunday and state holidays.

006. PUBLIC RECORDS ACT COMPLIANCE.

All records associated with this chapter are subject to and in compliance with the Idaho Public Records Act, as set forth in Title 74, Chapter 1, Idaho Code.

007. -- 009. (RESERVED)

010. DEFINITIONS.

The Idaho Transportation Department adopts the definitions set forth in Sections 40-101 through 40-127, Idaho Code. In addition, as used in this chapter:

01. Advertising Structure(s) or Sign(s), or Advertising Display(s). Any outdoor structure, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other thing which is designed, intended, or used to advertise or inform. These do not include:

- a. Official notices issued by any court or public body or officer.
- b. Notices posted by any public officer in performance of a public duty or by any person giving legal notice.
- c. Directional, warning, or informational structures required by or authorized by law, informational or directional signs regarding telephone service, emergency telephone signs, buried or underground cable markers and above cable closures.
- d. An official or public structure erected near a city or county, and within its territorial or zoning jurisdiction, which contains the name of such city or county, provided the same is maintained wholly at public expense.

02. Bypassed Community Signs. A form of community official sign erected when a city has been bypassed, but remains within five (5) miles of an interstate highway or primary freeway. Such communities have the right to erect and maintain, at city expense, a billboard displaying the name of the city at a location not to exceed one (1) mile from an interchange primarily serving that city.

03. Commercial or Industrial Activities. Those activities generally recognized as commercial or industrial by zoning authorities in this State, except that none of the following activities ~~shall be~~ are considered commercial or industrial:

- a. Agricultural, forestry, grazing, farming, and related activities, including but not limited to, wayside fresh produce stands.
- b. Transient or temporary activities.
- c. Activities not visible from the main traveled way.
- d. Activities conducted in a building principally used as a residence.
- e. Railroad tracks and minor sidings.
- f. Outdoor advertising displays.

04. Commercial or Industrial Zones. The provisions of Section 40-1911, Idaho Code, ~~shall do~~ not apply to (1) those segments of the interstate and primary system of highways which traverse and abut on commercial, business, or industrial zones within the boundaries of incorporated municipalities, wherein the use of parcels of real property adjacent to and abutting on the interstate and primary system of highways is subject to municipal or county regulation or control, or (2) which traverse and abut on other areas where the land use is clearly established by State law or county zoning regulation, as industrial, business, or commercial, or (3) which are located within areas adjacent to the interstate and primary system of highways which are in unzoned commercial or industrial areas as determined by the Department from actual land uses on the parcels at issue; provided, however, that the Department ~~shall will~~ determine the size, lighting, and spacing of signs in such zoned and unzoned industrial, business, or commercial areas. For the purpose of this rule, areas abutting interstate and primary highways of this State which are zoned commercial or industrial by counties and municipalities ~~shall be~~ are valid as commercial or industrial zones only on those legal parcels actually used for commerce or industrial purposes and the land along the highway in urban areas for a distance of six hundred (600) feet immediately abutting to the area of the use, and does not include areas so zoned in anticipation of such uses at some uncertain future date nor does it include areas so zoned for the primary purpose of allowing advertising structures.

05. Community Official Signs. Signs approved by a city, erected within its territorial or zoning jurisdiction and maintained wholly at city expense. These signs ~~shall will~~ display only the name of the city and driver directional information. Specific advertising is not allowed.

06. Customary Maintenance. Repainting the structure, trim, or sign face, changing poster paper, replacing existing electrical components after failure and replacing damaged structural parts. It does not include the installation of a new sign face nor the initial installation of lighting. Substantial replacement begins when repair and other costs exceed fifty percent (50%) of the sign's reproduction cost.

07. Department. Idaho Transportation Department.

08. Directional Signs. Signs containing directional information about public places owned or operated by federal, state, or local governments or their agencies; publicly or privately owned natural phenomena, historic, cultural, scientific, educational and religious sites; and areas of natural scenic beauty or naturally suited for outdoor recreation, deemed to be in the interest of the traveling public.

09. Erect. To construct, build, raise, assemble, place, affix, attach, create, paint, draw, or in any way bring into being or establish, but does not include any of the foregoing activities when performed incident to the change of an advertising message or customary maintenance of a sign.

10. Federal or State Law. A federal or state constitutional provision or statute, or an ordinance, rule, or regulation enacted or adopted by this state or a federal agency or a political subdivision of this state pursuant to a federal or state constitution or statutes.

11. Freeway. A divided highway with four (4) or more lanes for through traffic and full control of access.

12. Grandfather Sign. One which was lawfully in existence in a zoned or unzoned commercial or industrial area on the effective date of the State law and which may remain even though it may not comply with the size, lighting, or spacing criteria within this rule. This clause only allows an individual sign at its particular location for the duration of its normal life subject to customary maintenance.

13. Illegal Sign. One which was erected and/or maintained in violation of State law.

14. Interstate System or Interstate Highway. Any portion of the national system of interstate and defense highways located within the state, as officially designated, or as may hereinafter be so designated, by the Idaho Transportation Board, and approved by the Secretary of Transportation, pursuant to the provisions of Title 23, U.S. Code, "Highways."

15. Maintain or Place. To allow to exist, subject to the provision of Chapter 19, Title 40, Idaho Code.

16. Maintenance. To preserve from failure or decline, or repair, refurbish, repaint or otherwise keep an existing highway or structure in a suitable state for use.

17. Main Traveled Way. The through traffic lanes of the highway, exclusive of frontage roads, auxiliary lanes, and ramps.

18. Multiple Message Sign (MMS). A sign, display, or device that changes the message or image on the sign electronically by movement or rotation of panels or slats, or electronic billboards that have a programmable display of variable text or symbolic imagery.

19. Nonconforming Sign. One which was lawfully erected, but does not comply with the provisions of State law or State regulation passed at a later date or which later fails to comply with State law or State regulation due to changed conditions. Illegally erected and/or maintained signs are not nonconforming signs. All signs located within an unzoned area ~~shall become~~ are nonconforming if the commercial or industrial activity used in defining the area ceases for a continuous period of six (6) months.

20. Official Signs and Notices. Signs and notices erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction and pursuant to and in accordance with direction or authorization contained in federal, state, or local law for the purposes of carrying out an official duty or responsibility. Historical

markers authorized by state law and erected by state or local government agencies or nonprofit historical societies may be considered official signs.

21. Parkland. Any publicly owned land which is designated or used as a public park, recreation area, wildlife or water fowl refuge or historical site.

22. Permit. A written approval by the department covering location, size, lighting, spacing, number and message content requirements of permissible directional signs.

23. Permit Application. The form or format of information and data supplied by an individual, agency, or organization to obtain approval for erection and maintenance of a directional sign.

24. Primary System or Primary Highway. Any portion of the highways of the state, as officially designated, or as may hereafter be so designated, by the Idaho Transportation Board, and approved by the Secretary of Transportation, pursuant to the provisions of Title 23, U.S. Code, "Highways."

25. Public Service Signs. Signs located on school bus or other bus stop bench or shelter, which:

- a. Identify the donor, sponsor, or contributor of said shelters;
- b. Contain public service messages, which ~~shall occupy~~ will not occupy less than fifty percent (50%) of the area of the sign; (2-12-90)
- c. Contain no other message;
- d. Are located on school bus or other bench or shelter authorized or approved by city, county, or state law, regulation, or ordinance, and at places approved by the city, county, or state agency controlling the highway involved; and
- e. May not exceed thirty-two (32) square feet in area. Not more than one (1) sign on each bench or shelter shall face in any one (1) direction.

26. Public Utility Signs. Warning signs, informational signs, notices, or markers which are customarily erected and maintained by publicly or privately owned public utilities, as essential to their operations.

27. Regionally Known. The attraction or activity must be known statewide and in one (1) or more adjoining states.

28. Rest Area. Any area of particular scenic beauty or historical significance as determined by the federal, state, or local officials having jurisdiction thereof, and includes interests in land which have been acquired for the restoration, preservation, and enhancement of scenic beauty.

29. Service Club and Religious Notices. Signs and notices, whose erection is authorized by law, relating to meeting of nonprofit service clubs or charitable associations, or religious services, which do not exceed eight (8) square feet in area.

30. Sign. An outdoor sign, light, display, device, figure, painting, drawing, message, placard, poster, billboard, or other thing which is designed, intended, or used to advertise or inform, any part of the advertising or informative contents of which is visible from any place on the main traveled way of the interstate or primary highway.

31. Sign Face. The overall dimensions or area of that portion or side of an individual sign structure that is designed, intended, and capable of displaying messages. It includes border and trim, but excludes the base or apron, supports and other structural members.

32. Sign Structure. A construction including the sign face, base or apron, and other structural members.

33. State. State of Idaho.

34. Territorial or Zoning Jurisdiction. The geographical area located outside of any city or county limits for a distance of three (3) miles.

35. Transient or Temporary Activity. An activity ~~shall be~~ **is considered** transient or temporary for the purposes of Chapter 19, Title 40, Idaho Code, when any of the following are present:

- a.** The activity lacks any business or privilege license required by the city, county or state.
- b.** The activity on the property has not been conducted for at least six (6) months at the time of application for a sign permit.
- c.** The activity lacks utilities (water, power, telephone, etc.).
- d.** The activity is not carried on in a permanent building designed, built or modified for its current commercial or industrial use, located within six hundred sixty (660) feet of the nearest edge of the right-of-way. The building will consist of, at a minimum, four walls and a roof with a floor.
- e.** The property upon which the activity is conducted lacks direct or indirect vehicular access or does not generate vehicular traffic.
- f.** The activity does not have employees on-site during normal business hours.
- g.** The activity lacks a frequency of operations which are considered usual, normal and customary for that type of commercial or industrial operation and the activity ~~shall be~~ **is** visible and recognizable as a commercial or industrial activity.

36. Unzoned Commercial or Industrial Area. Any area not zoned by State or local law, regulation or ordinance which is occupied by one (1) or more industrial or commercial activities, other than outdoor advertising signs, and the land along the highway for a distance of six hundred (600) feet immediately abutting to the area of the activities. All measurements ~~shall need to~~ be from the outer edge of the regularly used buildings, parking lots, storage, or processing areas of the activities, and shall be along or parallel to the edge of pavement of the highway.

37. Urban Areas. Any geographical area within the city limits of any incorporated city having a population of five thousand (5,000) or more inhabitants. Population numbers referred to in this Subsection shall be determined by the latest United States census.

38. Visible. Capable of being seen (whether or not legible) without visual aid by a person of normal visual acuity.

011. -- 099. (RESERVED)

100. GENERAL: OUTDOOR ADVERTISING

01. Visible Informative Content. This rule applies only to advertising displays whose informative content is visible from the main traveled way of interstate or primary highways.

02. Responsibilities. Both the owner of a sign and the landowner upon whose property the sign is located will be held responsible for violations of this rule.

03. Nonconforming Signs. Signs which stand without advertising copy, obsolete advertising matter, or continued need for repairs beyond customary maintenance constitute discontinuance and abandonment after a period

of six (6) months and will be subject to removal.

04. Signs Visible from the Main Traveled-Way. Signs beyond six hundred and sixty (660) feet from the right-of-way will be considered to have been erected with the purpose of their message being read from the main traveled way when:

- a. The sign angle and size is such that the message content is readily visible from the main traveled way; or
- b. The exposure time is long enough at the maximum speed limit for the sign message to be readable and comprehensible.

05. Permit or License Revocation. The erection or maintenance of signs from the highway right-of-way; or the destruction of trees or shrubs within the highway right-of-way will be cause for permit or license revocation.

06. Multiple Sign Faces. Criteria which permit multiple sign faces to be considered as one (1) sign structure for spacing purposes are limited to signs which are physically contiguous, or connected by the same structure or cross-bracing.

07. Edge of Right-of-Way. Distance from the edge of the right-of-way ~~shall be~~ **is** measured horizontally along a line normal or perpendicular to the centerline of the highway.

08. Control Requirement. Where a sign is erected with the purpose of its message being read from two (2) or more highways, one (1) or more of which is a controlled highway, the more stringent of applicable control requirements will apply.

011. -- 109. (RESERVED)

110. EXEMPTIONS AUTHORIZED BY SECTION 40-1904, IDAHO CODE.

01. Signs Erected by Public Officers or Agencies. Directional and other official signs and notices erected by public officers or agencies will be issued permits at no cost to the owners, as described more fully elsewhere in this rule. (12-26-90)

02. Advertising Sale or Lease of Property. Signs advertising the sale or lease of property upon which they are located. These signs shall not advertise any products, services, or anything unrelated to the selling or leasing of the property. (12-26-90)

03. On-Premise Signs. Signs (on-premise) advertising activities conducted on the property upon which they are located are allowed, subject to the following: Not more than one (1) such sign, visible to traffic proceeding in any one (1) direction and advertising activities being conducted upon the real property where the sign is located may be permitted more than fifty (50) feet from the advertised activity. The criteria for determining the limits of the area of the advertised activity from which the fifty (50) feet measurement can be taken are as follows:

a. When the advertised activity is a business, commercial, or industrial land use, the distance shall be measured from the regularly used buildings, parking lots, storage, or processing areas, or other structures which are essential and customary to the conduct of the business and within its limits of the real property. It ~~shall~~ **is** not be measured from driveways, fences, or similar facilities.

b. When the advertised activity is a noncommercial or nonindustrial land use such as a residence, farm, or orchard, the distance ~~shall be~~ **is** measured from the major structures on the property.

c. In no event ~~shall~~ **will** a sign site be considered part of the premises on which the advertised activity is conducted if it is located upon a narrow strip of land which is nonbuildable land, such as, but not limited to, swampland, marshland, or other wetland, or which is a common or private roadway, or held by easement or other

lesser interest than the premises where the advertised activity is located.

111. -- 119. (RESERVED)

120. DISPLAYS LOCATED WITHIN ZONED OR UNZONED INDUSTRIAL, BUSINESS OR COMMERCIAL AREAS.

01. Size of Signs. Within zoned and unzoned commercial, business, or industrial areas, and pursuant to the directive of Section 40-312, Idaho Code, the face of an advertising display shall not exceed the following size limits:

- a.** Maximum area - one thousand (1000) square feet;
- b.** Maximum height - thirty (30) feet;
- c.** Maximum length - fifty (50) feet.

02. Dimensions. The area of a sign face will include all of the border, trim, cutouts, and extensions.

03. Spacing of Advertising Displays. Within zoned and unzoned commercial, business, or industrial areas, as defined in Section 010 herein and pursuant to directive of Section 40-1912, Idaho Code, the following spacing regulations ~~shall~~ apply:

a. Advertising displays on interstate and primary highways may not be located in such a manner as to obscure or otherwise interfere with the effectiveness of an official traffic sign, signal, or device, or to obstruct or interfere with the driver's view of approaching, merging, or intersecting traffic.

b. Advertising displays on interstate and primary highways may not be located within five hundred (500) feet of any of the following which are adjacent to the highway: public parks; public forests; public playgrounds; scenic areas designated as such by the Department or other State agencies having and exercising such authority.

c. In a case where the highway passes beneath a railroad overpass or beneath a highway grade separation structure where no traffic connection between the crossing highways is provided, no advertising display may be located on the road passing beneath the structure within a distance of five hundred (500) feet from the nearest edge of the overhead route.

d. Measurement between signs or from a sign to another feature shall be made horizontally along the pavement edge nearest the signs, between points directly opposite the signs or other features. The point of the sign nearest to the highway ~~shall be~~ **is** used to determine the measurement point.

e. Two (2) sign faces will be permitted at a single location, arranged back to back, or in a V-type configuration, but shall only have one (1) sign face visible to one (1) direction of travel and will be considered as one (1) sign for spacing regulation.

f. Signs erected by public agencies or officers and on-premise signs, as defined in Section 010 of this rule, shall not be counted nor shall measurements be made from them for determining compliance with spacing requirements.

g. Spacing on interstate highways between advertising displays along each side of the highway shall be a minimum of five hundred (500) feet. The spacing between multiple message signs shall be a minimum of five thousand (5,000) feet.

h. No advertising display on interstate highways shall be erected or maintained within one thousand (1000) feet of an interchange or rest area with the exception of permitted, existing displays which shall have grandfather rights. The minimum spacing between displays as set forth herein for interstate highways shall govern the actual location of any sign display permitted and existing within this zone. No advertising display subject to this regulation shall be permitted along any interstate highways within the actual "interchange area," defined as

commencing or ending at the beginning or ending of pavement widening at the exit or entrance to the main traveled way of the interstate freeway.

i. The spacing of signs on primary highways between advertising displays along each side of the highway must be a minimum of one hundred (100) feet in urban areas and a minimum of two hundred and fifty (250) feet outside of urban areas. The spacing between multiple message signs shall be a minimum of one thousand (1,000) feet in urban areas and a minimum of five thousand (5,000) feet outside urban areas.

j. Where intersections are more than five hundred (500) feet apart, no off-premise advertising display will be permitted within one hundred (100) feet from the right-of-way line of the intersecting road unless buildings or structures control cross vision; then advertising displays may be permitted up to and on top of the intervening structures.

k. When intersections are five hundred (500) feet or less apart, off-premise advertising displays will be permitted a minimum of fifty (50) feet from the right-of-way line of the intersecting road; however, all advertising displays between fifty (50) feet and one hundred (100) feet from the right-of-way line of the intersecting road must have the lower extremities of the advertising display (excluding posts) not less than fourteen (14) feet above the traveled way of the roads affected by the intersection for visibility under the signs by road users. Advertising displays may be permitted within one hundred (100) feet of the intersecting road's right-of-way when buildings or structures control cross vision; but such displays must not be located so as to cause greater restriction to vision than the existing buildings or structures.

l. Alleys, undeveloped rights-of-way, private roads and driveways shall not be regarded as intersecting streets, roads or highways.

m. Advertising structures may not be located within five hundred (500) feet of the point of pavement widening at the entrance or exit to a rest area, weight checking station, port of entry or other State-operated facility for the use of motorists.

04. Lighting.

a. No sign ~~shall~~ will be allowed if it is ~~be~~ so illuminated that it interferes with the effectiveness of, or obscures an official traffic sign, device, or signal.

b. Section 40-1910, Idaho Code, prohibits advertising structures which are visible from any interstate or primary highway and display any red or blinking intermittent light likely to be mistaken for a warning or danger signal.

c. Section 40-1910, Idaho Code, prohibits advertising displays which include any illumination of such brilliance and so positioned as to blind or dazzle the vision of travelers on adjacent interstate and primary highways.

05. Variable or Multiple Message Signs.

a. Multiple message signs shall not include any illumination or image which moves continuously, appears to be in motion or has any moving or animated parts or video displays or broadcasts. No multiple message sign may include any illumination which is flashing or moving, except those giving public service information such as date, time, temperature, weather, or other similar information.

b. If illuminated with beams or rays of such intensity or brilliance that it would cause glare or impair the vision of the driver or interfere with the operation of a motor vehicle, effective shielding must be in place so as to prevent beams or rays of light from being directed at any portion of the traveled way.

c. If illuminated, illumination must not obscure or interfere with the effectiveness of official traffic sign, device, or signal.

d. Multiple message signs must not emit or utilize any sound capable of being detected.

e. The message or image on a multiple message sign must remain static for a minimum of eight (8) seconds.

f. An automated change of message or image on a multiple message sign must be accomplished within two (2) seconds or less and contain a default design that will freeze the sign face in one (1) position should a malfunction occur.

g. If a multiple message sign is in violation of any of the conditions listed in Subsection 300.05.a. through 300.05.g., the permit will be revoked.

121. -- 129. (RESERVED)

130. LICENSES.

Pursuant to Sections 40-1905, 40-1906 and 40-1907, Idaho Code, no person ~~shall~~ will be allowed to engage in the business of outdoor advertising without first having secured an outdoor advertising license and paid the required license fee. Licenses must be renewed annually; the Department cannot renew licenses for a period longer than one (1) year at a time. License application forms may be secured at the Idaho Transportation Department District Offices, as listed in Section 005 of this rule. (5-3-03)

131. -- 139. (RESERVED)

140. OUTDOOR ADVERTISING PERMITS.

No person ~~shall~~ may place any advertising display within the areas affected by the provisions of Section 40-1907, Idaho Code, without first having secured a written permit from the Department.

01. Application Forms. Permit application forms may be secured at the Idaho Transportation Department District Offices, as listed in Section 005 of this rule.

02. Expiration of Annual Permits. Annual permits will expire December 31 of each year, but a multi-year permit may be issued as a convenience to the outdoor advertiser. An original annual permit fee of ten dollars (\$10) shall accompany each original permit application. An annual renewal fee of three dollars (\$3) will be assessed for each permit, and the Department will mail a bill to each sign owner annually. Payment for the renewal of a permit must be received at least thirty (30) days prior to the expiration date. Permit fees will not be prorated for a fraction of a year. (5-3-03)

03. Modified Advertising Structures. Whenever an advertising structure is relocated or undergoes substantial replacement beyond customary maintenance, the modified structure will be considered to be a new sign. Therefore, pursuant to Section 40-1906, Idaho Code, an application for a new display must be submitted before such reconstruction is begun. A permit fee of ten dollars (\$10) must accompany the application. Conversion of a sign face to a multiple message sign face will be considered substantial replacement beyond customary maintenance and considered a new sign.

a. Nonconforming signs which are allowed to be maintained until the State requires their removal cannot be modified so as to increase the reproduction cost. They must remain substantially the same as they were on the effective date of the state law and any subsequent amendments.

b. The categories of nonconforming signs which may be maintained until they are removed, and nonconforming signs which have been “grandfathered” in commercial and industrial areas cannot include new signs erected in their place or any changes to the existing sign which would be beyond customary maintenance.

04. Space Requirement Violations. In the event that two (2) or more lawfully erected signs along the interstate and primary highways are in violation of the spacing requirements and the regulations promulgated by the Department, the Department shall accord the interested parties a full opportunity to be heard and shall thereafter make a finding as to the date of erection of each of the signs and award the permit or permits to the applicants whose signs were first erected.

05. Application. All applications received during the Department's normal office hours during the same mail pickup will be construed to have been received simultaneously. In the case of a tie between applicants and upon notification thereof by the Department, it shall determine by lot which will receive the permit.

06. Permit Denial. No permit will be issued for a new sign having two (2) or more faces in any one (1) direction.

07. Physically Connected Signs. Two (2) sign structures which are physically connected will be considered as a single sign for permit purposes.

08. Standard Permit Application. Owners of displays defined under Sections 40-102(4) and 40-1904, Idaho Code, will be requested to submit a standard permit application for each such display. Identification tags will be issued for such displays at no cost to the owners. No applications will be requested for minor signs, or emergency telephone signs, nor will tags be issued for them.

09. Lost or Destroyed Identification Tags. Identification tags, except those issued under Subsection 401.08, which are lost or destroyed either before or after being attached to signs will be replaced only upon payment of a three dollar (\$3) fee. Tags issued under Subsection 401.08 will be replaced at no cost if lost or destroyed.

10. Invalid Permit. A permit will only be issued for a sign that is lawfully erected within one hundred and eighty (180) days of the permit issuance date. The identification tag ~~must~~ **is to** be affixed only to the sign for which it was issued and must be so affixed within one hundred and eighty (180) days after being received; otherwise, the permit automatically becomes invalid.

11. Cancellation of Permit. If the sign for which a permit has been issued is removed, destroyed, or for any reason becomes unusable prior to the expiration date of permit, the permit may be canceled.

12. Advertising Illegal Activities. Signs advertising activities illegal under Federal, State, or local law are not eligible for permits.

13. Revoked Permits. When the Department determines a false or misleading statement has been made in the application for a license or permit, said license or permit shall be revoked.

14. Appeal Process. In the event a permit is denied or revoked, the applicant may obtain instructions for the appeal process at any of the Idaho Transportation Department District Office locations listed in Section 005.

141. -- 149. (RESERVED)

150. BONDS OF OUT-OF-STATE PERMITTEES AND LICENSEES.

As authorized by Section 40-1908, Idaho Code, a bond in the penal sum of one thousand dollars (\$1000) shall be ~~required of~~ **paid by** all non-resident or foreign corporation permittees and licensees.

200. GENERAL: TRAFFIC ACCIDENT MEMORIALS

In accordance with Section 49-1316, Idaho Code, relatives or friends of a person killed in a traffic accident upon a state highway may apply for a permit to erect a memorial in memory of the decedent. Only one (1) memorial may be placed per fatal accident. Memorials placed before January 1, 2003 may be retained if they meet all of the requirements of Section 200 and Subsections 300.01 thorough 300.03.

201. TRAFFIC ACCIDENT MEMORIAL PERMIT.

After January 1, 2003, relatives or friends of a person killed in a traffic accident upon a state highway ~~shall~~ **may** obtain an approved encroachment permit from the Department prior to installing, maintaining or removing a memorial within the state highway right-of-way. As a condition of permit approval, the individual(s) wishing to install a memorial ~~must~~ **need to** provide the Department with the following:

01. Written Approval from the Next of Kin. Written approval from the decedent's next of kin, who

are related by blood, marriage or adoption; and

02. Written Approval from the Property Owner. Written approval from all property owners whose property is within a five hundred foot (500') radius of the proposed memorial location.

202. PHYSICAL REQUIREMENTS.

The maximum dimensions of a memorial shall be thirty-six (36) inches high, sixteen (16) inches wide and shall weigh no more than seven (7) pounds. The height requirement ~~shall be~~ is measured from the ground level to the highest point on the memorial, the width shall be measured horizontally at the memorial's widest point and the weight is based on the portion above the ground.

01. Shape and Color. Memorials shall not be shaped or colored to portray, resemble or conflict with any traffic control device. The memorial shall not be reflectorized.

02. Memorial Site. Planting or landscaping at a memorial is ~~prohibited~~ not allowed.

201. -- 214. (RESERVED)

215. LOCATION.

Memorials must be erected as near as practical to the milepost location where the accident occurred. The person installing the memorial ~~shall be~~ is responsible for contacting a utility locating service to identify the location of any utilities in the area prior to placement of the memorial. See call-before-you-dig requirements in Sections 55-2201 through 55-2210 of Idaho Code. The applicant ~~shall also be~~ is required to meet on site with the Department highway maintenance supervisor assigned to the area where a memorial is to be erected to review the proposed installation. The Department highway maintenance supervisor will be responsible for final approval of the memorial location.

01. Shoulder. Memorials shall be placed as far as practical from the edge of roadway, but must be placed a minimum of twenty (20) feet from the roadway shoulder where highway right-of-way width permits.

02. Medians. Placement of an accident memorial in the median of any interstate or non-interstate highway is prohibited.

03. Incorporated Cities. Memorials are ~~prohibited~~ not allowed within the boundaries of incorporated cities.

216. -- 219. (RESERVED)

220. SAFETY.

01. Parking. Those participating in the installation, maintenance, or removal of the memorial shall park their vehicle(s) as far as practical from the travel lanes and in an area where there is adequate sight distance on the highway in both directions.

02. Participants and Motorists. Those participating in the installation, maintenance, or removal of a memorial must wear proper safety attire and obey all safety procedures approved by the Department at the time of permit issuance. A high degree of safety must be maintained for the traveling public and the participants during the installation, maintenance, or removal of a memorial.

221. -- 239. (RESERVED)

240. MAINTENANCE.

The Department ~~shall~~ is not be responsible for maintenance, vandalism, damage, or theft of a memorial. The permittee ~~shall be~~ is responsible for maintenance of the memorial. All memorials ~~must~~ need to be maintained in good condition at all times and in a manner that complies with this rule.

241. COMPLIANCE.

01. Improper Installation. Memorials not installed in compliance with this rule ~~shall be~~ are subject to removal by the Department.

02. Maintenance. Memorials not maintained in good condition ~~shall be~~ are subject to removal by the Department.

03. Traffic Hazard. Memorials that have been installed or maintained in such a manner that either the memorial or the participants create a traffic hazard ~~shall be~~ are subject to removal by the Department.

242. -- 299. (RESERVED)

300. GENERAL: STANDARDS FOR COMMUNITY OFFICIAL SIGNS.

01. Direction of Sign. Only one (1) community sign may face the same direction of travel along a single route approaching the community.

02. Location of Sign. A community sign may not be located within two thousand (2,000) feet of an interchange, along the interstate system or other freeways (measured along the interstate or freeway from the nearest point of the beginning or ending of pavement widening at the exit from or entrance to the main traveled way) or located within one thousand (1,000) feet of an intersection of a primary route with another designated federal-aid route. Community signs may not be located within two thousand (2,000) feet of a rest area, park land or scenic area.

03. Size of Sign. Community signs shall not exceed the following limits:

- a. Maximum area -- Three hundred (300) square feet.
- b. Maximum height -- Thirty (30) feet.
- c. Maximum length -- Thirty (30) feet.

301. STANDARDS FOR DIRECTIONAL SIGNS.

01. Prohibited Directional Signs. The following directional signs are prohibited:

a. Signs advertising activities that are illegal under federal or state laws or regulations in effect at the location of those signs or at the location of those activities.

b. Signs located in such a manner as to obscure or otherwise interfere with the effectiveness of an official traffic sign, signal, or device, or obstruct or interfere with the driver's view of approaching, merging, or intersecting traffic.

c. Signs which are erected or maintained upon trees or painted or drawn upon rocks or other natural features.

d. Signs which are structurally unsafe or in disrepair.

e. Signs which move or have any animated or moving parts.

f. Signs located in rest areas, parklands, or scenic areas.

g. Signs that advertise or call attention to an activity or attraction no longer in existence and/or abandoned or obsolete signs.

h. Signs not maintained in a neat, clean, and attractive condition or in good repair.

i. Signs not designed to withstand a wind pressure of thirty (30) pounds per square foot of exposed surface.

j. A sign installation that has not been issued an annual permit.

02. Size of Directional Signs.

a. Signs shall not exceed the following limits: Maximum area, one hundred and fifty (150) square feet; maximum height twenty (20) feet; maximum length, twenty (20) feet.

b. All dimensions include border and trim, but exclude supports.

03. Spacing of Directional Signs.

a. Each location of a sign must be approved by the department and the property owner on whose property the sign is installed.

b. A sign may not be located within two thousand (2,000) feet of an interchange, along the interstate system or other freeways (measured along the interstate or freeway from the nearest point of the beginning or ending of pavement widening at the exit from or entrance to the main traveled way), or located within one thousand (1,000) feet of an intersection of a primary route with another designated federal-aid route.

c. A sign may not be located within two thousand (2,000) feet of a rest area, park land, or scenic area.

d. A sign shall not be located within one (1) mile of any other directional sign facing the same direction of travel.

e. Not more than three (3) signs pertaining to the same activity and facing the same direction of travel may be erected along a single route approaching the activity.

f. Signs located adjacent to the interstate system shall be within seventy-five (75) air miles of the activity.

g. Signs located adjacent to the primary system shall be within fifty (50) air miles of the activity.

04. Message Content. The message on directional signs shall be limited to the identification of the attraction or activity and directional information useful to the traveler in locating the attraction, such as mileage, route numbers, or exit numbers. Descriptive words or phrases and pictorial or photographic representations of the activity or its environs are prohibited.

302. -- 319. (RESERVED)

320. LIGHTING, SIGNS MAY BE ILLUMINATED, SUBJECT TO THE FOLLOWING.

01. Flashing or Moving Lights. Signs which contain, include, or are illuminated by any flashing, intermittent, or moving light or lights are prohibited.

02. Lights Which Impair Driver Vision. Signs which are not effectively shielded so as to prevent beams or rays of light from being directed toward any portion of the traveled way of a highway or which are of such intensity or brilliance as to cause glare or to impair the vision of the driver of any motor vehicle, or which otherwise interfere with any driver's operation of a motor vehicle are prohibited.

03. Interference With Traffic Sign, Device, or Signal. A sign may not be so illuminated as to interfere with the effectiveness of, or obscure an official traffic sign, device, or signal.

321. -- 339. (RESERVED)

340. ADMINISTRATION.

01. Selection Methods and Criteria.

a. Application for permits to erect and maintain directional and official signs under this regulation shall be filed with the Idaho Transportation Department, Division of Highways.

b. The approval of applications of directional signs ~~shall~~ is to be based on the following criteria: Nationally or regionally known activity of outstanding interest to the traveling public; location of activity relative to highway and proposed signing plan; dominant attraction must be for edification and enjoyment of motorist, not tourist-oriented business or for generation of activity income; and Attraction or Activity shall have drinking water and toilet facilities meeting the Idaho Department of Health and Welfare standards.

c. The applicant of directional signs ~~shall~~ will furnish to the department the following data: Proposed sign plans including sign details, color, construction, shape, legend, lighting and location; letter of property owner approval of directional sign installation; department of Health and Welfare certification that water and toilet facilities meet Idaho standards; and documentation and explanation by applicant if it is a regionally known attraction or activity of outstanding interest to the traveling public.

d. Applicants for directional signing ~~shall~~ will furnish to the department, on request, information relating to the limits of their advertising program, need of directional signing for the traveling public, number of public visits, and such other information as deemed appropriate to assure compliance with federal regulations and state law. The applicant or other representatives may appear before the Idaho Transportation Board in case of controversy.

e. The applicant of community or bypassed community official signs ~~shall~~ will furnish the Department the same information required in Subsection 340.01.c.

02. Permits.

a. Permit application forms may be secured at any office of the Idaho Transportation Department, Division of Highways.

b. Permits ~~shall~~ will be issued annually expiring on December 31 each year, but can be issued for a period greater than one (1) year as a matter of convenience.

c. The initial permit application fee ~~shall be~~ is ten dollars (\$10) with an annual renewal fee of three dollars (\$3). The initial application fee ~~shall be~~ is nonrefundable. A fee shall not be prorated for a fraction of a year or be refunded for the balance of a permit period if the sign is removed.

d. A permit shall not be issued until the sign has been approved by the department. A valid permit may be transferred to another person or jurisdiction upon written notice to the department.

e. A permit shall not be issued for a sign located adjacent to a fully-controlled access highway or freeway unless it has been determined that access to the sign can be obtained without violating the access control provisions of the highway. The department ~~shall~~ will cancel a permit and require removal of the sign if it is found that the sign has been erected, maintained or serviced from the highway right-of-way at those locations where the department has acquired rights of access to the highway or rights of access have not accrued to the abutting property. In addition, the department may recover from the sign owner or person erecting, maintaining or servicing the sign, the amount of damage of landscaping, sodding, fencing, ditching or other highway appurtenances resulting from such acts.

f. The permit can be revoked by the state if the department determines that the applicant has knowingly supplied false or misleading information in his application for a permit or permit renewal.

g. Service club, religious notice and community official signs will require a permit but the fees will be waived. For permit purposes, service club and religious notice structures may have more than one (1) face but not more than six (6) faces.

341. -- 999. (RESERVED)

DRAFT

Res. No. WHEREAS, Idaho Transportation Department staff has presented eleven (11) administrative rulemakings for the 2020 legislative session; and

WHEREAS, the Department is supporting the Governor's Red Tape Reduction Act; and

WHEREAS, Department staff has negotiated and worked with stakeholders and interested parties; and

WHEREAS, the following ITD rule chapters have recommended changes:

- 39.02.03: Rules Governing Vehicle Dealer's Principal Place of Business
- 39.02.05: Rules Governing Issuance of Certificates of Title
- 39.02.22: Rules Governing Registration and Permit Fee Administration
- 39.02.42: Temporary Vehicle Registration When Proof of Ownership Is Insufficient
- 39.02.75: Rules Governing Names on Drivers' Licenses and Identification Cards
- 39.02.76: Rules Governing Driver's License Renewal-by-Mail
- 39.03.01: Rules Governing Definitions Regarding Special Permits
- 39.03.05: Rules Governing Special Permits – Oversize Non-Reducible
- 39.03.06: Rules Governing Special Permits for Extra-Length/Excess Weight Up to 129,000 Pound Vehicle Combinations
- 39.03.41: Rules Governing Traffic Control Devices
- 39.03.60: Rules Governing Outdoor Advertising; and

WHEREAS, these administrative rule changes were approved by the Division of Financial Management within the Idaho Governor's Office; and

WHEREAS, IDAPA 39.02.03 will have a temporary effective date of August 22, 2019; and

NOW, THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves of the changes made to these eleven (11) administrative rules which will be published in the Idaho Administrative Bulletin.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date 8/22/2019

Consent Item ☐

Information Item ☒

Amount of Presentation Time Needed 20

Presenter's Name Alberto Gonzalez	Presenter's Title Motor Vehicle Administrator	Initials	Reviewed By LSS
Preparer's Name	Preparer's Title	Initials	

Subject

DMV Update		
Key Number	District	Route Number

Background Information

Overview of activities and successes for the past year in DMV since last summer's statewide interruption of service.

Recommendations

For information.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019

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

Presenter's Name Joel Drake	Presenter's Title Financial Planning & Analysis Mgr	Initials JD	Reviewed By LSS
Preparer's Name Joel Drake/ Monica Crider, PE	Preparer's Title FP&A Manager/CS Engineer	Initials MC	MC
			JD

Subject

Local Rural Highway Investment Program- Proposed Changes		
Key Number	District	Route Number

Background Information

Annually, the Idaho Transportation Department exchanges Local Federal-Aid Surface Transportation Program Rural apportionments for State Highway Account dollars. The local apportionments are provided to the Local Highway Technical Assistance Council (LHTAC) for utilization under the Local Rural Highway Investment Program (LRHIP). The Local Rural Highway Investment Program accomplishments are presented to the Idaho Transportation Board, early in the calendar year, annually. The program is outlined in policies 4030/5030 Surface Transportation Program Rural (STPR) Exchange Program (attached).

The rate of exchange hasn't been updated in many years. Recently, LHTAC requested that the Department consider two changes: 1) a rate change from .6167 to .80 and 2) a federal cap increase from \$4,540,295 to \$5,000,000. The Department has evaluated this request along with other scenarios and assessed impacts to LHTAC as well as the Department for each option as shown in the table below:

		change from Current Policy noted in blue			
POLICY OPTION		A	B	C	D
		Current Policy	Modify Only the		Modify Both
			Exchange Rate	Federal Cap	Exchange Rate & Federal Cap
1	Exchange Rate	0.6167	0.8000	0.6167	0.8000
2	State Funds Exchanged	\$2,800,000	\$2,800,000	\$3,083,500	\$4,000,000
3	Fed Funds Cap	\$4,540,295	\$3,500,000	\$5,000,000	\$5,000,000
4	Net \$ to ITD	\$1,740,295	\$700,000	\$1,916,500	\$1,000,000
5	Net \$ to LHTAC	(\$1,740,295)	(\$700,000)	(\$1,916,500)	(\$1,000,000)

Following evaluation, the Department recommends Option D would be in the best interest of the Department and our partners, the local highway jurisdictions. These changes reflect the current environment while providing added flexibility, in the areas of project planning, match use and standards.

Recommendations



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board consideration and approval of the attached resolution, page 248.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



BOARD POLICY 4030

Page 1 of 2

SURFACE TRANSPORTATION PROGRAM RURAL (STPR) EXCHANGE PROGRAM

Purpose

The purpose of this policy is to authorize the Director to exchange Local Federal-Aid Surface Transportation Program Rural apportionments for State Highway Account monies and to establish a Local Rural Highway Investment Program for programming these funds.

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-317 – Authority to enter into cooperative agreements with the federal government and local governments.

The Director is authorized to exchange Local Federal-Aid Surface Transportation Program Rural (STPR) apportionments for State Highway Account dollars. This exchange will provide the opportunity for small cities, counties and highways districts to improve their level of investment in their public highway and street infrastructure under the Local Rural Highway Investment Program (HIP) as established below.

All Federal-Aid STPR apportionments exchanged by the Idaho Transportation Department for State Highway Account dollars shall be used on State Highway construction projects. All State Highway Account dollars exchanged for STPR apportionments shall be provided to the Local Highway Technical Assistance Council (LHTAC) for use under the Local Rural Highway Investment Program. The maximum STPR apportionments exchanged will be \$4,540,295 after reductions for any Federal obligation authority limits applied to STPR apportionments. The rate of exchange shall be .6167 State Highway Account dollars for each STPR apportionment dollar. Not more than \$2,800,000 is annually available for exchange from the State Highway Account. Annually, an exchange agreement shall be executed with the LHTAC wherein LHTAC may request the amount of STPR apportionments to be exchanged subject to the above maximum limit.

There is hereby established a Local Rural Highway Investment Program governing the use of State Highway Account dollars exchanged under this policy. The Director is authorized to establish such administrative policies as necessary to enable the administration of the Program by LHTAC. The following minimum criteria are to be applied in the use of the pool of State Highway Account dollars provided under the Local Rural Highway Investment Program:

- Projects funded must be on a rural public highway outside urban areas with populations of 5000 or greater.
- The local highway jurisdiction must be assessing property taxes, or using a substitute

property tax (forest funds, sales tax, payment in lieu of taxes, etc.), for funding roads and bridges.

BOARD POLICY 4030

Page 2 of 2

- The local highway jurisdiction should be showing a 70%-30% split on their user (highway distribution account)/non-user (property tax, or substitute property tax) funding of their road budget as shown in the cost responsibility requirements in Chapter 6 in the Idaho Highway Needs Assessment Study Update 1995.
- Any funds received by any one (1) jurisdiction in an amount greater than \$50,000 shall be used for contracting out to private enterprise for the work or project to be accomplished.

The continuation of this policy is contingent upon the continued availability of federal funding. This policy is subject to review by the Idaho Transportation Board in the event of changes in state or federal funding or related funding requirements.

Approved by the Board on:

Signed
Jerry Whitehead
Board Chairman

Date September 19, 2013



SURFACE TRANSPORTATION PROGRAM RURAL (STPR) EXCHANGE PROGRAM

Purpose:

This policy implements Board policy 4030. It authorizes the Chief Engineer to enter into agreement with the Local Highway Technical Assistance Council to exchange funds and provides criteria for eligible participants in the Local Rural Highway Investment Program, for eligible projects, and for administering these funds.

Local Rural Highway Investment Program

The Idaho Transportation Board in conjunction with the Idaho Transportation Department (ITD) and the Local Highway Technical Assistance Council has developed the Local Rural Highway Investment Program to assist the small cities, counties, and highway districts to improve their investment in their public highway and street infrastructure. The program is funded with a pool of up to \$2.8 million of ITD State Highway Account funds. At the request of the Idaho Transportation Board, the LHTAC has agreed to administer this program and account for the expenditures of the funds based on criteria established by the Idaho Transportation Board and the LHTAC. The LHTAC's administration expenses for this program will come from the Highway Investment Program pool of funds on an annual basis.

The Chief Engineer shall enter into an agreement with the LHTAC authorizing the LHTAC to administer the Local Rural Highway Investment Program. The agreement shall insure that the administration of Local Rural Highway Investment Program adheres to the requirements of Board policy 4030 and this policy. The agreement shall commit the LHTAC to adherence to accepted general governmental accounting principles in the receipt, budgeting, and expenditure of State Highway Account funds provided by the Department for the Local Rural Highway Investment Program.

Local Rural Highway Investment Program funds may be used for:

1. Single highway projects,
2. A portion of a highway project's expenses,
3. Match for a Federal-aid highway project, or
4. Transportation Planning.

Organizations eligible to receive funds under the Local Rural Highway Investment Program:

1. Must be a local highway jurisdiction (LHJ) with jurisdiction over roadways outside urban areas with 5000 population or greater,
2. Must be assessing property tax for roads and bridges, or using a substitute property tax (forest funds, sales tax, payment in lieu of taxes, etc.) for roads and bridges, and
3. Should be showing a 70%–30% split on their user (highway distribution account)/non user (property tax, or substitute property tax) funding of their road budget as shown in the cost responsibility requirements in Chapter 6 on the Idaho Highway Needs Assessment Study

Project Criteria:

The following criteria must be met in order for a project to be eligible for Local Rural Highway Investment Program funds:

1. The project must be on a rural public highway (outside urban area with 5000 population or greater).
2. Any funds received by any one (1) jurisdiction in an amount greater than \$50,000 shall be used for contracting out to private enterprise for the work or project to be accomplished.
3. There is a maximum limit of \$ 100,000 on the amount of funds available to any one (1) jurisdiction in any given year. A jurisdiction could make application for up to three (3) years of expenditures in one (1) given application for a maximum of \$ 300,000 over a three (3) year period. These would be rare occasions, but could be necessary for more complicated projects. It is not the intent of this program to cover the complete cost of a project, but merely enhance the funding available to improve the investment in the highway project.
4. Recipients of these funds will be required to notify LHTAC if the funds are utilized for project expenditures different than that shown on the approved application.

Administration:

Annually, LHTAC will take applications from the local highway jurisdictions eligible for this program. The applications with instructions will be sent out annually in September. Applications are to be returned in December, so that State funds can be made available in approximately February of the following calendar year depending on the availability of Federal and State appropriations.

This Program encourages the use of these funds to make capital expenditures, such as materials and contracts on various projects. The funds could also be used for the non-Federal matching funds on a Federal-aid highway or planning project in a rural area. STP-Rural, STP-Enhancement, STP-Safety, Bridge, and Congestion Mitigation and Air Quality are among the Federal programs that could be matched.

The LHTAC shall maintain a program of the projects on which the Local Rural Highway Investment Program funds are used. The LHTAC shall report the status of projects, the balance of Program funds, and the annual costs of administration using Program funds to the Idaho Transportation Board on an annual basis.

Signed
Brian W. Ness
Director

Date October 09, 2013

RESOLUTION

WHEREAS, the Board authorizes the Director to exchange Local Federal-Aid apportionments for State Highway Account monies thus establishing the Local Rural Highway Investment Program,

WHEREAS, Local Highway Technical Assistance Council (LHTAC) manages this program,

WHEREAS, the exchange rate for this program has not been reviewed in many years and the current Policy was last approved September 2013,

WHEREAS, LHTAC has requested a review and consideration of the policy, exchange rates and associated exchange monies,

WHEREAS, staff evaluated the request, developed policy options and identified a recommended option,

WHEREAS, staff recommends these changes with an effective date of October 1, 2020 to be reflected in the program update for the FY21-FY27 program update cycle beginning in Calendar year 2020,

NOW THEREFORE BE IT RESOLVED that the Idaho Transportation Board has reviewed the policy options and recommended options and approves policy option D shown in the table of this agenda item, and

BE IT FURTHER RESOLVED, that the Idaho Transportation Board directs staff to draft revisions to Board and Administrative Policies, 4030/5030, respectively, for their review, and

BE IT FURTHER RESOLVED that the Idaho Transportation Board has reviewed and approves these changes with an effective date of October 1, 2020.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 10 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
John Tomlinson/Nick Knoll	Highway Safety Manager/ CDA PD	JT/NK	LSS
Preparer's Name	Preparer's Title	Initials	
John Tomlinson	Highway Safety Manager	JT	

Subject

Lakeland High School PSA		
Key Number	District	Route Number

Background Information

Last November, the Lakeland High School drama department put together an impaired driving PSA. It received a lot of attention, and was nominated for a Pacific Northwest Emmy. We will show the PSA to the Board, and then recognize those from Lakeland High School who put it all together.

The PSA features local law enforcement and members of the Leeder family. Jacob Leeder, the son of Sergeant Tim Leeder of the Kootenai County Sheriff's Office, was killed when the vehicle he was riding in got struck by a drunk driver.

Recommendations

For information.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date August 22, 2019Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 20 minutes

Presenter's Name Nick Knoll	Presenter's Title Coeur d'Alene PD	Initials NK	Reviewed By LSS
Preparer's Name John Tomlinson	Preparer's Title Highway Safety Manager	Initials JT	

Subject

North Idaho DUI Task Force		
Key Number	District	Route Number

Background Information

Nick Knoll is the District 1 Law Enforcement Liaison and works for the Coeur d'Alene Police Department. He will talk about the North Idaho DUI Task Force events and patrols that happened during the July 4th weekend. He will also touch on future plans for the task force.

Nick is also a certified Drug Recognition Expert. He routinely is in the top 10 nationally in the number of evaluations he does each year. I will recognize him for his work as an LEL and for his dedication and focus on eliminating impaired driving.

Recommendations

For information.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	