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IDAHO TRANSPORTATION DEPARTMENT

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**Idaho Transportation Board
Subcommittee on
State Highway System Adjustments**

November 20, 2019

1:00 PM

Idaho Transportation Department
3311 West State Street
Room 209
Boise, Idaho

ACTION ITEMS

	Estimated	
	Page	Time
1. Call meeting to Order – Chairman Kempton		1:00
2. October 16, 2019 Meeting Minutes – Chairman Kempton	1	
3. Farm/Field Road, District 6: potential relinquishment – District 6 Operations Manager (OM) Allen		1:05
4. SH-33, District 6: potential realignment – OM Allen	4	1:20
5. Board Policy 4061 State Highway System Adjustments	6	1:35
Administrative Policy 5061 State Highway System Adjustments	9	
– Executive Assistant Higgins		
6. Adjourn		1:50

Idaho Transportation Board Subcommittee on
State Highway System Adjustments

October 16, 2019

Idaho Transportation Board (ITB) Subcommittee on State Highway System Adjustments Chairman Jim Kempton called the meeting to order at 4:05 PM on Wednesday, October 16, 2019 at the Idaho Transportation Department (ITD) in Boise, Idaho. ITB Members Julie DeLorenzo and Bob Hoff were present.

Also in attendance were ITB Chairman Bill Moad and Members Dwight Horsch and James R. Thompson, and key principals from ITD Chief Engineer/Highway Development Administrator Blake Rindlisbacher, District 3 Engineering Manager (EM) Caleb Lakey, District 4 Engineer (DE) Jesse Barrus, District 4 Manager Walter Burnside, Planning Services Manager Ken Kanownik, Deputy Attorney General (DAG) Larry Allen, and Executive Assistant to the Board Sue S. Higgins. Local Highway Technical Assistance Council (LHTAC) Administrator Jeff Miles was also present.

ITD Planner Robert Beachler participated via teleconference from District 1, and District 6 Operations Manager (OM) Wade Allen and Planner Mark Layton participated from District 6.

May 29, 2019 Meeting Minutes. Member DeLorenzo made a motion to approve the May 29, 2019 Subcommittee meeting minutes as submitted. Member Hoff seconded the motion and it passed unopposed.

Because the Subcommittee is comprised of three members, Chairman Kempton said motions will not require a second. (Note: A motion is properly before the Subcommittee once stated by the Subcommittee Chair.)

Also, a discussion was held to clarify provisions of Board Policy 4061 stating that “In the event the agenda includes a proposed adjustment to the Highway System in a currently appointed board member’s district, an additional member shall be appointed to the Subcommittee for that item.” DAG Allen confirmed that the language did indeed authorize a four (4) member Subcommittee, each being able to vote on the item under consideration. The policy does not specify who makes an appointment for a fourth member.

SH-55 and Deinhard Lane/Boydston Street Exchange, District 3. EM Lakey said the City of McCall is interested in exchanging local roads Deinhard Lane and Boydston Street for SH-55 in McCall. The exchange would remove about 2.4 miles from the state system and add about 2.6 miles. The portion of SH-55 under discussion is in an urban setting with about 153 accesses. Motorists aware of the local route often use it as a bypass to avoid downtown. The roads are in a more rural setting with higher speed limits and about 48 access points. The city would like to control the highway in downtown, and believes safety could be improved with the exchange.

EM Lakey said ITD has a \$1.3 million project planned on SH-55 in 2025, which could be used as part of the negotiations with the city. He said Midas Gold, which is pursuing mining operations east of McCall, has been involved in the discussions, and has ~~concerns with~~ offered improvements at the intersections of SH-55 and Deinhard Lane and SH-55 and Boydstun Street that would serve their business need, but would also make the intersections better for all trucks. What Midas Gold is proposing, what the city wants, and what ITD needs will all need to be reconciled as part of negotiations. In response to Member Hoff's question on impacts to the airport, EM Lakey said there have been discussions about the airport's proximity to Deinhard Lane, and the city was working with the Airport Manager to discuss with the Federal Aviation Administration. When the route was improved over 10 years ago, the alignment curved away from the airport. Options for that area are being explored.

EM Lakey requested authority to proceed with a feasibility study on the proposed exchange. A consulting firm would conduct the study, and the city and state would share the estimated \$80,000 cost. He believes the study can be completed by late spring/summer 2020.

Chairman Kempton ~~made~~ stated a motion requested and framed by EM Lakey authorizing staff to conduct a feasibility study with the City of McCall on the potential exchange of SH-55 for Deinhard Lane and Boydstun Street. In response to Member Hoff's concern with the airport, Chairman Kempton confirmed that the feasibility study will take the airport into consideration. The motion passed unopposed.

DAG Allen clarified that upon completion, the feasibility study will be presented to the Subcommittee.

Relinquishment of SH-75 Spur, District 4. Because Idaho Code prohibits the relinquishment of a state highway to a municipality with a population less than 5,000, Manager Burnside said the District has held discussions with Blaine County on the proposed relinquishment of the SH-75 Spur. He also met with officials from the Cities of Sun Valley and Ketchum. Based on negotiations with Sun Valley, he believes the 3.3 mile section of the SH-75 Spur in Sun Valley could be relinquished for \$3,112,500 to mitigate for a future restoration of the highway, a new signal, two years of winter maintenance, and one year of summer maintenance.

Manager Burnside said negotiations have not commenced on the .3 mile section in Ketchum; however, based on estimates of future roadway costs and summer maintenance costs, about \$240,000 would be required to relinquish the portion in Ketchum. He added that the city provides winter maintenance.

Manager Burnside requested confirmation that the District is proceeding in the right direction and approval to finalize the negotiations and proceed with the steps necessary to relinquish the Spur. He added that the draft agreement would be presented to the Subcommittee before any final action is taken.

Member Hoff made a motion confirming that the District is moving in the right direction; authorizing staff to proceed with negotiating the relinquishment of the SH-75 Spur with the pertinent parties; and confirming that efforts should proceed with the 3.3 miles in Sun Valley

even if the City of Ketchum is not receptive to the state's relinquishment of the .3 mile in its jurisdiction. The motion passed unanimously.

Relinquishment of SH-48, District 6. OM Allen presented a resolution from Jefferson County stating it is not interested in accepting jurisdiction of SH-48.

Relinquishment of SH-33 in Rexburg, District 6. Planner Layton said discussions are continuing on this potential relinquishment. The city would like additional information.

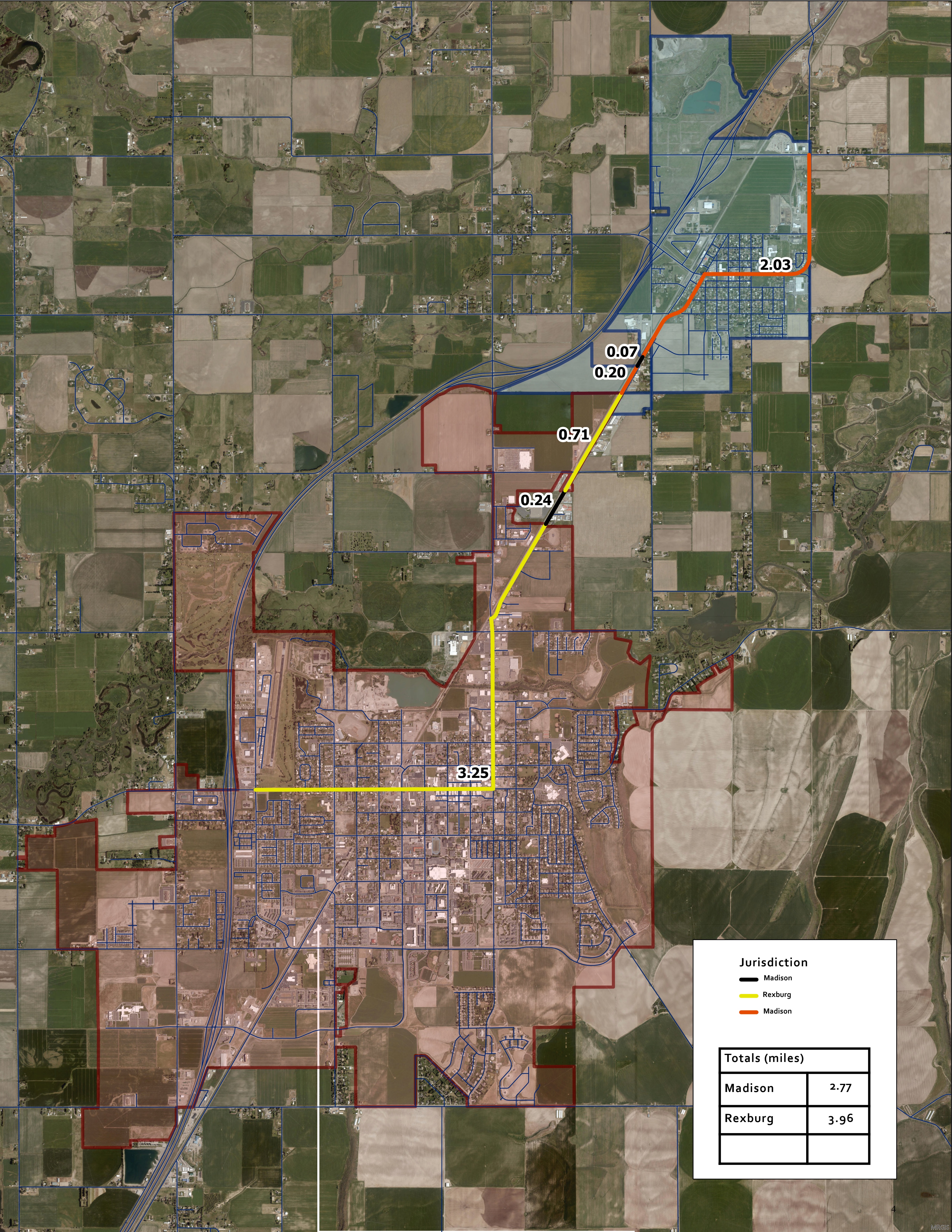
Relinquishment of ~~SH-75~~ US-93 Spur in Challis, District 6. OM Allen said the City of Challis is receptive to assuming jurisdiction of the .4 mile ~~SH-75~~ US-93 Spur. He requested permission to pursue that transaction.

Member Hoff made a motion authorizing District 6 to pursue the relinquishment of the SH-75 Spur in Challis with the stakeholders. The motion passed unopposed.

LHTAC Administrator Miles said he will assist with this potential relinquishment. He believes it may involve a highway district instead of the county.

The meeting adjourned at 5:07 PM.

Respectfully submitted by:
SUE S. HIGGINS
Executive Assistant & Secretary
Idaho Transportation Board

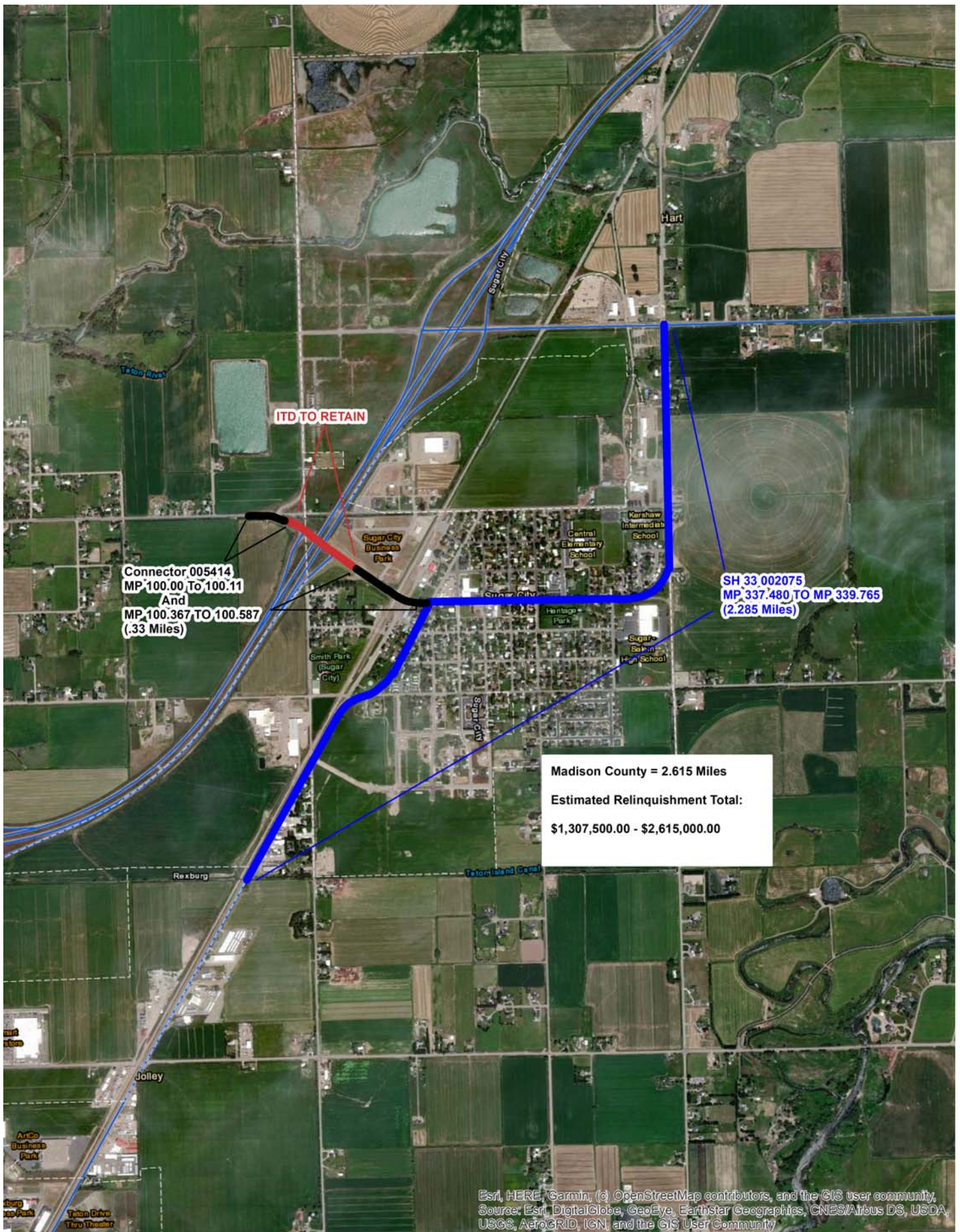


Jurisdiction

- Madison
- Rexburg
- Madison

Totals (miles)

Madison	2.77
Rexburg	3.96





November 15, 2019
BOARD POLICY 4061
Page 1 of 2

STATE HIGHWAY SYSTEM ADJUSTMENTS

Purpose

This policy sets forth the procedure to make adjustments to the State Highway System that serves statewide economic interests, movement of products and materials, and statewide mobility.

Legal Authority

- Idaho Code 40-120(5) – Definition of State Highway System.
- Idaho Code 40-203(B) – The Department may abandon or assume control of a highway with the consent of the local highway jurisdiction.
- Idaho Code 40-310(1) – The Board shall determine which highways in the state, or sections of highways shall be designated and accepted as part of the State Highway System.
- Idaho Code 40-310(3) – The Board has authority to abandon any highway and remove it from the State Highway System.

The Board Subcommittee on State Highway System Adjustments is authorized to review and make recommendation of a State Highway System addition, removal or other State Highway System adjustment. The Board recognizes that local travel needs are most effectively met by the local highway jurisdiction using county highway systems and local roads.

Board Subcommittee on State Highway System Adjustments

All requests for adjustment (addition, removal, or other system action) to the State Highway System are referred to the Board Subcommittee on State Highway System Adjustments for consideration before Department staff undertakes any actions or studies. ~~The Board Subcommittee on State Highway System Adjustments is comprised of:~~

- ~~• A Chairman of the Subcommittee appointed by the Transportation Board Chairman;~~
- ~~• A general member of the Subcommittee, also appointed by the Transportation Board Chairman;~~
- ~~and~~
- ~~• A rotating member appointed by the Board Subcommittee Chairman on a meeting-by-meeting basis. If a system adjustment is on the agenda, the Board member representing the district in which the adjustment occurs shall be the rotating member.~~

~~In the event the agenda includes a proposed adjustment to the Highway System in a currently appointed board member's district, an additional member shall be appointed to the subcommittee for that item. All Transportation Board members as described above are voting members.~~

The Transportation Board Chairman shall appoint a Chairman of the Subcommittee, a "general" Subcommittee member and a "floating" Subcommittee member. A Transportation Board member

representing a State Highway District which has an adjustment request/issue on the Subcommittee agenda shall have the opportunity to attend the meeting and vote as a full member of the Subcommittee in place of the “floating” member. The “floating” member shall attend meetings where the Chairman of the Subcommittee, or the “general” member of the Subcommittee, is representing his/her individual State Highway District. A quorum to conduct business shall be two members attending.

Staff as needed, may provide assistance to the subcommittee:

- Chief Engineer or his designee;
- District Engineer or designee from the affected district when the subcommittee's agenda includes an item proposing an adjustment to the State Highway System in that area;
- Administrator of the Local Highway Technical Assistance Council or designee;
- Representative from the Federal Highway Administration;
- Representative from the Attorney General's Office;
- Executive Assistant/Secretary to the Board; and a
- Representative from the Division of Highway Development ~~Engineering Services~~.

The appropriate District Engineer or a delegate works with the Board Subcommittee on the proposed system adjustments in his respective district. The Executive Assistant to the Board schedules meetings as necessary.

State Highway Evaluation

Upon review of the request for a State Highway System adjustment, the Board Subcommittee directs the Director, or delegate, to conduct an analysis and establish System Procedures to determine the highway's operating and network characteristics using criteria that has been reviewed and approved by the Idaho Transportation Board.

State Highway System Action

When a State Highway System action is warranted, the Director, or a delegate, negotiates with the local highway jurisdiction on the proposed adjustment. In the event the Department establishes a new state highway, such as, but not limited to, an alternate route, bypass, and/or interchange, the Director, or delegate, works closely to negotiate state highway adjustments with the local highway jurisdiction prior to the project being entered into the Idaho Transportation Investment Program (ITIP).

The Director, or delegate, is encouraged to be creative and consider all feasible options in the negotiations, including financial assistance or maintenance assistance such as snowplowing or striping.

The full Idaho Transportation Board has final approval of all transactions on the State Highway System; adjustments are accomplished by an “Official Minute”. The Department and the local highway jurisdiction signs a cooperative agreement whenever needed to clarify responsibilities and other specifications.

Approved by the Board on:

Date 04/29/2015

Signed _____

~~Jerry Whitehead~~ Bill Moad

Board Chairman



STATE HIGHWAY SYSTEM ADJUSTMENTS

Purpose

The purpose of this policy is to implement Board Policy 4061 authorizing the Director to set forth the procedure to make adjustments to the State Highway System that serves statewide economic interests, movement of products and materials, and statewide mobility.

Legal Authority

- Idaho Code 40-120(5) - Definition of State Highway System.
- Idaho Code 40-203(B) - The Department may abandon or assume control of a highway with the consent of the local highway jurisdiction.
- Idaho Code 40-310(1) - The Board shall determine which highways in the state, or sections of highways, shall be designated and accepted as a part of the State Highway System.
- Idaho Code 40-310(3) - The Board has authority to abandon any highway and remove it from the State Highway System.

Adjustment to the State Highway System

Whenever a local highway jurisdiction proposes a change to the State Highway System (addition/removal/relocation/etc.), the appropriate District Engineer or a delegate refers the request to the Board Subcommittee on State Highway System Adjustments. Upon Board Subcommittee concurrence, the appropriate District Engineer or delegate conducts an analysis of the highway's operating and network characteristics using criteria adopted by the Idaho Transportation Board. The Idaho Transportation Department State Highway System Adjustments Procedures (hereafter known as SA Procedures) document contains the approved criteria.

System Action Evaluation

The appropriate District Engineer or delegate prepares a report that evaluates the requested adjustments based on the criteria contained within the SA Procedures document and submits to the Chief Engineer.

The Chief Engineer or delegate reviews the adjustment analysis and presents the findings to the Board Subcommittee. The Board Subcommittee on State Highway System Adjustments analyzes the evaluation report, the Additions and Deletions Change Request form and the merits of the routes proposed for system adjustment to determine routes that are appropriate for further consideration. The Division of Engineering Services maintains a record of all requests, studies and results for any adjustment proposals for the State Highway System and complies with the procedures provided within the SA Procedures document.

State Highway System Adjustment Process

Upon Board Subcommittee recommendation of a State Highway System addition, removal, or other adjustment, take the following actions:

1. The District Engineer or delegate contacts the appropriate local jurisdiction(s) to further investigate the proposed system action. If the local jurisdiction is interested, conducts negotiations to reach an agreement on the action. The District Engineer considers all feasible options, including monetary appropriations and maintenance assistance such as snowplowing, striping, and discussing the date of the system action to assure minimal revenue and budget impact.
2. The appropriate District Engineer conveys the results of the negotiation meeting to the Board Subcommittee, the Director, and the Chief Engineer.
3. A public hearing is required for proposed actions that abandon, relocate or replace an existing route on the State Highway System serving or traversing a city, or the area in which a city is located. The ITD Public Involvement Coordinator coordinates a public hearing with the involved parties, provides news releases and other assistance. A public hearing is conducted as is appropriate for the system action.
4. The appropriate District Engineer prepares the draft agreements and sends to the Division of Engineering Services and Legal for review. At the direction of the Board, the District Engineer presents a Highway System Agreement to the affected local highway jurisdiction for signature. The agreement addresses all issues from the public hearing testimony (if a hearing was required), include reference to the maintenance reimbursement option selected by the local highway jurisdiction (if applicable), and outline the process for conveyance of the right-of-way. All negotiations, terms and conditions will be concluded promptly and not exceed a 2-year timeframe, unless otherwise approved by the Board.
5. Once an acceptable agreement has been made, the Official Minute is presented to the Idaho Transportation Board for a system action determination.
6. If financial payment is agreed to, the Chief Engineer shall ensure that the paperwork is completed and payment made to the local highway jurisdiction.

Official Minute

The appropriate District Engineer or delegate prepares the Official Minute in concurrence with the Board Subcommittee for all system action determinations that are presented to the Idaho Transportation Board. The Official Minute provides the reason for action, describes the changes to the State Highway System, and establishes an effective date. The Official Minute is also the basis for title transfer of the real property to the proper owners. The Executive Assistant to the Board files the original Official Minute in the exhibit book and approval/disapproval is noted in the minutes of the Idaho Transportation Board meeting. The Division of Engineering Services sends copies of the approved Official Minute to the affected district, local highway jurisdiction, city officials (when involved), the Port of Entry section in headquarters, and others as appropriate.

Signed
Brian W. Ness
Director

Date 6/29/2015