

A G E N D A

IDAHO TRANSPORTATION BOARD

January 22, 2020



A G E N D A

Regular Meeting of the Idaho Transportation Board

January 22, 2020

Idaho Transportation Department
Auditorium
3311 West State Street
Boise, Idaho

KEY:

ADM = Administration

CD = Chief Deputy

OP = Operations

	Page	Time*
Action Item 1. CALL MEETING TO ORDER		8:30
Information Item		
2. SAFETY/SECURITY SHARE: Chief Operations Officer McGrath		
Action Item 3. BOARD MINUTES – December 12, 2019	4	
Action Item 4. 2020 BOARD MEETING DATES.....	11	
February 19 – Boise		
March 18 – Boise		
April 15-16 – District 2		
Action Item 5. CONSENT CALENDAR.....	13	8:35
CD ___ Trucking Advisory Council membership appointments	18	
OP ___ Add State Transportation Innovations Council Incentive Grant to Program ..	20	
OP ___ State institution road improvement project	22	
OP ___ Consultant agreement	24	
Information Item		
6. INFORMATIONAL CALENDAR		
OP ___ Contract award information and current advertisements	26	
OP ___ Professional services agreements and term agreement work tasks report.....	32	
OP ___ Administrative settlements in right-of-way acquisitions.....	38	
ADM ___ State FY20 financial statements	41	
ADM ___ Monthly report of federal formula program funding through December.....	59	
ADM ___ Annual report on status of state-owned dwellings	61	

*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.



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January 22, 2020
Idaho Transportation Department
3311 West State Street
Boise, Idaho

Page # **Time***

Information Items

	7. BOARD SUBCOMMITTEE REPORTS	8:40
	Audits – Member DeLorenzo	
	Adjustments to the State Highway System - Vice Chairman Kempton	
	129,000 Pound Truck Routes – Member Horsch	
	8. LEGISLATIVE UPDATE: Governmental Affairs Manager McCarty	8:50
	9. AGENDA ITEMS	
ADM Collins	____ Status: FY21 appropriation request – Governor’s recommendation.....64	9:05
OP Tomlinson	____ Statewide rural seat belt campaign.....68	9:15
OP Gill	____ Program Management Office update69	9:35
	10. BREAK	9:45
	11. DELEGATION: MacArthur Eld – Historical Marker Program	10:00

Action Items

	12. AGENDA ITEMS	
OP Brinkman	____ Bid justification: SH-55, Smith’s Ferry to Round Valley, Valley County.....70 (Resolution on page 73)	10:05
OP McGrath	____ Revisions to Administrative Policy 5552 Fatigue Management Policy.....74	10:15

Information Item

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

*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.



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Idaho Transportation Department
3311 West State Street
Boise, Idaho

Page # **Time***

Information Items

Room 209

14. LUNCH: informal lunch with Aeronautics Advisory Board **12:00**

Auditorium

15. AGENDA ITEMS, continued

CD _____ Aeronautics annual report92 **1:00**
Sorensen/Marker

16. ADJOURNMENT (estimated time) **1:45**

*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.

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

December 12, 2019

The Idaho Transportation Board convened at 8:00 AM on Thursday, December 12, 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

Brian W. Ness, Director

Larry Allen, Lead Deputy Attorney General

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

Safety/Security Share. Financial Manager Justin Collins emphasized the importance of safety when preparing for the holidays. Some of the tips related to ladder safety, fire hazards, and using caution when making online purchases and having packages delivered to your home.

Chairman Moad thanked Financial Manager Collins for the safety messages.

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on November 20-21, 2019 as submitted. Member Horsch seconded the motion and it passed unopposed.

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

January 22, 2020 – Boise

February 19, 2020 – Boise

March 18, 2020 – Boise

Consent Items. Chairman Moad questioned the low bids on the two contract awards, specifically the mobilization prices. Local Highway Technical Assistance Council (LHTAC) Administrator Jeff Miles said the design for both projects was completed in 2018; however, the engineer's estimate was not reviewed before the projects were advertised. LHTAC is changing its process to re-verify the engineer's estimate when there is a significant time lapse between the design and advertisement of a project.

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB19-40 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.

December 12, 2019

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.

1) Remove 4th Street, Dalton Avenue to Prairie Avenue from the Surface Transportation Program (STP) – Local Urban Program. The City of Dalton Gardens decided not to pursue the \$4.4 million 4th Street, Dalton Avenue to Prairie Avenue project, key #20134, and requested the removal of the project from the STP-Local Urban Program. The Kootenai Metropolitan Planning Organization updated its Transportation Improvement Program to reflect this change.

2) Federal Lands Access Program Update to the FY20-26 Idaho Transportation Investment Program. FLAP was established to improve the transportation infrastructure owned and maintained by a number of federal agencies with land and natural resource management responsibilities. Funding is available for projects that provide access to, are adjacent to, or are located within federal lands with priority given to projects accessing high-use recreation sites or federal economic generators. Staff requests modifying the FLAP with the project information shown as Exhibit #518, which is made a part hereof with like effect.

3) 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 #19195 – US-95, Deep Creek Bridge; key #19526 – US-95, Junction SH-6 Turnbay; and key #19653 - US-95, WIR Bridge, District 2 for additional design services of approximately \$200,000.

4) Contracts for Award. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification. The major differences between the low bid and engineer's estimate on key #14061 – South 2nd West Street Bridge, St. Anthony, were in the Concrete Class 40-A Schedule Number 1; Prestress Slab – 48" Width x 15" Depth; Special Bridge – Predrilling for Piling in Rock; and Mobilization items. The design was completed in March 2018; however, the engineer's estimate was not reviewed before the project was advertised. There has been a recent escalation in concrete and steel prices due to the current economic conditions, impacting the cost of the first two items. The price for the Predrilling for Piling in Rock item may have been inflated due to the prime contractor having to use a sub-contractor and the current availability of specialty equipment. The contractor may also have inflated the Mobilization cost to account for unknown risks associated with the downstream power plant operations and construction in cold weather. LHTAC and the City of St. Anthony believe the bids are reasonable and do not anticipate any benefit or project savings if the low bid is rejected and the project re-advertised. They have agreed to provide the additional funds and recommend awarding the project. Low bidder: Cannon Builders Inc. - \$1,109,391.

The Superpave Hot Mix Asphalt Paving Including Asphalt and Additives Class Special – 2; Concrete Class 40-A Schedule Number 1; Special Bridge – Three Tube Curb Mount Rail; Special Temporary Diversion; and Mobilization items accounted for the majority of difference between the engineer's estimate and low bid on key #13898 – Little Bear Creek Bridge. Factors for the higher costs include the recent escalation of concrete and steel prices, the relatively small quantity for the Superpave Hot Mix Asphalt Paving item, the remote location, and variables with

water flows and site conditions related to the Special Temporary Diversion item. LHTAC's review of the bids did not discover any discrepancies showing the bid is irregular. LHTAC and the City of Troy recommend awarding the contract and have identified the additional funds. Low bidder: Razz Construction Inc. - \$1,428,827.

5) Contract for Rejection. The low bid on key #19595 – US-95, FY20 District 2 Bridge Repair was more than ten percent over the engineer's estimate, requiring justification. The difference between the low bid and engineer's estimate was primarily in the Special Bridge Epoxy Overlay, Special Temporary Traffic Control, and Mobilization items. The District believes the higher prices are partly due to the unknown removal items in one of the structures, 13 bridges in various locations, and unknown traffic control costs. Staff recommends rejecting the bids and re-advertising the project. Low bidder: Cannon Builders Inc. - \$1,619,862.

Information Items. 1) Contract Awards and Advertisements. Key #20798 – I-84, Safety Service Patrol, District 3. Low bidder: B & W Wrecker Service - \$336,700.

Key #19944 – US-20/26 Chinden Boulevard, Locust Grove to Eagle, District 3. Low bidder: Staker & Parson Companies DBA Idaho Materials Construction – \$10,137,187.

Keys #20222 and #19858 – I-15 and SH-33, Sage Junction Port of Entry Weigh-In-Motion, District 6. Low bidder: DL Beck - \$1,027,198.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From November 1 through November 21, 13 new professional services agreements and work tasks were processed, totaling \$1,230,500. Five supplemental agreements to existing professional services agreements were processed during this period in the amount of \$289,348.

3) Annual Report on the Outdoor Advertising Program. At the close of federal FY19, there were 1,176 signs, with 18 illegal and 218 non-conforming signs throughout the state. Seven of the eight new sign applications were approved during the fiscal year.

4) 2040 Long-Range Transportation Plan. Staff started updating the 2040 Long-Range Transportation Plan in 2017 and provided periodic updates to the Board on its progress. In July 2019, the Board adopted the draft Plan with the understanding that minor revisions may be made before it is finalized; recognizing that the document was voluminous and that the newer Board members were not as familiar with the Plan. The document has since been reviewed by the Federal Highway Administration. The federal agency has no objections to the Plan's conformity with the Fixing America's Surface Transportation Act. The next step will be to publish the document as a final product.

5) State FY20 Financial Statements through October. Revenues to the State Highway Account from all state sources were ahead of projections by 6.4%. Receipts from the Highway Distribution Account were 6% or \$4.4 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 4.5%, or \$56,000. Expenditures were within planned budgets. Personnel costs had savings of \$4.1 million or 9.7% due to reserves for

horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures of \$223.8 million exceeded any from the past three years.

The balance of the long term investments was \$138.7 million at the end of October. These funds are obligated against construction projects and encumbrances. The total of the long term investments and the cash balance of \$34.6 million is \$41 million less than the end of June. Expenditures in the Strategic Initiatives Program Fund were \$11.3 million. No additional funds, other than interest earned on the cash balance, are coming into this fund due to the expiration of the law effective May 31, 2019 that required the transfer. Deposits into the Transportation Expansion and Congestion Mitigation Fund were \$6.6 million year-to-date.

6) Monthly Reporting of Federal Formula Program Funding through November 24, 2019. Idaho received obligation authority through November 21 via a continuing resolution. Obligation authority 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 20 was signed last month; however, as of November 24, Idaho had not received official notice from the Federal Highway Administration. 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, \$19.4 million remains.

7) 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.

Director's Monthly Report on Activities. Director Ness summarized activities from the past year. He mentioned numerous state and national partnerships on topics such as rural transportation issues, emerging transportation technology, reducing regulations, and highway safety. Project accomplishments included numerous highway infrastructure improvements as well as motor vehicle's new online portal to renew licenses and complete other tasks.

Some of the employee development activities were cybersecurity training, establishing a heavy equipment operator training program, and continuing to develop leaders. ITD was a finalist for Idaho's Innovative Company of the Year competition, and in July, ITD implemented its 1,000th innovation, for a total savings of 200,000 hours and \$10 million. The Department received 52 awards and honors this year, including two American Association of State Highway and Transportation Officials' Presidents Awards.

Director Ness said next year's focus areas will be continuing to develop employees, respectful workplace training, accountability, and leadership training. Externally, emphasis will be on continuing to deliver the construction program on time and on budget, efficiency, and effectively articulating the need for additional revenue. He thanked the Board for its continued support.

Chairman Moad congratulated Director Ness and the employees for their successful year.

Public Transportation Office and Public Transportation Advisory Council (PTAC) Annual Update. Chief Deputy Scott Stokes introduced Ron Duran, the new Public Transportation Manager. Mr. Duran has been with ITD for approximately two years, most recently as the Motor Vehicles Program Specialist.

Public Transportation Manager (PTM) Duran said his vision for the office is to maintain a high functioning office, increase external confidence with the public transportation program, and optimize stakeholders' engagement.

PTAC Chair Maureen Gresham said the Council's purpose is to participate in planning activities, identify transportation needs, and promote coordinated transportation systems. There are currently two vacancies on the Council. She reported on some of the accomplishments. A project evaluation system was created to ensure the best projects are identified for funding. A rideshare platform was developed to increase citizens' opportunities for transportation. PTAC's goals for next year are to help identify potential new revenue streams, identify and document the state's public transportation needs, and promote innovations.

Vice Chairman Kempton noted that the Sun Valley area has the authority to implement a local option tax for public transportation. It uses that funding instead of charging fares. He asked if the Department allocates funds based on the number of riders. PTAC Chair Gresham replied that some funding is distributed based on population and other programs use criteria such as operating costs and ridership. She acknowledged that the Sun Valley area is in a better position to receive federal funding because it can provide the required match.

Chairman Moad thanked PTM Duran and PTAC Chair Gresham for the report.

Update to Board Policy 4061 State Highway System Adjustments. Senior Transportation Planner Robert Beachler presented revisions to Board Policy 4061 State Highway System Adjustments. The main changes relate to the membership of the Board Subcommittee on State Highway System Adjustments to ensure there are three members. The current policy has the potential for four members. The change will require Chairman Moad to appoint a third member who would be a floating member and would step down when a non-Subcommittee member has a route in his/her District under consideration.

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

RES. NO. WHEREAS, Idaho Transportation Department staff began the process of updating
ITB19-41 Board Policy 4061 State Highway System Adjustments in October of 2019; and

WHEREAS, at the November 20, 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 21, 2019, the Idaho Transportation Board was briefed on the proposed changes to the draft Board Policy update; and

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

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

Board Subcommittee Assignments. With the approval of revisions to Board Policy 4061 State Highway System Adjustments, Chairman Moad appointed Member Thompson to serve as the floating member on the Board Subcommittee on State Highway System Adjustments. Vice Chairman Kempton will remain the chairman of the Subcommittee and Member Hoff will continue serving as the permanent member.

Chairman Moad said it was brought to his attention that Board Policy 4060 129,000 Pound Truck Routes requires three members on that Subcommittee. Currently, Member Horsch serves as the chairman and Member Thompson is the other member. He appointed Member DeLorenzo to serve as the third, rotating member on the Subcommittee on 129,000 Pound Truck Routes. The third member will step down when there is a route request under consideration in a non-Subcommittee member's District to ensure the District with a route on the agenda is represented by his/her Board member.

Excellence in Transportation Awards. Communication Manager Vincent Trimboli presented the winners of the Excellence in Transportation Awards. In addition to project awards for design and construction, environmental stewardship, maintenance and operations, public participation, and planning, there were three personnel categories: Career Achievement Award – District 2 Program Manager Ken Helm; Vanguard Award – Governmental Affairs Program Manager Ramon Hobdey-Sanchez; and Kimbol Allen Excellence in Innovation Award – 511 Program Manager Tony Ernest.

Chairman Moad congratulated all of the recipients for their achievements and thanked them for their valuable contributions.

Executive Session on Personnel and Legal Issues. Member Vassar made a motion to meet in executive session at 10:40 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 (e) and (f). Member Horsch seconded the motion and it passed 5-0 by individual roll call vote.

District 6 Board Member Bob Hoff participated in the executive session via teleconference.

The discussions on legal matters related to operations. Member DeLorenzo left the meeting during those discussions due to a personal appointment. The discussions on personnel matters related to the performance of employees.

The Board came out of executive session at 12:15 PM.

Informal Luncheon with the Trucking Advisory Council (TAC). The Board and TAC members visited informally during lunch. Some of the topics discussed were commercial vehicle

registrations and the Department's recent efforts to identify infrastructure restrictions for 115' vehicle combinations and determine remedies to allow 6.5-foot off-tracking.

TAC Annual Report. TAC Chairman John Pocock thanked the Board for the informal luncheon. He appreciates the good communication. He said the Council met four times in 2019. It continues to stay abreast of 129,000 pound truck routes and issues. It has some concern with the time-consuming process to designate these routes, and asked if that could be improved. Some of the other topics discussed this past year related to revenue and registration fees, rules, dyed fuel enforcement, and traffic flow through construction zones. Next year TAC will have some discussions on driver recruitment. TAC Chairman Pocock expressed appreciation for the opportunity to meet with the Board and encouraged it to contact a TAC member if it has any concerns.

Chairman Moad thanked TAC Chairman Pocock for the report and the Council for its valuable service. He would like TAC to be more involved and encouraged those members to contact Board members or district engineers with concerns.

The Board recessed at 1:35 PM.

Joint Meeting with LHTAC. The Board reconvened at 2:00 PM at the Local Highway Technical Assistance Council. The two groups talked about efforts underway to revisit the 2011 Governor's Task Force on Modernizing Transportation Funding. Director Ness said instead of the traditional District tours next year, the Board is planning to conduct meetings in each District with the local highway jurisdictions. Part of the meeting would focus on efficiencies and identifying areas where the state and locals can collaborate. The second part would be devoted to the transportation needs. The intent is to prepare for a revenue package in 2021. LHTAC Administrator Miles expressed support for this proposal and added that he will provide assistance with coordinating the local agencies' participation.

Other topics included opportunities for ITD and LHTAC to apply for grants together, the permitting process for commercial vehicles, and that the revenue for the bridge inspection fund will soon be insufficient to provide the match for bridge inspections. Some local officials also expressed concern with issues on SH-3 and I-90.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 3:00 PM.

BILL MOAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2020
_____, Idaho

BOARD MEETING DATES

2020

February 19 – Boise

March 18 – Boise

April 15-16 – District 2

May _____ - District _____

June _____ - Boise or District 3

July _____ - District _____

August _____ - District 1

September _____ - District 4

October _____ - District _____

November _____ - Boise

December _____ - Boise

2020

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	February	March	April
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May	June	July	August
31 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	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	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	30 31 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	October	November	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	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	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	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

“X” = holiday

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

Other dates of interest:

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.

SSH:mtgsched.docx

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.

The Director recommends:

May 6 and 7

June 17 and 18 and if not, June 24 and 25

July 15 and 16

August - open

September 16 and 17 or 23 and 24

October 7 and 8



IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

Pages 18-25

RES. NO. ITB20-01 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 Trucking Advisory Council membership appointments; the addition of the State Transportation Innovations Council Incentive Grant to the Program; the state institution road improvement project; and a consultant agreement.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent Item ☒Information Item ☐

Amount of Presentation Time Needed _____

Presenter's Name Alberto Gonzalez	Presenter's Title Motor Vehicles Administrator	Initials	Reviewed By
Preparer's Name Reymundo Rodriguez	Preparer's Title Compliance Program Manager	Initials	

Subject

Trucking Advisory Council (TAC) - Membership Appointment		
Key Number	District	Route Number

Background Information

In July 2011 the Transportation Board approved Board policy 4042 establishing a Trucking Advisory Council (TAC), reporting to the Board. This policy requires the Motor Vehicle Administrator to recommend TAC members to the Board. Currently there are two vacancies in the TAC. The vacancies are located in District Two and District Five.

ITD Motor Vehicle Administrator, in consultation with the trucking industry, recommends the reappointment of incumbent District Two and District Five TAC members to the following terms as member of the Trucking Advisory Council.

District Two Member, Wally Burchak, January 2020 through December 31, 2022.

District Five Member, Dave McNabb, January 2020 through December 31, 2022.

The TAC is an important council which is entrusted to advise the Board on issues as it relates to the efficient and safe movement of commerce on Idaho highways.

Current Membership is detailed below:

Council Chairman, John Pocock, January 2018 through December 31, 2020.

District One Member Frank Buell, January 2018 through December 31, 2020.

District Two Member, Vacant.

District Three Member, Tony Black, January 2019 through December 31, 2021.

District Four Member Kevin Iversen, January 2018 through December 31, 2020.

District Five Member, Vacant.

District Six Member Heath Treasure, January 2018 through December 31, 2020.

Staff will continue to provide the necessary administrative support to the Trucking Advisory Council for the efficient and timely disposition of their duties to the Board.

Recommendations

It is requested that the Board approves the re-appointments of District Two Member Wally Burchak and District Five Member Dave McNabb to the TAC for the terms of January 2020 to December 31, 2022.



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 January 22, 2020Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

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

Subject

Add FY 2019 STIC Incentive Grant to the the approved FY 2020 - 2026 ITIP		
Key Number 22616	District	Route Number

Background Information

The purpose of this consent item is to request the addition of the **Local, Bridge Repair and Bundling Workshops** to FY 2020 of the program, at the request of the Local Highway Technical Assistance Council, per policy 5011 *Idaho Transportation Investment Program (ITIP)*.

Idaho received an FY 2019 State Transportation Innovation Councils (STIC) Incentive grant. The STIC Incentive Program offers technical assistance and funds – up to \$100,000 in Federal-aid funds per year – to support the costs of standardizing innovative practices.

The total project cost is \$125,000; the STIC grant provides \$100,000 and the required local match of 20 percent is \$25,000. This project will host two to three workshops in the spring of FY 2020.

Staff requests that the project be added to the program.

Recommendations

Approve the addition of the **Local, Bridge Repair and Bundling Workshops** to FY 2020 of the program at a cost of \$125,000 and authorize staff to adjust the ITIP accordingly.

Board Action

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

STIC - State Transportation Innovation Councils

STIC Incentive Program -- Offers technical assistance and funds—up to \$100,000 per state, per fiscal year—to support the costs of standardizing innovative practices in a state transportation agency or other public sector STIC stakeholder.

Program Fiscal Year	Key Number	Project Name	Grant	Local Match	Total Project Cost	Work Description
2014	18672	LOCAL, BRIDGE DESIGN STANDARD	\$ 100,000	\$ 25,000	\$ 125,000	Development of design standards for Geosynthetic Reinforced Soil-Integrated Bridge System technology
2015	19764	LOCAL, GRS-IBS WORKSHOPS *	\$ 84,500	\$ 6,694	\$ 91,194	Hosting demonstration workshops on Geosynthetic Reinforced Soil – Integrated Bridge System bridge construction for statewide participation by local agencies
2016	19801	STATE, FY16 STIC INCENTIVE GRANT	\$ 97,888	\$ 24,472	\$ 122,360	Hosting a 2-day workshop to advance 3D Modeling and Automated Machine Guidance (D6)
2017	20353	LOCAL, PEDESTRIAN SAFETY COUNTERMEASURE WORKSHOP	\$ 35,000	\$ 8,750	\$ 43,750	Provide demonstration workshops on pedestrian safety countermeasures to local governments
2017	20354	LOCAL, DIGITAL WAREHOUSE FOR TRAFFIC VOLUME DATA	\$ 50,000	\$ 12,500	\$ 62,500	Build a digital warehouse to store traffic volume data for a local highway jurisdiction to advance the DDSA-Data-Driven Safety Analysis initiative in Idaho.
2018	22188	STATE, DENSITY TESTING WITH GROUND PENETRATING RADAR (GPR)	\$ 100,000	\$ 25,000	\$ 125,000	Deployment of Continuous-Full-Coverage (CFC) density testing with a Ground Penetrating Radar (GPR) system in Idaho.
2019	22616	LOCAL, BRIDGE REPAIR AND BUNDLING WORKSHOPS	\$ 100,000	\$ 25,000	\$ 125,000	Hosting 2-3 workshops for bridge preservation, maintenance, and bundling.
Grant Total			\$ 567,388	\$ 127,416	\$ 694,804	

* Sliding scale used on this project .9266



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent Item ☒Information Item ☐Amount of Presentation Time Needed N/A

Presenter's Name Nestor Fernandez	Presenter's Title Mobility Services Engineer	Initials NF	Reviewed By LSS
Preparer's Name Nestor Fernandez	Preparer's Title Mobility Services Engineer	Initials NF	

Subject

State Institution Road Improvement		
Key Number	District	Route Number

Background Information

Board Policy 4045: State Institution Road Improvement allocates \$30,000 annually for the construction, alteration, repair and maintenance of roadways in, through and around the grounds of state institutions. The Department of Administration, Division of Public Works (DPW), will solicit projects and acquires the Governor's endorsement of projects prior to submitting the projects to the Idaho Transportation Board for consideration.

For FY-21, the DPW recommended project for funding is the ongoing improvements to the Old Penitentiary Road project that intersect with Warm Springs Rd. Due to project cost increases, the DPW is requesting additional funding above last fiscal year request approved by the Board in May 2019 for this same project.

The estimated total cost of the project is \$1.84 M, and will serve and benefit agencies in the area that includes the Idaho State Department of Agriculture, Idaho State Historical Society Archives, and Bureau of Laboratories. Project funding for FY-21 will be \$30,000 ITD Grant Funds.

In accordance with Idaho Code 40-310(14) this request is being made. If approved, DPW will receive the funds and administer or cause to be administered these improvement projects. The Governor has submitted the attached letter approving this project for supplemental funding.

Recommendations

Approval to transfer additional funding in the amount of \$30,000 to the DPW for the proposed project

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



BRAD LITTLE
GOVERNOR



Bill Moad, Chairman
Idaho Transportation Board
P.O. Box 7129
Boise, ID 83707-1129

Dear Mr. Chairman,

The Division of Public Works is recommending one project request of the Idaho Transportation Department (ITD). This request is being made per Idaho Code 40-310(14) establishing a program for the construction, alteration, repair, and maintenance of roadways in, through and around the grounds of State institutions. The Idaho Transportation Board has authorized an amount up to \$30,000 annually for this program under ITD Board Policy 4045.

The recommended project for FY2021 funding is the ongoing project to improve the Old Penitentiary Road.

The total project cost is expected to be \$1,842,000. ITD grant funding will be identified to pay \$30,000 of the work performed.

Idaho Code requires the Governor's approval of this request for the project to proceed. Therefore, I hereby approve the Old Penitentiary Road request. The Division of Public Works and the Permanent Building Fund Advisory Council concur in this decision.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Little".

Brad Little
Governor



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020

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 MC
Preparer's Name Holly McClure	Preparer's Title Grants/Contracts Program Specialist	Initials HM	LSS

Subject

REQUEST TO APPROVE CONSULTANT AGREEMENTS		
Key Number Various	District 3, 4, 5, 6	Route Number Various

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 sheets for additional detail)

- KNs 22595, 22596, 22593, 22594, 22597, 22598, 22599, 22431 – Bridge Bundling Projects in Districts 3, 4, 5, and 6 – for design services and engineer of record services in the estimated amount of \$1,950,000

Board Action

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



DATE: December 17, 2019

Program Numbers: A022(595), A022(596),
A022(593), A022(594), A022(597), A022(598),
A022(599), A022(431)

TO: Monica Crider, PE
Contracting Services Engineer

Key Numbers: 22595, 22596, 22593, 22594,
22597, 22598, 22599, 22431

FROM: Jeff Miles, P.E.
LHTAC Administrator

Project Names: South Idaho Bridge Bundling Project

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

The purpose of the South Idaho Bridge Bundling Project is to improve the safety, mobility, and economic opportunity of eight local jurisdictions in South Idaho by replacing eight bridges in poor condition. Funds for the design and construction of these structures were obtained through a federal Competitive Highway Bridge (CHB) Grant. In order to minimize administration costs and maximize innovation through design, the application stated that all eight bridges would be combined into one design package. The Request for Proposal (RFP) process is ongoing and a selection is anticipated January 31, 2020.

The eight bridges are:

Key	Name of Structure, Jurisdiction	ITD District	PC (FY20)
22595	LITTLE WOOD RIVER BR, SHOSHONE HD	4	\$ 218,007.70
22596	4200 NORTH ROAD, DEEP CREEK BR, BUHL HD	4	\$ 195,461.72
22593	S. 4TH AVENUE, INDIAN CREEK BR, CITY OF CALDWELL	3	\$ 348,813.25
22594	NORTH FORK BOULDER CREEK BR, OWYHEE CO	3	\$ 153,479.55
22597	W CARSON ST, PORTNEUF RIVER BR, CITY OF POCA TELLO	5	\$ 338,317.71
22598	ST CHARLES CREEK BR, BEAR LAKE CO	5	\$ 141,623.48
22599	E 121TH S, IDAHO CANAL BR, BONNEVILLE CO	6	\$ 179,135.32
22431	S HIGBEE DR, BUTTE ARM CANAL BR, CITY OF IDAHO FALLS	6	\$ 258,240.61

\$ 1,833,079.37

The design firm is also likely to be retained for engineer of record services during construction, and those services are estimated to be \$100,000. 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 \$1,950,000 to cover the completion of the design services and the engineer of record services during construction.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent 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 bid since the start of the fiscal year by jurisdiction, along with those requiring Board approval to award and Board approval to reject. The attached chart only shows the ITD State Infrastructure Projects listed by Summary of Cost and Summary of Contract Count.

NOTE:

The table below shows year to date summaries for both ITD and Local contracts bid. 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 1/6/20					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
19	5	1*	2	1	0

*will be presented as a separate Board Item

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 11/26/19 to 1/6/20	
ITD	Local
9	2

FUTURE ACTIONS

The Current Advertisement Report is attached.

Recommendations

For Information Only.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____

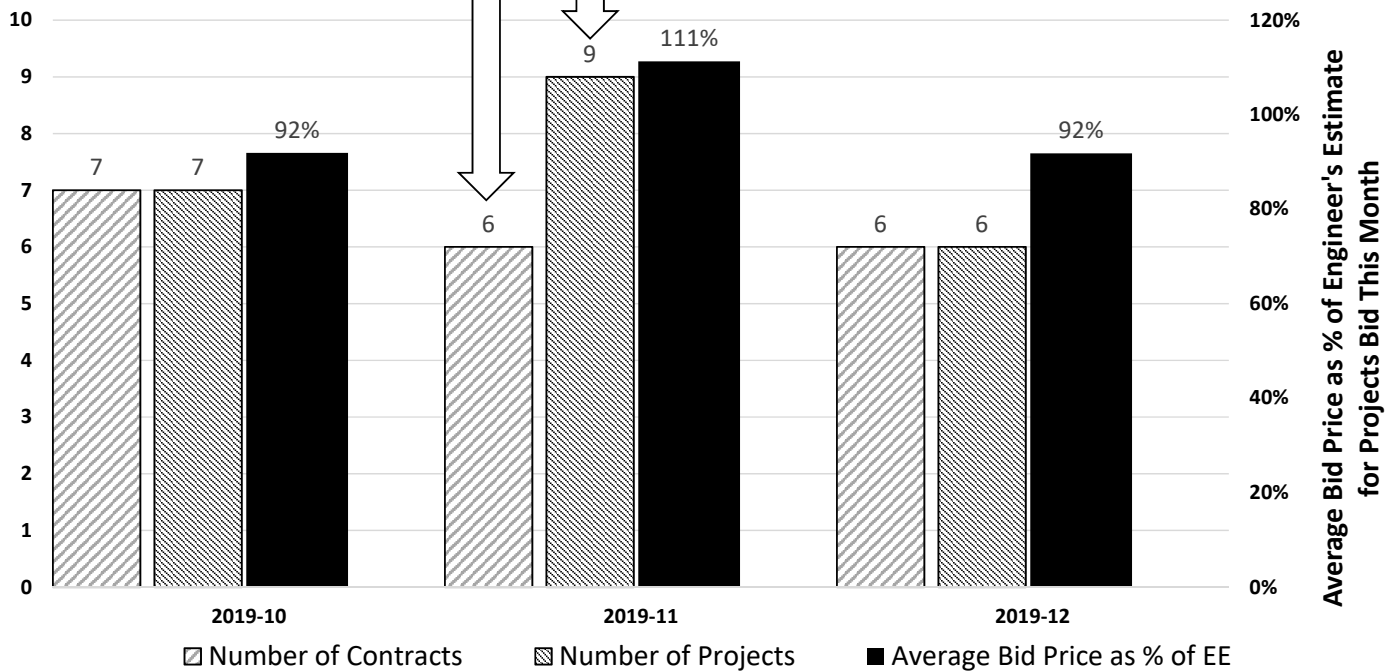
FFY20 State Infrastructure Project Bid Results: YTD Summary By Cost

22 Projects YTD through January 6, 2020

November bars reflect 6 additional projects bid after deadline for last month's Board Item Report. Therefore, 12 projects have bid since the last report (6 additional in November and 6 in December).

YTD Total for all 22 projects:

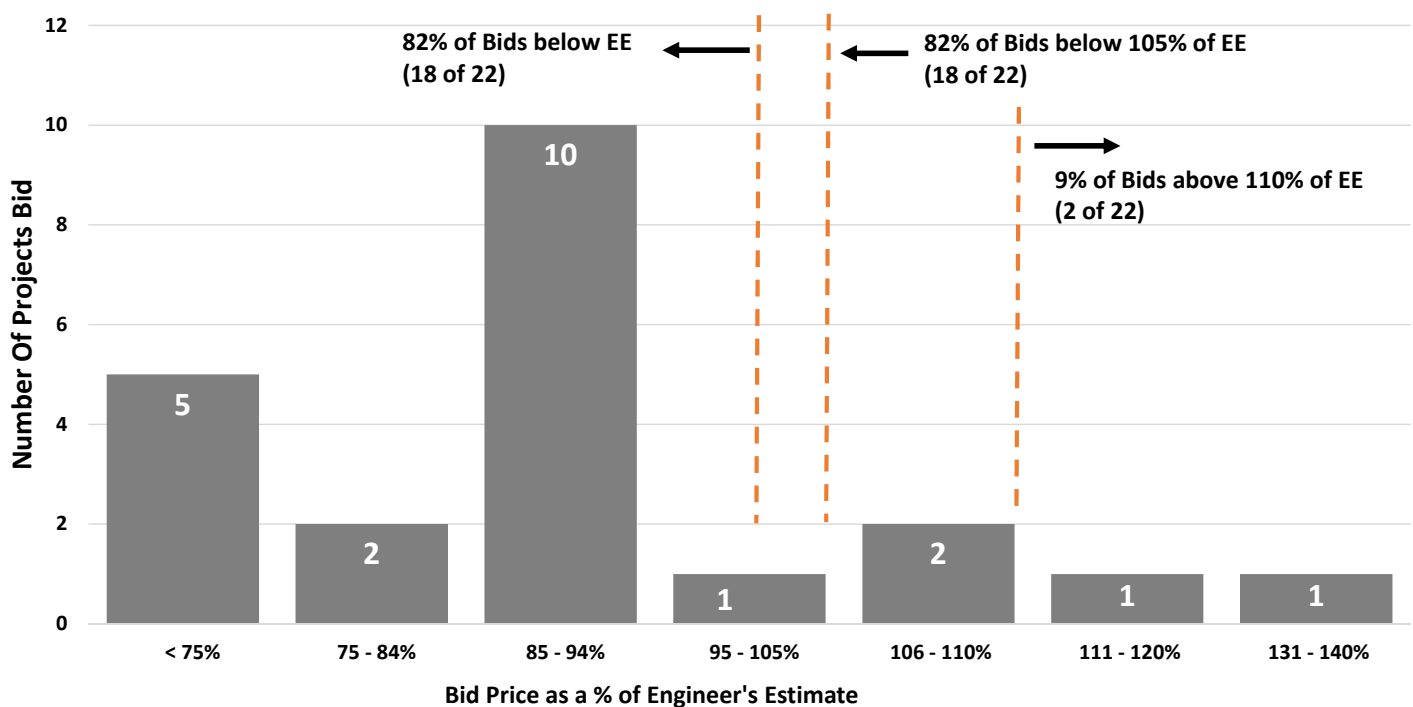
Ratio of Bid Costs / Engineer's Estimates = \$80.9 / \$79.7M = 100.1%



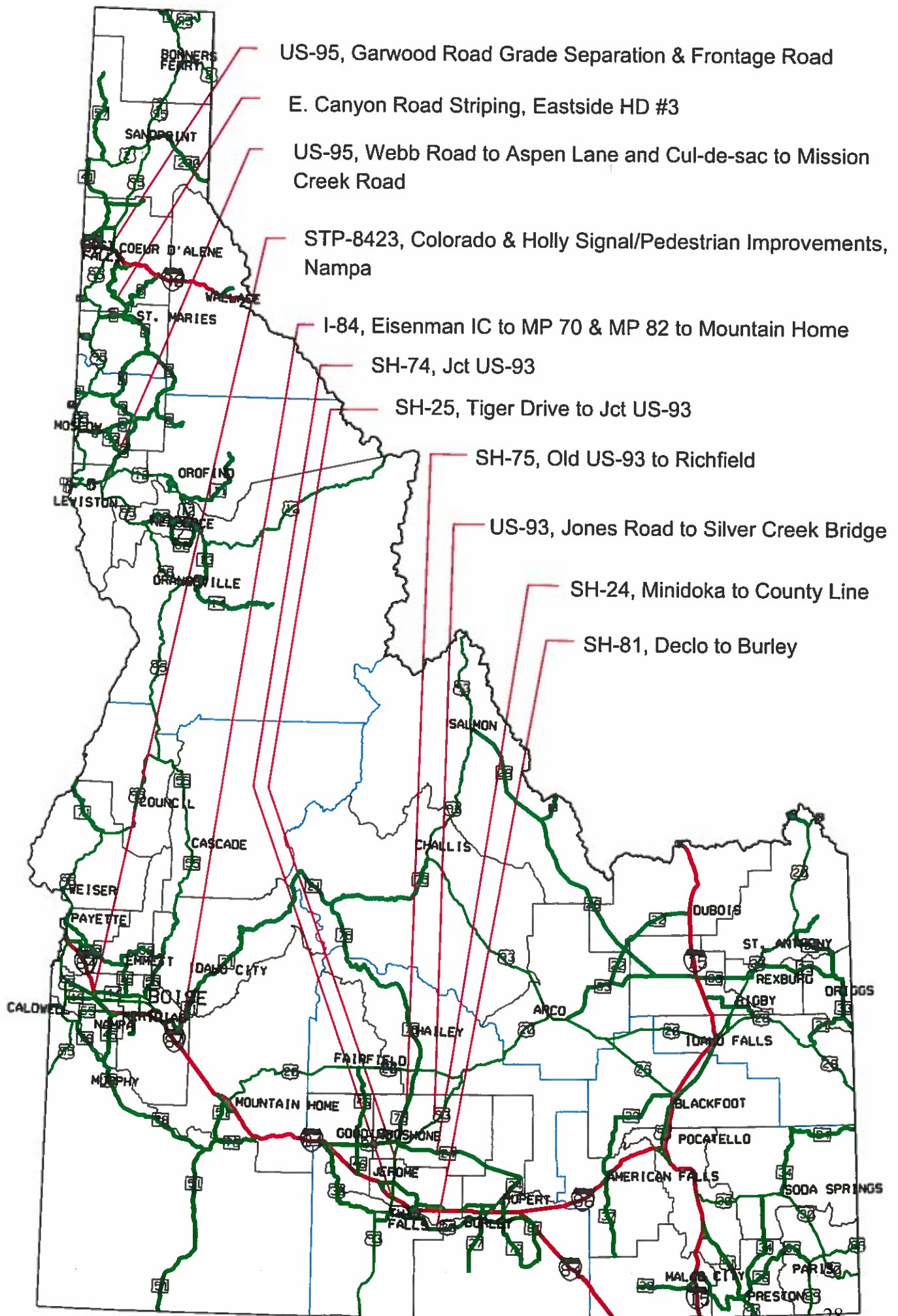
Notes: 1) Local Project are not included 2) Contracts may have multiple Projects

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

22 Projects YTD through January 6, 2020



Note: 1) Local Projects are not included



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
4	19130/20040	US-93	11/26/2019	3	\$5,424,677.00	\$4,646,464.60	(\$778,212.40) 86%
US-93, Jones Road to Silver Cree Bridge Contractor: Western Construction Inc.							
Federal							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
4	20180	SH-74/US-93	11/26/2019	2	\$417,203.82	\$206,916.20	(\$210,287.62) 50%
SH-74, Jct US-93 Contractor: Staker & Parson Companies DBA Idaho Materials Construction							
State							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
2	20233/19826	US-95	11/26/2019	3	\$3,054,521.49	\$2,588,805.99	(\$465,715.50) 85%
US-95, Webb Road to Aspen Lane and Cul-de-sac to Mission Creek Rd Contractor: Poe Asphalt Paving Inc.							
Federal							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
3	20203	I-84	12/10/2019	3	\$2,245,932.50	\$1,676,929.50	(\$596,003.00) 75%
I-84 Eisenman IC to MP 70 & MP 82 to Mountain Home Contractor: Kloepper Inc.							
State							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
4	19863	SH-75	12/10/2019	4	\$2,966,979.45	\$3,131,000.00	\$164,020.55 106%
SH-75, Old US-93 to Richfield Contractor: Western Construction Inc.							
Federal							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
LHTAC(1)	20474	OFF SYS	12/10/2019	2	\$400,000.00	\$400,000.00	\$0.00 100%
E. Canyon Road Striping, Eastside HD #3 Contractor: Western Construction Inc.							
Fixed Cost Variable Quantity Federal							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
1	20795	US-95	12/10/2019	6	\$12,611,593.45	\$11,235,040.22	(\$1,376,553.23) 89%
US-95, Garwood Road Grade Separation & Frontage Road					Federal		
Contractor: Apollo Inc.							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
LHTAC(3)	13486	OFF SYS	12/17/2019	4	\$985,115.51	\$972,099.63	(\$13,015.88) 99%
STP-8423, Colorado & Holly Signal/Pedestrian Improvements, Nampa					Federal		
Contractor: Hawkeye Builders Inc.							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
4	19946	SH-24	12/17/2019	4	\$618,139.25	\$512,000.00	(\$106,139.25) 83%
SH-24, Minidoka to County Line					Federal		
Contractor: Knife River Corporation-Mountain West							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
4	20170	SH-81	12/17/2019	4	\$5,770,775.70	\$5,697,000.00	(\$73,775.70) 99%
SH-81, Declo to Burley					State		
Contractor: Western Construction Inc.							

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
4	20133	SH-25	12/17/2019	3	\$2,744,867.00	\$2,494,494.00	(\$250,373.00) 91%
SH-25, Tiger Drive to Jct US-93					State		
Contractor: Staker & Parson Companies DBA Idaho Materials Construction							

Monthly Contract Advertisement As of 1-6-2020

District	Key No.	Route	Bid Opening Date
3	20139	I-84	1/14/2020
I-84, Cold Springs IC to Glenns Ferry IC \$25,000,000 or greater			Federal

District	Key No.	Route	Bid Opening Date
2	20163	SH-8	1/14/2020
SH-8, Bovill to Ruby Creek Bridge \$1,000,000 to \$2,500,000			State

District	Key No.	Route	Bid Opening Date
LHTAC(1)	13419	OFF SYS	1/14/2020
STC-5804, Westside Road, Trout Creek Bridges \$500,000 to \$1,000,000			Federal

District	Key No.	Route	Bid Opening Date
LHTAC(2)	19819	OFF SYS	1/14/2020
Salmon River Road \$500,000 to \$1,000,000			Federal

District	Key No.	Route	Bid Opening Date
6	21873	SH-31	1/14/2020
FY20 D6 High Priority Bridge Repairs \$1,000,000 to \$2,500,000			State

District	Key No.	Route	Bid Opening Date
3	20073	SH-52	1/28/2020
SH-52, Downtown Emmett Reconstruction \$2,500,000 to \$5,000,000			State



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020

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 MC
Preparer's Name Holly McClure	Preparer's Title Grants/Contracts Program Specialist	Initials HM	LSS

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 twenty-five (25) new professional services agreements and work tasks totaling **\$4,806,635** and four (4) supplemental agreements to existing professional services agreements totaling **\$497,972** from November 22, 2019 through December 31, 2019.

New Professional Services Agreements and Work Tasks

<i>Reason Consultant Needed</i>	<i>District</i>									<i>Total</i>
	1	2	3	4	5	6	HQ	AERO		
Resources not Available										
Roadway Design		1	2							3
Materials			1		1					2
Construction			3	2						5
Environmental			1				1			2
Public Involvement					1					1
Planning					1			3		4
Surveying	1				1					2
Geotechnical			1		1					2
Local Public Agency Projects		2	1			1				4
Total	1	3	9	2	5	1	1	3		25



Board Agenda Item

ITD 2210 (Rev. 10-13)

For ITD District Projects:

Twenty-One (21) new professional services agreements and work tasks were processed during this period totaling **\$4,415,447**. Three (3) supplemental agreements totaling **\$451,046** 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>
Woodland Drive BNSF Railroad Crossing; Mountain View Drive BNSF Railroad Crossing	Resources not available: Survey	Boundary and Topographic Survey	Direct from Term Agreement	Meckel Engineering & Surveying	\$47,964

District 2

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
Culdesac Canyon Passing Lane Phases 3 and 4	Resources not available: Roadway Design	Roadway Design, Phase II: Final Design through PS&E	Individual Project Solicitation	Horrocks Engineers	Prev: \$1,144,522 This: \$1,302,105 Total: \$2,446,627 Board Approved \$2.5M at Novem- ber 2017 meeting

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH44, Star Road to SH16, Ada County	Resources not available: Roadway Design	Roadway Design, Phase I: Concept/ Charter through Preliminary Design	Individual Project Solicitation	T-O Engineers	\$402,647
US 20/26 Chinden; Locust Grove to Eagle	Resources not available: Construction	Construction Engineering, Inspection, Sampling and Testing Services	Individual Project Solicitation	HMH, LLC	\$836,764



Board Agenda Item

ITD 2210 (Rev. 10-13)

US 20/26 Chinden; Locust Grove to Eagle	Resources not available: Construction	Engineer of Record Services during Construction	Individual Project Solicitation	Parametrix	Prev: \$1,672,512 This: \$71,025 Total: \$1,743,537 Board Approved \$2.5M at July 2018 meeting
US95, Little Salmon River Bridge, Adams County	Resources not available: Environmental	Complete Joint Permit Application	Direct from Term Agreement	Bionomics Environmental	\$4,115
SH55, Donnelly to Deinhard, Valley County	Resources not available: Geotechnical	Ground Penetrating Radar Scan and Processing	Direct from Term Agreement	American Geotechnics	\$17,770
SH16, I84 to US 20/26, Ada and Canyon Counties	Resources not available: Roadway Design	Design Review Services	Direct from Term Agreement	HDR Engineering	\$30,000
I84, Franklin IC to Karcher IC, Canyon County	Resources not available: Materials	Materials Phase Report Reviews	Direct from Term Agreement	American Geotechnics	\$20,000
US95, Weiser River Railroad Bridge, Adams County	Resources not available: Construction	Inspection, Sampling and Testing Services	RFI from Term Agreement	HMH, LLC	\$44,054

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US30, North 400 to Parke Avenue, Burley	Resources not available: Construction	Materials Testing, Inspection and Ticket Taking Services	Individual Project Solicitation	Horrocks Engineers	\$385,234
SH81, Declo to Burley, Cassia County	Resources not available: Construction	Engineer of Record Services during Construction	Direct from Term Agreement	WHPacific	Prev: \$83,500 This: 16,000 Total: \$99,500



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>
I-86/I-15 System IC, Pocatello	Resources not available: Geotechnical	Geotechnical Services, Phase 1	Individual Project Solicitation	GeoEngineers	\$498,897
FY21 District 5 Bridge Repair	Resources not available: Surveying	Surveying Services	Direct from Term Agreement	Dioptra LLC	\$3,400
I-15, Arimo Road IC#40, Bannock County	Resources not available: Materials	Additional services related to Phase IV Materials Report	Direct from Term Agreement	Strata, Inc.	Prev: \$97,300 This: \$2,700 Total: \$100,000
FY20 District 5 Planning & Scoping	Resources not available: Planning	Value Planning Study	Direct from Term Agreement	Stanley Consultants	\$97,760
US30, Rocky Point Wildlife Crossing, Bear Lake County	Resources not available: Public Involvement	Public Involvement Services	Direct from Term Agreement	Rosemary Brennan Curtin, Inc.	\$60,000

District 6

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
None this month					

Headquarters

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
Wetland/Stream Mitigation Selection and Assessment	Resources not available: Environmental	Facilitation of Interagency Mitigation Working Group	RFI from Term Agreement	Horrocks Engineers	\$199,538



Board Agenda Item

ITD 2210 (Rev. 10-13)

Aeronautics

Project	Reason Consultant Needed	Description	Selection Method	Consultant	Amount
System Plan Update Statewide, Year 2 NPIAS	Resources not available: Planning	Airport System Plan Update	Individual Project Solicitation	Kimley-Horn and Associates	Prev: \$116,193 This: \$139,662 Total: \$255,855
System Plan Update Statewide, Year 2 Non-NPIAS	Resources not available: Planning	Network Pavement Management System Year 2	Individual Project Solicitation	Kimley-Horn and Associates	Prev: \$42,327 This: \$41,672 Total: \$83,999
Continuous System Plan Update Phase 3	Resources not available: Planning	Airport System Plan/Economic Impact Analysis Year 3	Individual Project Solicitation	Kimley-Horn and Associates	Prev: \$330,000 This: \$194,140 Total: \$524,140

Supplemental Agreements to Existing ITD Professional Service Agreements

District	Project	Consultant	Original Agreement Date/Description	Supplemental Agreement Description	Total Agreement Amount
1	Pleasant View Road & SH53 Grade Separation	HDR Engineering	11/4/2011, Preliminary Design through PS&E	Design and Right-of-Way Revisions	Prev: \$2,313,904 This: \$268,976 Total: \$2,582,880 Board Approved \$3.1M during October 2019 meeting
2	US95, WM&I Railroad Bridge, US95 Junction SH6 Turnbay US95, Deep Creek Bridge	HDR Engineering	7/7/2017, Bridge and Roadway Design Services	Additional services necessary for completion of design	Prev: \$999,825 This: \$132,070 Total: \$1,131,895 Board Approved \$1.2M during December 2019 meeting
4	US30, Salmon Falls Creek Bridge	Horrocks Engineers	5/3/2019, Materials Testing and Inspection Services	Additional Materials Testing Services	Prev: \$84,000 This: \$50,000 Total: \$134,000



Board Agenda Item

ITD 2210 (Rev. 10-13)

For Local Public Agency Projects:

Four (4) new professional services agreements totaling **\$391,188** were processed during this period. One (1) supplemental agreement totaling **\$46,926** was processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH8, 3 rd Street Safety Improvements, Phases 1 and 2, 6 th Street Pedestrian Improvements	City of Moscow	Safety and Pedestrian Improvement Design	RFI from Term Agreement	Precision Engineering	\$88,082
A Street, Moscow, Stage 2	City of Moscow	Engineer of Record Services during Construction	Individual Project Solicitation	Welch Comer and Associates	Prev: \$289,300 This: 23,008 Total: \$312,308
Intersection North Middleton Road and Cornell Street	City of Middleton	Intersection Design	Direct from Term Agreement	Precision Engineering	\$49,994
South 2 nd West Street Bridge, St. Anthony	City of St. Anthony	Construction Engineering, Inspection, Sampling and Testing Services	RFI from Term Agreement	Civil Science	\$230,104

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>
1	Eastriver MP 10, 11, 11.2, Bonner County	David Evans and Associates	7/29/2019, Roadway Design through PS&E	Additional survey, right-of-way, design, 404 permit and rock investigation services	Prev: \$590,732 This: \$46,926 Total: \$637,658

Recommendations

For Information Only

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent 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 Dennis C. Wagner	Preparer's Title Senior Right of Way Agent	Initials	

Subject

Administrative Settlements in Right of Way Acquisitions		
Key Number	District State-wide	Route Number

Background Information

July 1, 2019 to December 31, 2019 report on Administrative Settlements in Right of Way Acquisitions is attached.

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

During the semi-annual period of July 1, 2019 through December 31, 2019, the Right of Way Section processed 95 parcels. Of the 95 parcels, 45 parcels had an Administrative Settlement. Attached is a summary showing the parcels with Administrative Settlements.

Recommendations

None

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____

RIGHT OF WAY ACQUISITIONS
ADMINISTRATIVE SETTLEMENT JUSTIFICATIONS
July 1, 2019 to December 31, 2019

Dist.	Parcel No.	Program	Major Program	Project Name	Admin. Settlements	% of parcel purchase	Justification
1	19	E181810	019452	US 95, IC#430 TO LACROSSE AVE, CDA	\$4,304.00	27%	Additional costs for Owner to pave alley
1	1	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$104,125.00	32%	To recognize land values at higher end of range
1	22-23	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$37,000.00	7%	Settlement negotiated to acquire parcels
1	44-45	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$5,568.00	9%	Settlement negotiated to avoid condemnation
1	47	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$1,913.00	2%	Higher land value adjusted for 2019 sale
1	53	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$18,013.00	9%	A.S. is to recognize Parcel 52 land value, same Owner
1	54	P161100	019682	SH 41, MULLAN AVE TO PRAIRIE, POST FALLS	\$16,400.00	14%	To recognize land values at higher end of range
1	1-2	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$71,100.00	48%	Settlement negotiated to avoid condemnation
1	18	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$14,124.00	17%	Additional land costs and Owner to move equipment
1	22	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$2,500.00	13%	To recognize land values at higher end of range
1	24	P171210	019883	US 95, NORTH CORRIDOR ACCESS IMPROV.	\$5,000.00	3%	Additional costs for repairs on remainder property
1	23	P171200	020098	SH 41, E PRAIRIE AVE TO LANCASTER RD	\$10,010.00	12%	Additional landscaping costs and develop driveway
1	1	P171230	020302	SH 53, INT N HOLLISTER HILLS RD	\$9,500.00	95%	Remove/rebuild fence and compensate for shrubs
1	21	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$15,149.00	9%	Compensated for same land value in Phase 1
1	37	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$14,302.00	10%	A.S. accepts the mid-range of supported valuation
1	38	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$8,650.00	62%	Owner compensated for additional paving per bid
1	40	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$19,291.00	26%	Settlement negotiated to avoid condemnation
1	41	G181210	020352	US 95, JCT SH 53 IC, GARWOOD RD, UPRR BR	\$38,914.00	78%	Owner compensated for new water well & sign posts
3	3	P013150	001004	SH 55, SMITH'S FERRY TO ROUND VALLEY	\$2,166.00	17%	To recognize land values at higher end of range
3	3	P173910	019944	US 20/26,CHINDEN; LOCUST GROVE TO EAGLE	\$58,834.00	10%	A.S. accepts outside appraisal higher valuation
3	9	P173910	019944	US 20/26,CHINDEN; LOCUST GROVE TO EAGLE	\$37,003.00	23%	Additional costs of septic drain field
3	11	P173910	019944	US 20/26,CHINDEN; LOCUST GROVE TO EAGLE	\$266,126.00	32%	Tree values, landscaping and attorney fees
3	16	P173910	019944	US 20/26,CHINDEN; LOCUST GROVE TO EAGLE	\$1,028.00	1%	Recognizes supported land values at higher end of range
3	20	P173910	019944	US 20/26,CHINDEN; LOCUST GROVE TO EAGLE	\$46,636.00	27%	Higher land valuation and legal review
3	48	P173910	019944	US 20/26,CHINDEN; LOCUST GROVE TO EAGLE	\$1,250.00	19%	To recognize land values at higher end of range
3	14	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$5,072.00	11%	Recognizes supported land values at higher end of range
3	15	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$43,628.00	38%	Additional Comps supported a higher land value

**RIGHT OF WAY ACQUISITIONS
ADMINISTRATIVE SETTLEMENT JUSTIFICATIONS
July 1, 2019 to December 31, 2019**

Dist.	Parcel No.	Program	Major Program	Project Name	Admin. Settlements	% of parcel purchase	Justification
3	32	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$4,103.00	26%	Higher end of appraisal valuation range accepted
3	38	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$4,796.00	48%	Higher end of appraisal valuation range recognized
3	40	I183070	020315	I-84, KARCHER IC TO FRANKLIN RD, NAMPA	\$19,474.00	34%	Higher end of appraisal valuation range accepted
3	1	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$35,436.00	38%	Undiscovered cost-to-cure items & mid-range of values
3	2	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$188,967.00	37%	Undiscovered cost-to-cure items & mid-range of values
3	6	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$18,940.00	17%	Recognizes supported land values at higher end of range
3	10	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$94,760.00	39%	A.S. accepts land values at higher end of range
3	17	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$5,892.00	11%	A.S. is to match value of other owner acquired parcels
3	18	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$16,845.00	7%	Higher end of appraisal valuation range accepted
3	19	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$185,333.00	32%	Land values adjusted to higher end of appraisal range
3	22	T193250	021858	US 20, SH 16 TO LINDER RD, ADA COUNTY	\$43,851.00	21%	To recognize land values at higher end of range
4	2A-2B	P164760	019312	SH 27,POLELINE INT IMPROVEMENT,CASSIA CO	\$2,579.00	20%	Organizational legal review & higher land value
4	4	P164760	019312	SH 27,POLELINE INT IMPROVEMENT,CASSIA CO	\$46,022.00	68%	Owner compensated for loss of materials production
4	1	I174860	019973	I-84, DECLO POE EB, CASSIA CO	\$22,872.00	29%	Owner compensated for income loss from sale of topsoil
				Total cost of Administrative Settlements:	\$1,547,476.00		

Total number of parcels processed with administrative settlements: **45**
Total number of parcels processed: **95**
Total value of all parcels processed: **\$11,415,176.00**



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020

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

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

Subject

State Fiscal Year 2020 Financial Statements		
Key Number	District	Route Number

Background Information

July 01, 2019 thru November 30, 2019, Fiscal Year 2020 Financial Statements

The financial operations of the Department as of November 30, 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 4%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 3% or \$2.7M. State revenues to the State Aeronautics Fund are ahead of forecast by 2.5% or \$37,000. Revenue for the November was less than forecast for the month, but revenue YTD is still ahead. 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 five months of the year. Personnel costs have savings of \$5.6M or 9.9% is due to reserves for horizontal career path increases, vacancies and timing between a position becoming vacant and filled.
- Contract construction cash expenditures through November of this year has exceeded any from the past three years: FY20 = \$267.8 M; FY19 = \$255.7 M; FY18 = \$247.9 M. After five 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. It also continues the increased delivery over the prior year.

The balance of the long term investments as of the end of November is \$109.1 Million. This is after a transfer of \$30M to the cash balance to ensure the continued payouts of construction is not constrained. These funds are obligated against both construction projects and encumbrances. The long term investments plus the cash balance (\$60.9M) totals \$170M.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), through the month of November, were \$15M. 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 \$7.7M is 9.6% 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: kbentley
 Report ID: AD-FN-GL-010
 Run Date: 5 Dec 2019
 % of Time
 Remaining 58.33

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 11/30/2019
 (all amounts in '000)

Fiscal Year: 2020

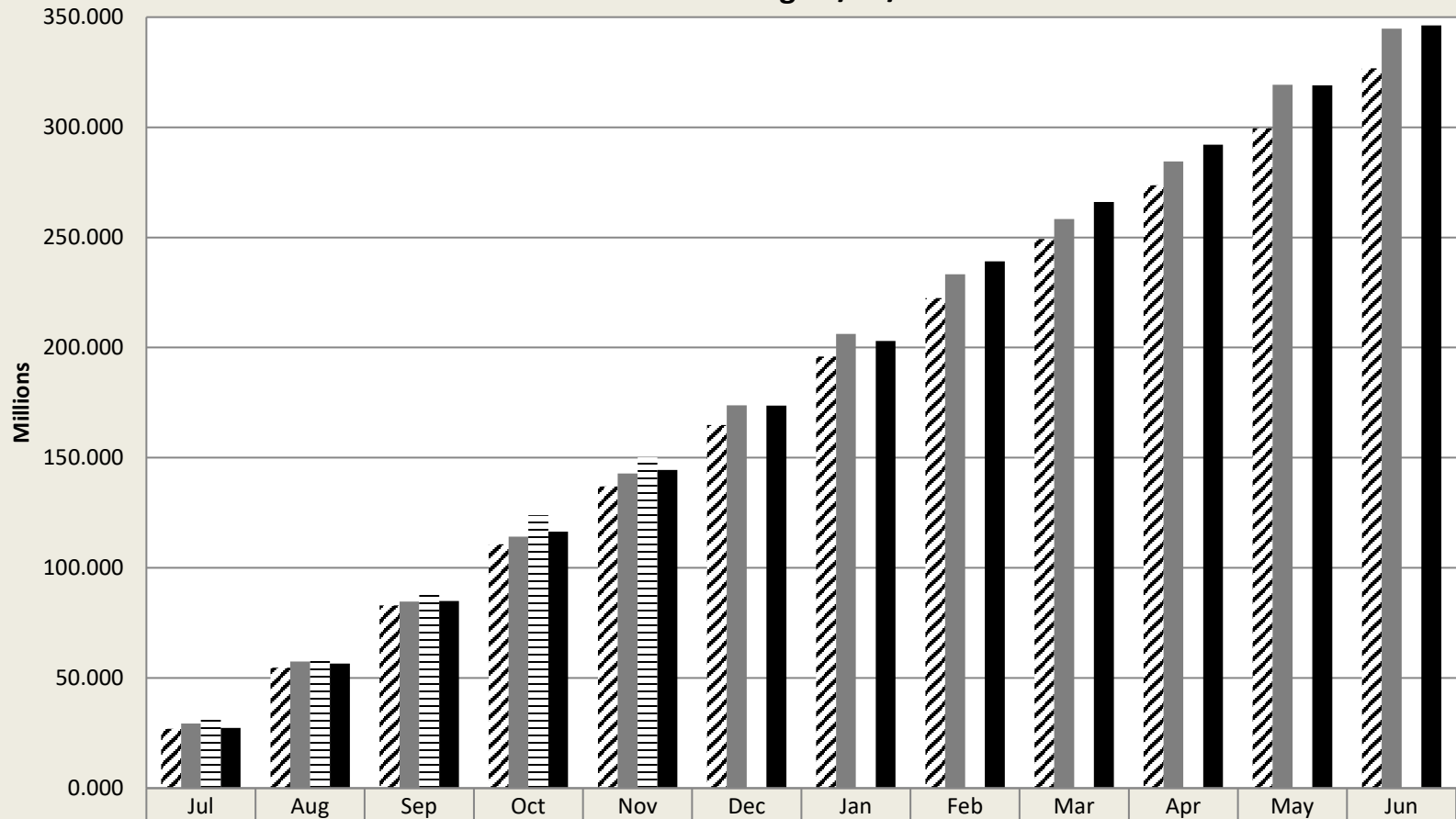
Funds Received					
	FY19 Actual YTD	FY20 Actual YTD	FY20 Forecast YTD	FY20 to FY19 Actual	FY 20 to Forecast
State Highway Account					
Federal Reimbursements	152,345	179,992	211,670	18.1%	-15.0%
State (Inc. H.D.A.)	142,878	150,217	144,443	5.1%	4.0%
Local	5,183	14,152	11,123	173.0%	27.2%
Total State Highway Account:	300,407	344,361	367,237	14.6%	-6.2%
State Aeronautics Fund					
Federal Reimbursements	110	174	122	57.8%	42.4%
State	1,563	1,531	1,494	-2.0%	2.5%
Total State Aeronautics Fund:	1,673	1,705	1,616	1.9%	5.5%
Total Fund Received:	302,080	346,066	368,853	14.6%	-6.2%
Disbursements (includes Encumbrances)					
	FY19 Actual YTD	FY20 Actual YTD	FY20 Budget YTD	FY20 to FY19 Actual	FY 20 to Budget
Construction Payouts	260,110	270,526	307,001	4.0%	-11.9%
Operations Expenses					
Highways	78,376	85,093	91,159	8.6%	-6.7%
DMV	18,525	17,664	19,346	-4.6%	-8.7%
Administration	11,914	14,621	14,964	22.7%	-2.3%
Facilities	2,346	2,513	399	7.1%	530.3%
Aeronautics	2,973	1,591	1,722	-46.5%	-7.6%
Total Operations Expenses:	114,134	121,481	127,590	6.4%	-4.8%
Transfers					
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:	374,270	392,007	434,591	4.7%	-9.8%
Expenditures by Type					
	FY19 Actual YTD	FY20 Actual YTD	FY20 Budget YTD	FY20 to FY19 Actual	FY 20 to Budget
Personnel	49,081	51,225	56,876	4.4%	-9.9%
Operating	46,263	48,369	51,457	4.6%	-6.0%
Capital Outlay	11,969	14,415	11,501	20.4%	25.3%
Sub-Grantee	6,822	7,473	7,757	9.5%	-3.7%
Totals Operations Expenses:	114,134	121,481	127,590	6.4%	-4.8%
Contract Construction	260,110	270,526	307,001	4.0%	-11.9%
Totals (excluding Transfers):	374,245	392,007	434,591	4.7%	-9.8%

State Highway Fund 0260

Fiscal Year 2020

State Revenue Source Forecast vs Actual

November - For Period Ending 11/30/2019



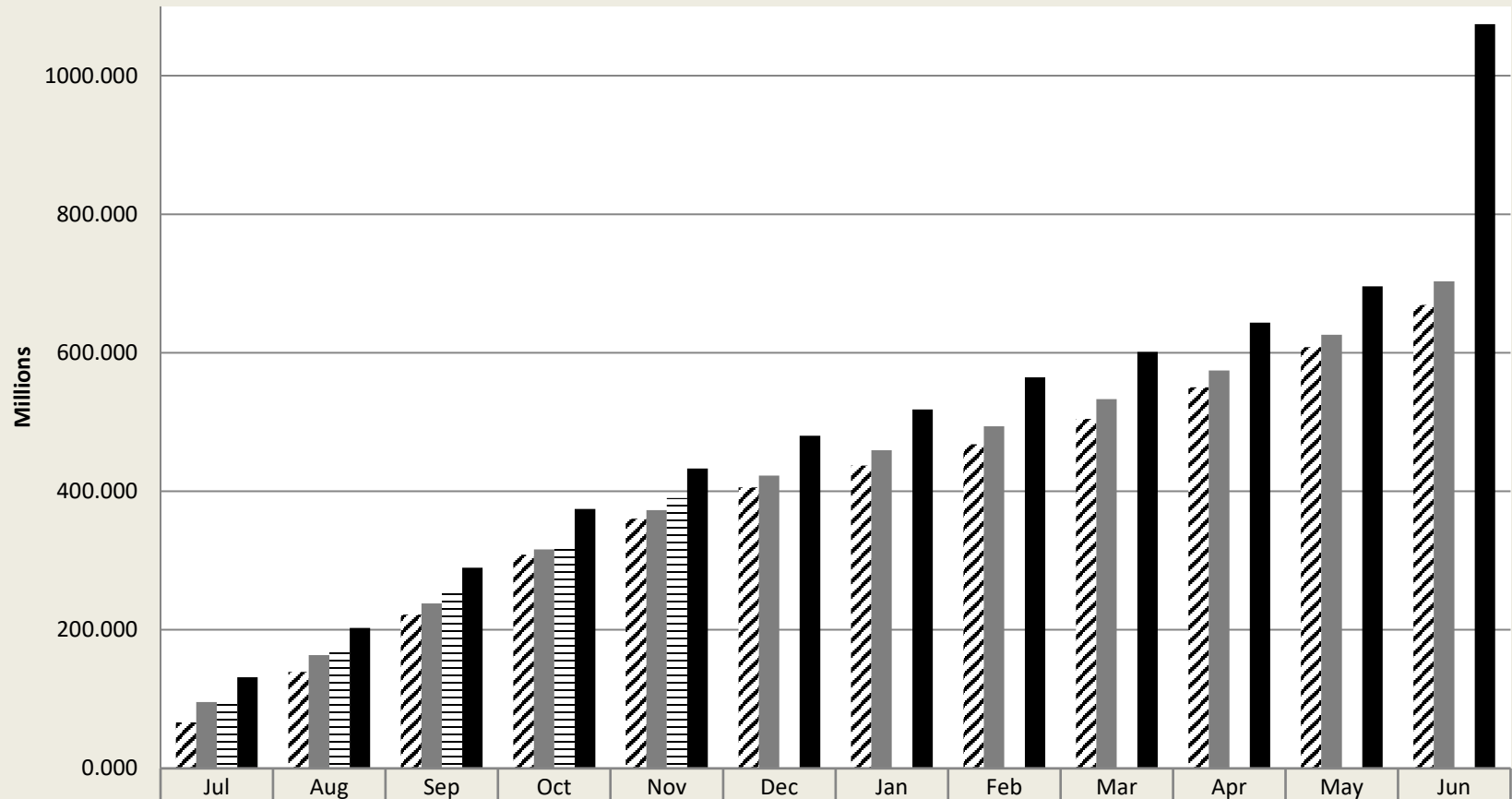
▤ FY18 Actual Revenue	27.003	54.686	82.976	110.644	136.997	164.897	195.901	222.483	249.311	273.673	299.623	326.714
■ FY19 Actual Revenue	29.298	57.454	84.752	114.108	142.878	173.775	206.239	233.249	258.362	284.523	319.267	344.728
▬ FY20 Current	32.334	60.074	89.748	123.908	150.217							
■ FY20 Forecast	27.394	56.487	84.985	116.487	144.443	173.669	202.973	239.086	266.070	292.144	319.038	346.273

State Highway Fund 0260

Fiscal Year 2020

Expenditures

November - For Period Ending 11/30/2019



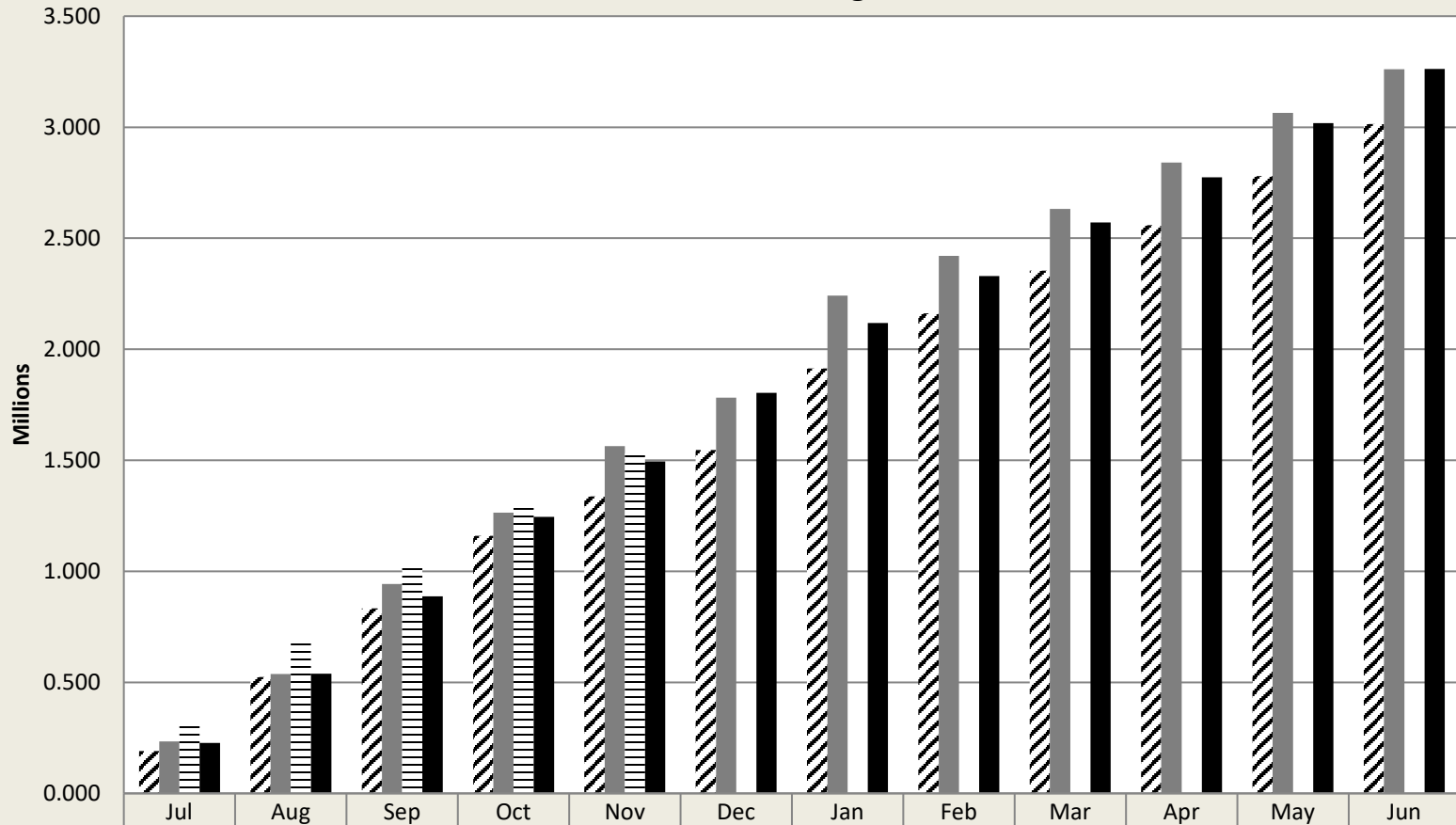
▨ FY18 Actual Expenditures	66.330	139.287	221.745	308.357	360.460	405.710	437.190	468.029	504.461	550.126	607.868	669.206
■ FY19 Actual Expenditures	95.849	163.446	238.100	316.163	372.747	422.734	459.444	493.898	533.081	574.555	626.054	703.065
= FY20 Current	100.532	174.652	255.180	324.290	390.416							
■ FY20 Forecast	131.408	202.727	289.868	374.372	432.869	480.242	518.168	564.581	601.064	643.601	695.902	1,074.230

Aeronautics Fund 0221

Fiscal Year 2020

State and Interagency Revenue Sources Forecast vs Actual

November - For Period Ending 11/30/2019



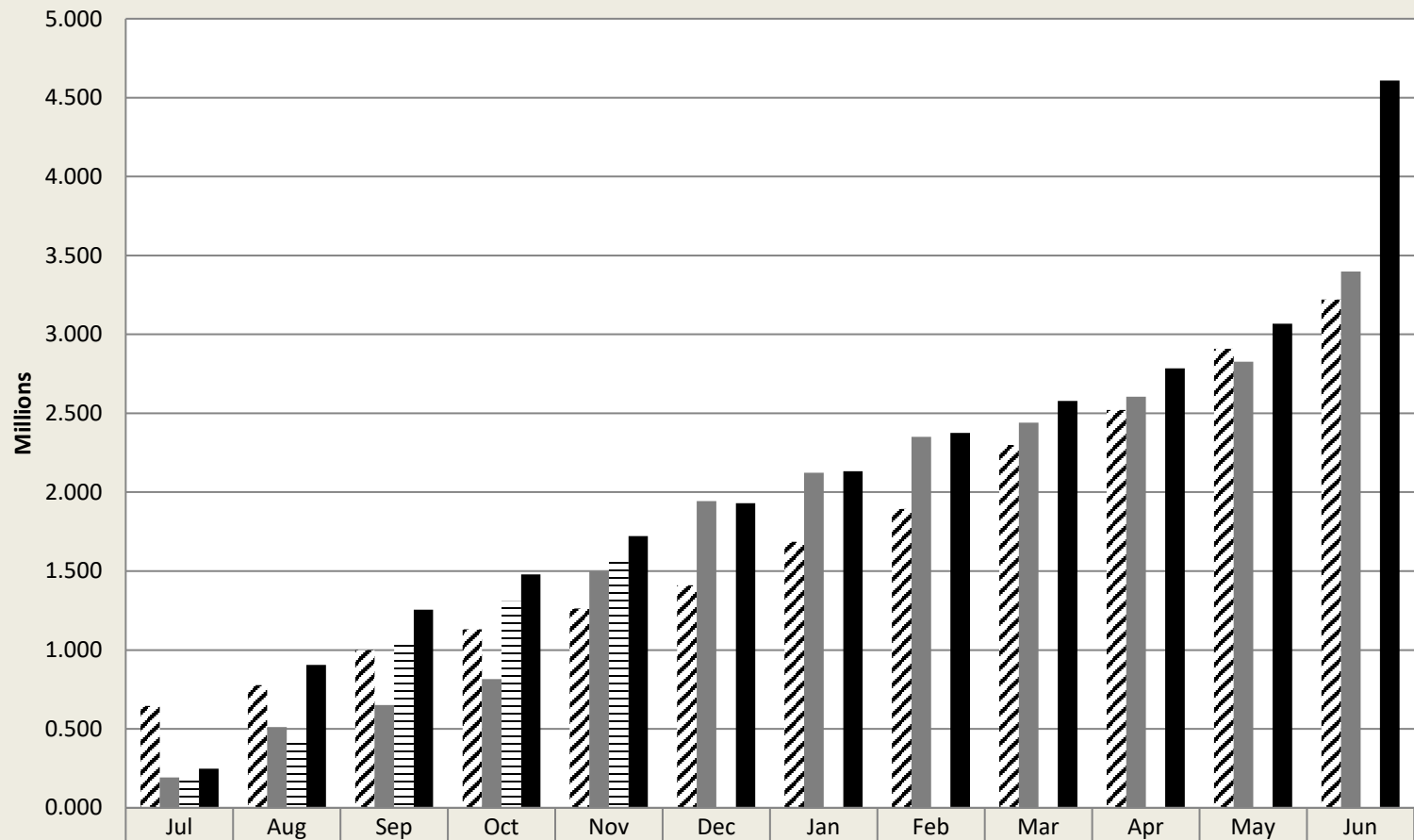
▨ FY18 Actual Revenue	0.191	0.524	0.834	1.159	1.338	1.546	1.913	2.162	2.354	2.558	2.780	3.015
■ FY19 Actual Revenue	0.234	0.538	0.943	1.265	1.563	1.782	2.242	2.421	2.631	2.840	3.064	3.261
□ FY20 Current	0.306	0.679	1.033	1.301	1.531							
■ FY20 Forecast	0.228	0.539	0.888	1.245	1.494	1.804	2.119	2.330	2.571	2.775	3.018	3.263

Aeronautics Fund 0221

Fiscal Year 2020

Expenditures

November - For Period Ending 11/30/2019



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	1.591							
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: kbentley
 Report ID: AD-FN-GL-002
 Run Date: 05 Dec 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 11/30/2019

	State Aeronautics Fund 0221		State Highway Fund 0260		Transportation Expansion and Congestion Mitigation Fund 0269	
	Oct-19	Nov-19	Oct-19	Nov-19	Oct-19	Nov-19
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Operations)	2,383,878	2,236,379	34,607,890	60,908,934	43,922,952	45,177,899
Investments (Long Term: STO - Diversified Bond Fund)	849,638	851,073	138,686,003	109,065,478	0	0
Total Cash & Investments	3,233,516	3,087,452	173,299,737	169,980,257	43,922,952	45,177,899
Receivables - Other	6,612	1,959	1,474,439	1,441,665	0	0
- Due From Locals (Project Overruns)	10,709	97,994	2,697,316	3,441,135	0	0
- Inter Agency	21,319	22,424	561	1,611	0	0
Total Receivables	38,640	122,377	4,172,316	4,884,412	0	0
Inventory on Hand	0	0	21,173,058	22,253,588	0	0
Total Assets:	3,272,156	3,209,829	198,645,111	197,118,256	43,922,952	45,177,899
LIABILITIES						
Vouchers Payable	0	0	9,503	1,762	0	0
Sales Tax Payable	0	0	2,423	627	0	0
Deferred Revenue (Local Projects Match)	0	0	20,971,963	25,600,848	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	255,123	264,062	0	0
Total Liabilities:	0	0	21,239,011	25,867,299	0	0
FUND BALANCE						
Reserve for Encumbrance	565,471	456,045	51,298,315	48,626,348	0	0
Fund Balance	2,706,685	2,753,784	126,107,785	122,624,609	43,922,952	45,177,899
Total Fund Balance:	3,272,156	3,209,829	177,406,100	171,250,957	43,922,952	45,177,899
Total Liabilities and Fund Balance	3,272,156	3,209,829	198,645,111	197,118,256	43,922,952	45,177,899

UserID: kbentley
 Report ID: AD-FN-GL-002
 Run Date: 05 Dec 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 11/30/2019

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270	
	Oct-19	Nov-19	Oct-19	Nov-19	Oct-19	Nov-19
ASSETS						
Cash on Hand (Change Fund)	0	0	0	0	0	0
Cash in Bank (Daily Operations)	33,693,333	30,038,618	48,481	48,571	33,741,814	30,087,189
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0
Total Cash & Investments	33,693,333	30,038,618	48,481	48,571	33,741,814	30,087,189
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:	33,693,333	30,038,618	48,481	48,571	33,741,814	30,087,189
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	33,693,333	30,038,618	48,481	48,571	33,741,814	30,087,189
Total Fund Balance:	33,693,333	30,038,618	48,481	48,571	33,741,814	30,087,189
Total Liabilities and Fund Balance	33,693,333	30,038,618	48,481	48,571	33,741,814	30,087,189

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 05 Dec 2019
 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

Fund: 0260 State Highway Fund

Fiscal Year: 2020
 Budget Fiscal Year: 2020
 REVENUES

	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
Federal Sources									
FHWA - Highway	190,086,200	159,033,655	27,254,057	0	(31,052,545)	-16.34%	506,876,702	347,843,047	68.62 %
FHWA - Indirect Cost	14,482,400	13,003,720	2,332,631	0	(1,478,680)	-10.21%	25,000,000	11,996,280	47.99 %
Federal Transit Authority	4,600,000	4,929,931	1,556,756	0	329,931	7.17 %	14,483,600	9,553,669	65.96 %
NHTSA - Highway Safety	2,050,000	2,007,727	1,293,892	0	(42,273)	-2.06%	4,642,800	2,635,073	56.76 %
Other Federal Aid	451,665	1,016,824	556,905	0	565,159	125.13 %	3,940,000	2,923,176	74.19 %
Total Federal Sources:	211,670,265	179,991,857	32,994,242	0	(31,678,408)	-14.97%	554,943,102	374,951,245	67.57 %
State Sources									
Equipment Buy Back	0	1,052,672	690,000	0	1,052,672	0.00 %	8,328,900	7,276,228	87.36 %
Miscellaneous Revenues	13,372,283	14,203,139	2,658,140	0	830,856	6.21 %	31,755,679	17,552,540	55.27 %
Total State Sources:	13,372,283	15,255,811	3,348,140	0	1,883,528	14.09 %	40,084,579	24,828,768	61.94 %
Local Sources									
Match For Local Projects	11,123,200	14,144,860	2,218,404	0	3,021,660	27.17 %	36,651,278	22,506,418	61.41 %
Other Local Sources	0	7,500	0	0	7,500	0.00 %	0	(7,500)	0.00 %
Total Local Sources:	11,123,200	14,152,360	2,218,404	0	3,029,160	27.23 %	36,651,278	22,498,918	61.39 %
TOTAL REVENUES:	236,165,748	209,400,028	38,560,786	0	(26,765,720)	-11.33%	631,678,959	422,278,931	66.85 %
TRANSFERS-IN									
Highway Distribution Account	91,621,500	94,343,579	16,159,698	0	2,722,079	2.97 %	218,971,500	124,627,921	56.92 %
Fuel/Registration Direct	30,945,940	30,835,125	5,388,676	0	(110,815)	-0.36%	68,416,500	37,581,375	54.93 %
Ethanol Fuels Tax	8,503,500	8,606,765	1,411,910	0	103,265	1.21 %	18,800,000	10,193,235	54.22 %
Statutory	0	1,175,642	0	0	1,175,642	0.00 %	0	(1,175,642)	0.00 %
TOTAL TRANSFERS-IN:	131,070,940	134,961,111	22,960,283	0	3,890,171	2.97 %	306,188,000	171,226,889	55.92 %
TOTAL REV AND TRANSFERS-IN:	367,236,688	344,361,139	61,521,069	0	(22,875,549)	-6.23%	937,866,959	593,505,820	63.28 %

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 05 Dec 2019
 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

Fund: 0260 State Highway Fund

Fiscal Year: 2020
 Budget Fiscal Year: 2020
 EXPENDITURES

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Operations Expense									
Permanent Staff Salaries	38,367,056	34,851,188	9,468,665	0	3,515,868	9.16 %	90,686,045	55,834,857	61.57 %
Board, Hourly, OT, Shift Diff	553,104	373,906	113,192	0	179,198	32.40 %	1,591,678	1,217,772	76.51 %
Fringe Benefits	17,431,053	15,529,325	3,673,516	0	1,901,728	10.91 %	41,482,177	25,952,852	62.56 %
In State Travel Expense	709,768	755,551	164,950	0	(45,783)	-6.45%	1,648,297	892,746	54.16 %
Out of State Travel Expense	162,887	135,256	20,941	0	27,631	16.96 %	350,480	215,224	61.41 %
Technology Operating Expense	14,566,708	7,627,263	2,240,846	8,923,417	(1,983,972)	-13.62%	24,784,588	8,233,908	33.22 %
Operating Expense	35,353,817	23,050,803	4,708,070	7,162,319	5,140,696	14.54 %	68,107,169	37,894,048	55.64 %
Technology Equipment Expense	2,152,090	912,502	149,490	207,994	1,031,594	47.93 %	2,222,340	1,101,844	49.58 %
Capital Equipment Expense	8,916,230	6,363,909	771,312	4,475,595	(1,923,274)	-21.57%	22,286,360	11,446,856	51.36 %
Capital Facilities Expense	389,597	1,543,133	201,504	910,383	(2,063,919)	-529.76%	5,834,597	3,381,081	57.95 %
Trustee & Benefit Payments	7,265,192	6,358,530	1,193,110	709,280	197,382	2.72 %	19,390,900	12,323,090	63.55 %
Total Operations Expense:	125,867,502	97,501,365	22,705,596	22,388,988	5,977,149	4.75 %	278,384,631	158,494,278	56.93 %
Contract Construction									
Technology Operating Expense	0	853,091	168,375	373,868	(1,226,959)	0.00 %	0	(1,226,959)	0.00 %
Operating Expense	4,025,000	918,987	90,881	280,680	2,825,333	70.19 %	17,994,003	16,794,337	93.33 %
Capital Projects	302,304,675	265,703,513	43,741,430	2,053,166	34,547,996	11.43 %	771,597,538	503,840,859	65.30 %
Trustee & Benefit Payments	671,600	342,299	42,136	0	329,301	49.03 %	6,253,502	5,911,203	94.53 %
Total Contract Construction:	307,001,275	267,817,890	44,042,821	2,707,714	36,475,671	11.88 %	795,845,043	525,319,440	66.01 %
TOTAL EXPENDITURES:	432,868,778	365,319,254	66,748,417	25,096,702	42,452,820	9.81 %	1,074,229,675	683,813,718	63.66 %
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:	432,868,778	365,319,254	66,748,417	25,096,702	42,452,820	9.81 %	1,131,756,875	741,340,918	65.50 %
Net for Fiscal Year 2020:	(65,632,090)	(20,958,116)	(5,227,348)		19,577,271		(193,889,916)	(147,835,098)	

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Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

Fund: 0260 State Highway Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2020										
Budget Fiscal Year: 2020										
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	500,000	144,895	30,336	49,516	305,590	61.12 %	5,942,604	5,748,194	96.73 %
Operating Expenditures	Federal	3,500,000	1,627,065	228,853	605,033	1,267,902	36.23 %	11,519,387	9,287,289	80.62 %
Operating Expenditures	Local	25,000	117	66	0	24,883	99.53 %	532,012	531,895	99.98 %
Total Operating Expenditures		4,025,000	1,772,078	259,255	654,548	1,598,374	39.71 %	17,994,003	15,567,378	86.51 %
Capital Outlay										
Capital Outlay	Dedicated	74,517,823	89,655,699	13,298,270	481,008	(15,618,884)	-20.96%	188,029,074	97,892,367	52.06 %
Capital Outlay	Federal	190,227,020	155,326,339	28,253,752	1,072,158	33,828,523	17.78 %	506,996,042	350,597,545	69.15 %
Capital Outlay	FICR	31,963,914	10,858,320	937,068	500,000	20,605,594	64.47 %	41,107,644	29,749,324	72.37 %
Capital Outlay	Local	5,595,918	9,863,155	1,252,340	0	(4,267,237)	-76.26%	35,464,778	25,601,623	72.19 %
Total Capital Outlay		302,304,675	265,703,513	43,741,430	2,053,166	34,547,996	11.43 %	771,597,538	503,840,859	65.30 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	200,000	1,068	59	0	198,932	99.47 %	2,420,042	2,418,973	99.96 %
Trustee & Benefit Payments	Federal	446,600	341,231	42,076	0	105,369	23.59 %	3,489,273	3,148,042	90.22 %
Trustee & Benefit Payments	Local	25,000	0	0	0	25,000	100.00 %	344,187	344,187	100.00 %
Total Trustee & Benefit Payments		671,600	342,299	42,136	0	329,301	49.03 %	6,253,502	5,911,203	94.53 %
Total Contract Construction:		307,001,275	267,817,890	44,042,821	2,707,714	36,475,671	11.88 %	795,845,043	525,319,439	66.01 %

User ID: kbentley
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 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

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		275,000	405,397	78,948	0	130,397	47.42 %	660,000	254,603	38.58 %
TOTAL REVENUES:		275,000	405,397	78,948	0	130,397	47.42 %	660,000	254,603	38.58 %
TRANSFERS-IN										
Cigarette Tax		0	0	0	0	0	0.00 %	4,330,169	4,330,169	100.00 %
Sales Tax		7,050,000	7,725,424	1,438,321	0	675,424	9.58 %	17,699,656	9,974,232	56.35 %
TOTAL TRANSFERS-IN:		7,050,000	7,725,424	1,438,321	0	675,424	9.58 %	22,029,825	14,304,401	64.93 %
TOTAL REV AND TRANSFERS-IN:		7,325,000	8,130,821	1,517,269	0	805,821	11.00 %	22,689,825	14,559,004	64.17 %
EXPENDITURES										
Contract Construction - Capital Projects		8,956,068	4,415,991	262,322	0	4,540,077	50.69 %	62,507,633	58,091,642	92.94 %
TOTAL EXPENDITURES:		8,956,068	4,415,991	262,322	0	4,540,077	50.69 %	62,507,633	58,091,642	92.94 %
TOTAL EXPD AND TRANSFERS OUT:		8,956,068	4,415,991	262,322	0	4,540,077	50.69 %	62,507,633	58,091,642	92.94 %
Net for Fiscal Year 2020:		(1,631,068)	3,714,829	1,254,947		5,345,898		(39,817,808)	(43,532,638)	

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Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

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

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2020									
REVENUES									
State Sources - Miscellaneous Revenues	480,400	392,879	65,585	0	(87,521)	-18.22%	862,300	469,421	54.44 %
TOTAL REVENUES:	480,400	392,879	65,585	0	(87,521)	-18.22%	862,300	469,421	54.44 %
TOTAL REV AND TRANSFERS-IN:	480,400	392,879	65,585	0	(87,521)	-18.22%	862,300	469,421	54.44 %
EXPENDITURES									
Contract Construction - Capital Projects	10,000,000	15,006,889	3,720,300	0	(5,006,889)	-50.07%	44,768,703	29,761,814	66.48 %
TOTAL EXPENDITURES:	10,000,000	15,006,889	3,720,300	0	(5,006,889)	-50.07%	44,768,703	29,761,814	66.48 %
TOTAL EXPD AND TRANSFERS OUT:	10,000,000	15,006,889	3,720,300	0	(5,006,889)	-50.07%	44,768,703	29,761,814	66.48 %
Net for Fiscal Year 2020:	(9,519,600)	(14,614,011)	(3,654,715)		(5,094,410)		(43,906,403)	(29,292,393)	

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 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

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

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2020	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2020									
REVENUES									
State Sources - Miscellaneous Revenues	0	392	90	0	392	0.00 %	0	(392)	0.00 %
TOTAL REVENUES:	0	392	90	0	392	0.00 %	0	(392)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	392	90	0	392	0.00 %	0	(392)	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)	392	90		26,223		(25,831)	(26,223)	

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 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

Fund: 0374 GARVEE Capital Project Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2020									
Budget Fiscal Year: 2020									
REVENUES									
State Sources - Miscellaneous Revenues	0	11,893,405	1,903,516	0	11,893,405	0.00 %	0	(11,893,405)	0.00 %
TOTAL REVENUES:	0	11,893,405	1,903,516	0	11,893,405	0.00 %	0	(11,893,405)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	11,893,405	1,903,516	0	11,893,405	0.00 %	0	(11,893,405)	0.00 %
EXPENDITURES									
Operating Expenditures	0	62,386	39,524	0	(62,386)	0.00 %	0	(62,386)	0.00 %
Capital Projects	0	10,628,886	2,101,739	0	(10,628,886)	0.00 %	0	(10,628,886)	0.00 %
TOTAL EXPENDITURES:	0	10,691,272	2,141,263	0	(10,691,272)	0.00 %	0	(10,691,272)	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	11,866,914	2,141,263	0	(11,866,914)	0.00 %	0	(11,866,914)	0.00 %
Net for Fiscal Year 2020:	0	26,491	(237,747)		26,491		0	(26,491)	

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 Run Date: 05 Dec 2019
 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

Fund: 0375 GARVEE Debt Service Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2020									
Budget Fiscal Year: 2020									
REVENUES									
State Sources - Miscellaneous Revenues	0	63,671	9,042	0	63,671	0.00 %	0	(63,671)	0.00 %
TOTAL REVENUES:	0	63,671	9,042	0	63,671	0.00 %	0	(63,671)	0.00 %
TRANSFERS-IN									
Operating	0	4,700,000	0	0	4,700,000	0.00 %	0	(4,700,000)	0.00 %
TOTAL TRANSFERS-IN:	0	4,700,000	0	0	4,700,000	0.00 %	0	(4,700,000)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	4,763,671	9,042	0	4,763,671	0.00 %	0	(4,763,671)	0.00 %
EXPENDITURES									
Bond Principal / Interest	0	45,034,930	400,944	0	(45,034,930)	0.00 %	0	(45,034,930)	0.00 %
TOTAL EXPENDITURES:	0	45,034,930	400,944	0	(45,034,930)	0.00 %	0	(45,034,930)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	45,034,930	400,944	0	(45,034,930)	0.00 %	0	(45,034,930)	0.00 %
Net for Fiscal Year 2020:	0	(40,271,259)	(391,902)		(40,271,259)		0	40,271,259	

User ID: kbentley
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 % of Time
 Remaining: 58.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 11/30/2019

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	122,000	173,736	97,994	0	51,736	42.41 %	667,500	493,765	73.97 %
State Sources - Miscellaneous Revenues	43,367	55,140	11,391	0	11,773	27.15 %	362,500	307,360	84.79 %
Interagency Sources - Miscellaneous Revenues	110,400	160,403	22,724	0	50,003	45.29 %	250,000	89,597	35.84 %
TOTAL REVENUES:	275,767	389,279	132,109	0	113,512	41.16 %	1,280,000	890,722	69.59 %
TRANSFERS-IN									
Operating	1,340,332	1,315,754	196,251	0	(24,578)	-1.83%	2,650,000	1,334,246	50.35 %
TOTAL TRANSFERS-IN:	1,340,332	1,315,754	196,251	0	(24,578)	-1.83%	2,650,000	1,334,246	50.35 %
TOTAL REV AND TRANSFERS-IN:	1,616,099	1,705,033	328,360	0	88,934	5.50 %	3,930,000	2,224,968	56.61 %
EXPENDITURES									
Permanent Staff Salaries	336,600	294,716	87,726	0	41,884	12.44 %	796,788	502,072	63.01 %
Board, Hourly, OT, Shift Diff	39,000	42,239	300	0	(3,239)	-8.31%	57,900	15,661	27.05 %
Fringe Benefits	148,921	133,415	32,099	0	15,506	10.41 %	350,912	217,497	61.98 %
In State Travel Expense	22,542	36,752	2,644	0	(14,210)	-63.04%	59,246	22,494	37.97 %
Out of State Travel Expense	10,359	15,981	8,268	0	(5,622)	-54.27%	17,800	1,819	10.22 %
Technology Operating Expense	17,924	12,836	3,361	4,171	917	5.12 %	46,257	29,250	63.23 %
Operating Expense	612,766	277,759	63,932	366,898	(31,891)	-5.20%	1,156,697	512,040	44.27 %
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	142	142	858	(1,000)	0.00 %	50,000	49,000	98.00 %
Trustee & Benefit Payments	491,665	405,300	101,883	0	86,365	17.57 %	2,029,911	1,624,611	80.03 %
TOTAL EXPENDITURES:	1,722,377	1,219,140	300,357	371,927	131,310	7.62 %	4,608,111	3,017,044	65.47 %
TOTAL EXPD AND TRANSFERS OUT:	1,722,377	1,219,140	300,357	371,927	131,310	7.62 %	4,608,111	3,017,044	65.47 %
Net for Fiscal Year 2020:	(106,278)	485,894	28,003		220,244		(678,111)	(792,076)	58



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

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

Subject

Monthly Reporting of Federal Formula Program Funding Through December		
Key Number	District	Route Number
N/A	N/A	N/A

Background Information

Idaho received obligation authority through December 20th via a continuing resolution signed on November 21, 2019. Obligation authority through December 20th (81/365^{ths}) is \$65.8 million which corresponds to \$65.9 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 appropriations act through September 30th (365/365^{ths}) was signed on December 20, 2019. As of this writing, Idaho has not yet received official notice from the FHWA.

Idaho has received apportionments via notices through December 20, 2019 of \$316.3 million. This includes *Redistribution of Certain Authorized Funds* and the carryover of \$936,200 of *Highway Infrastructure General Funds* from last year. Currently, obligation authority is 20.8% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through December 31, 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	\$316,251
Including Match	\$342,857
Obligation Limits through 12/20/2019	
Federal Aid Only	\$65,790
Less prorated \$25M indirect costs w/Match	\$65,880

- 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 December 20, 2019.

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

Program	Allotted Program Funding through 12/20/2019	Program Funding Remaining as of 12/31/2019
All Other SHS Program	\$40,063	\$19,304
GARVEE Formula Debt Service*	\$10,500	(\$3,359)
State Planning and Research*	\$1,568	\$558
Metropolitan Planning*	\$421	\$130
Railroad Crossings	\$446	\$413
Transportation Alternatives (Urban/Rural)	\$797	\$373
Recreational Trails	\$344	\$414
STBG - Local Urban	\$1,757	\$580
STBG - Transportation Mgt. Area	\$3,209	\$1,871
Transportation Alternatives (TMA)	\$96	(\$56)
STBG – Local Rural	\$2,971	\$2,584
Local Bridge	\$1,094	\$400
Off System Bridge	\$820	(\$1,330)
Local Safety	\$1,796	\$1,158
Total (excluding indirect costs)	\$65,880	\$23,038

- 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 December 31st.
 5. Advanced construction conversions of \$77.2 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 January 23, 2020

Consent Item ☐

Information Item ☒

Amount of Presentation Time Needed NA

Presenter's Name Tony Pirc	Presenter's Title Capital Facilities Manager	Initials ALP	Reviewed By
Preparer's Name Tony Pirc	Preparer's Title Capital Facilities Manager	Initials ALP	

Subject

Annual Report on Status of State-Owned Dwellings		
Key Number	District	Route Number

Background Information

Per Board Policy 4049 and Administrative Policy 5049, attached is the annual report on the status of state-owned dwellings.

The attached listing shows all dwellings (houses and trailer pads) provided to department employees. The department owns 3 stick framed houses, 16 manufactured homes, 6 bunkhouses, and 1 apartment each at Johnson Creek and Cavanaugh Bay Air Strips that are used seasonally. In addition to the houses, the department owns 19 trailer pads, 11 have employee owned manufactured housing on them.

The policy allows the department to provide or rent state-owned dwellings to its employees in situations where the best interests of the department are served. The department has locations where employees reside in a state-owned dwelling as a condition of their employment. These locations are; Powell (2) (District 2), Lowman (7) and Riddle (District 3), Cavanaugh Bay and Johnson Creek Airports. Policy also allows the department to rent at a reduced amount state-owned dwellings to employees. The department withholds from the employee's earnings their monthly rent and an appropriate amount to cover taxes on the discounted rental value.

The department also owns 9 trailer pads and 3 houses at rest area locations around the state (see attached listing). Rest area maintenance contracts require the contractor to be available for daily conferences and on call for emergencies 24-7. Providing the state-owned dwellings is part of the consideration of the maintenance contract.

Recommendations

For informational purposes only.

Board Action

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

STATUS OF STATE OWNED DWELLINGS
JANUARY 2020

<i>District</i>	<i>Building Number</i>	<i>Location</i>	<i>Fair Rental</i>	<i>Monthly Rental Fee</i>	<i>Status</i>
1		None			
2	2642	Benson Trailer House	\$500.00	\$0.00	Vacant
2	2461	Benson House	\$700.00	\$0.00	Vacant & Condemned
2	2273	Bovill Trailer Pad	\$100.00	\$0.00	Vacant
2	2602	Fleming House	\$200.00	\$80.00	In the process of removing/ vacant & condemned
2	2606	Fleming Trailer Pad	\$50.00	\$30.00	Occupied 9/15/2016
2	2642	Powell House	\$50.00	\$0.00	Occupied 2/24/2016
2	2645	Powell House	\$50.00	\$0.00	Occupied 7/1/2015
2	2651	Powell N		\$0.00	Used as a bunkhouse
2	2652	Powell S		\$0.00	Used as a bunkhouse
2	2922	Lucile Trailer Pad	\$100.00	\$45.00	Occupied 7/1/2015
2	2923	Lucile Trailer Pad	\$100.00	\$45.00	Occupied 7/1/2015
2	2925	Lucile Trailer Pad	\$100.00	\$45.00	Occupied 7/1/2015
2	2933	Reeds Bar House		\$0.00	Used as a bunkhouse
2	2934	Reeds Bar Trailer Pad		\$0.00	Demolished
2	2935	Reeds Bar Trailer Pad		\$0.00	Converted to sand shed
2	2272	Bovill Trailer Pad	\$100.00	\$0.00	Vacant
3	3070	Bruneau Trailer Pad	\$150.00	\$0.00	Vacant
3	3071	Bruneau Trailer Pad	\$150.00	\$60.00	Vacant
3	3072	Bruneau Trailer Pad	\$150.00	\$0.00	Vacant
3	3053	Lowman Trailer Pad and House	\$200.00	\$0.00	Vacant
3	3054	Lowman Trailer Pad	\$200.00	\$0.00	Vacant
3	3052	Lowman House	\$200.00	\$0.00	Vacant
3	3195	Lowman House MF	\$200.00	\$0.00	Occupied 10/1/2019
3	3196	Lowman House MF	\$250.00	\$0.00	Occupied 10/1/2019
3	3197	Lowman MFG House	\$550.00	\$90.00	Occupied 10/1/2019
3	3198	Lowman MFG House	\$550.00	\$125.00	Occupied 10/1/2019
3	3199	Lowman MFG House	\$550.00	\$145.00	Occupied 10/1/2019
3	3084	Riddle House MF	\$150.00	\$0.00	Vacant
3	3043	Lowman Bunkhouse Trailer	\$200.00	\$0.00	Occupied 10/1/2019
3	3158	Snake River View Res & Garage		\$0.00	Vacant
4	4822	Stanley Trailer Pad	\$400.00	\$0.00	Occupied 11/1/2015
4	4823	Stanley Trailer Pad	\$400.00	\$0.00	Occupied 11/1/2015
4	4824	Stanley Trailer Pad	\$400.00	\$0.00	Occupied 11/1/2015
4	4828	Stanley Trailer Pad	\$400.00	\$0.00	Occupied 8/15/2016
4	4809	Hailey House	\$700.00	\$0.00	Occupied 11/1/2015
4	4810	Hailey House	\$700.00	\$0.00	Occupied 8/28/2016
4	4808	Hailey House	\$750.00	\$0.00	Occupied 8/15/2016
4	4813	Hailey House	\$700.00	\$0.00	Occupied 8/15/2016
4	4814	Hailey House	\$700.00	\$0.00	Occupied 11/1/2015
4	4843	Hailey House	\$700.00	\$0.00	Occupied 8/15/2016
4	4506	Carey House	\$500.00	\$0.00	Occupied 7/1/2015
4	4507	Carey House	\$500.00	\$0.00	Occupied 11/1/2015
4	4323	Sublett Trailer Pad	\$250.00	\$0.00	Occupied 11/1/2015
4	4324	Sublett Trailer Pad	\$250.00	\$0.00	Vacant
4	4325	Sublett Trailer Pad	\$250.00	\$0.00	Vacant
5		None (Soda Springs Sites Out of Use)			
6	6225	Island Park Trailer Pad	\$250.00	\$0.00	Vacant
6	6226	Island Park Bunkhouse		\$0.00	Used as Bunkhouse/No Information
6	6222	Island Park Bunkhouse		\$0.00	Used as Bunkhouse/No Information
6	6113	Gibbonsville Trailer Pad	\$230.00	\$0.00	Vacant
6	6228	Island Park Trailer Pad	\$60.00	\$0.00	Vacant
8	8020	Cavanaugh Bay Airport	\$80.00	\$0.00	Occupied 4/24/2016
8	8011	Johnson Creek Airport Apartment	\$80.00	\$0.00	Vacant/Seasonal
8	8006	Johnson Creek Airport	\$80.00	\$0.00	Occupied 5/22/2016
		TOTAL MONTHLY AMOUNT	\$13,930.00	\$665.00	

Note: Utilities and trash paid direct by employees

**Rest Area Dwelling Summary
February 2019**

West Bound Huetter	Trailer pad	No rent
Mineral Mountain	Trailer pad	No rent
Lenore	Trailer pad	No rent
Midvale Hill	Trailer pad	No rent
Snake River View	Residence	No rent
Blacks Creek (2ea.)	Trailer Pad	No rent
Juniper West Bound	Trailer pad	No rent
Cherry Creek	Residence	No rent
North Blackfoot (Lava)	Residence	No rent
Clark Hill (Seasonal)	Trailer pad	No rent



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22 , 2020Consent Item ☐Information Item ☐Amount of Presentation Time Needed 15 Minutes

Presenter's Name Justin Collins	Presenter's Title Financial Manager - FP&A	Initials JC	Reviewed By LSS
Preparer's Name Justin Collins	Preparer's Title Financial Manager - FP&A	Initials JC	

Subject

Status: FY2021 Appropriation Request - Governor's Recommendation

Key Number	District	Route Number
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Background Information

The Governor's Recommendation for the department's FY21 Appropriation was announced Monday, January 6th. This agenda item highlights the changes between the Rev #1 request submitted on October 25th, and the Governor's Recommendation on Monday January 6th.

The FY2021 Governor's Recommendation carries these changes from the Revision #1 Request Submitted to the Division of Financial Management and Legislative Services Office on October 25th:

FTP's	Spending Authority	
1,651.0	\$785,433,900	FY21 Appropriation Request Revision #1 (10-25-19)
	0	Moved Unmanned Aircraft Program Manager to Line Item (net 0 affect)
	(3,618,100)	Removed Health Benefit Increase
	(584,700)	Reduced Variable Benefit costs and other PC adjustments
	23,300	Added Information Technology line item from GovRec
	3,056,600	Increased Contract Construction line item
	1,110,300	Increase to CEC (1% to 2%)
0.0	(\$12,600)	Net Change
1,651.0	\$785,421,300	FY21 Governor's Recommendation (1-06-20)



Board Agenda Item

ITD 2210 (Rev. 10-13)

Summary values carried in the FY21 Appropriation Request (Governor's Recommendation – 1-06-20)

\$ 639,270,300	FY21 Base
<u>35,284,500</u>	Base Adjustments
\$ 674,554,800	Adjusted FY21 Base
<u>110,866,500</u>	Line Items
\$ 785,421,300	Total FY21 Spending Authority
66,479,000	Debt Service
<u>\$ 851,900,300</u>	FY21 Total Program Funding

Exhibits

- Comparison: FY21 Appropriation Request Revision #1 (10-25-19) to FY21 Appropriation Request Governor's Recommendation (1-06-20)
- Appropriation Request Summary

Recommendations

Information Item for the Board

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

IDAHO TRANSPORTATION DEPARTMENT
FY21 APPROPRIATION REQUEST Governor's Recommendation - January 2020 Board Meeting
as of: 1-06-2020
(\$ in millions, rounded)

		DRAFT Board Workshop Jun 20, 2019	January Board Meeting				Description of Change from October Board Meeting
			Rev #1 Request Oct 25,2019	FY21 Appropriation GovRec Jan 06,2020		\$ Change	
1	CASH, Beginning	7.7	30.1	30.1		-	
	Revenue						
2	Federal	340.4	355.4	355.4		-	
3	Fed - Obligated Unspent	40.0	40.0	40.0		-	
4	State	347.2	362.0	362.0		-	
5	Interagency	0.3	0.3	0.3		-	
6	Local	4.7	18.3	18.3		-	
7	TECM	22.0	25.5	25.5		-	
9	Pre-FY21 Funds	-	20.8	20.8		-	
8	Total Revenue	754.6	822.4	822.4		-	
9	Expenditures						
10	Personnel	138.1	139.8	136.7		(3.1)	\$3.1M Decrease in Personnel - \$4.2M reduction in health and variable benefits + \$1.1M Increase in CEC
11	Operating	99.5	99.7	99.8		0.0	+ \$23K additional OITS line item from Gov Rec
12	Capital Facilities	16.1	3.6	3.6		-	
13	Equipment	30.2	30.2	30.2		-	
14	Trustee & Benefits	22.8	24.1	24.1		-	
15	Contract Construction	386.1	488.0	491.1		3.1	Increase to Contract Construction + \$3.1M increase from savings in personnel
16	Total Expenditures	692.7	785.4	785.4		(0.0)	
16	Anticipated Reversions	-	-	-		-	
17	Debt Service	66.5	66.5	66.5		-	
18	Total Program Funding	759.2	851.9	851.9		0.0	
20	CASH, Ending		0.6	0.6		-	

IDAHO TRANSPORTATION DEPARTMENT
January 2020 Board Meeting

FY21 Appropriation Request - Gov Rec (1-06-20)

		<u>Funding</u>	<u>FTE's</u>
1	FY21 BASE	\$ 639,270,300	1,651.0
2			
3	Adjustments		
4	Change In Benefit Costs	\$ (727,800)	
5	Inflation / Workload Cost Increases (DMV and Hwy Ops)	\$ 3,862,100	
6	Change in Employee Compensation (1.0%)	\$ 2,266,200	
7	Annualization (DMV House Bill H0179)	\$ 134,800	
8	Replacement Equipment	\$ 29,674,900	
9	Statewide Cost Allocation (SWCAP)	\$ 74,300	
10		\$ 35,284,500	
11			
12	FY21 ADJUSTED BASE	\$ 674,554,800	1,651.0
13			
14	Line Items (13 line items, by Division)		
15	Construction: Appropriation of Available Funds	\$ 98,744,600	
16	Annual Payment to Dept. of Commerce for Gateway Visitor Centers	\$ 25,000	
17	Highway Operations: Geographic Info Systems (GIS) Integration (Phase 3)	\$ 1,635,000	
18	Highway Operations: Additional Equipment for Hwy Ops	\$ 454,400	
19	Highway Operations: Grant Mgmt. Software Application	\$ 190,000	
20	Highway Operations: Federal Funding (FTA, NHTSA, & FHWA)	\$ 3,267,000	
21	Highway Operations: Intelligent Transportation System Replacement	\$ 2,754,700	
22	Motor Vehicles: DMV Equipment for County Offices	\$ 265,800	
23	Administration: Cloud License Security Upgrade	\$ 1,270,000	
24	Administration: LUMA Interface Plan	\$ 486,700	
25	Administration: Gov Rec	\$ 23,300	
26	Aeronautics: Unmanned Aircraft System Manager	\$ -	
27	Aeronautics: Increase to Idaho Airport Aid Program (IAAP)	\$ 1,750,000	
28			
29		\$ 110,866,500	
30			
31	FY21 TOTAL APPROPRIATION	\$ 785,421,300	1,651.0
32			
33	GARVEE Bond Debt Service	\$ 66,479,000	
34			
35	FY21 TOTAL PROGRAM FUNDING	\$ 851,900,300	1,651.0



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent Item ☐Information Item ☐Amount of Presentation Time Needed 20 minutes

Presenter's Name John Tomlinson	Presenter's Title Highway Safety Manager	Initials JT	Reviewed By LSS
Preparer's Name John Tomlinson/Shaina Tefft	Preparer's Title HSM, Duft & Watterson	Initials JT/ST	

Subject

Statewide Rural Seat Belt Campaign		
Key Number	District	Route Number

Background Information

From 2014-2018, 450 people killed in motor vehicle crashes were unrestrained (57%). Of those killed, 82% killed and unrestrained were on rural roads. According to the National Highway Traffic Safety Administration, if you are buckled up you reduce the risk of being killed in a crash by 50%. The observed seat belt use rate statewide is 85.4%, but here is the breakdown by District:

D1 – 85.0%
D2 – 87.3%
D3 – 92.4%
D4 – 70.3%
D5 – 71.8%
D6 – 75.0%

The Office of Highway Safety is excited to be rolling out a new program focused on seat belt use, targeting rural Idaho. The Rules to Live By campaign will feature a prominent sports figure from Idaho talking about the importance of buckling up to save lives. This is all part of our expansion of the Shift program, which encourages all to Drive Well Idaho!

Recommendations

For information.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent Item ☐Information Item ☐Amount of Presentation Time Needed 10 Minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Randy Gill	PMO Manager	rg	LSS
Preparer's Name	Preparer's Title	Initials	
Randy Gill	PMO Manager	rg	

Subject

Program Management Office (PMO) Update		
Key Number	District	Route Number

Background Information

To provide an update to the Board on the ITIP Program Management Office activities.

The purpose of the ITIP Program Management Office or, PMO, is to improve & enhance ITIP Program Delivery by:

- Managing the Idaho Transportation Investment Program (ITIP)
- Providing Project Management Leadership, Training and Support
- Providing Statewide Delivery Support

Recommendations

N/A

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



ITD Highways Project Management Charter

Role Clarity and Decision Authority Matrix

OBJECTIVE STATEMENT

To improve our ability to reliably and sustainably deliver the Idaho Transportation Investment Program (ITIP) year after year using statewide cross-discipline teams. *Reliably* means consistently delivering a high percentage of our ad-ready Plans, Specifications & Estimate (PS&E) packages, construction payouts, and construction completions on time, within budget, and with desired quality. *Sustainably* means providing our employees with growth opportunities and balancing workload statewide.



Reference : PM Guidebook

PROJECT MANAGER RESPONSIBILITIES

- The role of the Project Manager (PM) is to effectively deliver a project. This requires the PM to actively manage the project team, and the project's scope, cost, schedule, quality, and risk.
- Consults with the Design/Construction Engineer (DCE) or Planning and Scoping Engineer (PSE) to staff their project(s).
- Knows the status of development / construction at any time.
- Reviews and updates charter and cost estimates at key project milestones. Updates schedules at least monthly.
- Makes key project decisions in accordance with the defined PM role clarity matrix.
- Communicates with subject matter experts including Environmental, Bridge, Utilities, Railroad (RR), Right of Way, and Communications.
- Coordinates with third parties, including consultants, contractors, and local governmental agencies.
- Anticipates risks and issues before they occur and works to minimize or eliminate them.
- Reports accurate and timely project status to DCEs via a project schedule in Project Scheduling System and weekly / monthly status reports to help the Highways Leadership Team (HILT) make program-level decisions.
- Coordinates with Program Management Office (PMO) Liaisons on all the above, as needed.

EXPECTATIONS

- Project management is a project-delivery discipline, just like engineering, design, environmental, risk management, etc.
- Support and honor the roles and decision authorities for the Project Manager, Project Owner, and Project Sponsor, Program Management Office and Highways Leadership Team.
- It does take time, commitment, and skill to successfully manage projects (it's not everyone's cup of tea).
- Time spent managing projects is not intended to be additive to an otherwise full-time workload. PMs will likely have to give up some technical workload to create necessary time for managing projects.
- The PM role is project-by-project. It is not a full-time title (when a project ends, so does the role). A person might be the PM on one project, while providing technical input (as a technician or engineer) on another project.
- A PM shouldn't be given too many projects to manage (e.g., one big or complex project, or perhaps 2-3 simpler projects), and should still be left plenty of "technical time" to achieve Horizontal Career Path (HCP) requirements.
- The Planning/Scoping PMs and Design/Construction PMs will be working for the Planning and Scoping Engineers and the Design/Construction Engineers.
- PMs should assemble and regularly engage a multi-disciplinary project team throughout the project lifecycle (all disciplines necessary to help deliver the project). This team can include members from any district and headquarters (HQ), and even consultants.
- PMs should keep the project's Charter, cost estimate, and schedule up to date and "in sync" in ITD's project-management systems.
- In the future, we may include a PM Goal in Cornerstone/TalentEd for the PM's supervisor to evaluate. This would be outside / in addition to a person's HCP responsibilities.
- PMs won't be paid more than non-PMs. Project Managers and technical staff are viewed as providing equal value to ITD.
- We need your buy-in and commitment to support this new project management framework, statewide delivery, and *One Highways*.

R - responsible, A - accountable, C - consulted, I - informed					
What	Who				
Overall Phase	Project Manager	Project Owner	Project Sponsor	PMO	HILT
Manage project staffing (who's on the team, and their roles, quals)	R	A	I		
Manage project expectations / communication - Internal stakeholders / project team	R/A	C			
Manage project expectations / communication - External Stakeholders	C	R/A	I	C	
Decision to consult services - entire project	C	C	R	I	A
Decision to consult services - task or small subset of tasks	R	C	I		
Alternative Contracting Methods	C	C	R	I	A
Facilitate/Negotiate third-party agreements - Railroad, Util	R/A	C	I		
Facilitate/Negotiate third-party agreements - City, Hw/Y Dist	C	R	A		
Planning and Scoping Phase	Project Manager	Project Owner	Project Sponsor	PMO	HILT
Program Update Decisions					
Charter	R	C	A		
Contract Type, Need for Request For Proposal, Design Build or Contractor Managed	R	C	A		
Establish Initial Project Charter and Schedule	R	C	A		
Establish Initial Project Timeframes and Budgets - layout program priorities	R	I	I	A	
Existing Program Decisions During Update					
Moving Projects within Program	R	C	A	I	C
Development Phase	Project Manager	Project Owner	Project Sponsor	PMO	HILT
Charter Updates as Needed (See items below)	R	C	A		
Scope change					
Increase or decrease project limits (Consult Environmental for project limit increases)	I	R	A	I	C
Add or remove design features	R	A	C		
Schedule change					
Milestone variance of <= 30 days	R/A	C			
Milestone variance of <= 90 days	R	A	I		
Milestone variance of <= 180 days	R	C	A		
Milestone variance of > 180 days or Later than the 1st FFY - 6 months	R	C	C	I	A
Any increase in funding including at advertisement					
If project total is <\$2M and < 5% increase QB if project is > \$2M and < \$100K increase	R/A	C	I		
If project total is <\$2M and >5% increase QB if project is > \$2M and > \$100K increase	R	C	A		
Changes to Engineers Estimate during advertisement up to bid opening	R	A	C	C	
Increases for Award > 10% Engineers Estimate	R	C	A	C	I
Manage third-party agreements/contracts: Professional Consulting (PC)	R/A	C			
Construction Phase	Project Manager	Project Owner	Project Sponsor	PMO	HILT
Project Acceptance	C	R	A		
Change Orders					
Dispute Resolution, changes, extra work < \$25K	R/A	C			
Dispute resolution, changes, extra work \$25K to \$100K	R	A	I		
Dispute resolution, changes, extra work > \$100k	R	C	A		
Dispute resolution, changes, extra work > \$1 Million (Chief Engineer = A (Accountable))	R	C	C		I
Contract time extension <= 5 days	R/A	C			
Contract time extension 6 - 10 days	R	A	I		
Contract time extension > 10 days	R	C	A	I	I
All other change Orders	R	C	A		
Manage Estimate at Completion (EAC) <105% of Contract Amount	R	C			
Manage Estimate at Completion (EAC) >105% of Contract Amount	R	C	I	C	
Manage Estimate at Completion (EAC) >110% of Contract Amount	R	C	C	C	I
Manage third-party agreements/contracts: Construction	R	A	I		
Manage third-party agreements/contracts: Construction Consulting (CC)	R/A	I			

Responsible: person who performs an activity or does the work.
Accountable: person who is ultimately answerable for correct and thorough completion of deliverables or tasks and has Yes/No/Veto. The "Signatory".
Consulted: persons whose opinions are sought, typically subject matter experts; and with whom there is two-way communication
Informed: person that needs to know of the decision or action; and with whom there is just one-way communication.

Managing EAC: No A (Accountability) needed since accountability/approval occurs under change order part matrix.

- The PM is responsible to manage the estimated completion costs and Owner is consulted when costs are within 105% of contract amount. (Contract +5% Contingency)
- If the estimated completion costs are less than the contract amount the PM is responsible for releasing these funds. The Owner, Sponsor and PMO are informed.
- If the estimated completion costs are projected to be between 105 - 110% of the contract amount the PM is responsible for managing the costs, the Owner is consulted and the Sponsor is informed. The PMO is consulted for funding options.
- If the estimated completion costs are projected to be over 110% of the contract amount the PM is responsible for managing the costs, the Owner and the Sponsor are consulted and the HILT is informed. The PMO is consulted for funding options.

Project Owner—Bridge Engineer, Planning and Scoping Engineer or DCE; Project Sponsor—DE

Engineer / Technician Roles, Responsibilities, and Decisions
Design Approval / Public Hearing Waiver
Engineers Estimate
PS&E Package
Right of Way Plans
Utility Agreement / Intent to Bid (ITB) Orders
Environmental Documents
Sole Source / Proprietary Product / Public Interest Finding
Design Exceptions
Materials Reports
Crossover approval
Special Provisions and Specifications
Request to Subcontract or Sub-subcontract
DBE check on forms 0315's
Preliminary Design approval of line and grade or Waiver
Design Reviews
Commercially Useful Function (CUF) Report

PM Roles, Responsibilities, and Decisions
Chartering w/ sponsor and owner
Staffing - Aquire, Develop, Manage
Status Reporting
Consultant Administration
Project Plan Development
Collect Requirements
Set Expectations
Communicate with Stakeholders
Define Activities
Create work breakdown structure (WBS)
Estimate Activities
Develop Schedule
Establish Budget with Owner, Sponsor and PMO
Oversee project payments and closeouts
Establish project level Disadvantaged Business Enterprise (DBE) goals and DBE training goals

Tools

- Charter
- Schedule
- Health Check
- Risk Plan
- Communication Plan
- Resource Plan

Checklist

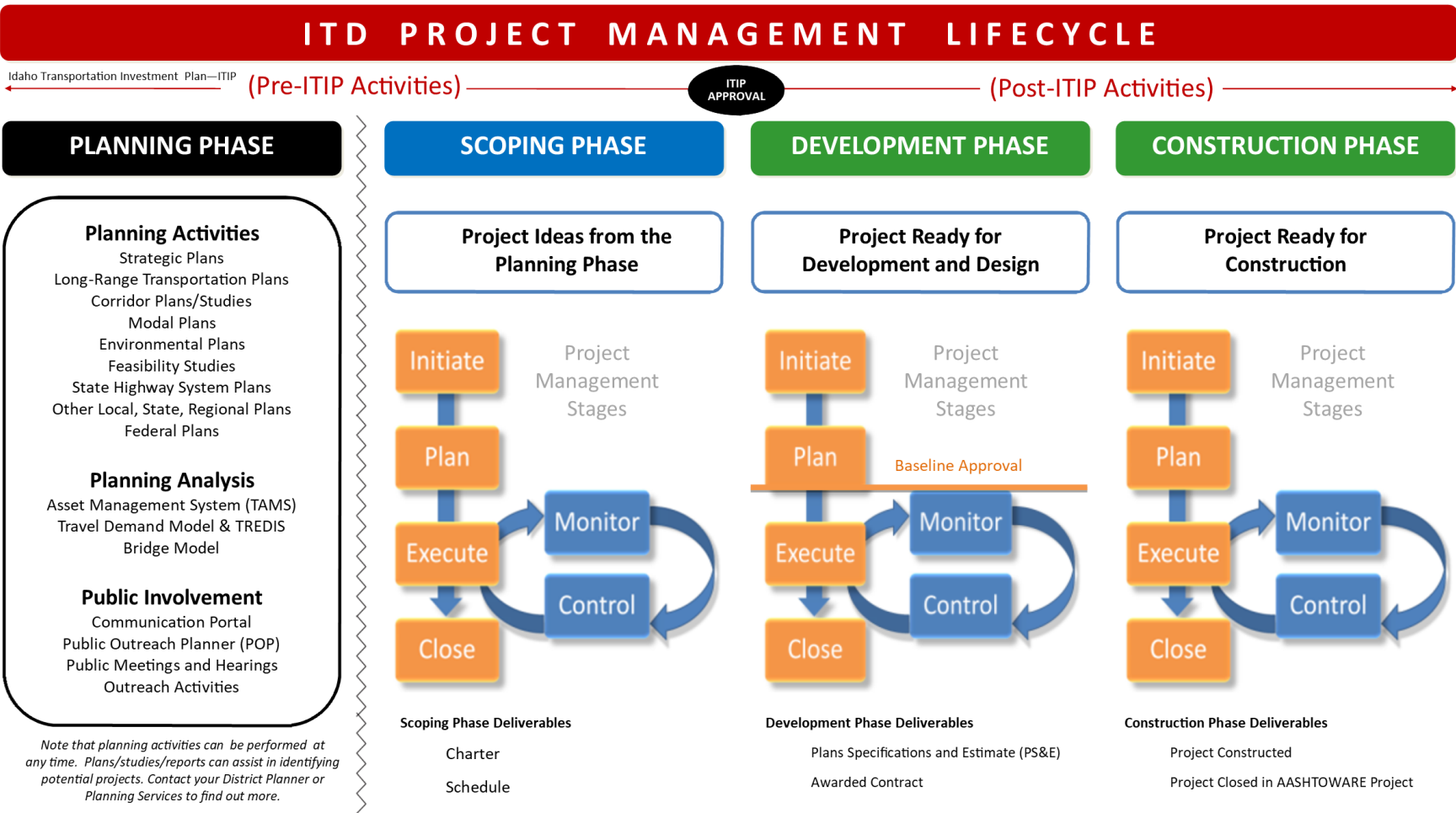
- ☐ Kickoff Meeting
- ☐ Preliminary Design
- ☐ Final Design
- ☐ PSE
- ☐ Award
- ☐ Construction
- ☐ Closeout

Use of PM Timesheet Codes

GM G701 PM Scoping Activities

GM G702 PM Development

GM G703 PM Construction



WHAT SUCCESS LOOKS LIKE MOVING FORWARD

- Our PMs are trained, experienced, and capable of making key project decisions
- Our Project Owners empower PMs to make those decisions, and “have the PM’s backs” after decisions are made
- Our project teams are holistic, integrated, informed, and engaged
- With high reliability year after year, we are
 - delivering our ITIP projects on time,
 - within the original estimate and budget,
 - with desired quality, and
 - achieving the goals, purpose, and need outlined in our initial Charters
- And we are doing all this sustainably
 - we’re sharing resources across the state (One Highways),
 - nobody’s getting burned out, and
 - everyone’s getting the development opportunities they need to advance their careers



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 5 min

Presenter's Name Jason Brinkman, P.E.	Presenter's Title District 3 Engineering Manager	Initials JDB	Reviewed By
Preparer's Name Jason Brinkman, P.E.	Preparer's Title District 3 Engineering Manager	Initials JDB	

Subject

Bid Justification; Project No. DHP-NH-1568(001); SH-55, Smith's Ferry to Round Valley, Valley Co

Key Number 01004	District 3	Route Number SH-55
---------------------	---------------	-----------------------

Background Information

In accordance with Board Policy 4001, the construction contract for the above subject project exceeded the Engineer's estimate by more than ten percent (10%) and is recommended for award with Board approval.

Justification for awarding this contract is attached.

Recommendations

Board approval of attached resolution, page 73.

Board Action

☐ Approved ☐ Deferred

☐ Other



Your Safety • Your Mobility
Your Economic Opportunity

Department Memorandum Idaho Transportation Department


ITD 0500 (Rev. 07-17)
itd.idaho.gov

DATE: December 19, 2019

Program Number(s) DHP-NH-1568(001)

TO: Monica Crider, PE
HQ Contracting Services

Key Number(s) 01004


FROM: Amy Revis, PE
District 3 Engineer

Program ID, County, Etc. SH-55,
SMITH'S FERRY TO ROUND VALLEY,
VALLEY COUNTY

RE: BID JUSTIFICATION

The SH-55, Smith's Ferry to Round Valley project has been in the planning, environmental, and engineering stages off and on for decades. The section of highway this project will improve represents the narrowest and most restrictive portion remaining on SH-55, where geometrics are so bad, and width so diminutive, that guardrail cannot even be provided on the existing roadway. This high-accident section needs to be realigned, widened, and straightened, by blasting rock and building retaining walls, in order to meet safety needs and modern roadway standards. This project, and a follow on project to bypass/replace the Rainbow Bridge, will improve safety in this narrow section, and allow the truck size category of the route to be upgraded for enhanced mobility and economic opportunity.

Unfortunately, bids for the work came in higher than expected. District 3 has received and reviewed the bid results. Two bids were received at 137% and 155% of the Engineer's Estimate. Both bids appeared responsible, and they were remarkably similar to each other, in spite of their significant monetary deviation from the Engineer's Estimate. Three items stood out as needing further review and scrutiny, all of which were difficult to estimate due to the complexity of the project and dependency on contractor's means and methods.

Re-bidding this project would not likely result in different prices due to the nature and complexity of staging, specialization of work, public environmental commitments, and the duration of the project. There is also significant risk of costs increasing if the project was re-bid, as economic conditions, contractor availability, work windows, and seasonality could push the costs even higher. There is no opportunity to redesign to cheapen the project, and shortening the length of the project would leave unmitigated safety concerns that would need to be addressed later. Canceling the project would result in loss of earmarked federal funds, and paying back prior federal aid expenditures, which would total to more than \$12M of lost funding opportunity. Thus, the District concludes it is in the public interest to cover the cost increase, and recommends that the Board resolve to award the contract.

Looking at the received bids, three items stood out. Those items were 205-005A Excavation, S904-05B SP Temporary Rockfall Barrier, and Z629-05A Mobilization. Each one of these items were found to be at least \$250,000 over the Engineer's Estimate. For these items we looked into the decision process behind the Engineer's Estimate and how the estimated prices were developed. After careful analysis and discussion, new unit prices were determined. The decision process for each item is explained below. The revised Engineer's Estimate would total \$25,151,005.49, which is within 2% of the apparent low bidder, M.A. Deatley Construction's bid of \$25,693,420.95.

For item 205-005A Excavation, a unit price of \$25/CY was used in the original Engineer's Estimate. District 2 recently had a similar price on US-95, Culdesac Canyon Passing Lanes, which also has a heavy blasting and excavation component with a bid price of \$18/CY. In looking at the bid prices from Deatley and Knife River, and after much discussion, an updated Engineer's Estimate unit price of \$50/CY is justified due to long haul distances, harder rock, complicated blasting sequences, double handling potential, tight 4-hr time windows, and mandatory seasonal shutdowns twice a year.

Bid review showed that Item S904-05B, Temporary Rockfall Barrier was severely underestimated in the Engineer's Estimate. The \$40,000 barrier that was priced was of light materials like might be used for minor rock scaling operations. The barrier needed is of heavy materials sufficient to withstand the cascading of hundreds of yards of material from heights of fifty feet or more. After reviewing the bid prices and discussing the design assumptions, an updated Engineer's Estimate price of \$500,000 was determined, which is in between the low and high bidders' prices, and an order of magnitude higher than the erroneous prior Engineer's Estimate.

With item Z629-05A, Mobilization the Engineer Estimate was originally calculated using the standard method of taking 10% of the total Engineer's Estimate. Upon further review, we realize that more needed to be accounted for in mobilization for this project. Due to the seasonal shutdowns, large and/or specialized equipment, multiple operations, specialty operations, and the environmental restrictions of this job, 20% of the total bid for mobilization is a fair estimate. Using this 20% of the revised Engineer's Estimate we have increased our Mobilization item price to \$4,191,834.25 which is between the low and high bids.

Awarding the contract will require funding a net difference of \$6,959,089.40 (~\$7M) over the current obligated total. However, because of the multi-year nature of the project, the funds are not needed until federal fiscal year 2022. The money already obligated on the project can cover the first two years of construction. The District intends to ask for the additional \$7M in FY22, and will rebalance our program to account for the overrun. If necessary, a project to microseal portions of US-20/26 and SH-44 (Front, Myrtle, Broadway, Chinden, and Glenwood) worth \$7.3M could be delayed to cover the overrun.

The District recommends award of the project based on the bids received. It is the District's belief that proceeding with award is in the public interest, and the best course of action given the specialized construction, bidding environment, and the risk profile of this project and this section of highway.

Resolution No. _____

Resolution for Board Agenda Item for
Project No. DHP-NH-1568(001); SH-55, Smith's Ferry to Round Valley, Valley Co;
Key No. 01004

WHEREAS, the bids for Project No. DHP-NH-1568(001), SH-55, Smith's Ferry to Round Valley, Valley Co, Key No. 01004, were opened on November 26, 2019 for construction starting fall 2020; and

WHEREAS, the low bid was more than 110% of the Engineer's Estimate, requiring justification and Idaho Transportation Board approval; and

WHEREAS, the amount of the overrun is substantial, and warrants specific discussion rather than simple inclusion in the normal consent item; and

WHEREAS, the District 3 Engineer has provided justification for the bid, committed to securing the necessary funding to move forward with construction, and recommended award of the contract;

NOW THEREFORE BE IT RESOLVED, that the Board has determined that it is in the best interest of the public to proceed with award Project No. DHP-NH-1568(001), SH-55, Smith's Ferry to Round Valley, Valley Co, Key No. 01004, at 137% of the Engineer's estimate to the apparent low bidder: M.A. DeAtley Construction, in the amount of \$25,693,420.95.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020

Consent Item ☒

Information Item ☐

Amount of Presentation Time Needed 15 minutes

Presenter's Name Travis McGrath	Presenter's Title Chief Operations Officer	Initials TM	Reviewed By LSS
Preparer's Name Randy Danner	Preparer's Title ITD Safety & Risk Management	Initials RD	

Subject

Request Concurrence on Revised Fatigue Management Policy (Administrative Policy 5552)		
Key Number	District	Route Number

Background Information

To manage the risk of employee fatigue, the Board approved and ITD implemented an *interim* Fatigue Management Policy 5552 in November 2017. ITD referred to that policy as *interim* because the policy would have to be “stress tested” by a hard winter to determine whether the policy met ITD’s needs.

In late February and early March 2019, a series of heavy winter storms hit most of the state. A number of employees had to work extra hours to fight those storms and were pushed to the working-hour limitations defined in the *interim* Fatigue Management Policy.

Subsequently, ITD sought feedback from ITD’s employees on the interim policy. As a result of that feedback, ITD has revised the Fatigue Management Policy to better align the policy with how ITD’s staff and crews work, in the summer and winter, while still mitigating fatigue risk.

Recommendations

The Board concur with the revised ITD Fatigue Management Policy (Administrative Policy 5552).



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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



ADMINISTRATIVE POLICY 5552

Page 1 of 4

EMPLOYEE SHIFT DURATION AND FATIGUE MANAGEMENT

Purpose

The Idaho Transportation Department's (ITD) leadership is committed to a safe and secure working environment for ITD's employees. A key element of this is adequately identifying and managing risk due to fatigue. This policy establishes guidelines for identifying and managing fatigue, primarily through managing the length of work days and work weeks.

Legal Authority

- Idaho Code 40-314(2) - The Idaho Transportation Board has authority over all employment matters.
- Idaho Code 40-314(3) - The Idaho Transportation Board exercises the powers and duties necessary to carry out the provisions of title 40.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Idaho Transportation Board and has authority to control, supervise and direct employees, subject to the Board's oversight.

Applicability

This policy applies to all ITD employees with the exception of Aeronautics pilots on flight status who must follow Aeronautics Flight Operations Manual and FAA requirements for duty time and crew rest.

Fatigue

Fatigue is defined as physical and/or mental weariness from labor, equipment operation, exertion, lack of sleep, illness and/or stress. Fatigue is a safety hazard. Fatigue can impair our ability to complete activities safely and error-free, and may result in harm to ourselves, our co-workers, our contractors, and/or the traveling public.

Employees suffering from fatigue might:

- Be more susceptible to incidents and crashes
- Have reduced awareness about hazards and site conditions
- Have slower reaction times
- Be less able to respond to emergencies or unusual conditions
- Have reduced judgement and decision-making ability
- Exhibit higher error rates
- Demonstrate poor communication
- Demonstrate poor concentration
- Demonstrate poor coordination

Fatigue Management

ITD employees are often required to work extended hours, sometimes during adverse weather conditions. It is imperative employees and operators not work extended shifts that place themselves at unnecessary risk of a motor vehicle crash, fatigue-related injury, poor decision-making, or other fatigue-related mistakes. In addition, fatigue management is a shared responsibility between the employee and supervisor. Therefore, employees and supervisors must identify and mitigate any unnecessary risk of fatigue to the employee. Employees must manage their off-duty lifestyles to ensure they are fit for duty (i.e., can safely and effectively perform their assigned job duties). Employees and supervisors must track and manage employee/operator shift length and frequency of time off in accordance with this policy.

Traveling alone is especially risky and is worth special mention. Although sitting in a meeting may not be physically taxing, it can wear one down mentally, especially when concentrating for long periods or making difficult decisions. Traveling in pairs (or more) allows drivers to trade off duties, and assuming the person who is not driving is able to rest adequately before trading duties, is the preferred method of mitigating the risk of a fatigue-related crash. If traveling in “rested” pairs is not feasible, drivers should take other mitigating measures, such as staying an extra night and driving at the beginning of the next day or taking frequent rest breaks along the route. The self-driven urgency to “get there now” is not justification for violating the fatigue policy.

Working alone, especially in remote areas, is another special situation. To the extent possible given staffing limitations and mission requirements, employees should avoid working alone in remote locations. But when employees must work alone remotely, they and their supervisors should pay extra attention to fatigue risk. These employees and their supervisors should conduct regular check-ins via mobile phone, radio, or StateComm.

When making the decision to extend shifts, supervisors must weigh the necessity for completing the work/task, available personnel/equipment (including supplemental resources like staff from adjacent areas in ITD, hourly staff, and rental equipment), and the potential for experiencing fatigue-related vehicle crashes, injury, poor decision-making, or other fatigue-related mistakes.

Allowable Shift Durations

The following are approved maximum operational limits for ITD personnel. These limits include travel time during the workday (including any travel between the "office" and field or project sites), but exclude commute time to/from the employee's home. However, employees with long commutes should be extra careful to avoid longer work days.

A. Standard Workweek - The standard workweek is defined as a combination of work days that total 40 hours per week beginning Sunday at 12:00AM and ending Saturday at 11:59PM. Any change to other work schedules requires the supervisor's verbal approval.

B. Extended Workweek – Consists of nominal 8- to 12-hour consecutive workdays:

- **60 hours or less in 5 days (up to 5-12's) OR 70 hours or less in 7 days (up to 7-10's)**
 - No special approval required, beyond verbal approval noted under A. above.
 - Minimum time-off requirement between workweeks:
 - 24 hours between workweeks if not switching from day to night shift or vice-versa. Note, however, that the preferred time off is 48 hours between workweeks if not switching shifts.
 - 48 hours between workweeks if switching from night to day shifts
 - 60 hours between workweeks if switching from day to night shifts
- **Special Rotations** - Under some special circumstances, other rotational-type schedules may be required.
 - These rotations meet a specific business need (e.g., remote locations with onsite housing) and must be approved by the District Engineer/Division Administrator (or higher) in writing in advance using the format in Appendix 3. If these rotations are to occur regularly throughout a season, one approval for the season is sufficient.
 - For example, the Powell shed winter rotation:
 - Up to 96 hours in 8 days (up to 8-12's)
 - Minimum time-off requirement
 - 48 hours after a single Workweek
 - Preferred or target time-off requirement
 - 144 hours between each Workweek

NOTE: Typical workdays cannot exceed 12 hours in duration. Target rest between individual workdays within a workweek is at least 12 hours. Workdays that exceed 12 hours fall under a separate category (see *Unforeseen or Emergency Situations* below).

NOTE: Under no circumstances will employees be allowed to work more than 12 days in a row regardless of how few hours they work each day. This limitation is in place to ensure every employee gets full days off on a regular basis.

- C. **Unforeseen or Emergency Situation** – if unforeseen, unavoidable, or emergency situations arise in the field and must be handled by a particular person, the following extended-duration limits apply:
- A single day in excess of 12 hours, but limited to 14 hours
 - Two back-to-back days in excess of 12 hours each, but limited to 14 hours each
 - No more than two back-to-back work days of 12-14 hours each day are allowed
 - Minimum time off requirement:
 - 8 hours after a single day of 12-14 hours
 - 24 hours after two back-to-back work days of 12 to 14 hours
 - A weather emergency might require a supervisor to implement an unplanned split of his/her crew into day/night shifts without the suggested 60-hour time off (see B. Normal Workweek). For example, the supervisor might have to send part of the crew home during the day and then bring them back for the night shift. This practice is discouraged, but is allowed if the front-line supervisor:
 - Conducts the Fatigue Assessment in **Appendix 2** and concludes fatigue risk and mitigations are acceptable.
 - Documents the Fatigue Assessment and Approval as in **Appendix 3**, and
 - Allows affected employees at least 48-hours' time off prior to returning to their normal shifts.
 - Approval for Extended Durations During Unforeseen or Emergency Situations: The front-line supervisor (e.g., TOTL) may approve a workday of up to 14 hours *only for* unforeseen, unavoidable, or emergency situations (not as a planned work shift), and *only if* the front-line supervisor:
 - Conducts the Fatigue Assessment in **Appendix 2** and concludes fatigue risk and mitigations are acceptable.
 - Issues verbal approval at the time / during the shift.
 - Documents the Fatigue Assessment and Approval in **Appendix 3** in writing by the next business day (see the email template), and
 - Front-line supervisor notifies his/her supervisor by the next business day.
 - All ITD employees subject to extended-duration shifts must be familiar with fatigue management techniques (see **Appendix 2**).

Date _____

Brian W. Ness
Director

Appendix 1
Frequently Asked Questions (FAQ)

1. Are we saying that no employee should work longer than 12 hours in any given day?

In normal situations, yes. 8 to 12 hours should be the target limit.

Employees/supervisors should plan the route/work/shift to be complete by the end of 12 hours.

2. Is 12 hours all-inclusive?

All pre- and post-operations tasks must be completed within the 12-hour work period. So for example, an employee should not spend 12 hours driving a snow plow and then an additional hour checking email or preparing the truck for the next shift.

Commute time (defined as the time it takes to drive between home and the "office" or work site) is not included in the 12 hours.

Extended driving time between ITD locations or between ITD locations and offsite meeting locations (e.g., driving from District 5 in Pocatello to Headquarters in Boise to attend a meeting) is not considered commute time and does count against the 12-hour daily limit.

3. Do we allow an employee to work 12-hour days regardless of how long their commute between work and home is?

Commute time is not included in the 12 hours. However, some consideration for longer commute times should be included in fatigue assessments.

An employee could experience longer commute times as the result of living farther from work, poor weather, and/or traffic-related delays. In addition, employees might experience fatigue differently from other employees, or even differently from day to day. Employees with longer or difficult commutes might not be able to work long shifts and still feel they can commute home safely. Supervisors should work with these employees to manage shifts so that employees aren't too fatigued to drive home safely.

Appendix 2

Assessing and Controlling (Mitigating) Fatigue

1. What causes fatigue?

- Changing work shifts without allowing your body to reset.
- Having difficulty sleeping.
- Working more than 8 hours over a night shift.
- Working shifts longer than 12 hours.
- Working in a repetitive or monotonous environment.
- Traveling significant distances to and from the work site.

2. What does fatigue look like?

Symptoms of fatigue can be both mental and physical, are varied, and depend on the person. A few common symptoms of fatigue are:

- Mental
 - Slow response to mental-acuity situations
 - Depression
 - Giddiness
 - Task fixation
- Physical
 - Weariness
 - Blurred vision
 - Poor hand-eye coordination

3. How can we control (mitigate) fatigue?

Controlling fatigue begins when planning the work day and work week. We should design all activities to fit within the standard work day and work week. But when changing or unexpected conditions (like the weather) don't allow that, we need to be even more alert for fatigue.

Here are some things employees can do individually to minimize the potential for fatigue:

- Get sufficient sleep and have a consistent sleep routine
- Eat healthy meals and try to include protein and complex carbohydrates
- Stay hydrated – drink plenty of water throughout the day
- Avoid caffeinated drinks such as tea and coffee before sleeping
- If sitting for prolonged period, get up and walk around
- Manage stress and practice relaxation
- Exercise

232
233 Here are some things we can do in the work place to control fatigue, either individually
234 or as supervisors for employees:

- 236 • One of the most important things we can do is watch out for each other. Co-workers
237 are often the best way to evaluate fatigue in a colleague, because a fatigued
238 employee might not recognize the symptoms in himself or herself.
- 239 • If you are feeling fatigued, do not push yourself. Tell a co-worker or supervisor. *It's*
240 *ok to stop working if you're fatigued.*
- 241 • Maintain flexibility in scheduling to allow for half-day breaks.
- 242 • During downtime in operations, give employees a chance to rest. Note that for
243 longer periods of downtime, accrued comp time is meant to be used for this purpose
244 (to allow the employee to rest and recover).
- 245 • Schedule or allow other breaks as needed, based on the conditions and situation.
- 246 • Complete complex or physically challenging tasks at the beginning of shifts.
- 247 • Provide varied duties throughout the work day and work week.
- 248 • Provide transportation options to/from sites.

Appendix 3**Approval for Extending Work Hours Beyond 12 hours in one shift**

Date(s) of exception: _____

Type of exception (longer single day or shift extension): _____

Total hours worked to date since last significant time-off (24 hours off or greater):

Reason exception is needed:

//Signed//

[Employee Name]

The employee and Supervisor (or Operations Engineer, or District Engineer/Division Administrator) have reviewed the Interim Fatigue Risk Management Policy dated November 2019, and discussed the need for this exception, the employee's current condition, the proposed work assignment, and implemented the following controls from Appendix 2 to manage fatigue risk:

The employee and the supervisor (or Operations Engineer, or District Engineer/Division Administrator) concur that the exception is necessary and the employee's fatigue risk (with suitable fatigue-risk controls) is acceptably low.

//Approved//

[Supervisor Name]



ADMINISTRATIVE POLICY 5552

Page 1 of 3

EMPLOYEE SHIFT DURATION AND FATIGUE MANAGEMENT

Purpose

The Idaho Transportation Department's (ITD) leadership is committed to a safe and secure working environment for ITD's employees. A key element of this is adequately identifying and managing risk due to fatigue. This policy establishes guidelines for identifying and managing fatigue, primarily through managing the length of work days and work weeks.

Legal Authority

- Idaho Code 40-314(2) The Idaho Transportation Board has authority over all employment matters.
- Idaho Code 40-314(3) The Idaho Transportation Board exercises the powers and duties necessary to carry out the provisions of title 40.
- Idaho Code 40-505 The Director of the Idaho Transportation Department is the administrative officer of the Idaho Transportation Board and has authority to control, supervise and direct employees, subject to the Board's oversight.

Fatigue

Fatigue is defined as physical and/or mental weariness from labor, exertion, lack of sleep, and/or stress. Fatigue is a safety hazard. Fatigue can impair our ability to complete activities safely and error free, and may result in harm to ourselves, our co-workers, our contractors, and/or the traveling public. Fatigued employees:

- Are more susceptible to incidents and crashes
- Have reduced awareness about hazards and site conditions
- Have slower reaction times
- Are less able to respond to emergencies or unusual conditions

Shift Duration

ITD employees are often required to work extended hours, sometimes during adverse weather conditions. It is imperative all employees and operators not work extended shifts that place themselves at unnecessary risk of a motor vehicle crash or injury. Therefore, supervisors must identify at unnecessary risk of a motor vehicle crash or injury. Therefore, supervisors must identify employee/operator shift length, shift start/end times, breaks, and frequency of time off in accordance with this policy.

When making the decision to extend shifts, supervisors must weigh the necessity for completing the work/task, available personnel/equipment (including supplemental resources like hourly staff and rental equipment), and the potential for experiencing vehicle crashes or injury.

For this policy, the following are approved maximum operational limits that ITD personnel and supervisors will follow for continuous working hours during extended shift operations. Approval for extended days or shifts must be in writing and can be in the form of an e-mail.

- ~~Single work days:~~ The standard work day is 8 hours. Single work days may be extended if necessary, but single work days (or nights) should be limited to no more than 12 working hours. A person who works 8 or more hours in a day should have at least 8 hours of rest before returning to work. Additional rest requirements are outlined below for extended work weeks.

- ~~Five sequential 12-hour Shifts (60-hour work weeks):~~ The Transportation Operations Team Lead/Supervisor can approve extending work schedules beyond a typical 40-hour work week for up to five days in a row, with each day up to 12 hours long (i.e., not to exceed 60 hours in a five-day week). Once an employee/operator has been relieved of duty after a 60-hour work week, the employee/operator may not return to work for any reason for a minimum of 24 hours. See the form to document extension approvals in **Appendix 3**.

Six sequential 12-hour Shifts (72-hour work weeks): In some rare circumstances, it might be necessary for particular individuals to work even longer weeks. If this is the case, and if the Transportation Operations Team Lead/Supervisor and the employee conduct a joint fatigue assessment (see **Appendix 2**) and determine the risk is acceptable, the Transportation Operations Team Lead/Supervisor can approve extending work schedules beyond a 60-hour work week for up to six days in a row, with each day up to 12 hours long (not to exceed 72 hours in a six-day week).

Once an employee/operator has been relieved of duty after a 72-hour work week, the operator may not return to work for any reason for a minimum of 36 hours. See the form to document extension approvals in **Appendix 3**.

• ~~Note: Any work schedule extension beyond 72 hours in a 6- or 7-day work week, or any single day in excess of 14 hours, is considered an emergency situation. Only a District Engineer/Division Administrator (or higher) can approve such situations, after consultation with and concurrence by the Operations Engineer (if the employee is in Highways). However, such a situation should only be granted if 1) absolutely necessary, and 2) the employee and supervisor have evaluated the fatigue risk and implemented appropriate controls (see **Appendix 2**) so that they agree the risk to the employee and the public is acceptable.~~

• ~~Note: Under some special circumstances, other rotational-type schedules might be required. These meet a specific business need and can be approved by the District Engineer/Division Administrator (or higher) if appropriate fatigue-risk controls are in place. For example, eight 10-hour days "on", followed by six days off (i.e., 80 hours in a 14-day work week).~~

• ~~Employees who must transition from day shift to night shift, or vice versa, must be allowed a full 24-hour time-off period to adjust their sleep/wake cycle.~~

• ~~All ITD employees subject to extended shift operations must be trained in fatigue management techniques (see **Appendix 2**). Employees must manage their off-duty lifestyles to ensure they are fit for duty (i.e., can safely and effectively perform their assigned job duties).~~

Date _____

Brian W. Ness
Director

Appendix 1
Frequently Asked Questions (FAQ)

~~1. Are we saying that no employee should work longer than 12 hours in any given day?~~

~~Yes. 12 hours should be the target limit (give or take a half hour).~~

~~Employees/supervisors should plan the route/work/shift to be complete by the end of 12 hours.~~

~~2. But can the District Engineer/Division Administrator approve shifts longer than 12 hours if absolutely necessary?~~

~~Yes, if absolutely necessary, and only after the fatigue risk has been evaluated and adequate risk controls are in place. As stated above, any work schedule extensions beyond 72 hours in a 6 or 7 day work week is considered an emergency situation and requires District Engineer/Division Administrator approval.~~

~~3. Is 12 hours all-inclusive?~~

~~Yes.~~

~~All pre and post operations tasks must be completed within the 12 hour work period. So for example, an employee should not spend 12 hours driving a snow plow and then an additional hour checking email.~~

~~Commute time (defined as the time it takes to drive between home and the work site) is not included in the 12 hours. However, extended driving time (e.g., driving from District 5 in Pocatello to Headquarters in Boise to attend a meeting) is not considered commute time and does count against the 12-hour daily limit.~~

~~4. Do we allow an employee to work 12-hour days regardless of how long their commute is?~~

~~By ITD policy, operations personnel must live within 30 minutes of their assigned shed. In inclement weather their commute could be extended by reduced travel speeds. Regardless, they should be away from home for work no more than 14 hours on any given day.~~

~~For non-operations personnel, it is the supervisor's responsibility to ensure employees are taking into consideration their commute times when determining shift length.~~

~~5. How many extended shifts can employees work back-to-back, with only the minimum time off between? For example, are sequences of 60 hour or 72 hour work weeks repeatable?~~

148 Ultimately, the Transportation Operations Team Lead/Supervisor can make this
149 decision with the employee after conducting a fatigue risk assessment and ensuring
150 acceptable risk after implementation of controls. However, ITD recommends
151 limiting back-to-back extended weeks as follows:

- 152
153 •—An employee should work no more than three back-to-back 60-hour weeks
154 (with minimum 24-hour break in between). After the third successive 60-
155 hour week (i.e., up to 180 hours worked in three weeks), the employee
156 should not return to work for a minimum of 48 hours.
- 157
158 •—An employee should work no more than two back-to-back 72-hour weeks
159 (with minimum 36-hour break in between). After the second successive 72-
160 hour week (i.e., up to 144 hours worked in two weeks), the employee should
161 not return to work for a minimum of 72 hours.

162
163 Note that comp time is intended to help employees rest and recover from extended
164 work days and work shifts. Hence, if additional time off is needed (beyond the
165 breaks mentioned above), comp time is a suitable way for an employee to get that
166 additional time off.

167
168 After the extended breaks noted above, the shift sequence can be repeated.
169

Appendix 2

Assessing and Controlling (Mitigating) Fatigue

1. What causes fatigue?

- Changing work shifts without allowing your body to reset.
- Having difficulty sleeping.
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- Working shifts longer than 12 hours.
- Working in a repetitive or monotonous environment.
- Traveling significant distances to and from the work site.

2. What does fatigue look like?

Symptoms of fatigue can be both mental and physical, are varied, and depend on the person. A few common symptoms of fatigue are:

- Mental
 - Slow response to mental-acuity situations
 - Depression
 - Giddiness
 - Task fixation
- Physical
 - Weariness
 - Blurred vision
 - Poor hand-eye coordination

3. How can we control (mitigate) fatigue?

Controlling fatigue begins when planning the work day and work week. We should design all activities to fit within the standard work day and work week. But when changing or unexpected conditions (like the weather) don't allow that, we need to be even more alert for fatigue.

Here are some things employees can do individually to minimize the potential for fatigue:

- Get sufficient sleep and have a consistent sleep routine
- Eat healthy meals and try to include protein and complex carbohydrates
- Stay hydrated—drink plenty of water throughout the day
- Avoid caffeinated drinks such as tea and coffee before sleeping
- If sitting for prolonged period, get up and walk around
- Manage stress and practice relaxation
- Exercise

Here are some things we can do in the work place to control fatigue, either individually or as supervisors for employees:

- One of the most important things we can do is watch out for each other. Co-workers are often the best way to evaluate fatigue in a colleague, because a fatigued employee might not recognize the symptoms in himself or herself.
- If you are feeling fatigued, do not push yourself. Tell a co-worker or supervisor. *It's ok to stop working if you're fatigued.*
- Maintain flexibility in scheduling to allow for half-day breaks.
- During downtime in operations, give employees a chance to rest. Note that for longer periods of downtime, accrued comp time is meant to be used for this purpose (to allow the employee to rest and recover).
- Schedule or allow other breaks as needed, based on the conditions and situation.
- Complete complex or physically challenging tasks at the beginning of shifts.
- Provide varied duties throughout the work day and work week.
- Provide transportation options to/from sites.

Appendix 3
Approval for Extending Work Hours or Work Week Beyond
the Guidelines in INTERIM Fatigue Management Policy

Date(s) of exception: _____

Type of exception (longer single day or shift extension): _____

Employee Name: _____

Reason exception is needed:

The employee and supervisor (or Operations Engineer, or District Engineer, per policy) have reviewed the Interim Fatigue Risk Management Policy dated November 2017, and discussed the need for the exception, the employee's current condition, the proposed work assignment, and implemented the following controls to manage fatigue risk:

The employee and the supervisor (or Operations Engineer, or District Engineer, per policy) concur that the exception is necessary and the employee's fatigue risk (with suitable fatigue risk controls) is acceptably low.

Employee Signature

Supervisor Signature (or Designee)



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date January 22, 2020Consent Item ☐Information Item ☒Amount of Presentation Time Needed 40 minutes

Presenter's Name Rodger Sorensen	Presenter's Title Chairman, Aero Advisory Board	Initials	Reviewed By LSS
Preparer's Name Jeff Marker	Preparer's Title Aeronautics Administrator	Initials jlm	

Subject

Aeronautics Annual Report		
Key Number	District	Route Number

Background Information

The Idaho Aeronautics Advisory Board is tasked through Title 21, Chapter 1 with consulting and advising the Idaho Transportation Department on matters concerning aeronautics. As such, representatives from the Advisory Board will present to the Transportation Board the status of aviation in Idaho to include concerns and recommendations for the Transportation Board's consideration.

In addition, in accordance with Board Policy 5037, the Aeronautics Administrator will provide the annual Division of Aeronautics update on matters affecting the division and aviation in Idaho.

Recommendations

None. Information only.

Board Action

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

IDAHO AERONAUTICS ADVISORY BOARD

Created by Section 21-134, Idaho Code, the Advisory Board consults with and advises the Idaho Transportation Department. The Governor appoints five members, subject to Senate confirmation, for staggered five year terms. Compensation is \$50.00 per day plus expenses according to the limits specified in Idaho Code Section 67-2008.

Mark Sweeney 4071 Lucky Lane Lewiston, ID 83501 743-9148 Mark_Sweeney@selinc.com	Member	Appointed: 6/06 Reappointed: 1/09 Reappointed: 1/14 Reappointed: 1/24	Term Expires: 1/24
John Blakeley Boise, ID 466-5432 jblakely@avcenter.com	Member	Appointed: 1/17	Term Expires: 1/22
Chip Kemper 136 N. Yellowstone Hwy. Rigby, ID 83442 745-7654 chipkemper@aol.com	Member Fixed Base Operator	Appointed: 12/09 Reappointed: 1/13 Reappointed: 1/18	Term Expires: 2/23
Rodger Sorensen 245 N Hooper Avenue Soda Springs, ID 83276 547-4701 rodgerls@cs.com	Chairman Retired	Appointed: 12/01 Reappointed: 1/10 Reappointed: 1/15	Term Expires: 1/20
Dan Scott 300 Deinhard Lane McCall, ID 83638 634-7137 dan@mccallaviation.com	Member McCall Aviation	Appointed: 7/06 Reappointed: 1/11 Reappointed: 1/17	Term Expires: 1/21