

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

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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. ITB19-25 WHEREAS, Idaho Transportation Department staff has reviewed the Functional Classification Map for the State Highway System of Idaho; and

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

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

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board approves the State Highway System Functional Classification Map, 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. ITB19-26 WHEREAS, Idaho Transportation Department staff began the process of updating the Department's Long-Range Transportation Plan in the spring of 2017; and

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

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

WHEREAS, from February 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. ITB19-28 WHEREAS, the Idaho Governor's Office has directed that state agencies submit proposed 2020 legislation to the Division of Financial Management (DFM) for review and approval; and

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

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

- 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.

signed

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BILL MOAD, Chairman  
Idaho Transportation Board

Read and Approved  
August 22, 2019  
Coeur d'Alene, Idaho

July 18, 2019