

A G E N D A

IDAHO TRANSPORTATION BOARD

December 12, 2019



A G E N D A

Regular Meeting of the Idaho Transportation Board

December 12, 2019

Idaho Transportation Department
Auditorium
3311 West State Street
Boise, Idaho

KEY:

ADM = Administration
CD = Chief Deputy

DIR = Director
OP = Operations

	Page	Time*
Action Item 1. CALL MEETING TO ORDER		8:00
Information Item		
2. SAFETY/SECURITY SHARE: Financial Manager Collins		
Action Item 3. BOARD MINUTES – November 20-21 2019.....	4	
Action Item 4. 2020 BOARD MEETING DATES.....	12	
January 22 – Boise	May _____ - District ____	
February 19 – Boise	June _____ - Boise	
March 18 – Boise	July _____ - District ____	
April 15-16 – District 2	August _____ - District ____	
Action Item 5. CONSENT CALENDAR.....	14	8:05
OP ___ Remove 4 th Street; Dalton Avenue to Prairie Avenue from Program	15	
OP ___ Federal Lands Access Program Update to the FY20-26 Program	17	
OP ___ Consultant agreement	19	
OP ___ Contracts for award	21	
OP ___ Contract for rejection.....	32	
Information Item		
6. INFORMATIONAL CALENDAR		
OP ___ Contract award information and current advertisements	37	
OP ___ Professional services agreements and term agreement work tasks report.....	43	
OP ___ Annual outdoor advertising report	48	
OP ___ 2040 Long-Range Transportation Plan	51	
ADM ___ State FY20 financial statements	52	
ADM ___ Monthly report of federal formula program funding through November	70	
ADM ___ Non-construction professional service contracts issued.....	72	

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



December 12, 2019
Page 2 of 3

December 12, 2019
Idaho Transportation Department
3311 West State Street
Boise, Idaho

Page # Time*

Information Items

7. DIRECTOR’S MONTHLY REPORT ON ACTIVITIES 8:10

8. AGENDA ITEMS

CD _____ Public Transportation Office and Advisory Council annual update74 **8:50**
Duran/Gresham

Action Items

OP _____ Update to Board Policy 4061 State Highway System Adjustments.....76 **9:05**
Beachler *(Resolution on page 83)*

9. REVIEW SUBCOMMITTEE ASSIGNMENTS.....84 9:15

Information Items

10. BREAK 9:20

11. AGENDA ITEMS

DIR _____ Excellence in Transportation Awards86 **9:45**
Trimboli

12. EXECUTIVE SESSION (Motor Vehicles’ conference room) 10:30
PERSONNEL ISSUES [SECTION 74-206(a), (b)]
LEGAL ISSUES [SECTION 74-206(c), (d), (f)]

13. LUNCH: informal lunch with Trucking Advisory Council 12:15**
Room 117

14. AGENDA ITEMS, continued

CD _____ Trucking Advisory Council annual update88 **1:15**
Pocock

15. RECESS 1:30

***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.*

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



December 12, 2019
Page 3 of 3

December 12, 2019
Idaho Transportation Department
3311 West State Street
Boise, Idaho

Page # **Time***

16. RECONVENE **2:00**

Local Highway Technical Assistance Council
(Annex Building)
Lochsa Room
3330 Grace Street
Boise, Idaho

Information/Discussion Items

17. JOINT MEETING: Local Highway Technical Assistance Council90 **2:00**

- a. 2011 Governor’s Task Force on Modernizing Transportation funding in Idaho
- b. 2020 Board tour plans/outreach meetings
- c. Joint federal grant opportunities
- d. Update on local system 129,000 pound truck routes
- e. TENTATIVE: upcoming LHTAC plans/issues
- f. Open discussion

18. ADJOURNMENT (estimated time) **4:00**

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

ORIENTATION AND TRAINING AND
REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

November 20-21, 2019

The Idaho Transportation Board met at 2:00 PM on Wednesday, November 20, 2019 at the Idaho Transportation Department in Boise, 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
Bob Hoff, Member – District 6
Brian W. Ness, Director
Larry Allen, Lead Deputy Attorney General
Sue S. Higgins, Executive Assistant and Secretary to the Board

The Board participated in training and orientation sessions on the Board's authority as outlined in Idaho Code and the Division of Purchasing's increased delegated authority of \$100,000 to procure goods and services. The Board also discussed the joint meeting with the Local Highway Technical Assistance Council (LHTAC) next month, the annual District tours, and interaction with advisory boards.

WHEREUPON, the training and orientation sessions ended at 4:50 PM.

November 21, 2019

The Idaho Transportation Board convened at 8:00 AM on Thursday, November 21, 2019 at the Idaho Transportation Department in Boise, Idaho. All members were present except Member DeLorenzo.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 8:00 AM to discuss personnel issues as authorized in Idaho Code Section 74-206 (b) and legal issues as authorized in Idaho Code Section 74-206 (f). Member Horsch seconded the motion and it passed 5-0 by individual roll call vote.

The discussion on legal matters related to operations. Member DeLorenzo joined the meeting during that discussion. The discussions on personnel matters related to the performance of employees.

The Board came out of executive session at 9:25 AM.

November 21, 2019

Safety Share. Emergency Preparedness Coordinator Neal Murphy explained the procedures in case of an emergency during the meeting, and the importance of situational awareness, such as identifying the nearest exit, so you can react appropriately in an emergency.

Board Minutes. Member Horsch made a motion to approve the minutes of the regular Board meeting held on October 17, 2019 as submitted. Member Vassar seconded the motion and it passed unopposed.

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

December 12, 2019 – Boise

January 22, 2020 – Boise

February 19, 2020 – Boise

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-ITB19-38 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 certification of receipts and disbursements; the FY19 Annual Report; the addition of the Competitive Highway Bridge Program grant for eight bridge projects in FY21; the addition of the Midland Boulevard Railroad Crossing, Nampa project; and a consultant agreement.

1) Certification of Receipts and Disbursements. The FY19 certification of receipts and disbursements cash basis, as shown as Exhibit #517, which is made a part hereof with like effect, was submitted for Board approval in conformance with the requirements of Section 40-708, Idaho Code. Total receipts were \$746,935,400, disbursements were \$752,148,200, and the cash balance as of June 30, 2019 was \$76,456,200.

2) FY19 Annual Report. The FY19 Annual Report, which is required by Idaho Code, reports on the financial condition and management of the Department.

3) Add Competitive Highway Bridge Program (CHBP) Grant for Eight Bridge Projects in FY21. In August, the U.S. Department of Transportation awarded Idaho a CHBP grant. The \$6,289,000 award is to replace eight local bridges, support the economy, and improve the connectivity of local roads in southern Idaho. The total cost of the projects is \$8,287,827. The additional funding will come from other federal aid, local jurisdictions, and LHTAC. Staff requests approval to add the South 4th Avenue, Indian Creek Bridge, Caldwell; North Fork Boulder Creek Bridge, Owyhee County; Little Wood River Bridge, Shoshone Highway District; 4200 North Road, Deep Creek Bridge, Buhl Highway District; West Carson Street, Portneuf River Bridge, Pocatello; St. Charles Creek Bridge, Bear Lake County; East 121st Street, Idaho

Canal Bridge, Bonneville County; and South Higbee Drive, Butte Arm Canal Bridge, Idaho Falls to FY21 in the amount of \$8,287,827.

4) Add Midland Boulevard Railroad Crossing Nampa to FY20. The scope of the Midland Boulevard Railroad Crossing project, key #22034, is to install a center/median barrier on Midland Boulevard at the active railroad crossing. Curbing will be installed to serve as an additional safety feature to deter motorists from driving around lowered gates. Staff requests approval of the addition of STC-8233, Midland Boulevard Railroad Crossing, Nampa to FY20 in the amount of \$70,000.

5) Request to Approve Consultant Agreement. 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 million agreement limit for key #22154 – I-84, Ustick and Middleton Road Overpasses, Canyon County, District 3 for construction engineering and inspection services of approximately \$1.6 million.

Information Items. 1) Contract Awards and Advertisements. Key #19188 – I-90, Pennsylvania Avenue Overpass, East Bound Coeur d’Alene, District 1. Low bidder: N A Degerstrom Inc. - \$6,476,215.

Key #19851 – SH-6, Benewah County Line to Santa Junction, District 1. Low bidder: Central Washington Asphalt Inc. – \$727,727.

Key #20115 – FY21 District 5 Revegetation. Low bidder: Snake River Reclamation LLC - \$106,560.

Key #19404 – SH-75, Four Mile Bridge over Big Wood River, District 4. Low bidder: Cannon Builders Inc. - \$2,236,032.

Key #21805 – I-84, FY21 District 4 Rest Area Seal Coats. Low bidder: Emery Inc. - \$319,242.

Key #20048 – FY21 Americans with Disabilities Act Improvements. Low bidder: LaRiviere Inc. - \$376,566.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From September 27 through October 31, 19 new professional services agreements and work tasks were processed, totaling \$3,030,276. Six supplemental agreements to existing professional services agreements were processed during this period in the amount of \$438,733.

3) Annual Report on Rail-Highway Crossing Program. ITD receives \$250,000 annually from the State Railroad Grade Crossing Protection Fund for projects in the Rail-Highway Crossing Program. The goal of the program is to reduce the number and severity of vehicle-train collisions at public rail-highway crossings. The Fund also provides \$25,000 to support public

education and safety programs that promote awareness of public safety at railroad grade crossings. The five-year fatality rate at railway-highway crossings for 2014-2018 was 1.6.

5) State FY20 Financial Statements through September. Revenues to the State Highway Account from all state sources were ahead of projections by 5.6%. Receipts from the Highway Distribution Account were 4.2% or \$2.3 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 16%, or \$145,000. Expenditures were within planned budgets. Personnel costs had savings of \$2.9 million or 9.3% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures of \$174.8 million exceeded any from the past three years.

The balance of the long term investments was \$138.4 million at the end of September. These funds are obligated against construction projects and encumbrances. The total of the long term investments and the cash balance of \$39.8 million is \$36 million less than the end of June. Expenditures in the Strategic Initiatives Program Fund were \$8.5 million. Deposits into the Transportation Expansion and Congestion Mitigation Fund were \$4.7 million year-to-date.

6) Monthly Reporting of Federal Formula Program Funding through October. Idaho received obligation authority through November 21 via a continuing resolution of \$44.2 million, which corresponds to \$44.3 million with match after a reduction for prorated indirect costs. This includes \$936,200 of Highway Infrastructure General Funds carried over from last year in the Transportation Management Area. Idaho has received apportionments via notices through October 1, 2019 of \$315.7 million, including the carryover of \$936,200 of Highway Infrastructure General Funds. Obligation authority is currently 14% of apportionments. Of the \$44.3 million allotted, \$25.6 million remains.

7) Status: FY21 Appropriation Request. A number of revisions to the FY21 appropriation request have been made: moved the \$25,000 annual payment to the Department of Commerce for the Gateway Visitors Center to a line item; removed the \$955,200 Information Technology Service Management line item; updated compensation rates for full-time equivalent positions in the Division of Motor Vehicles by \$1,200; updated Statewide Cost Allocation by \$75,700; eliminated the \$12,500,000 District 4 Office Building line item; increased the construction line item \$12,500,000 due to the removal of the District 4 Office Building, \$29,232,800 due to various grants and other projected revenue, and \$3,255,200 for the removal of change in employee compensation reserve and the Information Technology Service Management line item. The revised appropriation request is \$785,460,100.

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

Board Subcommittee on Adjustments to the State Highway System Report. Vice Chairman Kempton said the referenced subcommittee met yesterday. It directed District 6 to negotiate with Madison County on the relinquishment of a portion of SH-33 within Sugar City's

city limits and on the Farm/Field Road, which was established to address access issues due to the construction of the US-20 Thornton Interchange and the closure of at-grade crossings.

Vice Chairman Kempton also said the Subcommittee reviewed revisions to Board Policy 4061 State Highway System Adjustments. The proposal changes the Subcommittee to three members with one member designated as a “floater”. The “floater” would step down when there is a system adjustment under consideration in a non-Subcommittee member’s District. The intent is to ensure the District with a route on the agenda is represented by his/her Board member. Vice Chairman Kempton added that he is the current chairman of the Subcommittee, Member Hoff is the permanent member, and Member Thompson will be the “floating” member. The policy will be presented for the Board’s consideration next month.

Member Horsch added that the Subcommittee on 129,000 Pound Truck Routes has a similar issue and its membership needs to be revisited.

Director’s Monthly Report on Activities. Director Ness reviewed the past ten years, noting he was hired as ITD’s director on November 19, 2009. He summarized his philosophy that government agencies should serve its citizens, not itself and the best decisions are made closest to the work. He highlighted activities over the years and emphasized the focus on the mission of your safety, your mobility, and your economic opportunity and efforts to ensure employees know how their job ties to the mission; customer service; looking for ways to say yes if possible; and innovations. He also commended the employees, noting the Department’s numerous successes the past decade would not have been possible without their efforts.

The Board congratulated Director Ness on his ten years of service and thanked him for his leadership.

Annual Dealer Advisory Board (DAB) Report. DAB Chairman Grant Petersen said there are 1,496 active automobile, boat, recreational vehicle, motorcycle, and specialty vehicle dealers and manufacturers in the state, and they reported \$3.5 billion in sales in 2018. The DAB is concerned with unlicensed individuals selling more than six vehicles annually. Almost 400 unlicensed dealers were identified, resulting in the loss of revenue to licensed dealers and presumably lost tax revenue to the state. He commended the effort to privatize titles, which has improved the turnaround time, quality, communication, and dealer support. Plans are to release an innovative technology dealer portal in spring. The National Highway Traffic Safety Administration is now allowing for electronic records, which is something Idaho needs to pursue. In closing, DAB Chairman Petersen said there is over \$2 million in the Idaho Consumer Asset Recovery Fund. The first claim was paid out of that fund earlier this month.

Chairman Moad thanked DAB Chairman Petersen for the report and his service.

Economic Hardship Permit Applications. Motor Vehicle Program Supervisor (MVPS) Craig Roberts said an administrative rule requires the Board to review and act on permit applications for economic hardships. These commercial motor vehicles exceed the required restrictions on designated routes. The applications are for emergencies and/or economic hardships. He requested approval for permits to haul cattle on an approximate four-mile section

of SH-52 near Emmett in District 3. Without the hardship permit, the rancher would have to find a different means of transporting the cattle. District 3 evaluated the route for factors such as line of sight, road curvature, traffic volume, and accident data, and supports approving the permits.

Chairman Moad noted the permit is to operate on about four miles of SH-52. He does not believe there are any curves on that section that create off-tracking issues. He asked if the Extra Length/Excess Weight up to 129,000 Pounds map could be changed to indicate that portion is a red route, allowing the operation of 53-foot trailers. MVPS Robert said he believes that change could be made if the District's evaluation concurs with that assessment. He added that conditions may be imposed, such as a requirement to use a pilot car.

In response to additional questions, MVPS Roberts replied that routes are evaluated when the Department receives permit applications, and the off-tracking map is updated as needed. He added that staff is looking at ways to improve that update process.

Chief Deputy Stokes asked if the requested section of SH-52, milepost 7.5 to 11.33 has a curve or some restriction for 53-foot trailers. District 3 Engineer Amy Revis said there are no concerns with that segment of highway. Staff will evaluate the route and determine if additional mileage allowing for 53-foot trailers could be added to the map or, if there are restrictions, determine if changes could be made to the highway to allow the longer combination vehicles.

Member DeLorenzo asked how long the haulers would utilize the permits. Chairman Moad believes the haulers are typically done moving cattle in January; however, the request is for an annual permit, so the truckers would need permits in spring to haul the cattle back. He asked if the permit could be issued for a shorter period now and then have staff evaluate the route before spring. Staff said that proposal was feasible.

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

RES. NO. WHEREAS, the Idaho Transportation Board has authority to approve requested ITB19-39 economic hardship petitions; and

WHEREAS, the Idaho Transportation Department has collected and presented said petitions for travel on SH-52 from milepost 7.5 to milepost 11.33 to the Board; and

WHEREAS, these existing rules or limitations do result in an economic hardship.

NOW THEREFORE BE IT RESOLVED, that the Board approves the economic hardship petitions submitted for approval on SH-52, milepost 7.5 to milepost 11.33 effective until January 31, 2020.

Human Resources Annual Report. Chief Human Resources Officer (CHRO) Brenda Williams summarized the division's strategic goals, including attracting the best candidates for employment, developing ITD as an ideal workplace, continually developing employees, and promoting employee safety. Staff reported on highlights from FY19. Including internal

promotions and transfers, 315 positions were filled; 154 employees left, including 48 due to retirement; and voluntary separations were 4% while the state as a whole experienced voluntary separations of 7.9%. A concerted effort is being made to survey employees that leave ITD and also interview employees intending to stay with the Department. This data will help establish an ideal workplace. New programs to develop leaders and train equipment operators were developed. The Department partnered with the construction industry to standardize training and help contractors find skilled employees. A critical incident stress management program was also established to provide assistance to employees dealing with stressful situations because maintenance employees are often the first ones to respond to vehicle crashes.

Vice Chairman Kempton asked for more information on the recruiting process and the additional positions the Department acquired. CHRO Williams said ITD generally experiences a vacancy rate of 90 to 100 positions because of turnover and the process to fill positions. Because 20 additional positions were approved, staff will be able to hire employees faster. This should also lower the vacancy rate, possibly to between 60-80 positions on a regular basis. ITD cannot exceed the authorized total of 1,648 employees, nor can it exceed the allotted personnel budget.

In response to Vice Chairman Kempton's question on the main reasons employees leave voluntarily, CHRO Williams responded that pay is the biggest factor for the departure of transportation technicians. Retirements are also a main reason. The Department is just starting to gather more in-depth information on separations. Staff will be analyzing the data and determining if steps can be taken to prevent some voluntary separations.

Chairman Moad thanked staff for the informative presentation.

Child Passenger Safety. Highway Safety Manager John Tomlinson reported that there have been 212 highway fatalities to date this year. Last year there were 217 at this time.

Boise Police Corporal Kyle Wills summarized the child passenger safety program. In the past two years, 119 new child passenger safety technicians were certified and 81 inspection sites were established throughout the state. A concerted effort is underway to train law enforcement officers on the basics of child protection safety. Nurses are eligible to get credits for attending child passenger safety technician training. Permanent child safety check sites are being established at fire stations, and the Meridian Fire Department is requiring child passenger safety technician certification for all of its new recruits. Corporal Wills also mentioned the valuable partnership with the Office of Highway Safety, and concluded with a summary on the recommendations for children to use various safety restraints.

Chairman Moad thanked Corporal Wills for the overview and for his service.

Annual Update on State Planning and Research (SPR) Program. Ned Parrish, Research Program Manager (RPM), said federal statutes require 2% of federal funding for roads and bridges be used for planning and research and a 20% match. A minimum of 25% of those funds must be devoted to research-related activities. Some of the planning activities funded with FY20 SPR funds include developing the Idaho Transportation Investment Program, statewide transportation plans, the Statewide Freight Plan, and the Transportation Asset Management Plan;

overseeing decision-making for 129,000 pound truck route requests; collecting pavement condition data; and producing annual average daily traffic maps.

RPM Parrish said the FY20 Research Program budget is \$1,770,072. Some of the projects completed in FY19 include developed and evaluated performance measures to augment asphalt mix design, evaluated skid resistance of pavements at different speeds, and analyzed statewide freight data and commodity supply chains. Some of the projects planned in FY20 are integration of weed-suppressive bacterial with herbicide and seeding, real-time bridge scour monitoring to improve scour equations, and development of a web-based environmental document preparation and data management system to support project delivery.

Chairman Moad thanked RPM Parrish for the overview on the Research Program.

FY20 Rescission of Federal Contract Authority. Joel Drake, Financial Manager – Financial Planning and Analysis (FM-FP&A) said the federal rescission of contract authority was going to remove \$7.6 billion nationally from the balance of unobligated contract authority for Federal Highway Administration programs funded by the Federal Highway Trust Fund in July 2020. The reduction to each state would have been based on the state’s proportion of unobligated contract authority that existed nationwide on September 30, 2019. However, this morning the U.S. Senate approved a continuing resolution through December 20, 2019 that included revocation of the rescission, so the issue is now moot.

Chairman Moad thanked FM-FP&A Drake for the update.

WHEREUPON, the Idaho Transportation Board’s regular monthly meeting officially adjourned at 12:35 PM.

BILL MOAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2019
_____, Idaho

BOARD MEETING DATES

2020

January 22 - Boise
 February 19 - Boise
 March 18 - Boise
 April 15-16 - District 2
 May _____ - District ____
 June _____ - Boise

July _____ - District ____
 August _____ - District ____
 September _____ - District ____
 October _____ - District ____
 November _____ - Boise
 December _____ - 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 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	February 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	March 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	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 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	June 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	July 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	August 30 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
September 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	October 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	November 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	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 25 26 27 28 29 30 31

*Revisit due to a new conflict for the Director.

“X” = holiday

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

Other dates of interest:

- January 12-16: Transportation Research Board annual meeting, Washington, DC
- January 23: American Road/Transportation Builders’ Association (ARTBA) exec. committee
- January 31: JFAC FY21 appropriation hearing, Boise
- February 25-28: American Association of State Highway and Transportation Officials’ (AASHTO) legislative briefing, Washington, DC
- April 19-24: AASHTO National Transportation Advanced Leadership Institute, Washington, DC
- April 27-29: Highway Safety Summit, Sun Valley
- May 20-23: AASHTO spring meeting
- June 7-11: National Transportation Leaders Institute
- June 19-23: TRB/AASHTO Research Advisory Committee
- June 28 – July 1: Western Assoc. State Highway/Trans. Officials annual mtg, Salt Lake City, UT
- July 19-21: AASHTO Research Advisory Committee
- September 20-23: ARTBA annual meeting
- November 4-8: AASHTO annual meeting, Baltimore, MD

Action: Approve the Board meeting schedule.

Potential conflicts:

March 30 – April 1: Idaho Transportation Investment Program Delivery Conference*

May 6-7: Transportation Operations Team Lead conference, Twin Falls*

June 7-19: National Transportation Leaders Institute (the Chief Operations Officer and two district engineers are scheduled to attend)

***Heavily involve principal staff members.**

Please note, staff requests consideration to meet either in District 3 or at Headquarters in June due to the number of Headquarters' staff members that are involved in the budget and Idaho Transportation Investment Program workshop.



IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

Pages 15-36

RES. NO. ITB19-40 WHEREAS, consent calendar items are to be routine, non-controversial, self-explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

NOW THEREFORE BE IT RESOLVED, that the Board approves the removal of 4th Street, Dalton Avenue to Prairie Avenue; the Federal Lands Access Program update to the FY20-26 Idaho Transportation Investment Program; a consultant agreement; contracts for award; and a contract for rejection.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

Presenter's Name Blake Rindlisbacher	Presenter's Title Chief Engineer	Initials	Reviewed By LSS
Preparer's Name Jeff Miles	Preparer's Title LHTAC Administrator	Initials	

Subject

Remove 4TH ST; DALTON AVE TO PRAIRIE AVE, DALTON GARDENS from the STP-Local Urban program		
Key Number 20134	District 1	Route Number STC-7275

Background Information

The purpose of this consent item is to request approval to remove **STC-7275, 4TH ST; DALTON AVE TO PRAIRIE AVE, DALTON GARDENS** project per Administrative Policy 5011 Idaho Transportation Investment Program (ITIP).

The project sponsor, the city of Dalton Gardens, and the Dalton City Council determined that the project would not be pursued. The project was intended to reconstruct 1.5 miles of 4th street to current design standards and meet ADA requirements. It was estimated to cost \$4.4 million and had been scheduled in PREL in the program.

The Kootenai Metropolitan Planning Organization updated their Transportation Improvement Program on November 18, 2019.

Recommendations

Approve the removal of **STC-7275, 4TH ST; DALTON AVE TO PRAIRIE AVE, DALTON GARDENS (KN 20134)** at a cost of \$4.4 Million.

Board Action

Approved Deferred _____

Other _____

CITY OF DALTON GARDENS



6360 N FOURTH STREET
DALTON GARDENS, ID 83815
PHONE: (208) 772-3698
FAX: (208) 762-5156

November 12, 2019

Mr. Glenn Miles
Executive Director – KMPO
250 Northwest Blvd., Suite 209
Coeur d'Alene, Idaho 83814


Re: 4th Street, Dalton to Prairie

The City of Dalton Gardens appreciates the KMPO's patience and assistance while the City Council, City staff and Dalton Garden's citizens discussed whether reconstructing 4th Street with federal money, and in accordance with federal aid standards, was in the best interest of the City.

Please be notified that on October 3rd, 2019, the Dalton City Council voted to no longer pursue the project. To end the project in the right manner, I have directed City staff to implement the "Do Nothing" option and to coordinate with KMPO and LHTAC in any manner necessary. We understand ending the project in this manner may not require Dalton to return federal money that has already been spent.

Again, we thank you and the KMPO for assisting Dalton Gardens during this time. We hope the federal money Dalton is returning will remain in Kootenai County to be used on other much-needed transportation infrastructure.

Sincerely,


Mayor Jeffrey Fletcher



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

Presenter's Name Blake Rindlisbacher, P.E.	Presenter's Title DESA	Initials BR	Reviewed By LSS
Preparer's Name Nathan Hesterman	Preparer's Title Sr. Planner - Programming	Initials NDH	

Subject

Federal Lands Access Program (FLAP) Update to the FY 2020 – 2026 Idaho Transportation Investment Program (ITIP)		
Key Number Various	District Various	Route Number Various

Background Information

The Federal Lands Access Program (FLAP) was established under the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continued under the Fixing America's Surface Transportation Act (FAST) in 23 USC §203 & §204.

FLAP makes funds available for projects that provide access to, are adjacent to, or are located within Federal Lands with priority given to projects accessing high-use Federal recreation sites or Federal economic generators, as identified by the Secretaries of the appropriate Federal land management agencies. The FLAP supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

The Western Federal Lands Highway District's Transportation Improvement Program was finalized on November 5th. These projects are also to be included in the Idaho Transportation Investment Program (ITIP) per 23 CFR 450.218(g). Staff requests per policy 5011 *Idaho Transportation Investment Program* to modify the Federal Lands Access Program with the changes found on the following page.

Recommendations

Approve the changes found on the following page to the Federal Lands Access Program.

Board Action

Approved Deferred _____

Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Federal Lands Access Program Changes

KeyNo	Name	Change	Cost (\$000)
14365	Warren Wagon Rd., MP 2.23 - 9.6, Valley County	Advance from FY22 to FY19	15,000
19784	Warm Lake Hwy, Valley County	Advance from FY23 to FY19	4,474
19787	West Milner Rd., 700W to 1100W, Cassia County	Advance from FY21 to FY20	5,068
19789	Riverside Rd. Improvements, Boundary County	Delay from FY19 to FY20	11,129
19796	2L Trails Hwy 93 South, Lemhi County	Delay from FY20 to FY21	2,899
19797	Yale-Kilgore Rd., MP 9 to 16.9, Clark County	Delay from FY20 to FY22	8,110
19798	Yale-Kilgore Rd., MP 16.9 to 30.8, Fremont County	Delay from FY21 to FY22	8,285
19799	Snake Rv Rd. and Bear Creek Rd., Bonner County	Advance from FY20 to FY19	3,387
20771	Banks-Lowman Rd. Seal Coat, Boise County	Advance from FY21 to FY20	1,934
20776	Trestle Creek Rd., MP 100 to 103, Bonner County	Delay from FY22 to FY23	5,043
20777	Dent Bridge Rd. Improvements, Clearwater County	Delay from FY22 to FY24	4,000
20778	Warren Wagon Rd., MP 7.6 to 9.7, Valley County	Advance from FY22 to FY20	3,885
20780	Hell's Gate State Park Surface Preservation, Nez Perce County	Advance from FY20 to FY19	682
22600	Western Heritage Byway (Swan Falls Rd.), Ada County	New, add to FY24	5,798
22601	Riverside Rd. Improvement/Enhancement, Boundary County	New, add to FY24	2,705
22602	Indiana and Orchard Shared Roadway and Roundabout, Canyon County	New, add to FY24	4,050
22603	Dent Bridge Rd. Safety Improvements, Clearwater County	New, add to FY24	4,000
22604	Bayhorse Bridge Replacement, Custer County	New, add to FY23	4,794
22605	Idaho 55 / Banks Lowman Rd. Intersection Study, Boise County	New, add to FY21	750
22606	Pine-Featherville Roadway Rehabilitation, Elmore County	New, add to FY23	4,623
22607	Yellowstone Trail Rd. Improvementys - Segment 1, Part 2, Kootenia County	New, add to FY23	5,880
22608	Forest Hwy 9 Prichard to Murray Roadway Reconstruction, Shoshone County	New, add to FY24	2,025



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 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 Holly McClure	Preparer's Title Grants/Contracts Program Spec.	Initials HM	MC

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 service 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 sheet for additional detail)

- KN 19195, US95, Deep Creek Bridge; KN 19526, US95, Jct SH6 Turnbay; KN 19653, US95, WIR Bridge - for additional design services of approximately \$200,000.

Board Action

Approved Deferred _____

Other _____



DATE: November 15, 2019
Program Numbers: A019(526), A019(195), A019(653)
TO: Monica Crider, PE
Contracting Services Engineer
Key Numbers: 19526, 19195, 19653
FROM: Doral Hoff, PE
District 2 Engineer
Project Names: JCT SH6 TURNBAY, DEEP CR BR, WIR BRIDGE, LATAH CO.
RE: Request to exceed professional services agreement amount of \$1,000,000 - HDR Engineering

The purpose for these US-95 Bridge Projects is to improve the safety, mobility, and economic opportunity of US-95 by replacing two aging bridges (WIR Bridge and Deep Creek Bridge), providing traffic safety improvements by adding turn lanes on US-95 at SH-6 and Kennedy Ford Road, and “flattening” the horizontal curve of US-95 north of the WIR bridge. The projects are companioned for professional design services given the close proximity to help match bridge profiles and the adjacent roadway sections.

In July 2017, a design services agreement with HDR Engineering, Inc. was approved in the amount of \$999,825. Since that time, several developments have justified an additional supplemental.

1. Retaining wall structure added adjacent to Deep Creek Bridge (Key No. 19195). This has been added to mitigate ROW take needed adjacent to the Deep Creek Bridge and the negative impact to the affected parcels. This requires additional foundation investigation and wall design and plans.
2. Additional survey for ROW and boundary for all three projects. The original scope assumed 4 parcels would require ROW acquisition for these projects. The selected alternative for the projects requires an additional 5 parcels that will require ROW acquisition. The original scope of work also included setting or finding monuments at all applicable existing and proposed ROW line changes in direction. The original scope assumed a total of 15 monuments would be set but as the projects progressed, it has been determined that there is a total of 57 ROW monuments that will be required to be set.
3. For all three projects, locations of the proposed detour routes, accesses and storm water treatment locations were determined after the initial field work and wetland report was originally completed and some of these extend outside of the originally evaluated areas. Therefore, additional wetland delineation and an addendum to the Wetlands and Cultural Resources Reports are required.
4. There was an unforeseen delay due to the approval of the MOA between FHWA and ITD and the interested historical entities for the resolution of adverse effects to the Deep Creek Bridge and the WIR Bridge (Key Nos. 19195 and 129653).
5. Additional project management effort as well as an intermediate design review was added to the projects to allow for certain design tasks to continue and keep the project as expedited as possible until we receive environmental approval and are able to begin final design work.

These factors have all contributed to the total design fee being increased from the original \$999,825 to approximately \$1,150,000.

HDR is also likely to be retained for engineer of record services during construction, and those services are estimated to be \$50,000. This request includes those services as well in order to expedite the execution of a future agreement.

This request is for approval to exceed the professional services agreement amount on this project to an estimated \$1,200,000 to cover the completion of the design services and the engineer of record services during construction.

Funding for this additional work will be worked out with HQ PMO office with the funding anticipated to come from either extra PC monies from KN 20704, US12 Orofino to Greer or from extra CN monies from 19640, SH3 Top of Bear Ridge Grade to Pine Creek.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 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 Contracts 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 Bid Summary (10/1/19 to 11/25/19)					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
10	2	0	2	1	0

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.

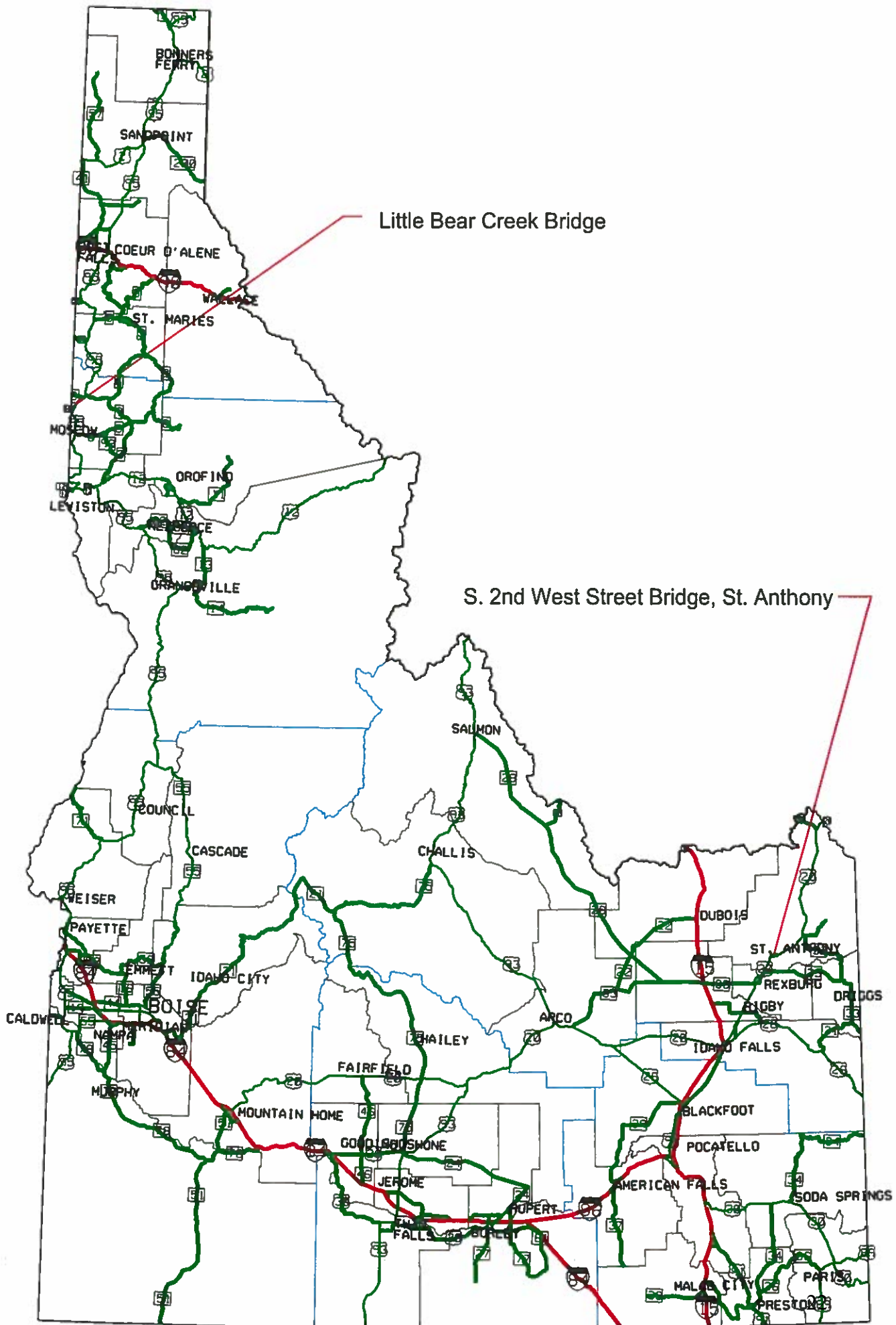
Contracts requiring Board Approval to Award -Justification received 11/5/19 to 11/25/19	
ITD	Local
0	2

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 +/-
LHTAC (6)	14061	OFF SYS	10/22/2019		2	\$841,119.05	\$1,109,390.73	\$268,271.68
S 2nd West Street Bridge, St. Anthony						Federal		132%
Contractor: Cannon Builders Inc								
LHTAC (2)	13898	OFF SYS	10/22/2019		4	\$1,098,355.78	\$1,428,826.70	\$330,470.92
Little Bear Creek Bridge						Federal		130%
Contractor: Razz Construction Inc								

DATE OF BID OPENING - OCTOBER 22, 2019 - IDAHO FEDERAL AID FINANCED
PROJECT

IDAHO FEDERAL AID Project No. A014(061)
S 2nd West Street Bridge, St. Anthony
Fremont County, Key No. 14061

DESCRIPTION: The work on this project consists of replacing ex. 52ft long single span precast concrete tee-beam bridge with a single span bridge and reconstructing the approach roadway on each side of the bridge.

BIDDERS:

CANNON BUILDERS, INC. \$1,109,390.73
BLACKFOOT, ID

1 BIDS ACCEPTED (1 irregular - DBE)

ENGINEER'S ESTIMATE - \$841,119.05

LOW BID - 132% 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.

Digitally signed by Dana
Dietz
Date: 2019.11.22
09:44:22 -07'00'

DANA DIETZ P.E.
Contracts Engineer

Date

Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703

Phone 208.344.0565
Fax 208.344.0789
Toll Free 1.800.259.6841

www.lhtac.org



Gilbert Hofmeister
Chairman

Todd Smith
Vice Chairman

Robert (BJ) Berlin
Secretary/Treasurer

Jeff R. Miles, P.E.
Administrator

Date: November 19, 2019

Project No.: A014(061)

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

Key No.: 14061

From: Jeff R. Miles, PE
Administrator

Project Identification, County
S 2nd West Street Br,
City of St. Anthony

RE: Justification of Bid for Award

Bids were opened on October 22, 2019, for the S 2nd West Street Bridge project in the City of St. Anthony. LHTAC and the design consultant have reviewed the bid results. The Engineer's Estimate was \$841,119.05. Cannon Builders submitted the low bid at \$1,109,390.73 which was \$268,271.68 (31.9%) over the Engineer's Estimate.

The design for this project was completed in March of 2018. However, the project was held until funding became available with 2019 Year-End funds. LHTAC should have reviewed and updated the Engineer's Estimate when funding became available and the project was advertised, but did not. The Engineer's Estimate did not adequately reflect the increase in project costs experienced from the time the consultant submitted the project in 2018 until it was bid in October of 2019. LHTAC is reviewing their submittal process to ensure that Engineer's Estimates are updated to appropriately reflect current bidding trends on future delayed project submittals.

The major differences in the bid can be attributed to four items. These items accounted for \$298,971 or 111.4% of the overage.

Item No.	Description	Engineer's Estimate	Cannon Builders	Difference	Justification
502-140A	CONC CL 40-A SCH NO. 1	\$85,400	\$126,000	\$40,600	see Note 1
502-465A	PRESTR SLAB – 48" WIDTH X 15" DEPTH	\$132,825	\$231,000	\$98,175	see Note 2
S501-30A	SP BRIDGE – PREDRILLING FOR PILING IN ROCK	\$15,204	\$50,400	\$35,196	see Note 3
Z629-05A	MOBILIZATION	\$85,000	\$210,000	\$125,000	see Note 4
	TOTAL	\$318,429	\$617,400	\$298,971	

Council Members

Association of Idaho Cities
Mayor Mac Pooler
City of Kellogg

Idaho Association of Highway Districts
Commissioner Neal Gier
Buhl Highway District

Idaho Association of Counties
Commissioner Phil Lampert
Benewah County

Ex-Officio Members
Executive Director
Association of Idaho Cities

Mayor Robert (BJ) Berlin
City of Roberts

Commissioner Terry Werner
Post Falls Highway District

Commissioner Mark Rewok
Gem County

Nick Veldhouse, Executive Director
Idaho Association of Highway Districts

Mayor Diana Thomas
City of Weiser

Commissioner Gilbert Hofmeister
Power County Highway District

Commissioner Todd Smith
Madison County

Seth Grigg, Executive Director
Idaho Association of Counties

Notes:

1. There has been a recent escalation in concrete prices due to the current economic conditions. When the estimate was prepared in 2018, the unit cost was in-line with the costs during that time. If the project were re-bid, this cost will likely not decrease.
2. Increased concrete and steel prices due to current economic conditions can be factors in the higher cost of this bid item. If the project were re-bid, this cost will likely not decrease.
3. The estimated cost for predrilling in rock is based on a depth of 6 feet per pile and our experience with past predrilling costs. This bid item may be inflated due to the prime contractor having to use a sub-contractor and the current availability of specialty equipment.
4. A 10% value is usually applied to the estimated cost for other items to estimate mobilization for bridge projects per Article 16.2 of the ITD LRFD Bridge Manual, which is reflected in the estimate. The contractor may have amplified the cost of mobilization to account for unknown risks associated with the downstream power plant operations and construction in cold weather.

Article 16.1 of the ITD LRFD Bridge Manual now recommends that total bridge cost be estimated at \$260/SF + 30% increase for unknown contingency items, likely a response to the current economic conditions. Adjusting the Engineer's Estimate using this recommendation would indicate the low bid to be within 110% of the Engineer's Estimate.

Recommend for Award

It is the opinion of LHTAC, the City of St. Anthony, and the Design Engineer that the bids are reasonable considering the current bidding climate. It is not expected that there will be any benefit or project savings by re-advertising and rebidding this project at a later date. It is the desire of the Sponsor and LHTAC to award the construction project to the apparent low bidder. The City of St. Anthony has agreed to provide an additional \$175,000 to help cover the funding shortfall in addition to the estimated additional match of \$12,812.57. Additional funding to cover the contract award are made available through the Contract Increase Set-Aside.

Sincerely,



Jeff R. Miles, P.E.
Administrator

Cc: Donald Powell – Mayor, City of St. Anthony
Christopher S. Pettigrew, PE – J-U-B Engineers



City of St Anthony

420 N Bridge St, Suite A, St Anthony ID 83445

(208) 624-3494 Fax (208) 624-4003

November 13, 2019

LHTAC
Jeff Miles, LHTAC Administrator
3330 W Grace Street
Boise, ID 83703

RE: 14061 S 2nd West Street Bridge, St Anthony

Dear Mr. Miles,

In regards to the above reference project, the City of St. Anthony wishes to proceed with awarding the bid to the lowest acceptable bidder, knowing the project is underfunded by \$349,558.19. We are committed to providing an additional \$175,000 to fund this shortfall, along with the match of 7.34% on the additional funds.

Attached are the minutes from a Special Meeting held by the City's council to consider and approve of the additional funding towards this project. It is important to us the project proceed.

Please contact me should you need anything else.

Sincerely,

Mayor Donald Powell

DP/pup

DATE OF BID OPENING - OCTOBER 22, 2019 - IDAHO FEDERAL AID FINANCED PROJECT

IDAHO FEDERAL AID Project No. A013(898)
Little Bear Creek Bridge
Latah County, Key No. 13898

DESCRIPTION: The work on this project consists of replacing the Little Bear Creek bridge.

BIDDERS:

RAZZ CONSTRUCTION INC BELLINGHAM, WA	\$1,428,826.70
LARIVIERE, INC ATHOL, ID	\$1,599,368.10

2 BIDS ACCEPTED (2 irregular – no DBE submitted)

ENGINEER'S ESTIMATE - \$1,098,355.78

LOW BID - 130% 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.

Digitally signed by
Dana Dietz
Date: 2019.11.22
09:45:16 -07'00'

DANA DIETZ P.E.
Contracts Engineer

Date

Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703

Phone 208.344.0565
Fax 208.344.0789
Toll Free 1.800.259.6841

www.lhtac.org



Gilbert Hofmeister
Chairman

Todd Smith
Vice Chairman

Robert (BJ) Berlin
Secretary/Treasurer

Jeff R. Miles, P.E.
Administrator

Date: November 19, 2019

Project No.: A013(898)

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

Key No.: 13898

From: Jeff R. Miles, PE
Administrator

Project Identification, County
Little Bear Creek Bridge, Latah Co
City of Troy

RE: Justification of Bid for Award

Bids were opened on October 22, 2019, for the Little Bear Creek Bridge project in the City of Troy. LHTAC and the design consultant have reviewed the bid results. The Engineer's Estimate was \$1,098,355.78. RAZZ Construction, Inc. submitted the low bid at \$1,428,826.70 which was \$330,470.93 (30.1%) over the Engineer's Estimate. A second bid was received which was 45.6% over the Engineer's Estimate and 11.9% higher than the low bid.

The design for this project was completed in December of 2018. However, the project was held until funding became available with 2019 Year-end funds. LHTAC should have reviewed and updated the Engineer's Estimate when funding became available and the project was advertised, but did not. The Engineer's Estimate did not adequately reflect the increase in project costs experienced from the time the consultant submitted the project in 2018 until it was bid in October of 2019. LHTAC is reviewing their submittal process to ensure that Engineer's Estimates are updated to appropriately reflect current bidding trends on future delayed project submittals.

The major differences in the bid can be attributed to five items. These items accounted for \$255,924. or 77% of the overage.

Item No.	Description	Engineer's Estimate	RAZZ Construction	Difference	Justification
405-325A	SUPERPAVE HMA PAV INCL ASPH&ADD CL SP-2	\$60,720	\$88,320	\$27,600	see Note 1
502-140A	CONC CL 40-A SCH NO. 1	\$138,000	\$202,400	\$64,400	see Note 2
S501-30A	SP BRIDGE – THREE-TUBE CURB MOUNT RAIL	\$18,725	\$53,500	\$34,775	see Note 3
S904-05B	SP TEMP DIVERSION	\$10,000	\$35,000	\$25,000	see Note 4
Z629-05A	MOBILIZATION	\$99,851	\$204,000	\$104,149	see Note 5
	TOTAL	\$327,296	\$583,220	\$255,924	

Council Members

Association of Idaho Cities
Mayor Mac Pooler
City of Kellogg

Idaho Association of Highway Districts
Commissioner Neal Gier
Buhl Highway District

Idaho Association of Counties
Commissioner Phil Lampert
Benewah County

Ex-Officio Members
Executive Director
Association of Idaho Cities

Mayor Robert (BJ) Berlin
City of Roberts

Commissioner Terry Werner
Post Falls Highway District

Commissioner Mark Rekow
Gem County

Nick Veldhouse, Executive Director
Idaho Association of Highway Districts

Mayor Diana Thomas
City of Weiser

Commissioner Gilbert Hofmeister
Power County Highway District

Commissioner Todd Smith
Madison County

Seth Grigg, Executive Director
Idaho Association of Counties

Notes:

1. The relatively small quantity of this item (552 tons) and the remote location of the project indicate that this price is reasonable. The next lowest bidder presented a bid that was \$5,520 higher than the low bid. If the project were re-bid, this cost will likely not decrease.
2. There has been a recent escalation in concrete prices due to the current economic conditions. When the estimate was prepared in 2018, the unit cost was in-line with the costs during that time. If the project were re-bid, this cost will likely not decrease.
3. Increased steel prices due to current economic conditions can be factors in the higher cost of this bid item. If the project were re-bid, this cost will likely not decrease.
4. The methods and means for temporary diversion of flows can vary widely between contractors based on anticipated water flows and other site conditions and is very difficult to estimate. The consultant's review of this item indicates that the bid price is reasonable for project conditions and uncertainties. If the project were re-bid, this cost will likely not decrease.
5. A 10% value is usually applied to the estimated cost for mobilization. The low bidder, RAZZ Construction, is located in Bellingham Washington, thus requiring increased mobilization costs. The second low bidder, located in Coeur d'Alene, estimated mobilization \$14,000 higher than the low bid. The relatively remote location of the project limits the number of local construction companies available to bid. If the project were re-bid, this cost will likely not decrease.

In our review of the apparent low bid, there are no discrepancies showing this bid is irregular. The project received only two valid bids, both of which indicate that the price of both concrete and steel are still on the rise given the bid over the Engineer's Estimate.

Recommend for Award

It is the opinion of LHTAC, the City of Troy, and the Design Engineer that the bids are reasonable considering the current bidding climate and location of the project. It is not expected that there will be any benefit or project savings by re-advertising and rebidding this project at a later date. It is the desire of the Sponsor and LHTAC to award the construction project to the apparent low bidder. Additional funding to cover the contract award are made available through the Contract Increase Set-Aside. The City of Troy is prepared to provide the additional estimated match of \$31,245.48.

Sincerely,



Jeff R. Miles, P.E.

Administrator

Cc: Kenneth Whitney, Jr. – Mayor, City of Troy
H. Gregory Holder, PE – David Evans and Associates, Inc.



MEMORANDUM

Date: November 13, 2019
To: Jeff Miles, LHTAC Administrator
From: Kenneth Whitney, Jr., Mayor
Re.: 13898 Little Bear Creek Bridge, Latah County


Dear Jeff,

The City of Troy would like to proceed with awarding the project to the lowest bidder. The city understands that they will be required to pay the match portion of the project of 7.34%.

The City of Troy would like to be cc'd in all correspondence related to this project via email or US Postal Service mail.

Please contact the city with any further questions regarding this project.

Sincerely,


Kenneth Whitney, Jr.
Mayor



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

Presenter's Name Dave Kuisti, PE	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 to Reject		
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 Bid Summary 10/01/19 to 11/25/19					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
10	2	0	2	1	0

ACTION

In accordance with board policy 4001, the construction contract on the attached report exceeded the engineer's estimate by more than ten percent (10%) but is recommended for rejection with board approval.

The following table summarizes the contract requiring Board approval to reject since the last Board Agenda Report.

Contracts requiring Board Approval to Reject- Justification received 11/5/19 to 11/25/19	
ITD	Local
1	0

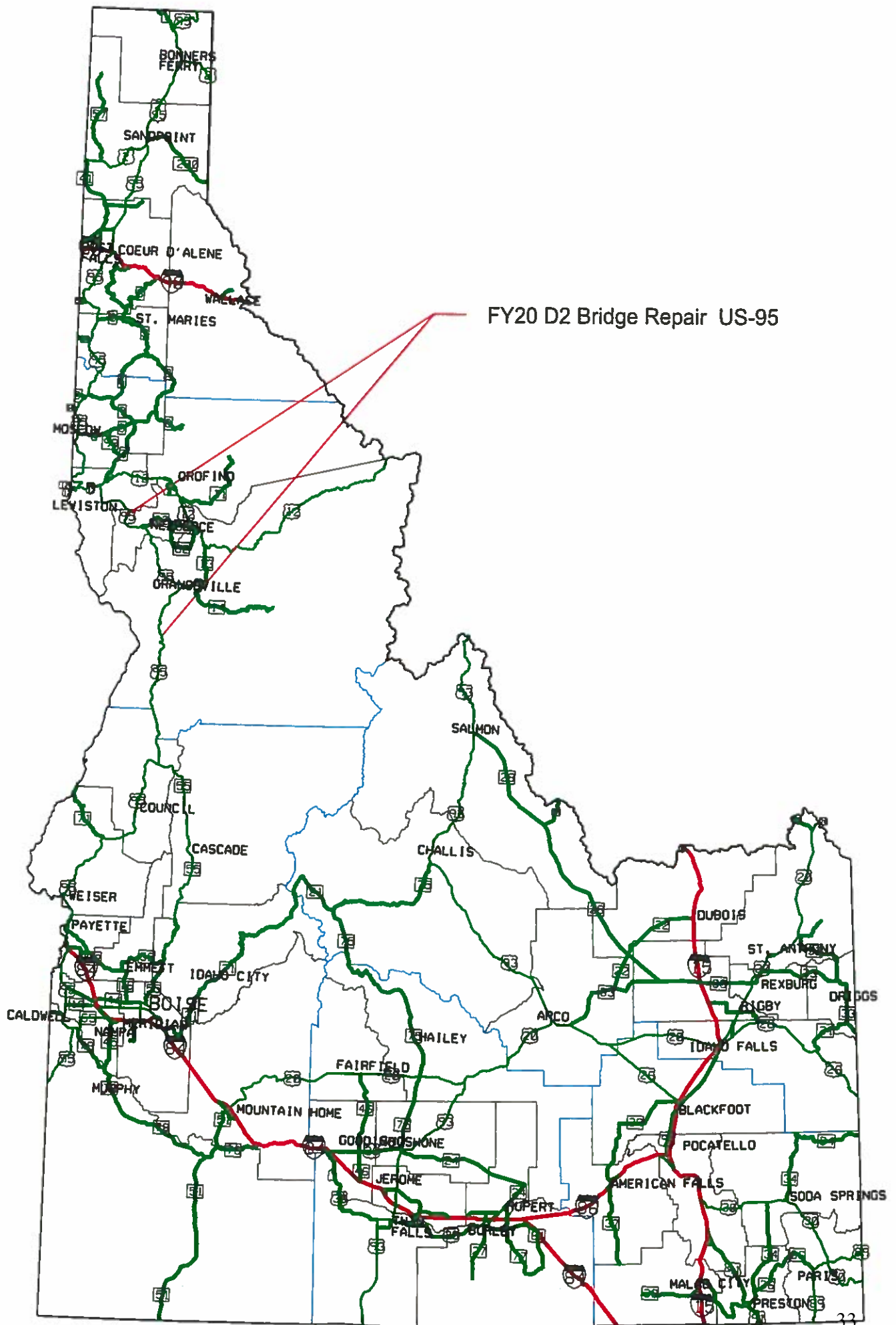
Recommendations

In accordance with board policy 4001, the construction contract on the attached report is recommended for rejection with board approval.

Board Action

Approved Deferred _____

Other _____



Monthly Status Report to the Board

CONTRACT(S) FOR BOARD REJECTION

District	Key No.	Route	Opening Date		No. of Bids	Eng. Est.	Low Bid	Net +/-
2	19595	US-95	10/8/2019		2	\$1,353,630.30	\$1,619,861.52	\$266,231.22
FY20 D2 Bridge Repair US-95						Federal		120%
Contractor: Cannon Builders Inc								

DATE OF BID OPENING - OCTOBER 8, 2019 - IDAHO FEDERAL AID FINANCED
PROJECT

IDAHO FEDERAL AID Project No. A019(595)
FY20 D2 Bridge Repair US-95
Idaho, Lewis, & Nez Perce County, Key No. 19595

DESCRIPTION: The work on this project consists of applying epoxy overlays to 12 Bridges along US-95 , 2" hydro-demo removal, applying a 2.5" silica fume overlay to the Slate Creek Bridge MP 214.26, and removing existing formwork within the two Lewiston Tri-levels.

BIDDERS:

CANNON BUILDERS, INC. BLACKFOOT, ID	\$1,619,861.52
RAZZ CONSTRUCTION INC BELLINGHAM, WA	\$1,898,617.40

2 BIDS ACCEPTED

ENGINEER'S ESTIMATE - \$1,353,630.30

LOW BID - 120% 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

DANA DIETZ P.E.
Contracts Engineer

10-18-19

Date

Department Memorandum
Idaho Transportation Department

**DATE:** October 17, 2019**Program Number(s)** P162170

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

Key Number(s) 19595

FROM: Doral J. Hoff, P.E.
District Two Engineer

Program ID, County, Etc. FY20, D2 Bridge
Repair US-95

RE: Bid Rejection

The bids were opened on October 8, 2019, there were 2 bidders. The low bid was \$1,619,861.52, which is \$266,231.22 above the Engineer's Estimate (EE) or 119.67% of EE. The difference between the low bid and the EE was primarily in the following 3 items.

Item S501-51A SP Bridge Epoxy Overlay was 110% of EE, an additional \$49,113.20
Item S904-05C SP Temporary Traffic Control 200% of EE, an Additional \$125,000.00
Item Z629-05A Mobilization 284% of EE, an additional \$226,944.00

These 3 additional amounts account for \$401,057.20 or 24.8% of the bid amount.

The Engineer's Estimate was based on the average unit prices for similar projects and reviewed by the Estimating Team. However, the District believes the increase in prices are in large part due to unknown removal items in one of the structures, increased mobilization due to having 13 bridges in various location within the district and unknown traffic control costs. The mobilization was based on the standard 10% of the entire cost and should have been increased to account for the various locations.

Therefore, the District would like to reject the bids and rebid later in the winter for a 2020 construction period (June-Sept).

If the rebid is approved, the District is planning to update the information regarding the unknown removal items, increase the mobilization amount and also revise the traffic control items to include a more comprehensive Traffic Control Plan. Also, we believe readvertising this winter, when contractors are less busy with construction, would increase the number of bidders, which is recommended. Any needed funds will be obtained from other project savings and statewide balancing.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 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 Bid Summary 10/01/19 to 11/25/19					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
10	2	0	2	1	0

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 Requiring no action from the Board 11/5/19 to 11/25/19	
ITD	Local
3	0

FUTURE ACTIONS

The Current Advertisement Report is attached.

Recommendations

For Information Only.

Board Action

Approved Deferred _____

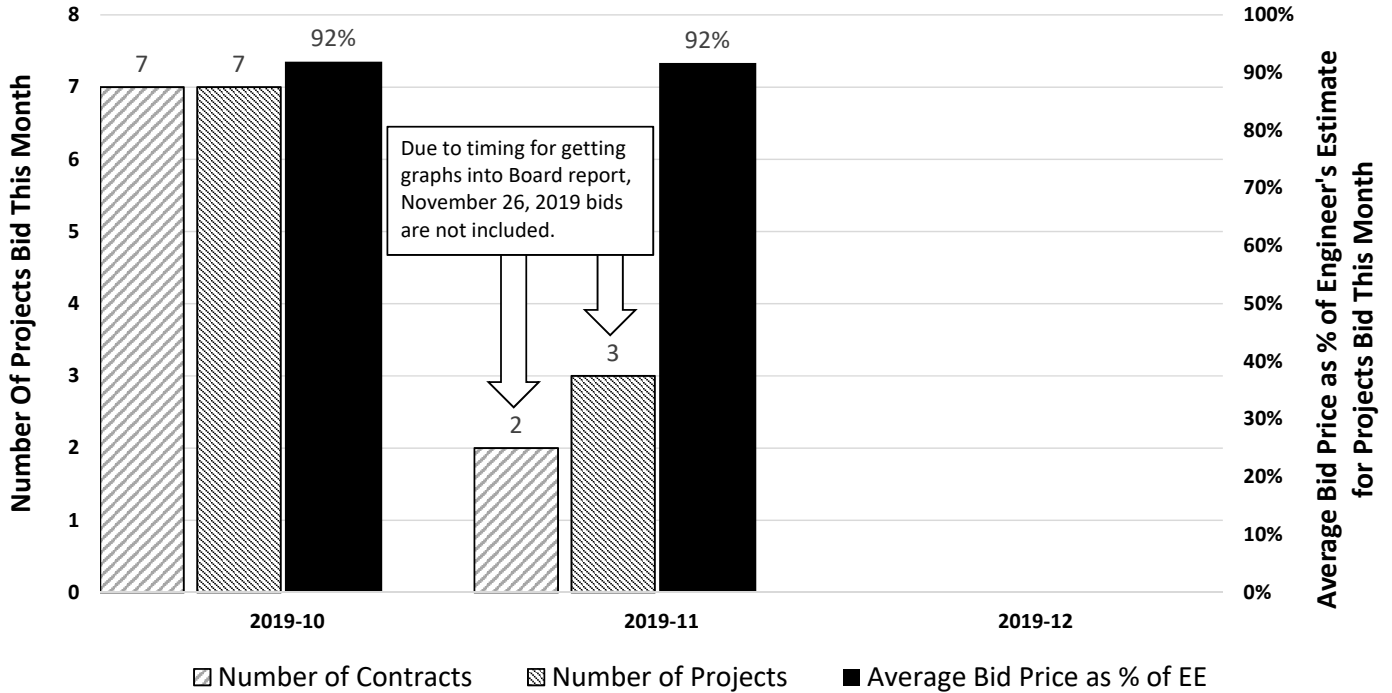
Other _____

FFY20 State Infrastructure Project Bid Results: YTD Summary By Cost

10 Projects YTD through November 22, 2019

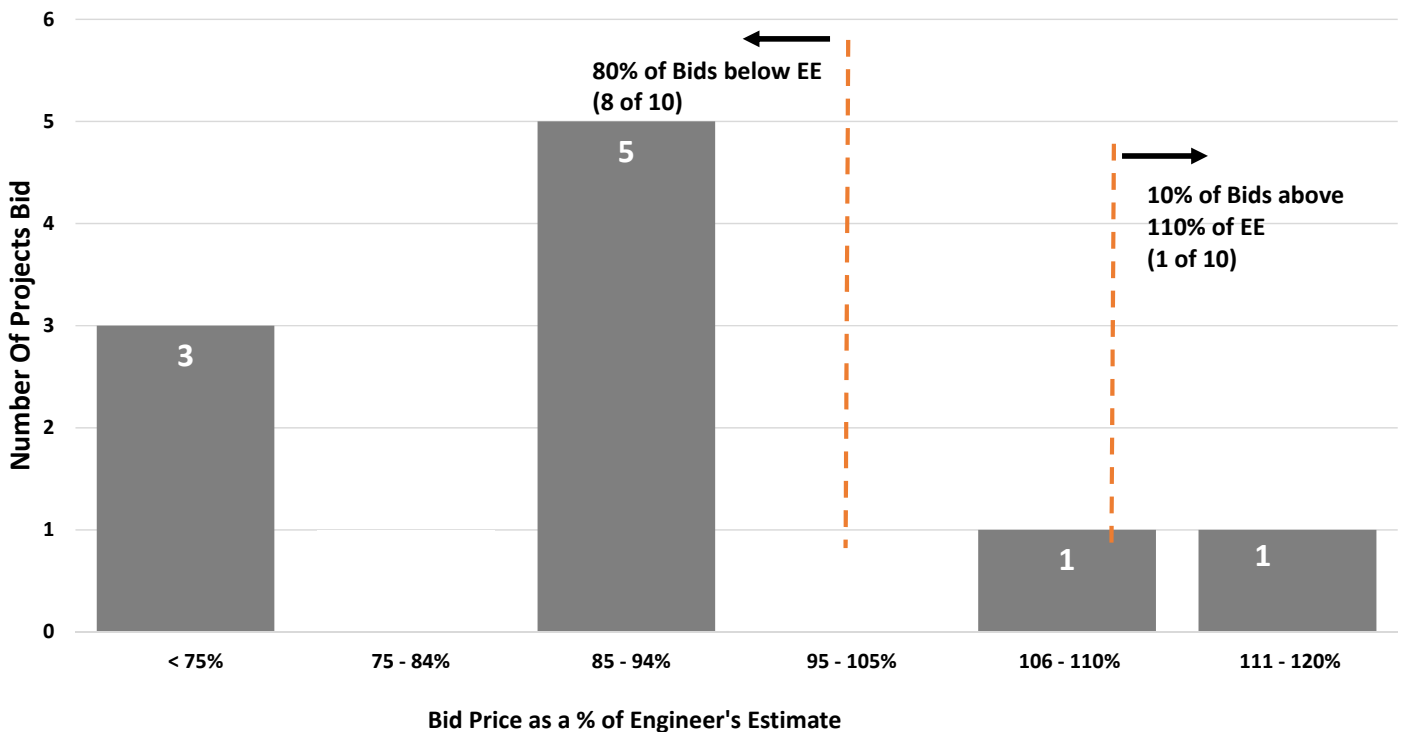
YTD Total for all 10 projects:

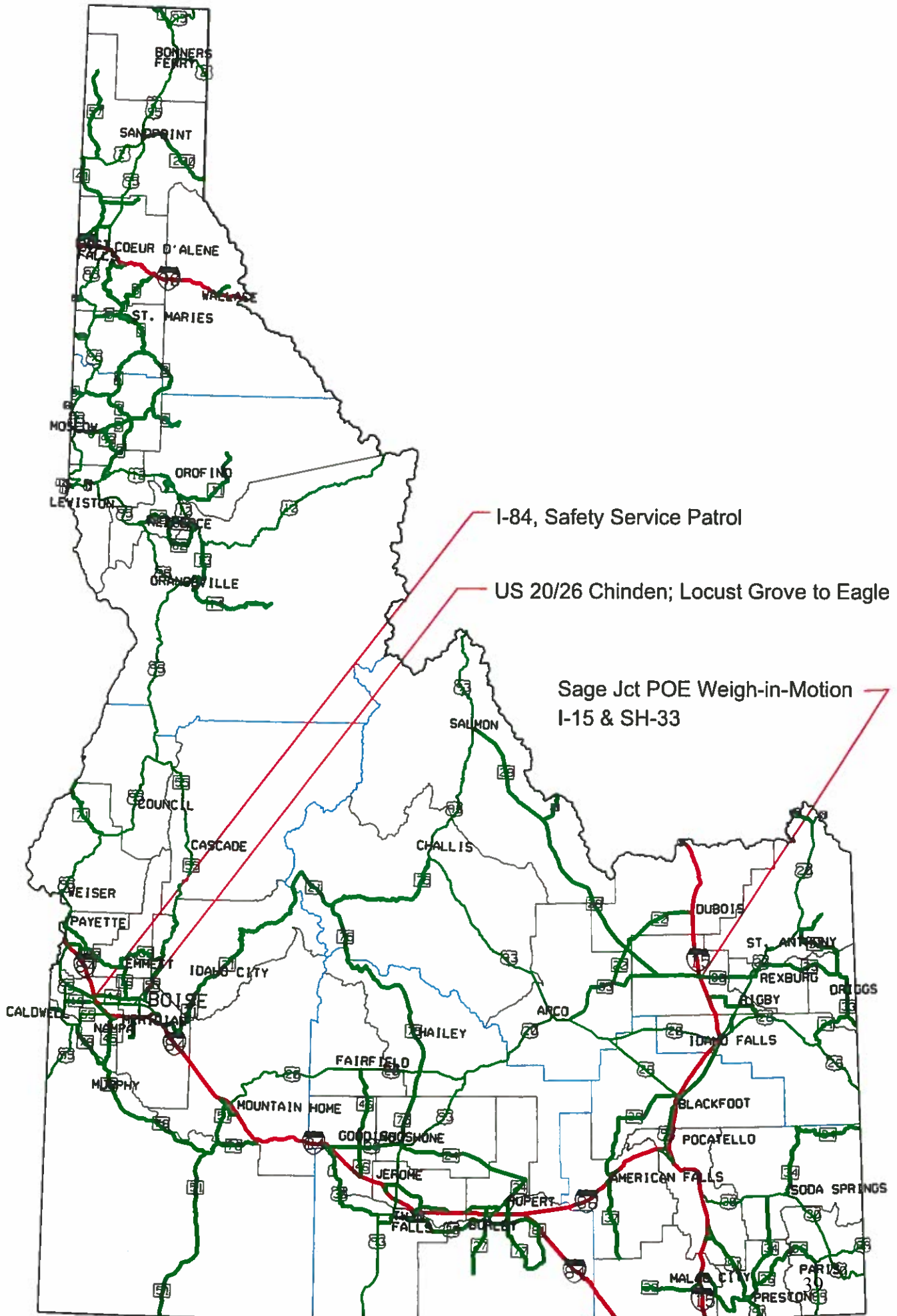
Ratio of Bid Costs / Engineer's Estimates = \$23.0 / \$25.1M = 91.8%



FFY20 State Infrastructure Project Bid Results: YTD Summary By Project Count

10 Projects YTD through November 22, 2019





I-84, Safety Service Patrol

US 20/26 Chinden; Locust Grove to Eagle

Sage Jct POE Weigh-in-Motion
I-15 & SH-33

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
3	M340010/ 20798	I-84	11/12/2019	1	(budget) \$343,200.00 Federal	\$336,700.00	(\$6,500.00) 98%
I-84, Safety Service Patrol Contractor: B & W Wrecker Service							
3	19944	US 20/26	11/19/2019	4	\$11,024,423.50 State	\$10,137,187.00	(\$887,236.50) 92%
US 20/26 Chinden; Locust Grove to Eagle Contractor: Staker & Parson Companies DBA Idaho Materials Construction							
6	20222/19858	I-15 & SH-33	11/19/2019	5	\$1,154,712.00 Federal	\$1,027,197.90	(\$127,514.10) 89%
Sage Jct POE Weigh-in-Motion I-15 & SH-33 Contractor: DL Beck							

Monthly Contract Advertisement As of 11-25-2019

District	Key No.	Route	Bid Opening Date
4	19130/20040	US-93	11/26/2019
US-93 Jones Road to Silver Creek Bridge to Carey NCL \$5,000,000 to \$10,000,000			Federal

District	Key No.	Route	Bid Opening Date
4	20180	US-93/SH-74	11/26/2019
SH-74, Jct US-93 \$100,000 to \$500,000			State

District	Key No.	Route	Bid Opening Date
3	01004	SH-55	11/26/2019
SH-55, Smith's Ferry to Round Valley \$15,000,000 to \$25,000,000			Federal

District	Key No.	Route	Bid Opening Date
2	20233/19826	US-95	11/26/2019
US-95, Webb Road to Aspen Lane and Cul-de-Sac to Mission Creek Road \$2,500,000 to \$5,000,000			Federal

District	Key No.	Route	Bid Opening Date
4	19863	SH-75	12/10/2019
SH-75, Old US-93 to Richfield \$2,500,000 to \$5,000,000			Federal

District	Key No.	Route	Bid Opening Date
4	19946	SH-24	12/10/2019
SH-24, Minidoka to County Line \$500,000 to \$1,000,000			Federal

District	Key No.	Route	Bid Opening Date
LHTAC(2)	12019	OFF SYS	12/10/2019
Orofino Creek Road Bridge \$1,000,000 to \$2,500,000			Federal

District	Key No.	Route	Bid Opening Date
LHTAC(1)	20474	OFF SYS	12/10/2019
E. Canyon Road Striping, Eastside Highway District #3 \$100,000 to \$500,000			Federal

District	Key No.	Route	Bid Opening Date
1	20795	US-95	12/10/2019
US-95, Garwood Road Grade Separation & Frontage Roads \$10,000,000 to \$15,000,000			Federal

District	Key No.	Route	Bid Opening Date
LHTAC(3)	13486	OFF SYS	12/10/2019
STP-8423, Colorado & Holly Signal/Pedestrian Improvements, Nampa \$500,000 to \$1,000,000			Federal

District	Key No.	Route	Bid Opening Date
3	20203	I-84	12/10/2019
I-84, Eisenman IC to MP 70 and MP 82 to Mountain Home \$1,000,000 to \$2,500,000			State

District	Key No.	Route	Bid Opening Date
4	20170	SH-81	12/17/2019
SH-81, Declo to Burley \$5,000,000 to \$10,000,000			State



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 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 MC
Preparer's Name Holly McClure	Preparer's Title Grants/Contracts Program Specialist	Initials HM	

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 thirteen (13) new professional services agreements and work tasks totaling **\$1,230,500** and five (5) supplemental agreements to existing professional services agreements totaling **\$289,348** from November 1, 2019 through November 21, 2019.

New Professional Services Agreements and Work Tasks

Reason Consultant Needed	District								Total
	1	2	3	4	5	6	HQ		
Resources not Available									
Roadway Design						1			1
Materials				1					1
Construction			1		1	1			3
Bridge Design		1							1
Right/of/Way			1						1
Planning							1		1
Local Public Agency Projects		1				4			5
Total		2	2	1	1	6	1		13



Board Agenda Item

For ITD District Projects:

Eight (8) new professional services agreements and work tasks were processed during this period totaling **\$487,774**. Four (4) supplemental agreements totaling **\$228,676** 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>
None this month					

District 2

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US12, Big Smith Creek Fish Passage	Resources not available: Bridge Design	Preliminary Design Services	RFI from Term Agreement	Great West Engineering	\$89,933

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I84 Northside Blvd. to Franklin Blvd, Nampa	Resources not available: Inspection	Structural Steel Fabrication Inspection	Direct from Term Agreement	Materials Testing & Inspection	\$41,772
SH16, I84 to US20/26, Ada & Canyon Counties	Resources not available: Right-of-way	Right of Way Plan Reviews and Land Use Compatibility Reviews	Direct from Term Agreement	T-O Engineers	\$52,944

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH75, Yankee Fork of Salmon River, Custer County	Resources not available: Materials	Phase IV Materials Report	Direct from Term Agreement	American Geotechnics, Inc.	\$98,500



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 5

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US30, Portneuf River Bridge, Bannock County	Resources not available: Construction	Additional Engineer of Record Services	RFI from Term Agreement	Burns & McDonnell Engineering	Prev: \$116,900 This: \$12,000 Total: \$128,900

District 6

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I-15, FY20 D6 Ballast Stabilization	Resources not available: Construction	Acceptance Sampling and Testing Services	RFI from Term Agreement	Connect Engineering	\$57,632
US20, I-15 Interim Ramp Modifications	Resources not available: Roadway Design	Ramp Modification Design	Direct from Term Agreement	Horrocks Engineers	\$94,993

Headquarters

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
Asset Management Support Services	Resources not available: Asset Management	Asset Management Support Services	RFI from Term Agreement	The Kercher Group, Inc.	Prev: \$68,500 This: \$40,000 Total: \$108,500

Supplemental Agreements to Existing ITD Professional Service 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>
1	SH41, Mullan Avenue to East Prairie Avenue, Post Falls	HDR Engineering	5/19/2017 Roadway Design, Ph III, Completion of Design through PS&E	Additional R/W Updates/ Acquisition Support and PS&E Tasks	Prev: \$2,827,802 This: \$124,352 Total: \$2,952,154 Board Approved \$3.25M during July 2019 meeting



Board Agenda Item

ITD 2210 (Rev. 10-13)

2	US95, Culdesac Canyon Passing Lane Phase 2; Lapwai Creek Bridges	Horrocks Engineers	12/21/2018 Engineer of Record Services	Rock Cut Survey	Prev: \$145,625 This: \$49,931 Total: 195,556
3	SH55, Flemming Creek Bridge, Boise County	Keller Associates	7/30/2019 Bridge Design, Phase 1: Preliminary Design Services	Additional Subsurface Exploration	Prev: \$181,844 This: \$12,381 Total: \$194,225
3	I84, Caldwell to Karcher	Horrocks Engineers	4/25/2018, Roadway Design, Phase II	Interchange Modification Report and additional Geotechnical Services	Prev: \$3,776,840 This: \$42,012 Total: 3,818,852 Board Approved \$12.8M during April 2018 meeting

For Local Public Agency Projects:

Five (5) new professional services agreements totaling **\$742,726** were processed during this period. One (1) supplemental agreement totaling **\$60,672** was processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SMA-7564, A Street, Moscow, Stage 2	City of Moscow	Construction Engineering, Inspection, Materials Testing Services	Individual Project Solicitation	Civil Science, Inc.	\$637,182
STC-7486, 12 th Street/Idaho Canal Bridge, Idaho Falls	City of Idaho Falls	Materials Testing and Inspection Services	Local Project Direct from Term Agreement	Strata, Inc.	\$34,739
Offsystem, South 2 nd West Street Bridge, St. Anthony	City of St. Anthony	Engineer of Record Services	Local Project RFI from Term Agreement	J-U-B Engineers, Inc.	\$24,620
Offsystem, Idaho Canal Trail, Phase 1, Idaho Falls	City of Idaho Falls	Structure, Situation & Layout Plan and Foundation Design of Pedestrian Bridge over Canal	Local Project Direct from Term Agreement	J-U-B Engineers, Inc.	\$27,000



Board Agenda Item

ITD 2210 (Rev. 10-13)

SMA-7076 Lindsay Blvd Curves Superelevation	City of Idaho Falls	Abbreviated Phase II/III Report	Local Project Direct from Term Agreement	Materials Testing & Inspection	\$19,185
---	---------------------	---------------------------------	--	--------------------------------	----------

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>
3	10 th Avenue Bridge, Caldwell	Stanley Consultants	2/11/2019, Construction Engineering and Inspection Services	Additional Inspection Services	Prev: \$346,335 This: 60,672 Total: \$407,007

Recommendations

For Information Only

Board Action

Approved Deferred _____
 Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

Presenter's Name Justin Pond	Presenter's Title Right of Way Program Manager	Initials JP	Reviewed By LSS
Preparer's Name Justin Pond	Preparer's Title Right of Way PRogram Manager	Initials JP	

Subject

Annual Outdoor Advertising Report		
Key Number	District State-wide	Route Number

Background Information

2019 Annual report on Outdoor Advertising activities is attached.

The ITD Outdoor Advertising Program is charged with monitoring, controlling, or causing to be controlled, advertising signs in areas adjacent to the Interstate System, Primary Highways, and the NHS (National Highway System) roads within the State of Idaho. The controlling of these signs consists of the following primary functions:

- Maintaining an inventory of all outdoor advertising signs along the highway systems, including the State's NHS routes.
- Issuing permits and identification tags for signs erected prior to the effective date of the state's outdoor advertising control agreement and for signs legally erected.
- Removing, or causing to be removed, any signs not legally erected or maintained.

The responsibility for the administration of the Scenic Enhancement and Outdoor Advertising program is under the authority of the Right-of-Way Section.

Recommendations

None



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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



DATE: November 26, 2019

Program Number(s)

TO: ITD Transportation Board

Key Number(s)

FROM: Justin Pond, Right of Way Manager

Program ID, County, Etc.State-wide

RE: Annual Outdoor Advertising Summary Report

The following provides information for the Annual Outdoor Advertising Report for 2019. Notable items include:

1. There were 0 appeals of denied sign applications during 2019.
2. There were 8 new Outdoor Advertising sign applications processed in 2019. 7 were approved and 1 was denied. This is a decrease in denials from two denied permits in 2018.
3. There remain illegal Outdoor Advertising signs throughout the state which need to be addressed.

OUTDOOR ADVERTISING SIGN STATUS REPORT

TIME PERIOD - OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019

	NEW	ILLEGAL	ILLEGAL	CONDEM-	BEING				
APPEALS	PERMITS	REMOVED	REMAINING	NATIONS	PURCHASED	REMOVED	REMAINING	ALL SIGNS	
OUTDOOR ADVERTISING SIGNS				NON-CONFORMING SIGNS			DISTRICT TOTALS		
DISTRICT 1	0	0	6	0	0	0	45	136	
DISTRICT 2	0	0	4	0	0	0	21	188	
DISTRICT 3	0	4	0	0	0	0	68	337	
DISTRICT 4	0	1	2	0	0	0	33	132	
DISTRICT 5	0	3	6	0	0	0	17	130	
DISTRICT 6	0	0	0	0	0	0	34	253	
TOTALS	0	8	18	0	0	0	218	1176	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

Presenter's Name Ken Kanownik	Presenter's Title Planning Services Manager	Initials KJK	Reviewed By LSS
Preparer's Name Ken Kanownik	Preparer's Title Planning Services Manager	Initials KJK	

Subject

2040 Long-Range Transportation Plan		
Key Number	District	Route Number

Background Information

At the July 2019 Idaho Transportation Board meeting, staff presented the Board a final draft of a 2040 Long-Range Transportation Plan for approval. The Board passed a resolution that approved the 2040 Long-Range Transportation Plan as the document was presented (understanding it would still be submitted to the Federal Highway Administration for review). The final has been reviewed by the FHWA with no objections to conformity with the FAST (Fixing America's Surface Transportation) Act.

Staff will now publish the document as final, produce a limited number of hard copies, post an electronic copy on the department's website and produce a public friendly shortened version in early 2020.

Recommendations

--

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

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

Subject

State Fiscal Year 2020 Financial Statements		
Key Number	District	Route Number

Background Information

July 01, 2019 thru October 31, 2019, Fiscal Year 2020 Financial Statements

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

- Revenues to the State Highway Account from all state sources are ahead of forecast by 6.4%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 6% or \$4.4M. State revenues to the State Aeronautics Fund are ahead of forecast by 4.5% or \$56,000. Staff will continue to monitor revenue and provide future updates.
- Expenditures are within planned budgets YTD. The differences are timing differences between planned and actual expenditures plus encumbrances estimated through the first four months of the year. Personnel costs have savings of \$4.1M or 9.7% is due to reserves for horizontal career path increases, vacancies and timing between a position becoming vacant and filled.
- Contract construction cash expenditures through October of this year has exceeded any from the past three years: FY20 = \$223.8 M; FY19 = \$218.5 M; FY18 = \$210.9 M. After four months in this fiscal year this is a very positive result and will assist in 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 October is \$138.7 Million. These funds are obligated against both construction projects and encumbrances. The long term investments plus the cash balance (\$34.6M) totals \$173.3M, which is \$41M less than the end of June.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), through the month of October, were \$11.3M. There are no additional funds (other than interest earned on the cash balance) coming into this fund with the expiration of the law effective May 31, 2019 that required the transfer.

Deposits into the Transportation Expansion and Congestion Mitigation Fund of \$6.6M is 9.3% ahead of forecast. The receipts into this fund for FY20 are committed to construction projects identified in the ITIP.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Recommendations

Board Action

Approved Deferred _____

Other _____

User ID: mmcbride
 Report ID: AD-FN-GL-010
 Run Date: 7 Nov 2019
 % of Time
 Remainin 66.67

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 10/31/2019
 (all amounts in '000)

Fiscal Year: 2020

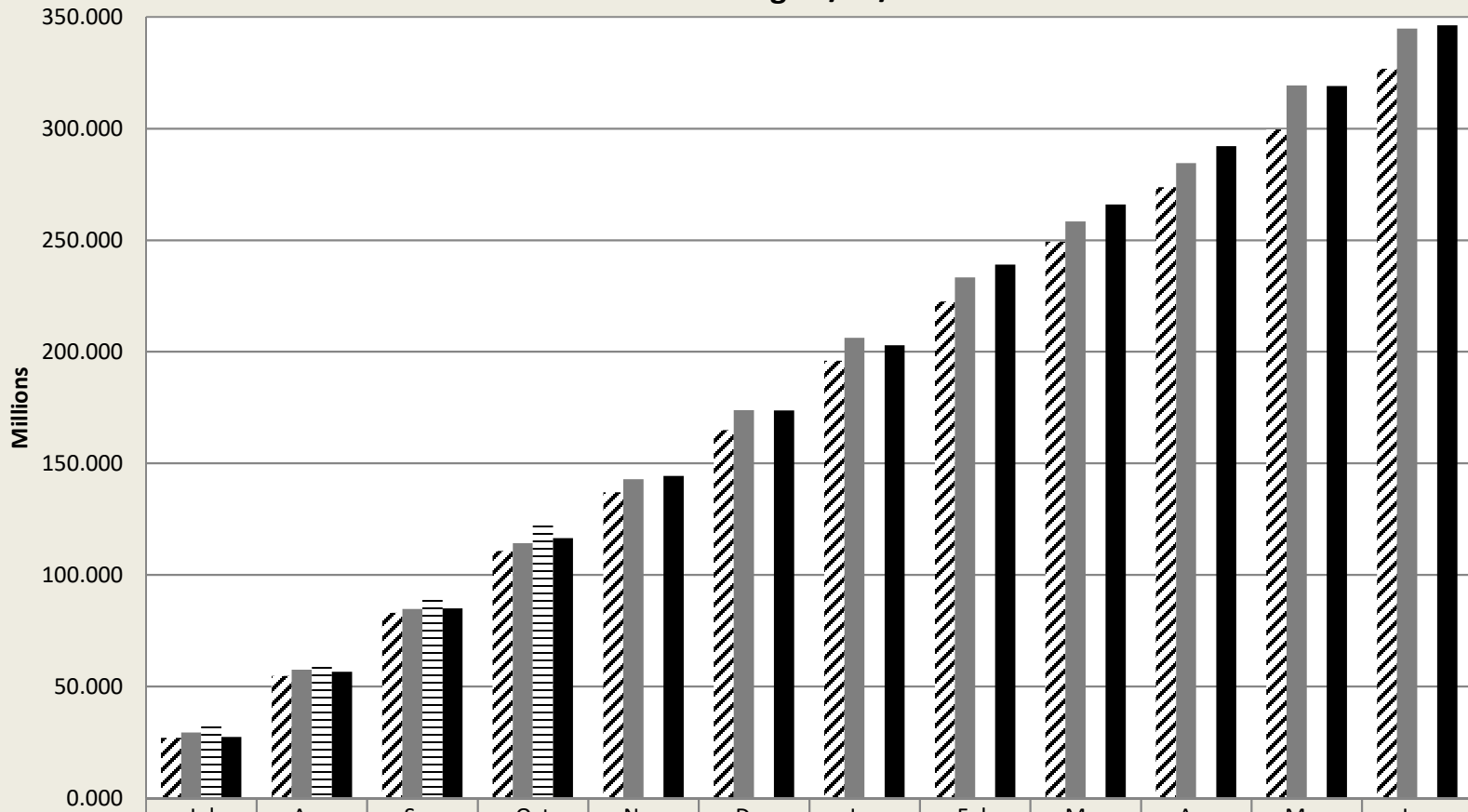
Funds Received					
	FY19 Actual YTD	FY20 Actual YTD	FY20 Forecast YTD	FY20 to FY19 Actual	FY 20 to Forecast
<u>State Highway Account</u>					
Federal Reimbursements	116,010	146,998	185,310	26.7%	-20.7%
State (Inc. H.D.A.)	114,108	123,908	116,487	8.6%	6.4%
Local	3,659	11,934	9,864	226.2%	21.0%
Total State Highway Account:	233,777	282,840	311,662	21.0%	-9.2%
<u>State Aeronautics Fund</u>					
Federal Reimbursements	87	76	100	-12.9%	-24.3%
State	1,265	1,301	1,245	2.9%	4.5%
Total State Aeronautics Fund:	1,352	1,377	1,345	1.8%	2.4%
Total Fund Received:	235,129	284,217	313,006	20.9%	-9.2%
Disbursements (includes Encumbrances)					
	FY19 Actual YTD	FY20 Actual YTD	FY20 Budget YTD	FY20 to FY19 Actual	FY 20 to Budget
Construction Payouts	222,790	226,063	269,312	1.5%	-16.1%
<u>Operations Expenses</u>					
Highways	64,609	69,464	75,507	7.5%	-8.0%
DMV	16,920	15,657	17,019	-7.5%	-8.0%
Administration	9,884	11,115	12,136	12.4%	-8.4%
Facilities	1,961	1,993	399	1.6%	399.9%
Aeronautics	816	1,310	1,479	60.4%	-11.4%
Total Operations Expenses:	94,190	99,537	106,539	5.7%	-6.6%
<u>Transfers</u>					
Operating	25	0	0	-100.0%	0.0%
Debt Service	0	0	0	0.0%	0.0%
Total Transfers:	25	0	0	-100.0%	0.0%
Total Disbursements:	317,005	325,600	375,851	2.7%	-13.4%
<u>Expenditures by Type</u>	FY19 Actual YTD	FY20 Actual YTD	FY20 Budget YTD	FY20 to FY19 Actual	FY 20 to Budget
Personnel	37,654	37,849	41,930	0.5%	-9.7%
Operating	41,637	42,330	46,988	1.7%	-9.9%
Capital Outlay	9,218	13,889	11,234	50.7%	23.6%
Sub-Grantee	5,681	5,469	6,388	-3.7%	-14.4%
Totals Operations Expenses:	94,190	99,537	106,539	5.7%	-6.6%
Contract Construction	222,790	226,063	269,312	1.5%	-16.1%
Totals (excluding Transfers):	316,980	325,600	375,851	2.7%	-13.4%

State Highway Fund 0260

Fiscal Year 2020

State Revenue Source Forecast vs Actual

October - For Period Ending 10/31/2019

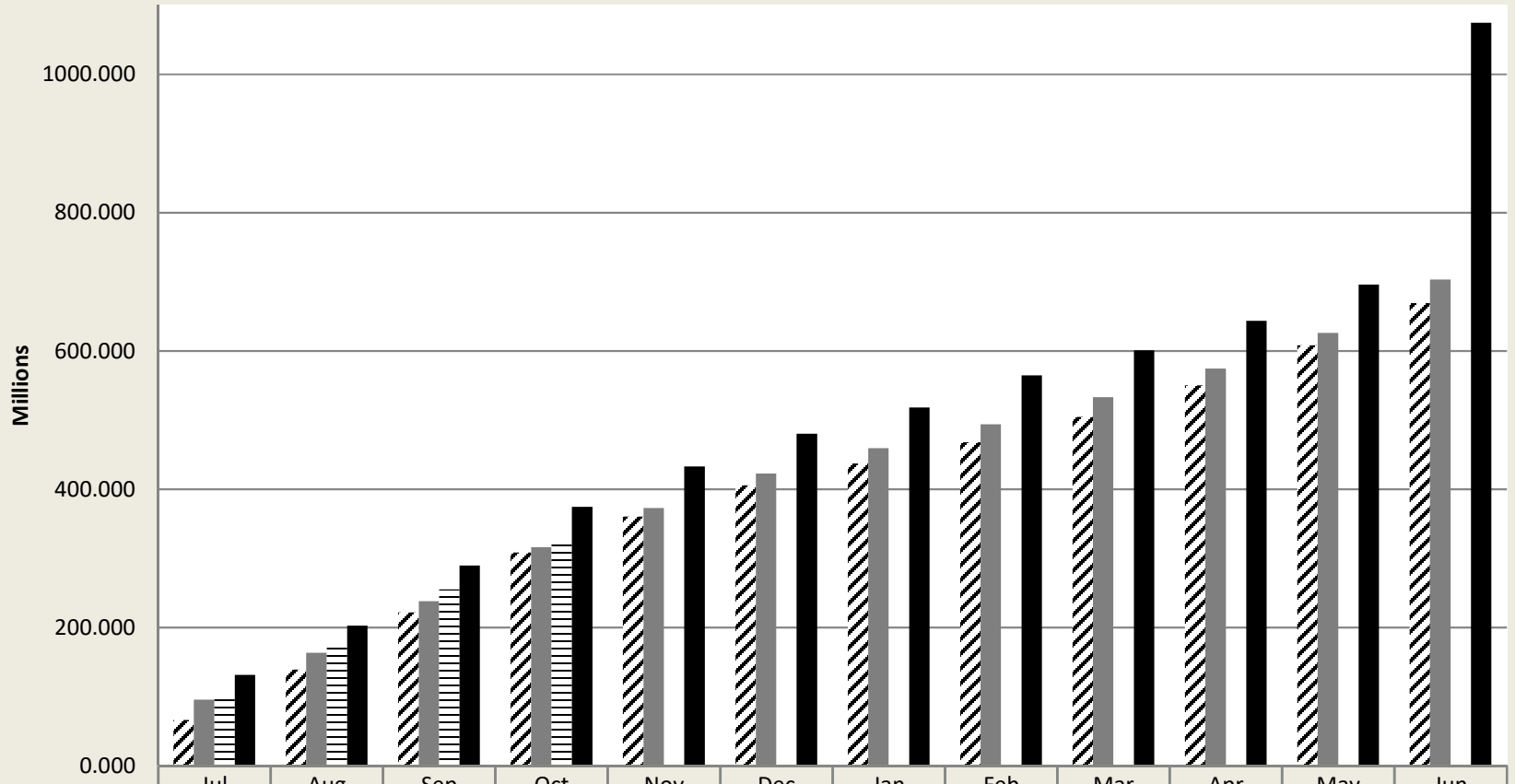


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
▨ FY18 Actual Revenue	27.003	54.686	82.976	110.644	136.997	164.897	195.901	222.483	249.311	273.673	299.623	326.714
■ FY19 Actual Revenue	29.298	57.454	84.752	114.108	142.878	173.775	206.239	233.249	258.362	284.523	319.267	344.728
= FY20 Current	32.334	60.074	89.748	123.908								
■ FY20 Forecast	27.394	56.487	84.985	116.420	144.376	173.602	202.906	239.019	266.004	292.077	318.971	346.206

State Highway Fund 0260

Fiscal Year 2020 Expenditures

October - For Period Ending 10/31/2019



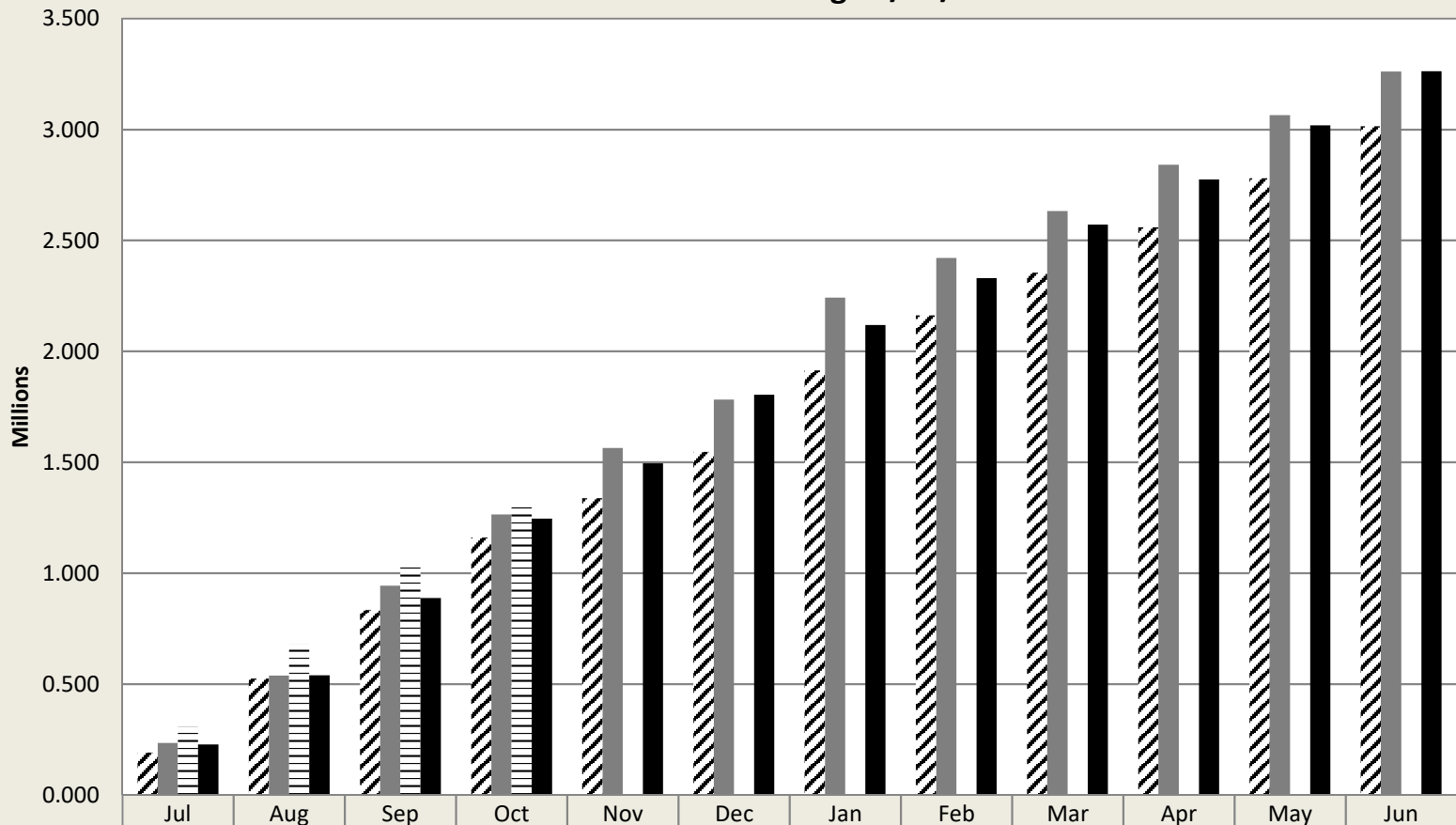
▨ FY18 Actual Expenditures	66.330	139.287	221.745	308.357	360.460	405.710	437.190	468.029	504.461	550.126	607.868	669.206
■ FY19 Actual Expenditures	95.849	163.446	238.100	316.163	372.747	422.734	459.444	493.898	533.081	574.555	626.054	703.065
≡ FY20 Current	100.532	174.652	255.180	324.290								
■ FY20 Forecast	131.408	202.727	289.868	374.372	432.758	480.131	518.057	564.470	600.953	643.490	695.791	1,074.230

Aeronautics Fund 0221

Fiscal Year 2020

State and Interagency Revenue Sources Forecast vs Actual

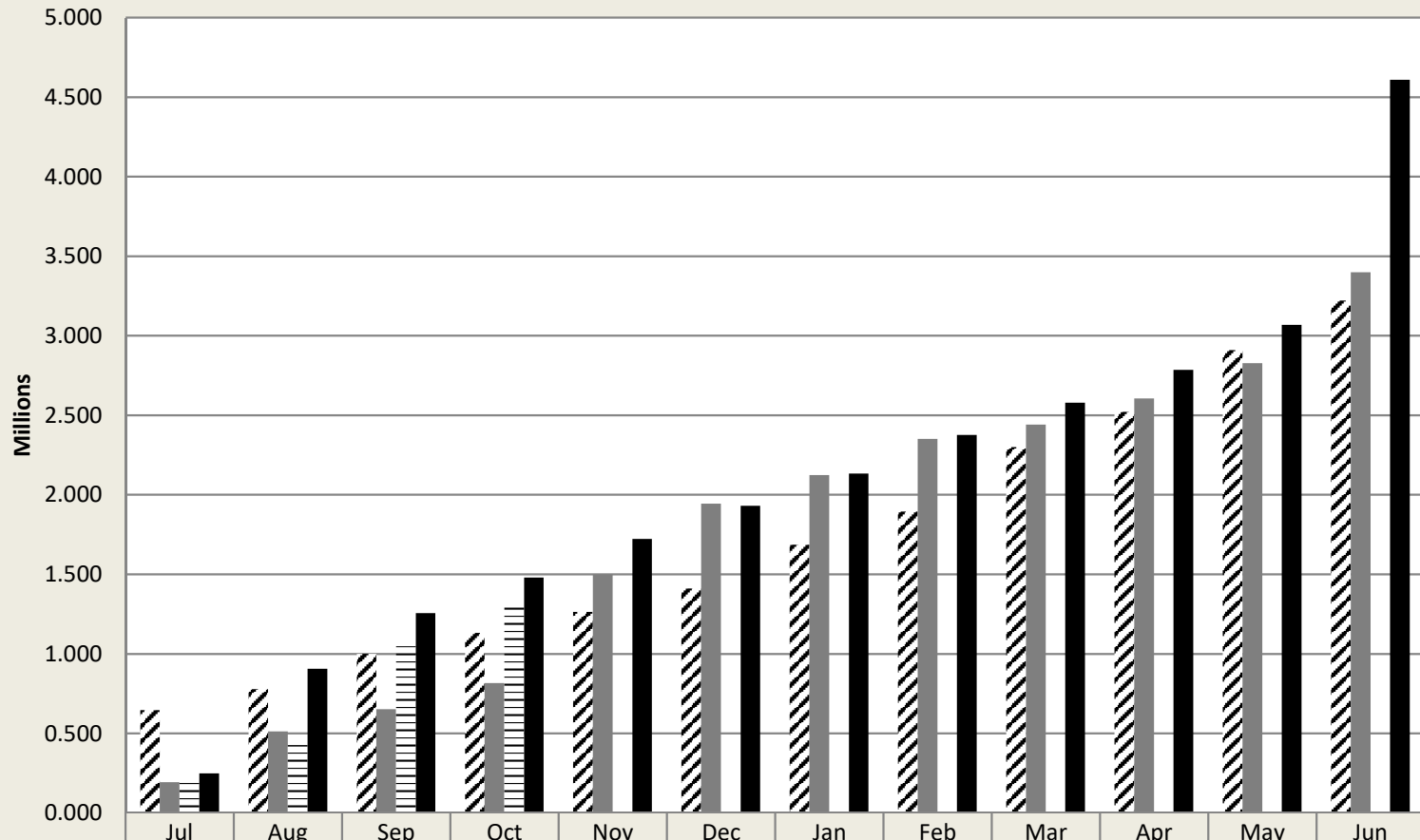
October - For Period Ending 10/31/2019



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
▨ 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 Actual Revenue	0.234	0.538	0.943	1.265	1.563	1.782	2.242	2.421	2.631	2.840	3.064	3.261
▬ FY20 Current	0.306	0.679	1.033	1.301								
■ FY20 Forecast	0.228	0.539	0.888	1.245	1.494	1.804	2.119	2.330	2.571	2.775	3.018	3.263

Aeronautics Fund 0221

Fiscal Year 2020 Expenditures October - For Period Ending 10/31/2019



▨ 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 Actual Expenditures	0.193	0.512	0.652	0.816	1.498	1.943	2.124	2.351	2.441	2.604	2.826	3.398
= FY20 Current	0.206	0.426	1.047	1.310								
■ FY20 Forecast	0.248	0.906	1.255	1.479	1.722	1.930	2.134	2.376	2.578	2.785	3.068	4.608

UserID: mmcbride
 Report ID: AD-FN-GL-002
 Run Date: 07 Nov 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 10/31/2019

	State Aeronautics Fund		State Highway Fund		Transportation Expansion and Congestion Mitigation Fund	
	0221		0260		0269	
	Sep-19	Oct-19	Sep-19	Oct-19	Sep-19	Oct-19
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Operations)	2,383,975	2,383,878	39,854,452	34,607,890	42,687,625	43,922,952
Investments (Long Term: STO - Diversified Bond Fund)	848,175	849,638	138,444,253	138,686,003	0	0
Total Cash & Investments	3,232,150	3,233,516	178,304,551	173,299,737	42,687,625	43,922,952
Receivables - Other	0	6,612	1,560,260	1,474,439	0	0
- Due From Locals (Project Overruns)	0	10,709	1,783,311	2,697,316	0	0
- Inter Agency	16,981	21,319	561	561	0	0
Total Receivables	16,981	38,640	3,344,132	4,172,316	0	0
Inventory on Hand	0	0	23,083,137	21,173,058	0	0
Total Assets:	3,249,131	3,272,156	204,731,819	198,645,111	42,687,625	43,922,952
LIABILITIES						
Vouchers Payable	0	0	2,592	9,503	0	0
Sales Tax Payable	0	0	1,914	2,423	0	0
Deferred Revenue (Local Projects Match)	0	0	21,132,638	20,971,963	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	255,123	255,123	0	0
Total Liabilities:	0	0	21,392,267	21,239,011	0	0
FUND BALANCE						
Reserve for Encumbrance	559,133	565,471	60,018,329	51,298,315	0	0
Fund Balance	2,689,998	2,706,685	123,321,224	126,107,785	42,687,625	43,922,952
Total Fund Balance:	3,249,131	3,272,156	183,339,553	177,406,100	42,687,625	43,922,952
Total Liabilities and Fund Balance	3,249,131	3,272,156	204,731,819	198,645,111	42,687,625	43,922,952

UserID: mmcbride
 Report ID: AD-FN-GL-002
 Run Date: 07 Nov 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 10/31/2019

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270	
	Sep-19	Oct-19	Sep-19	Oct-19	Sep-19	Oct-19
ASSETS						
Cash on Hand (Change Fund)	0	0	0	0	0	0
Cash in Bank (Daily Operations)	36,378,955	33,693,333	48,387	48,481	36,427,343	33,741,814
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0
Total Cash & Investments	36,378,955	33,693,333	48,387	48,481	36,427,343	33,741,814
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:	36,378,955	33,693,333	48,387	48,481	36,427,343	33,741,814
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	36,378,955	33,693,333	48,387	48,481	36,427,343	33,741,814
Total Fund Balance:	36,378,955	33,693,333	48,387	48,481	36,427,343	33,741,814
Total Liabilities and Fund Balance	36,378,955	33,693,333	48,387	48,481	36,427,343	33,741,814

User ID: mmebride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time
 Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

Fund: 0260 State Highway Fund

	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)
Fiscal Year: 2020									
Budget Fiscal Year: 2020									
REVENUES									
Federal Sources									
FHWA - Highway	168,185,000	131,779,598	32,652,904	0	(36,405,402)	-21.65%	506,876,702	375,097,104	74.00 %
FHWA - Indirect Cost	12,302,000	10,671,089	2,351,614	0	(1,630,911)	-13.26%	25,000,000	14,328,911	57.32 %
Federal Transit Authority	3,400,000	3,373,175	1,147,984	0	(26,825)	-0.79%	14,483,600	11,110,425	76.71 %
NHTSA - Highway Safety	1,050,000	713,835	0	0	(336,165)	-32.02%	4,642,800	3,928,965	84.62 %
Other Federal Aid	373,332	459,919	(516)	0	86,587	23.19 %	3,940,000	3,480,081	88.33 %
Total Federal Sources:	185,310,332	146,997,616	36,151,986	0	(38,312,716)	-20.67%	554,943,102	407,945,486	73.51 %
State Sources									
Equipment Buy Back	0	362,672	362,672	0	362,672	0.00 %	8,328,900	7,966,228	95.65 %
Miscellaneous Revenues	10,819,836	11,544,999	2,561,186	0	725,163	6.70 %	31,755,679	20,210,680	63.64 %
Total State Sources:	10,819,836	11,907,671	2,923,858	0	1,087,835	10.05 %	40,084,579	28,176,908	70.29 %
Local Sources									
Match For Local Projects	9,864,300	11,926,455	3,487,879	0	2,062,155	20.91 %	36,651,278	24,724,823	67.46 %
Other Local Sources	0	7,500	0	0	7,500	0.00 %	0	(7,500)	0.00 %
Total Local Sources:	9,864,300	11,933,955	3,487,879	0	2,069,655	20.98 %	36,651,278	24,717,323	67.44 %
TOTAL REVENUES:	205,994,468	170,839,242	42,563,723	0	(35,155,226)	-17.07%	631,678,959	460,839,717	72.95 %
TRANSFERS-IN									
Highway Distribution Account	73,742,600	78,183,881	22,287,356	0	4,441,281	6.02 %	218,971,500	140,787,619	64.29 %
Fuel/Registration Direct	25,043,115	25,446,449	6,851,998	0	403,334	1.61 %	68,416,500	42,970,051	62.81 %
Ethanol Fuels Tax	6,881,500	7,194,855	2,097,457	0	313,355	4.55 %	18,800,000	11,605,145	61.73 %
Statutory	0	1,175,642	0	0	1,175,642	0.00 %	0	(1,175,642)	0.00 %
TOTAL TRANSFERS-IN:	105,667,215	112,000,827	31,236,811	0	6,333,612	5.99 %	306,188,000	194,187,173	63.42 %
TOTAL REV AND TRANSFERS-IN:	311,661,683	282,840,069	73,800,534	0	(28,821,614)	-9.25%	937,866,959	655,026,890	69.84 %

User ID: mmebride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time
 Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

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:	2020								
Budget Fiscal Year:	2020								
EXPENDITURES									
Operations Expense									
Permanent Staff Salaries	27,903,800	25,382,523	6,283,942	0	2,521,277	9.04 %	90,686,045	65,303,522	72.01 %
Board, Hourly, OT, Shift Diff	367,231	260,714	51,859	0	106,517	29.01 %	1,591,678	1,330,964	83.62 %
Fringe Benefits	13,261,275	11,855,809	2,946,178	0	1,405,466	10.60 %	41,482,177	29,626,368	71.42 %
In State Travel Expense	582,145	590,601	181,304	0	(8,456)	-1.45%	1,649,107	1,058,506	64.19 %
Out of State Travel Expense	144,220	114,315	23,879	0	29,905	20.74 %	350,480	236,165	67.38 %
Technology Operating Expense	13,755,110	5,386,417	1,549,418	9,343,148	(974,455)	-7.08%	24,781,569	10,052,004	40.56 %
Operating Expense	31,875,859	18,342,732	6,870,493	7,896,668	5,636,459	17.68 %	68,109,378	41,869,978	61.47 %
Technology Equipment Expense	2,104,090	763,012	20,610	147,318	1,193,760	56.74 %	2,222,340	1,312,010	59.04 %
Capital Equipment Expense	8,697,314	5,592,597	5,564,821	5,137,115	(2,032,398)	-23.37%	22,286,360	11,556,648	51.86 %
Capital Facilities Expense	389,597	1,341,630	726,241	591,756	(1,543,788)	-396.25%	5,834,597	3,901,212	66.86 %
Capital Projects	0	0	0	315,904	(315,904)	0.00 %	0	(315,904)	0.00 %
Trustee & Benefit Payments	5,979,965	5,165,419	1,308,847	0	814,546	13.62 %	19,390,900	14,225,481	73.36 %
Total Operations Expense:	105,060,606	74,795,769	25,527,591	23,431,909	6,832,929	6.50 %	278,384,631	180,156,954	64.72 %
Contract Construction									
Technology Operating Expense	0	684,716	198,091	460,464	(1,145,180)	0.00 %	0	(1,145,180)	0.00 %
Operating Expense	3,420,000	828,106	171,830	99,691	2,492,203	72.87 %	17,994,003	17,066,206	94.84 %
Capital Projects	265,378,693	221,962,083	48,466,104	1,727,339	41,689,272	15.71 %	771,597,538	547,908,117	71.01 %
Trustee & Benefit Payments	513,100	300,164	72,381	0	212,936	41.50 %	6,253,502	5,953,338	95.20 %
Total Contract Construction:	269,311,793	223,775,069	48,908,405	2,287,493	43,249,231	16.06 %	795,845,043	569,782,481	71.59 %
TOTAL EXPENDITURES:	374,372,400	298,570,837	74,435,996	25,719,402	50,082,160	13.38 %	1,074,229,675	749,939,435	69.81 %
TRANSFERS OUT									
Operating	0	0	0	0	0	0.00 %	57,527,200	57,527,200	100.00 %
TOTAL TRANSFERS OUT:	0	0	0	0	0	0.00 %	57,527,200	57,527,200	100.00 %
TOTAL EXPD AND TRANSFERS OUT:	374,372,400	298,570,837	74,435,996	25,719,402	50,082,160	13.38 %	1,131,756,875	807,466,635	71.35 %
Net for Fiscal Year 2020:	(62,710,717)	(15,730,768)	(635,462)		21,260,546		(193,889,916)	(152,439,745)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

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:	2020									
Budget Fiscal Year:	2020									
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	400,000	114,558	26,795	44,528	240,913	60.23 %	5,942,604	5,783,517	97.32 %
Operating Expenditures	Federal	3,000,000	1,398,212	343,126	515,626	1,086,161	36.21 %	11,519,387	9,605,548	83.39 %
Operating Expenditures	Local	20,000	51	0	0	19,949	99.74 %	532,012	531,961	99.99 %
Total Operating Expenditures		3,420,000	1,512,822	369,921	560,155	1,347,023	39.39 %	17,994,003	15,921,026	88.48 %
Capital Outlay										
Capital Outlay	Dedicated	64,476,147	76,357,429	16,134,630	164,097	(12,045,380)	-18.68%	188,029,074	111,507,547	59.30 %
Capital Outlay	Federal	165,213,358	127,072,586	29,110,515	1,063,241	37,077,531	22.44 %	506,996,042	378,860,215	74.73 %
Capital Outlay	FICR	30,564,341	9,921,252	1,103,913	500,000	20,143,089	65.90 %	41,107,644	30,686,392	74.65 %
Capital Outlay	Local	5,124,847	8,610,815	2,117,046	0	(3,485,968)	-68.02%	35,464,778	26,853,963	75.72 %
Total Capital Outlay		265,378,693	221,962,083	48,466,104	1,727,339	41,689,272	15.71 %	771,597,538	547,908,117	71.01 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	160,000	1,009	961	0	158,991	99.37 %	2,420,042	2,419,032	99.96 %
Trustee & Benefit Payments	Federal	333,100	299,154	78,027	0	33,946	10.19 %	3,489,273	3,190,119	91.43 %
Trustee & Benefit Payments	Local	20,000	0	(6,607)	0	20,000	100.00 %	344,187	344,187	100.00 %
Total Trustee & Benefit Payments		513,100	300,164	72,381	0	212,936	41.50 %	6,253,502	5,953,338	95.20 %
Total Contract Construction:		269,311,793	223,775,069	48,908,405	2,287,493	43,249,231	16.06 %	795,845,043	569,782,481	71.59 %

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

Fiscal Year: 2020	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: 2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
Miscellaneous Revenues	220,000	326,449	80,600	0	106,449	48.39 %	660,000	333,551	50.54 %
TOTAL REVENUES:	220,000	326,449	80,600	0	106,449	48.39 %	660,000	333,551	50.54 %
TRANSFERS-IN									
Cigarette Tax	0	0	0	0	0	0.00 %	4,330,169	4,330,169	100.00 %
Sales Tax	5,750,000	6,287,103	1,528,763	0	537,103	9.34 %	17,699,656	11,412,553	64.48 %
TOTAL TRANSFERS-IN:	5,750,000	6,287,103	1,528,763	0	537,103	9.34 %	22,029,825	15,742,722	71.46 %
TOTAL REV AND TRANSFERS-IN:	5,970,000	6,613,552	1,609,362	0	643,552	10.78 %	22,689,825	16,076,273	70.85 %
EXPENDITURES									
Contract Construction - Capital Projects	6,842,051	4,153,669	374,035	0	2,688,382	39.29 %	62,507,633	58,353,964	93.35 %
TOTAL EXPENDITURES:	6,842,051	4,153,669	374,035	0	2,688,382	39.29 %	62,507,633	58,353,964	93.35 %
TOTAL EXPD AND TRANSFERS OUT:	6,842,051	4,153,669	374,035	0	2,688,382	39.29 %	62,507,633	58,353,964	93.35 %
Net for Fiscal Year 2020:	(872,051)	2,459,883	1,235,327		3,331,934		(39,817,808)	(42,277,691)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

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

Fiscal Year:	2020	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:	2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
State Sources - Miscellaneous Revenues		406,400	327,293	72,323	0	(79,107)	-19.47%	862,300	535,007	62.04 %
TOTAL REVENUES:		406,400	327,293	72,323	0	(79,107)	-19.47%	862,300	535,007	62.04 %
TOTAL REV AND TRANSFERS-IN:		406,400	327,293	72,323	0	(79,107)	-19.47%	862,300	535,007	62.04 %
EXPENDITURES										
Contract Construction - Capital Projects		8,000,000	11,286,589	2,757,945	0	(3,286,589)	-41.08%	44,768,703	33,482,114	74.79 %
TOTAL EXPENDITURES:		8,000,000	11,286,589	2,757,945	0	(3,286,589)	-41.08%	44,768,703	33,482,114	74.79 %
TOTAL EXPD AND TRANSFERS OUT:		8,000,000	11,286,589	2,757,945	0	(3,286,589)	-41.08%	44,768,703	33,482,114	74.79 %
Net for Fiscal Year 2020:		(7,593,600)	(10,959,296)	(2,685,622)		(3,365,696)		(43,906,403)	(32,947,107)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

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

Fiscal Year:	2020	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:	2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
State Sources - Miscellaneous Revenues		0	302	94	0	302	0.00 %	0	(302)	0.00 %
TOTAL REVENUES:		0	302	94	0	302	0.00 %	0	(302)	0.00 %
TOTAL REV AND TRANSFERS-IN:		0	302	94	0	302	0.00 %	0	(302)	0.00 %
EXPENDITURES										
Contract Construction - Trustee & Benefit Payments		25,831	0	0	0	25,831	100.00 %	25,831	25,831	100.00 %
TOTAL EXPENDITURES:		25,831	0	0	0	25,831	100.00 %	25,831	25,831	100.00 %
TOTAL EXPD AND TRANSFERS OUT:		25,831	0	0	0	25,831	100.00 %	25,831	25,831	100.00 %
Net for Fiscal Year 2020:		(25,831)	302	94		26,133		(25,831)	(26,133)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

Fund: 0374 GARVEE Capital Project Fund

Fiscal Year:	2020	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:	2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
State Sources - Miscellaneous Revenues		0	9,989,889	3,619,253	0	9,989,889	0.00 %	0	(9,989,889)	0.00 %
TOTAL REVENUES:		0	9,989,889	3,619,253	0	9,989,889	0.00 %	0	(9,989,889)	0.00 %
TOTAL REV AND TRANSFERS-IN:		0	9,989,889	3,619,253	0	9,989,889	0.00 %	0	(9,989,889)	0.00 %
EXPENDITURES										
Operating Expenditures		0	22,862	0	0	(22,862)	0.00 %	0	(22,862)	0.00 %
Capital Projects		0	8,527,147	3,345,216	0	(8,527,147)	0.00 %	0	(8,527,147)	0.00 %
TOTAL EXPENDITURES:		0	8,550,009	3,345,216	0	(8,550,009)	0.00 %	0	(8,550,009)	0.00 %
TRANSFERS OUT										
Statutory		0	1,175,642	0	0	(1,175,642)	0.00 %	0	(1,175,642)	0.00 %
TOTAL TRANSFERS OUT:		0	1,175,642	0	0	(1,175,642)	0.00 %	0	(1,175,642)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:		0	9,725,651	3,345,216	0	(9,725,651)	0.00 %	0	(9,725,651)	0.00 %
Net for Fiscal Year 2020:		0	264,238	274,037		264,238		0	(264,238)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

Fund: 0375 GARVEE Debt Service Fund

Fiscal Year: 2020	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: 2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
State Sources - Miscellaneous Revenues	0	54,629	10,294	0	54,629	0.00 %	0	(54,629)	0.00 %
TOTAL REVENUES:	0	54,629	10,294	0	54,629	0.00 %	0	(54,629)	0.00 %
TRANSFERS-IN									
Operating	0	4,700,000	365,605	0	4,700,000	0.00 %	0	(4,700,000)	0.00 %
TOTAL TRANSFERS-IN:	0	4,700,000	365,605	0	4,700,000	0.00 %	0	(4,700,000)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	4,754,629	375,900	0	4,754,629	0.00 %	0	(4,754,629)	0.00 %
EXPENDITURES									
Bond Principal / Interest	0	44,633,986	400,944	0	(44,633,986)	0.00 %	0	(44,633,986)	0.00 %
TOTAL EXPENDITURES:	0	44,633,986	400,944	0	(44,633,986)	0.00 %	0	(44,633,986)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	44,633,986	400,944	0	(44,633,986)	0.00 %	0	(44,633,986)	0.00 %
Net for Fiscal Year 2020:	0	(39,879,357)	(25,044)	0	(39,879,357)	0.00 %	0	39,879,357	0.00 %

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 07 Nov 2019
 % of Time Remaining: 66.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 10/31/2019

Fund: 0221 State Aeronautics Fund

Fiscal Year: 2020	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: 2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
Federal Sources - FAA	100,000	75,742	10,709	0	(24,258)	-24.26%	667,500	591,758	88.65 %
State Sources - Miscellaneous Revenues	36,622	43,749	12,002	0	7,127	19.46 %	362,500	318,751	87.93 %
Interagency Sources - Miscellaneous Revenues	94,100	137,680	28,509	0	43,580	46.31 %	250,000	112,320	44.93 %
TOTAL REVENUES:	230,722	257,170	51,220	0	26,449	11.46 %	1,280,000	1,022,829	79.91 %
TRANSFERS-IN									
Operating	1,114,042	1,119,503	227,830	0	5,461	0.49 %	2,650,000	1,530,497	57.75 %
TOTAL TRANSFERS-IN:	1,114,042	1,119,503	227,830	0	5,461	0.49 %	2,650,000	1,530,497	57.75 %
TOTAL REV AND TRANSFERS-IN:	1,344,764	1,376,674	279,050	0	31,910	2.37 %	3,930,000	2,553,326	64.97 %
EXPENDITURES									
Permanent Staff Salaries	244,800	206,990	54,414	0	37,810	15.45 %	796,788	589,798	74.02 %
Board, Hourly, OT, Shift Diff	38,600	41,939	5,507	0	(3,339)	-8.65%	57,900	15,961	27.57 %
Fringe Benefits	114,148	101,316	25,619	0	12,832	11.24 %	350,912	249,596	71.13 %
In State Travel Expense	21,600	34,107	5,064	0	(12,507)	-57.90%	59,246	25,139	42.43 %
Out of State Travel Expense	7,522	7,713	2,697	0	(191)	-2.54%	17,800	10,087	56.67 %
Technology Operating Expense	12,727	9,474	2,653	4,171	(919)	-7.22%	46,257	32,611	70.50 %
Operating Expense	588,336	213,827	85,184	386,852	(12,343)	-2.10%	1,156,697	556,018	48.07 %
Technology Equipment Expense	9,600	0	0	0	9,600	100.00 %	9,600	9,600	100.00 %
Capital Equipment Expense	33,000	0	0	0	33,000	100.00 %	33,000	33,000	100.00 %
Capital Facilities Expense	0	0	0	0	0	0.00 %	50,000	50,000	100.00 %
Trustee & Benefit Payments	408,332	303,416	21,061	0	104,916	25.69 %	2,029,911	1,726,495	85.05 %
TOTAL EXPENDITURES:	1,478,665	918,783	202,200	391,023	168,859	11.42 %	4,608,111	3,298,305	71.58 %
TOTAL EXPD AND TRANSFERS OUT:	1,478,665	918,783	202,200	391,023	168,859	11.42 %	4,608,111	3,298,305	71.58 %
Net for Fiscal Year 2020:	(133,901)	457,891	76,850		200,769		(678,111)	(744,979)	69



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed _____

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

Subject

Monthly Reporting of Federal Formula Program Funding Through November 24, 2019		
Key Number N/A	District N/A	Route Number N/A

Background Information

Idaho received obligation authority through November 21st via a continuing resolution signed on October 10, 2019. Obligation authority through November 21st (52/365^{ths}) is \$44.2 million which corresponds to \$44.3 million with match after a reduction for prorated indirect costs. This includes \$936,200 of *Highway Infrastructure General Funds* carried over from last year in the Transportation Management Area. An additional continuing resolution through December 20th (81/365^{ths}) was signed on November 21st. As of this writing, Idaho has not yet received official notice from the FHWA.

Idaho has received apportionments via notices through October 1, 2019 of \$315.7 million. This includes the carryover of \$936,200 of *Highway Infrastructure General Funds* from last year. Currently, obligation authority is 14.0% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through November 24, 2019.

Recommendations

For Information

Board Action

Approved Deferred _____
 Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Exhibit One Actual Formula Funding for FY2020

Per FAST Tables – Total Year	
Federal Aid Only	\$317,314
Including Match	\$344,009
Per Apportionments – Total Year	
Federal Aid Only	\$315,743
Including Match	\$342,306
Obligation Limits through 11/21/2019	
Federal Aid Only	\$44,185
Less prorated \$25M indirect costs w/Match	\$44,260

- Notes:
1. All dollars in Thousands
 2. 'Approved Program' amounts from the FY 2020 Board Approved Program (Sky Blue Book).
 3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through November 24, 2019.

Exhibit Two Allotments of Available Formula Funding w/Match and Amount Remaining

Program	Allotted Program Funding through 11/21/2019	Program Funding Remaining as of 11/24/2019
All Other SHS Program	\$23,237	\$6,094
GARVEE Formula Debt Service*	\$10,500	\$10,500
State Planning and Research*	\$1,007	(\$3)
Metropolitan Planning*	\$270	\$0
Railroad Crossings	\$298	\$273
Transportation Alternatives (Urban/Rural)	\$533	\$308
Recreational Trails	\$230	\$300
STBG - Local Urban	\$1,175	(\$155)
STBG - Transportation Mgt. Area	\$2,480	\$1,467
Transportation Alternatives (TMA)	\$64	(\$88)
STBG – Local Rural	\$1,987	\$1,600
Local Bridge	\$731	\$37
Off System Bridge	\$548	(\$1,524)
Local Safety	\$1,201	\$625
Total (excluding indirect costs)	\$44,260	\$19,433

- Notes:
1. All dollars in Thousands.
 2. Allotments based on the FY 2020 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) through November 24th.
 5. Advanced construction conversions of \$49.8 million are outstanding for FY 2020.
- * These programs are provided 100% Obligation Authority. Other programs are reduced accordingly.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12, 2019

Consent Item Information Item Amount of Presentation Time Needed Information Only

Presenter's Name Michelle Doane	Presenter's Title Business & Support Mgr	Initials MD	Reviewed By LSS
Preparer's Name Michelle Doane	Preparer's Title Business & Support Mgr	Initials MD	

Subject

Non-Construction Professional Service Contracts issued by Business & Support Management		
Key Number N/A	District N/A	Route Number N/A

Background Information

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

Recommendations

Information only

Board Action

Approved Deferred _____
 Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date December 12th, 2019

Consent Item Information Item Amount of Presentation Time Needed 15 Minutes

Presenter's Name Ron Duran & Maureen Gresham	Presenter's Title PT Manager/PTAC Chair	Initials RD	Reviewed By LSS
Preparer's Name Rachel Pallister	Preparer's Title Grants Officer	Initials RP	

Subject

Public Transportation Office & PTAC Annual Update		
Key Number	District	Route Number

Background Information

Per Admin Policy 5038 and 4039, the Public Transportation Manager and PTAC will report to the Idaho Transportation Board annually on Public Transportation Programs.

The ITD-Public Transportation Office (ITD-PT) is the recipient of \$12 million Federal Transit Administration (FTA) dollars annually, and awards those funds through a competitive application program.

The ITD-PT works in conjunction with PTAC, FTA, MPOs, transit providers, and local stakeholders to assist in meeting the transportation needs throughout the state. The PT programs are strategically structured to ensure proper oversight of pass through funding in accordance with FTA regulations, with a focus on ITD's strategic mission of Your Safety, Your Mobility, Your Economic Opportunity.

Recommendations

No action required from the Idaho Transportation Board. This is an information update only.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

PUBLIC TRANSPORTATION ADVISORY COUNCIL (PTAC)

Created by Section 40-514, Idaho Code, to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho. The Council shall be composed of six members appointed by the Idaho Transportation Board. Two members shall be appointed from each of the three Transportation Department Districts as provided in Section 40-303, Idaho Code and appointment will be such that the Department's six planning districts will be represented. The term of each member shall be three years and the initial appointments to the Council shall be such that two members shall be appointed each year thereafter. The number of Council meetings per year shall not exceed the number of meetings authorized by the Transportation Board. Members of the Advisory Council shall be reimbursed according to the provisions of Section 59-509(g), Idaho Code, which states the sum of \$35.00 per day, plus reasonable and necessary travel expenses, subject to the limits provided in Section 67-2008, Idaho Code.

<p>DISTRICT 1 Ryan Luttmann PTAC Member rluttmann@centerywest.com</p>	<p>DISTRICT 2 Alisa Anderson PTAC Member Phone: (208) 883-7600 aanderson@ci.moscow.id.us</p>
<p>DISTRICT 3 Maureen Gresham PTAC Chair Phone: (208) 387-6163 mgresham@achdidaho.org</p>	<p>DISTRICT 4 Carleen Herring PTAC Member Phone: (208) 732-5727 x3010 carleen@rivda.org</p>
<p>DISTRICT 5 Kathleen Lewis PTAC Member tomkath11@cablone.net</p>	<p>DISTRICT 6 <i>Vacant</i></p>



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date 12/12/2019

Consent Item Information Item Amount of Presentation Time Needed 5 minutes

Presenter's Name Robert Beachler	Presenter's Title Senior Transportation Planner	Initials RB	Reviewed By
Preparer's Name Robert Beachler	Preparer's Title Senior Transportation Planner	Initials RB	

Subject

Update to Board Policy 4061 - State Highway System Adjustments		
Key Number	District	Route Number

Background Information

Vice Chairman Kempton proposed revisions to the membership of the Board Subcommittee on State Highway System Adjustments as outlined in Board Policy 4061. Currently, there is potential for four members to participate on the Subcommittee. The change requires the Idaho Transportation Board Chairman to appoint a chairman of the subcommittee, a general member, and a floating member. The floating member would step down when a non-appointed member has a route in his/her district under consideration.

Recommendations

Staff recommends the approval of the proposed changes to Board Policy 4061. Resolution on page 83.

Board Action

Approved Deferred _____
 Other _____



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

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 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

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 12/12/2019

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



December 12, 2019
BOARD POLICY 4061 Update Resolution
Page 1 of 1

STATE HIGHWAY SYSTEM ADJUSTMENTS

WHEREAS, Idaho Transportation Department staff began the process of updating Board Policy 4061 State Highways System Adjustments in October of 2019; and

WHEREAS, at the November 21, 2019 Board Subcommittee on State Highway System Adjustments meeting, the Subcommittee discussed the appointment of the Subcommittee as proposed in the Draft Board Policy 4061; and

WHEREAS, on November 22, 2019, the Idaho Transportation Board was briefed on the proposed changes to the Draft Board Policy update; and

WHEREAS, the Idaho Transportation Board has reviewed the update to Board Policy 4061 State Highway System Adjustments.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board adopts Board Policy 4061 State Highway System Adjustments in substantial form.

IDAHO TRANSPORTATION BOARD SUBCOMMITTEES

April 2019

Subcommittee on Adjustments to the State Highway System

The Board Subcommittee on Adjustments to the State Highway System was established in 1996 to review requests to add mileage to the state highway system and to relinquish miles from the state's system. The Subcommittee submits recommendations to the full Board for consideration.

Current Board Members: Jim Kempton (chair) and Bob Hoff. Additionally, a rotating Board member serves on the Subcommittee, determined on a meeting-by-meeting basis. For example, the Board member in whose District a route is being considered will be the third member unless the route is in a current Subcommittee member's District, then the chair will ask a random member to serve on the Subcommittee for that meeting.

Meetings are held on an as-needed basis, but probably average one or two per year.

NOTE: Assuming the Board approves revisions to Board Policy 4061 State Highway System Adjustments at the December 2019 meeting, a third, "floating" or rotating member needs to be appointed.

Subcommittee on Audits

The Board established an Audit Subcommittee in 2003. The charge is to interact with internal and external auditors and perform specific financial and internal control related assignments as the Subcommittee and Board deem appropriate, with periodic reports to the Board.

Current Board Members: Julie DeLorenzo (chair) and Jan Vassar.

The Subcommittee generally meets once or twice per year; however, there have been discussions on expanding to quarterly meetings.

Subcommittee on Policies

Created in 2012 to review every Board Policy and introduce the policies to the Board for action. Its charge was expanded to include review of Administrative Policies.

Current Board Members: Jan Vassar (chair) and Julie DeLorenzo

Initially, the Subcommittee met monthly, but now meets on an as-needed basis. There are still 2 outstanding Board Policies to review and about 12 Administrative Policies.

Subcommittee on 129,000 Pound Truck Routes

The Board Subcommittee on 129,000 Pound Truck Routes was established in 2013 to implement Senate Bill 1117, allowing for permitted vehicles to haul up to 129,000 pounds on additional routes, and to oversee the process to consider additional routes. Recommendations are made to the full Board.

Current Board Members: Dwight Horsch (chair), and Jim Thompson. Additionally, a rotating Board member serves on the Subcommittee, determined on a meeting-by-meeting basis. For example, the Board member in whose District a route is being considered will be the third member unless the route is in a current Subcommittee member's District, then the chair will ask a random member to serve on the Subcommittee for that meeting.

The Subcommittee meets on an as-needed basis.

NOTE: Per Board Policy 4063 129,000 Pound Vehicle Truck Routes, a third, "floating" or rotating member needs to be appointed.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date Dec. 12, 2019

Consent Item Information Item Amount of Presentation Time Needed 45 minutes

Presenter's Name Vince Trimboli	Presenter's Title Communication Manager	Initials VT	Reviewed By
Preparer's Name Reed Hollinshead	Preparer's Title Public Information Specialist	Initials REH	

Subject

Excellence in Transportation Awards presentation		
Key Number	District	Route Number

Background Information

The department annually presents its Excellence in Transportation Awards in conjunction with the Idaho Transportation Board meeting.

This year's awards will include awards in 6 Project categories, followed by 3 Personnel categories. Office of Communication Manager Vince Trimboli will serve as the host for the awards.

Recommendations

For your information only – no Board action required.



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 December 12, 2019

Consent Item

Information Item

Amount of Presentation Time Needed 15 minutes

Presenter's Name John Pocock	Presenter's Title TAC Chairman	Initials	Reviewed By LSS
Preparer's Name Reymundo Rodriguez	Preparer's Title Compliance Program Manager	Initials	

Subject

Trucking Advisory Council (TAC) - Annual Update		
Key Number	District	Route Number

Background Information

The TAC is charged with advising the Board on issues and policies concerning freight transportation, trucking safety, and services in Idaho. Such advice shall include laws, rules, regulations, policies, and procedures affecting motor carrier operations within the State of Idaho. The TAC shall provide leadership, recommend law, administrative rule, and/or procedural changes to improve customer service, promote safe trucking practices, identify transportation needs, recommend highway safety improvements, and promote coordinated freight transportation systems

TAC Board Chairman John Pocock will provide an annual update of Council activities to the Board.

Council Members:

- District 1 - Frank Buell
- District 2 – Wally Burchak
- District 3 - Tony Black
- District 4 - Kevin Iversen
- District 5 – Dave McNabb
- District 6 - Heath Treasure

Recommendations

For Informational Purposes



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)

A public agency, created in Section 40-2401, Idaho Code. LHTAC represents its members in meetings and hearings related to highways, roads and streets, and other transportation factors effecting local highway jurisdictions. The Council consists of nine members, 3 each appointed by the association of cities, counties, and highway districts. The members serve at the pleasure of the appointing agency. The Council, its officers, and employees are not subject to the administrative or management control of the Idaho Transportation Department. Council members are compensated to a maximum of \$100/day as determined by the members' respective associations, and reimbursed for actual and necessary expenses according to the provisions of Section 40-2401(3) Idaho Code. Compensation and reimbursement are paid from the LHTAC accounts established in Section 40-717 Idaho Code.

Idaho Association of Highway Districts	
Chairman Gilbert Hofmeister, Commissioner Power County Highway District gilberthofmeister@gmail.com	Neil Gier, Commissioner Buhl Highway District nealgier@gmail.com
Terry Werner, Commissioner Post Falls Highway District terrywerner@msn.com	
Association of Idaho Cities	
Sec./Treasurer Robert Berlin, Mayor City of Roberts robertsmayorbj@yahoo.com	Mac Pooler, Mayor City of Kellogg nilajurkovich@kellogg.id.gov
Diana Thomas, Mayor City of Weiser mayorthomas@cityofweiser.com	
Association of Idaho Counties	
Vice Chairman Todd Smith, Commissioner Madison County tsmith@co.madison.id.us	Mark Rekow, Commissioner Gem County mrekow@co.gem.id.us

Phil Lambert, Commissioner Benewah County bcclampert@gmail.org	
Ex-Officio Members	
Nick Veldhouse Executive Director Idaho Association of Highway Districts nickveldhouse@iahd.com	Association of Idaho Cities schristensen@idahocities.org
Seth Grigg Executive Director Idaho Association of Counties sgriggs@idcounties.org	
Staff Members LHTAC	
Jeff Miles LHTAC Local Highway Administrator 3330 Grace Street Boise, ID 83703 Phone: 344-0565 In State: 800-259-6841 Fax: 344-0789 lholmstrom@lhtac.org	