

A G E N D A

IDAHO TRANSPORTATION BOARD

March 18, 2021



AGENDA

Regular Meeting of the Idaho Transportation Board

March 18, 2021

Idaho Transportation Department
Auditorium
3311 West State Street
Boise, Idaho

To listen: Dial 1-415-655-0003 US Toll

a. access code: 133 259 3218

b. password: 1234

The meeting packet will be available at <https://itd.idaho.gov//Board/> after March 14.

KEY:

ADM = Administration

CD = Chief Deputy

DIR = Director

HR = Human Resources

OP = Operations

		Page	Time*
Action Item	1. CALL MEETING TO ORDER		9:30
Action Item	2. CONFIRMATION OF VICE CHAIR		
Action Item	3. BOARD MINUTES – February 18, 2021	4	
Action Item	4. 2021 BOARD MEETING DATES	17	9:35
	April 22 June 23		
	May 19		
Action Item	5. CONSENT CALENDAR	18	
DIR	___ Administrative rule language	19	
OP	___ Addition of FY21 Eastriver Milepost 10, 11, 11.2, Bonner County	21	
OP	___ Addition of FY22 District 5 Wetland Maintenance to the Program	22	
OP	___ JUB Engineers individual task agreement extension	23	
OP	___ Consultant agreement	24	

*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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Time*

Information Items

6. INFORMATIONAL CALENDAR

OP	_____	Contract award information and current advertisements	26
OP	_____	Professional services agreements and term agreement work tasks report.....	32
ADM	_____	State FY21 financial statements	39
ADM	_____	Monthly report of federal formula program funding through February.....	58
ADM	_____	Non-construction professional service contracts.....	60
CD	_____	Dealer Advisory Board annual report	61

7. DIRECTOR'S MONTHLY REPORT ON ACTIVITIES

9:40

8. LEGISLATIVE UPDATE: Governmental Affairs Manager McCarty

10:00

9. AGENDA ITEMS

CD	_____	Division of Motor Vehicle's update	63
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10:15

CD	_____	Airfield management acceptance process	64
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Marker

10:30

10. BREAK

10:45

11. AGENDA ITEMS, continued

ADM	_____	Status: FY22 appropriation – Joint Finance and Appropriation	
Bray	_____	Committee actions	68

11:00

Action Items

ADM	_____	Policy changes: Board and Administrative Policies 4051 and 5051	72
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Tolman

(Resolution on page 81)

11:10

ADM	_____	Administrative Policy 5053 revisions	82
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Tolman

(Resolution on page 92)

11:15

HR	_____	Administrative Policies: revisions to 5055 and deletion of 5535	93
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Danner

(Resolution on page 105)

11:20

OP	_____	Board Policy 4048 Freight Advisory Committee update	106
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Luekenga

(Resolution on page 125)

11:30

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	Page #	Time*
12. AGENDA ITEMS, continued		
Action Items		
OP _____ SH-75, Hailey to Ohio Gulch Intersection, District 4126		11:40
Barrus _____ <i>(Resolution on page 129)</i>		
OP _____ COVID-19 relief funds and Bridge Federal General Funds distribution130		11:45
Rindlisbacher _____ <i>(Resolution on page 132)</i>		
Information Items		
OP _____ 2021 INFRA grant applications133		11:55
Rindlisbacher _____		
13. EXECUTIVE SESSION (Room 209)		12:05
PERSONNEL ISSUES [SECTION 74-206(a), (b)]		
LEGAL ISSUES [SECTION 74-206(c), (d), (f)]		
14. AGENDA ITEMS, continued		
DIR _____ Office of Communication annual report134		1:15
Trimboli/Spence _____		
15. 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

February 18, 2021

The Idaho Transportation Board convened at 10:25 AM on Thursday, February 18, 2021 in Pocatello, 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
Bob Hoff, Member – District 6
Brian W. Ness, Director
Scott Stokes, Chief Deputy
Gary Luke, Deputy Attorney General
Sue S. Higgins, Executive Assistant and Secretary to the Board

Security Share. Aviation Planner Jennifer Schildgen warned about the dangers of deep vein thrombosis, or blood clots in legs. This can occur after extensive periods of sitting, such as during long airplane flights. It is important to stand up occasionally and move around to prevent blood clots.

Chairman Moad thanked Aviation Planner Schildgen for the valuable message.

Appointment of Vice Chairman. Chairman Moad thanked Vice Chairman Kempton for serving as vice chairman. He appointed Member Vassar to serve as vice chair.

Subcommittee Assignments. Chairman Moad continued the membership of the following Subcommittees: Adjustments to the State Highway System – Member Kempton as chairman, Member Hoff as the permanent member, and Member Thompson as the floating member to serve on the Subcommittee unless a non-appointed member has a route under consideration, then that non-appointed member shall participate; Audits – Member DeLorenzo to serve as chair and Vice Chair Vassar; and 129,000 Pound Truck Routes - Member Horsch as chairman, Member Thompson as the permanent member, and Member Hoff as the floating member. Member Hoff is to chair the Subcommittee on Policies with Vice Chair Vassar and Member DeLorenzo.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on January 21, 2021 as submitted. Member Kempton seconded the motion and it passed unanimously.

Board Meeting Dates. The following meeting dates were scheduled:
March 18, 2021
April 22, 2021
May 19, 2021

February 18, 2021

Consent Items. Member Kempton questioned the I-84, Five Mile Overpass project. Construction is estimated at \$16.2 million, which is a significant cost for a consent item. Chief Engineer (CE) Blake Rindlisbacher said today's request is for \$100,000 for preliminary engineering and environmental work in partnership with Ada County Highway District. The overpass needs to be replaced, so staff wants to start the preliminary work.

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB21-09 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 Aeronautics' building lease agreement; the FY21 Program funding request for statewide rest area and port of entry Americans with Disabilities Act assessments; the addition of US-95, Lower Lewiston Port of Entry Water Supply, District 2; the addition of two projects to District 1, US-95, Sagle Road to Lake Shore Drive interim improvements; the addition of Five Mile Road Overpass, Ada County to the Program; the addition of SH-33, Canyon Creek Bridge Repairs to the Bridge Preservation Program; and a consultant agreement.

1) Aeronautics' Building Lease Agreement. The Division of Aeronautics is preparing to relocate to a facility owned by the City of Boise. The final lease agreement has been prepared, with updates to the original term sheet for relocation. The modifications include total lot square footage of 95,850 square feet that will be used for lease terms after the initial base rent period ends July 1, 2025. The initial base rent is \$1.00 per year and the renewal term rate after July 1, 2025 will be \$0.227 per square foot for a total of \$21,756 annually; however, ITD will not be responsible to pay costs associated with the additional building square footage over the current location. The agreement includes four parking passes for state employees to access airport employee parking while traveling on state business. It also specifies that the Division of Aeronautics is responsible for storm water maintenance. It needs to be in compliance with the operations and maintenance manual with annual system inspections by the City of Boise. Staff requests authorization to sign the building lease agreement with the City of Boise.

2) FY21 Program Funding Request: Statewide Rest Area and Port of Entry Americans with Disabilities Act (ADA) Assessments. Staff requests a \$150,000 Statewide Rest Area and Port of Entry ADA Assessment project in FY21, using state funding from COVID mitigation set-asides. This project will assess the 22 rest area and port of entry buildings for ADA compliance and determine the costs to upgrade the buildings to meet current code and requirements. This information would be used for planning purposes.

3) Addition of US-95, Lower Lewiston Port of Entry Water Supply, District 2. Staff requests the addition of a US-95, Lower Lewiston Port of Entry Water Supply project. Currently, Red Rock, LLC supplies the building with water, but the water is generally considered unfit for

human consumption per Department of Environmental Quality standards. The FY21 project would resolve the long-term water needs by connecting to City of Lewiston water. The \$750,000 project would be funded with COVID mitigation set-asides.

4) Addition of Two Projects to District 1 US-95, Sagle Road to Lake Shore Drive Interim Improvements. Staff requests the addition of the US-95, Sagle Road to Lake Shore Drive Interim Improvements, phase 1 and phase 2, to the Idaho Transportation Investment Program (ITIP) using an estimated \$8 million in available FY21 state COVID mitigation set-aside funds. The projects should alleviate traffic congestion, address traffic flow problems, and reduce serious and fatal crashes in the Sagle to Sandpoint area. The projects are an interim solution to the ultimate buildout of the three mile segment that includes interchanges and replacing the Long Bridge at an estimated cost of \$100 million.

5) Addition of Five Mile Road Overpass, Ada County. Staff requests the addition of the Five Mile Road Overpass in District 3 to the ITIP to begin preliminary design and environmental work to replace the I-84 overpass. This is part of the ongoing efforts to improve this Treasure Valley corridor. Total construction costs are estimated at \$16.2 million. The estimated cost of the preliminary work is \$300,000. ITD would contribute \$100,000 from available obligated funds from key #20055.

6) Addition of SH-33, Canyon Creek Bridge Repairs, District 6. Staff requests the addition of a \$550,000 SH-33, Canyon Creek Bridge Repairs project to the FY21 Bridge Preservation Program using state FY21 COVID mitigation set-aside funds. The project will address drainage and erosion issues that are threatening the bridge foundation supports.

7) Request to Approve Consultant Agreement. In accordance with Board Policy 4001, staff requests approval to exceed the \$1 million agreement limit for key #19883 – US-95, North Corridor Access Improvements, Kootenai County, District 1 for additional construction, engineering, and inspection services of approximately \$1.325 million.

Information Items. Chairman Moad encouraged staff to develop a plan to address the needs of ITD's state-owned dwellings.

1) Contract Awards and Advertisements. Key #20060 – I-84, Sand Hollow Interchange to Farmers Sebree Canal, District 3. Low bidder: Kloepper Inc. - \$1,145,252.

Key #23076 – US-30, Lava Hot Springs Rock Fall Mitigation, District 5. Low bidder: Rock Supremacy LLC - \$533,750.

Key #22419 – US-93, FY20 District 6 Rock Fall Mitigation. Low bidder: Rock Supremacy LLC - \$98,300.

Key #19941 – US-95, Riverside Northbound Passing Lane, District 2. Low bidder: M A DeAtley Construction Inc. - \$1,878,436.

Key #23079 - I-84, Temporary Widening, Franklin Interchange to Karcher Interchange, District 3. Low bidder: Staker & Parson Companies DBA Idaho Materials & Construction - \$6,796,163.

Key #20436 – SH-13, Mount Idaho Road to Top Harpster Grade, District 2. Low bidder: Poe Asphalt Paving Inc. - \$3,332,221.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From December 29 through January 29, 11 new professional services agreements and work tasks were processed, totaling \$2,250,946. Two supplemental agreements to existing professional services agreements were processed during this period in the amount of \$74,624.

3) Monthly Reporting of Federal Formula Program Funding through January. Idaho received obligation authority of \$279.3 million through September 30 via an Appropriations Act signed in December. This corresponds to \$278.4 million with match after a reduction for prorated indirect costs. It includes \$425,527 of Highway Infrastructure General Funds carried over from last year in the Transportation Management Area. Congress also passed a COVID relief package. An extension to the federal Fixing America's Surface Transportation Act was signed in October 2020. Idaho received apportionments of \$315.4 million. Obligation authority is currently 88.5% of apportionments. Of the \$278.4 million allotted, \$172.8 million remains.

4) 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.

5) Annual Report on Status of State-Owned Dwellings. Information on the ITD-owned dwellings, including the fair rental, monthly rental fee, and rental status was provided. The Department owns 3 stick-framed houses, 16 manufactured homes, 6 bunkhouses, 2 apartments at Johnson Creek and Cavanaugh Bay Air Strips, and 19 trailer pads with employee-owned housing on 11. Additionally, it owns nine trailer pads and three houses at rest areas.

Monthly Report on Department Activities. Director Ness said he presented the FY22 appropriation request to the Joint Finance and Appropriations Committee (JFAC) earlier this month. The Department has made a concerted effort to reduce vacancies. He informed JFAC that there were six vacancies on February 8, and he requested a budget supplement to restore personnel funds that were removed last year. Next week he will give a presentation to the Senate Transportation Committee. Member DeLorenzo's Senate confirmation hearing is also scheduled on February 23, along with Chris Pomeroy, who is being appointed to the Aeronautics Advisory Board.

Based on a conversation with someone on President Biden's transition team, Director Ness believes Idaho will be fortunate if its federal formula funding remains flat with the new administration. There are discussions about maintaining the funding formula, but taking money off the top for large cities. Environmental requirements may become more stringent too. In

closing, he commended maintenance employee Brandyn Knight for providing exemplary customer service.

Chairman Moad thanked Director Ness for the report.

Legislative Report. Governmental Affairs Manager (GAM) Mollie McCarty reported that JFAC approved two of ITD's five FY21 supplemental budget requests: the \$71 million federal COVID relief aid and public transportation 5310 Program funds of \$223,000. She believes some of the other supplemental requests may be approved as part of the FY22 appropriation. No action has been taken on the Governor's general fund surplus proposal of \$126 million for transportation. The Senate Transportation Committee approved ITD's two rules, but the House Transportation Committee (HTC) has not considered them yet. The HTC approved ITD's legislative proposal related to updating the federal odometer requirements with a do pass recommendation but did not take any action on the red take reduction clean up proposal.

GAM McCarty said discussions are continuing on transportation revenue. Some of the other legislative proposals that staff is monitoring relate to allowing off-highway vehicles to travel on additional portions of state highways to connect to trails and services, third party electronic credentialing, and increasing the fine for running red lights.

Chairman Moad thanked GAM McCarty for the update.

Excellence in Transportation Awards. Communication Manager Vince Trimboli presented the annual Excellence in Transportation Awards: Safety Team – Montpelier Shed; Safety Team – Port of Entry Team; Maintenance Person of the Year – Rusty Church; Vanguard – Tyler Coy; Professional of the Year – Nik Sterbenz; Professional of the Year – Tony Pirc; Engineer of the Year – David Statkus; Career Achievement – Merrill Sharp; Career Achievement – Barb Tanahill; and Kimbol Allen Excellence in Innovation – Jennifer Schildgen.

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

Updated Strategic Plan. Director Ness presented the updated Strategic Plan, continuing the mission of Your Safety, Your Mobility, Your Economic Opportunity. No changes were made to the document since the draft was presented last month.

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

RES. NO. WHEREAS, the Idaho Transportation Board adopted a strategic plan in 2011 with
ITB21-10 a mission statement: Your Safety, Your Mobility, Your Economic Opportunity;
and

WHEREAS, this mission statement and the associated set of goals have been a successful defining point and directional reference for the Idaho Transportation Department emphasizing the importance of transportation in the lives of all citizens of Idaho; and

WHEREAS, this mission and the associated set of goals have instilled in the leadership and staff a common basis for purpose, decisions, and investment; and

WHEREAS, senior leadership of the Department unitedly proposes updates to the 2011 strategic plan that are captured in the proposed 2021 plan; and

WHEREAS, the 2011 strategic plan has served the Department and Idaho well; and

WHEREAS, the future safety, mobility, and economic opportunity in Idaho will be largely influenced by service of dedicated transportation department employees and partners.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board adopts and approves the 2021 Idaho Transportation Department Strategic Plan.

Chairman Moad thanked Director Ness for the presentation and his efforts on updating the Plan.

2021 Omnibus Rulemaking Notices. Ramon Hobdey-Sanchez, Governmental Affairs Program Manager (GAPM), said that due to the 2019 and 2020 Idaho legislature not reauthorizing the Idaho Administrative Procedure Act, the Governor's and Department's actions prevented all administrative rules from expiring. In an effort to be proactive and protect the fee rules in IDAPA Title 39 from expiring, he requests approval of a notice for publication. The notice would only be published if the legislature does not reauthorize the Idaho Administrative Procedure Act during the 2021 legislative session. This will ensure the seven fee rules will continue to carry the full force and effect of the law.

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

RES. NO. WHEREAS, the Idaho Transportation Department's seven fee rules are currently
ITB21-11 pending, awaiting approval by the 1st Regular Session of the 66th Idaho
Legislature; and

WHEREAS, final legislative action to adopt the Department's pending rules has not yet occurred; and

WHEREAS, pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of these rules is appropriate to protect the public health, safety and welfare of the citizens of Idaho and confer a benefit on its citizens; and

WHEREAS, these rules implement the duly enacted laws of the State of Idaho, provide citizens with the detailed rules and standards for complying with those laws, and assist in the orderly execution and enforcement of those laws; and

WHEREAS, the expiration of these rules without due consideration and processes would undermine the public health, safety and welfare of the citizens of Idaho and deprive them of the benefit intended by these rules; and

WHEREAS, the Governor has also found that the fees or charges being imposed or increased are justified and necessary to avoid immediate danger to the Department's budget, to the state budget, to necessary state functions and services, and to avoid immediate danger of a potential violation of Idaho's constitutional requirement that it balance its budget.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board is adopting these temporary rules to be effective upon *sine die* of the 2021 session of the Idaho Legislature. This approval is conditional and will only become effective if the rules are not otherwise approved or rejected by the Legislature and/or not extended pursuant to the Idaho Administrative Procedure Act, including sections 67-5291 and 67-5292, Idaho Code.

Chairman Moad thanked GAPM Hobdey-Sanchez for the presentation.

State FY21 Financial Statements through December. Controller Dave Tolman reported that revenues to the State Highway Account from all state sources were ahead of projections by 17% as of December 31. Receipts from the Highway Distribution Account were \$21.3 million more than forecast; although the forecast was lowered due to COVID. State revenues to the State Aeronautics Fund were below projections by 4%, or \$63,000. Expenditures were within planned budgets. Personnel costs had savings of \$3.1 million or 4.7% due to vacancies and timing between a position becoming vacant and being filled. Contract construction cash expenditures were \$35.4 million during the month.

The balance of the long term investments was \$111.3 million at the end of December. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$79.3 million includes reserves to mitigate the impact of COVID on FY21 revenue. Expenditures in the Strategic Initiatives Program Fund were \$15.2 million year-to-date. Sales tax deposits into the Transportation Expansion and Congestion Mitigation Fund were \$10.2 million, and expenditures were \$26 million. The federal CARES Act provided \$27.3 million for public transportation. Expenditures totaled \$3.3 million year-to-date.

Controller Tolman reported that GARVEE expenditures to date are \$21.2 million. Regarding audits, there were no findings in FY20 and all previous findings are closed. The Single Audit for federal compliance is ongoing. He mentioned staff's intent to expend the COVID mitigation set-aside funds, noting the projects that the Board approved as part of the consent calendar.

Chairman Moad thanked Controller Tolman for the financial summary.

Public Transportation 2021-2023 One-Time CARES Technology Application Funding Recommendations. Shauna Miller, Grants/Contracts Officer (G/CO), said ITD received a one-

time federal CARES technology grant for Rural Areas. The available amount is \$1,860,703 and the projects would be added to the Statewide Transportation Investment Program (STIP) in FY21. The funds are available for new or upgrades to intelligent transportation systems technology for public transportation with capabilities like dispatching and scheduling, preventative maintenance, asset management, automated passenger counters, data collection, mobile apps, and real-time passenger information.

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

RES. NO. WHEREAS, the Public Transportation Office is charged with soliciting,
ITB21-12 reviewing, and programming public transportation projects in the rural areas of Idaho; and

WHEREAS, the Idaho Transportation Board serves as the final approver of Federal Transit Administration (FTA) funded projects in Idaho before being submitted to FTA: and

WHEREAS, the funding source is FTA 5311 Rural Formula Program – CARES grant; and

WHEREAS, the Public Transportation Office has solicited, reviewed provided for public comment, presented and received unanimous concurrence from the Public Transportation Advisory Council on the proposed projects.

NOW THEREFORE BE IT RESOLVED, that the Board acknowledges the projects proposed, as shown as Exhibit #532, which is made a part hereof with like effect, and approves the rural funding amount of \$1,860,703 for submittal to the FTA for final approval; and

BE IT FURTHER RESOLVED, that these projects are submitted for inclusion in the FY21-27 Statewide Transportation Investment Program and programmed in FY21.

Public Transportation 2022-2024 One-Time Application Funding Recommendations.

Additional funding is available for Enhanced Mobility of Seniors and Individuals with Disabilities, Rural Areas, Bus and Bus Facilities, and the Vehicle Investment Program, according to G/CO Miller. The funding is available for operations, administration, preventative maintenance, and capital assistance to support public transportation in rural areas with populations less than 50,000. These projects, totaling \$2,854,824, would be programmed in FY22 of the STIP. The FTA has final approval for these two-year awards.

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

RES. NO. WHEREAS, the Public Transportation Office is charged with soliciting,
ITB21-13 reviewing, and programming public transportation projects in the rural areas of Idaho; and

WHEREAS, the Idaho Transportation Board serves as the final approver of Federal Transit Administration (FTA) funded projects in Idaho before being submitted to FTA; and

WHEREAS, the funding sources include three FTA grants, the 5310 Elderly and Persons with Disabilities Program, 5311 Rural Formula Program, and the 5339 Bus and Bus Facilities Program, and one State grant Vehicle Investment Program; and

WHEREAS, the Public Transportation Office has solicited, reviewed provided for public comment, presented and received unanimous concurrence from the Public Transportation Advisory Council on the proposed projects.

NOW THEREFORE BE IT RESOLVED, that the Board acknowledges the projects proposed, as shown as Exhibit #533, which is made a part hereof with like effect, and approves the rural funding amount of \$2,854,824 for submittal to the FTA for final approval; and

BE IT FURTHER RESOLVED, that these projects are submitted for inclusion in the FY21-27 Statewide Transportation Investment Program and programmed in FY22.

Executive Session on Legal and Personnel Issues. Vice Chair Vassar made a motion to meet in executive session at 12:50 PM to discuss personnel issues as authorized in Idaho Code Section 74-206 (b) and legal issues as authorized in Idaho Code Section 74-206 (f). Member Kempton seconded the motion and it passed 5-0 by individual roll call vote.

The discussions on legal matters related to operations. The discussion on personnel matters related to the performance of an employee.

The Board came out of executive session at 1:30 PM.

Local Rural Highway Investment Program (LRHIP) Annual Report. Local Highway Technical Assistance Council Deputy Administrator Laila Kral said the LRHIP provides funding to rural local highway jurisdictions. Per Board policy, federal Surface Transportation Program – Rural funds may be exchanged for a maximum of \$2.8 million in State Highway Funds. The current exchange rate is \$0.6167 state for \$1.00 federal; however, the Board increased the exchange rate to \$0.80 state/\$1.00 federal effective in FY21. Cities with less than 5,000 population outside of urban areas, county road and bridge departments, and highway districts that collect local taxes or have alternative funding mechanisms for highways and bridges are eligible to participate in the program. Funds cannot be used for wages, equipment, or consultant services except for planning projects.

Deputy Administrator Kral said 16 of the 51 construction applications received were funded for \$1.58 million; both of the federal-aid match requests were funded for \$173,400; 9 of the 13 sign projects were funded for \$233,000; and 10 of the 25 transportation plans were funded

for \$345,000 in FY20. Additionally, \$400,000 is reserved for emergency projects, and two were funded in FY20. Unused emergency funds carry over into future years; although that fund is capped at \$800,000. She highlighted some of the funded projects and emphasized the continued popularity of the Program.

Chairman Moad thanked Deputy Administrator Kral for the report.

129,000 Pound Routes, District 2. Freight Program Manager (FPM) Scott Luekenga presented the Chief Engineer's evaluation on the request to designate SH-6, milepost (MP) 0.000 to 9.858; SH-8, MP 2.331 to 25.549; and SH-9, MP 0.000 to 13.522 in District 2 for vehicle combinations up to 129,000 pounds. The Division of Motor Vehicles reported that the highways are classified as blue routes, allowing 95-foot overall vehicle length and a 5.5-foot off-track. The bridge analysis determined that the 13 bridges on the routes will safely support vehicle combinations up to 129,000 pounds, assuming the axle configuration conforms to the legal requirements. The pavement conditions range from good to poor. These highways have no non-interstate high accident intersection locations; however, SH-9 has four high accident location clusters. Between 2014 and 2019 there were a total of 214 crashes on these routes. Three of those crashes involved a commercial motor vehicle; however, no fatalities resulted. The Chief Engineer's evaluation recommends approving the application, and the Board Subcommittee on 129,000 Pound Truck Routes concurred.

Public Information Officer Megan Sausser said close to 40 comments were received during the public comment period. A number of comments were in support of the route designation. The main opposition was due to concerns with safety and congestion, specifically the lack of passing lanes.

Vice Chair Vassar said she drove the route, and believes it is in good shape. She believes the public comments opposing the route designation are mainly due to misperceptions about commercial motor vehicles.

Vice Chair Vassar made a motion, seconded by Member Thompson, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho
ITB21-14 Transportation Board to designate state highways for permitted vehicle
combinations up to 129,000 pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck Routes to implement provisions of the legislation; and

WHEREAS, the Idaho Transportation Department has received a request for 129,000 pound routes in District 2: SH-6, milepost (MP) 0.000 to 9.858; SH-8, MP 2.331 to 25.549; and SH-9, MP 0.000 to 13.522; and

WHEREAS, the Chief Engineer and ITD staff received the application and reviewed the proposed routes by conducting an engineering and safety analyses of the routes; and

WHEREAS, upon completion of the engineering and safety analyses, a 15-day public comment period was held, including an opportunity for verbal testimony with thirty-six (36) comments received, nine (9) in support, twenty-two (22) adversarial, and five (5) neither for nor against on the specific routes; and

WHEREAS, the Chief Engineer presented his analyses to the Board Subcommittee on 129,000 Pound Truck Routes at its meeting on January 21, 2021 with a recommendation to approve the routes; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analyses and public comments, it passed a motion to approve the requested routes; and

WHEREAS, the Chief Engineer and the Board Subcommittee presented their analyses and recommendations to the full Board at the regularly scheduled Board meeting of February 18, 2021.

NOW THEREFORE BE IT RESOLVED, that the Board accepts the Chief Engineer's analyses and recommendations on SH-6, MP 0.000 to 9.858; SH-8, MP 2.331 to 25.549; and SH-9, MP 0.000 to 13.522 in District 2; and

BE IT FURTHER RESOLVED, that the Board directs the Chief Engineer to issue a Letter of Determination that approves the referenced routes requested in District 2; and

BE IT FURTHER RESOLVED, following the fourteen day public appeals period, this resolution is effective March 3, 2021.

129,000 Pound Truck Route Manual Update. FPM Luekenga presented revisions to the 129,000 Pound Truck Route Manual. The main changes designate the FPM as the Chief Engineer's lead coordinator, updates the membership list, adds a kick-off meeting to the process to improve coordination, addresses the process for applications that are not found favorable, and clarifies the public hearing process and changes the public comment period to 15 days. Some of the changes are being proposed to streamline and expedite the process to review route requests. He confirmed that the Subcommittee on 129,000 Pound Truck Routes has reviewed and concurred with the revisions.

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

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho
ITB21-15 Transportation Board to designate state highways for permitted vehicle combinations up to 129,000 pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck Routes to implement provisions of the legislation; and

WHEREAS, Idaho Transportation Department staff began the process of updating the 129,000 Pound Route Subcommittee Manual in October of 2020; and

WHEREAS, at the January 21, 2021 Board Subcommittee on 129,000 Pound Truck Routes meeting, the Subcommittee discussed and accepted the updates to the manual as proposed in the Board packet.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board adopts the procedural changes to the 129,000 Route Program Manual.

Chairman Moad thanked FPM Luekenga for the presentations and for his efforts to expedite the 129,000 route designation process.

Deletion of Board Policy B-19-07, Highway Safety Funds. Program Management Office Manager (PMOM) Randy Gill requested deleting Board Policy B-19-07, Highway Safety Funds and its corresponding Administrative Policy A-19-07. Information from these policies has been incorporated into Board Policy 4011 and Administrative Policy 5011 Idaho Transportation Investment Program and Board Policy 4085 and Administrative Policy 5085 Rail Highway Crossing Program.

Vice Chair Vassar said the Board Subcommittee on Policies reviewed this proposal and supports it.

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

RES. NO. WHEREAS, the Idaho Transportation Board is charged with setting policies for
ITB21-16 the Idaho Transportation Department; and

WHEREAS, Board Policy B-19-07, Highway Safety Funds was developed to provide guidance and procedures for the use of highway safety funds; and

WHEREAS, Board Policy B-19-07, Highway Safety Funds contains information and guidance that has been incorporated into Board Policy 4011 and Administrative Policy 5011 Idaho Transportation Investment Program and in Board Policy 4085 and Administrative Policy 5085 Rail Highway Crossing Program; and

WHEREAS, Administrative Policy A-19-07, Highway Safety Funds contains information and guidance that has been incorporated into Board Policy 4011 and Administrative Policy 5011 Idaho Transportation Investment Program and in Board Policy 4085 and Administrative Policy 5085 Rail Highway Crossing Program.

NOW THEREFORE BE IT RESOLVED, that the Board approves deleting Board Policy B-19-07, Highway Safety Funds and concurs with deletion of A-19-07, Highway Safety Funds because this information is now included in other policies.

Chairman Moad thanked PMOM Gill for the presentation.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:05 PM; however, it conducted an informal workshop on unfunded Safety and Capacity corridors.

Chief Operations Officer Dan McElhinney said that it is important for the Department to be able to advance planning and engineering on major transportation corridors to address current and future safety and capacity demands, especially as the state's population continues to experience significant growth. In an effort to ensure that projects are ready if additional funding becomes available, staff developed a list of unfunded safety and capacity needs that would expand, modernize, and accommodate future growth.

The major corridors and needs in each district were presented. An initial scope, cost estimate, and the next steps were summarized.

The Board thanked staff for the informative presentation and commended it for the excellent work it is doing.

The workshop ended at 3:35 PM.

BILL MOAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2021
_____, Idaho

BOARD MEETING DATES

2021

April 22
May 19
June 23

July _____
August _____
September _____

2021

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

“X” = holiday

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

August 10-12, 2021 – Public Transportation Summit; Boise, Idaho

August 23-25, 2021 – Highway Safety Summit; Boise, Idaho

Action: Approve the Board meeting schedule.



IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

Pages 19 - 25

RES. NO. ITB21-17 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 administrative rule language; the addition of FY21 Eastriver Milepost 10, 11, 11.2, Bonner County; the addition of FY22 District 5 Wetland Maintenance to the Program; JUB Engineers individual task agreement extension; and a consultant agreement.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

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

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

Subject

Administrative Rule Language		
Key Number	District	Route Number

Background Information

This item is a request to extend the temporary status of administrative rule language that was inadvertently removed. Currently, the temporary status of the rules' language is set to expire at *sine die* of the 2021 Idaho Legislature.

Over the course of implementing the Governor's Red Tape Reduction Act E.O., there were several side projects furthering the mission of updating the Idaho Administrative Procedures Act and making it more user friendly. One of these projects was the creation of chapter cover pages. During this process, 2 ITD chapters had sections unintentionally deleted.

Therefore, ITD staff requests to extend the authority of this language via Temporary Rulemaking in order to ensure consistency and transparency. No language is being changed or modified, as it is simply being advanced exactly as previously codified. The temporary effective date will be March 18, 2021. ITD staff plans to take this language pending before the 2022 Idaho Legislature, so that it is permanently codified.

The chapters and language are as follows:

[39.03.42 – Rules Governing Highway Right-of-Way Encroachments on State Rights-of-Way](#)

.003 ADMINISTRATIVE APPEAL.

.01 Commencement. Applicants may appeal denied permits, or permits granted with conditions that the applicant believes to be unreasonable, in writing to the Department's District Engineer within thirty (30) days of receipt of written notification of the denial or grant of the permit. The appeal process commences on the date the Department's District office receives written notification of appeal from the applicant. (3-27-13)

.02 Process Hold. If at any time during the appeal process it is determined that insufficient documentation was submitted with the appeal, all parties shall be notified that the appeal process is placed on hold until the necessary documentation is supplied. (3-30-01)

.03 Appeal Process. The District will have thirty (30) working days to review the appeal. If the District Engineer does not rule on the appeal within the thirty (30) day period, the denial of the permit shall be deemed overturned and the permit shall be issued, or the contested permit conditions stricken. Notice of the decision of the District Engineer shall be issued by certified mail within seven (7) days of the ruling. Otherwise, if the District Engineer does not overturn the original denial or strike the contested provisions from the permit, upon receipt of a written request from the applicant within twenty-one (21) days of the date of the denial of the appeal, it shall be forwarded to the Department's legal section to initiate an appeal to the Idaho Transportation Board. The appeal will be processed in accordance with the Idaho Administrative Procedure Act and IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General." (3-27-13)



Board Agenda Item

ITD 2210 (Rev. 10-13)

39.03.43 – Rules Governing Utilities on State Highway Right-of-Way

.003 ADMINISTRATIVE APPEALS. Administrative appeals under this chapter shall be governed by Section 2.4 “Administrative Appeal” of the “Utility Accommodation Policy” incorporated by reference.

(3-20-04)

Recommendations

ITD staff recommends approving this temporary rulemaking to ensure there is no lapse or break in authority as it relates to the full force-and-effect of the law within these administrative rules.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☒Information Item ☐

Amount of Presentation Time Needed _____

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

Subject

Add FY 2021 Eastriver MP 10, 11, 11.2, Bonner County to the approved FY 2021 - 2027 ITIP

Key Number 20346	District 1	Route Number STC5783
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Background Information

The purpose of this consent item is to request the delay into the current year of KN 20346 Eastriver MP 10, 11, 11.2 Bonner County to **FY 2021** of the program, at the request of the Local Highway Technical Assistance Council (LHTAC), per policy 5011 *Idaho Transportation Investment Program (ITIP)*.

LHTAC has been working with Bonner County in obligating this Emergency Project. RW Plans were not ready in time to obligate in the Scheduled year of FY2020 so LHTAC received an extension letter from FHWA to obligate in FY 2021.

Funding of this project is from Emergency Relief 17-1 event. Bonner County is contributing match on the local share.

Staff requests that the project be added to **FY 2021** of the approved FY 2021 - 2027 ITIP.

Recommendations

Approve the delay into the current year for **Eastriver MP 10, 11, 11.2, Bonner County** project at a cost of **\$2,286,993** to **FY 2021** of the approved FY 2021 - 2027 ITIP.

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Blake Rindlisbacher	Presenter's Title Chief Engineer	Initials	Reviewed By LSS
Preparer's Name Brad Wolfinger	Preparer's Title Project Manager	Initials	

Subject

Add **FY22 D5 WETLAND MAINTENANCE** to FY2022 of the approved FY 2021–2027 ITIP.

Key Number 21892	District D5	Route Number STATE
---------------------	----------------	-----------------------

Background Information

The purpose of this consent item is to request approval to add **FY22 D5 WETLAND MAINTENANCE** project to the Program per policy 5011 *Idaho Transportation Investment Program* (ITIP).

The project was unintentionally removed during FY 2021 ITIP program update. The project is needed to address needed repairs. These repairs will include installing new and repair existing perimeter fencing, repair a failing culvert, and remove invasive trees at three wetland mitigation sites owned by ITD.

Estimated cost of project is \$326,400 in the Supporting Infrastructure Assets program and will be 100% State funded. Funds in the amount of \$40,000 were previously obligated for consultant services.

Staff requests the addition of this project to the current approved ITIP in the Supporting Infrastructure Assets Program.

Recommendations

Approve the addition of the **STATE, FY22 D5 WETLAND MAINTENANCE** project at a total cost of **\$326,400** to FY2022 of the approved FY2021-2027 ITIP.

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 1, 2021

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

Presenter's Name Monica Crider, PE	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By MC
Preparer's Name Jeff Miles	Preparer's Title LHTAC Administrator	Initials JM	LSS

Subject

JUB Engineers Individual Task Agreement Extension		
Key Number 18933	District 6	Route Number Garden Creek Road

Background Information

The purpose of this Board Agenda Item is to request approval to exceed the consultant individual task agreement limit of \$500,000 for consultants selected from the term agreement list set by Board Policy 4001 for JUB Engineers on the Garden Creek Road Project, Key No. 18933.

In December 2016, JUB Engineers was initially selected from the term agreement list with a Request for Information (RFI) for Plans, Specifications and Estimate (PS&E) services for \$336K. During design it was determined that the project will have wetland impact and need additional right-of-way. For mitigation of wetland impact, a private property was identified, a memorandum of agreement and deed restriction for 99 years was imposed on the property. Additional environmental mitigation work, coordination between multiple agencies, and design change increased the original agreement to \$494K.

JUB Engineers' services have been used consistently to assist in navigating the wetland and right-of-way impacts for this project. This project is at the final design stage, and JUB Engineers is needed to complete the project by providing final survey services, right-of-way plans revisions, final design plans, record of survey and engineer of records. JUB Engineers have extensive institutional knowledge of the project and would be extremely difficult to replace with another consultant.

Additional services by JUB Engineers are estimated at \$56,000 for a total of \$550,000. The cost of this additional work will be covered by funds that have already been obligated within the project.

Recommendations

Approve request for JUB Engineers to exceed the consultant individual task agreement limit of \$500,000 for consultants selected from the term agreement list, up to \$550,000.

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

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 Chaz Fredrickson	Preparer's Title Consultant Services Proj Manager	Initials CF	LSS

Subject

REQUEST TO APPROVE CONSULTANT AGREEMENTS

Key Number 12122	District 6	Route Number OFFSYS
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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)

- KN 12122 – East 1300 North, Ora Road Bridge, Fremont County (District 6) – for additional Construction, Engineering and Inspection Services of approximately \$1.15M

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



DATE: March 1, 2021

Program Number(s) A012(122)

TO: Monica Crider, PE
Contracting Services Engineer

Key Number(s) 12122

FROM: Jeff Miles, PE
LHTAC Administrator

Program ID, County, Etc. E 1300 N, Ora Road
Bridge, Fremont County

RE: Request to Increase Professional Services Agreement Amount to Over \$1,000,000 for
Construction, Engineering & Inspection (CE&I) Services by Civil Science

The purpose of this project is to improve mobility and safety by replacing the 68-year-old Ora Bridge. This project brings Ora Bridge to current standards thus removing load limits on the structurally deficient bridge and widens the road to allow agricultural equipment and large trucks to navigate the curves without impeding two-way traffic.

In September 2018, through Request for Proposal (RFP), Civil Science was selected to provide CE&I Services. The project was intended to be completed within two years with no winter work anticipated.

During the bridge installation, an unanticipated rock formation was encountered requiring the design to be adjusted. This along with girder fabrication delay resulted in construction taking place for two winters and added a third year of construction.

The additional inspection services for the third year of construction is approximately \$173K, bringing the total to \$1.15M. The project currently has funds to cover these costs.

The purpose of this board item is to request approval to exceed the existing consultant services agreement amount of this project to \$1.15M to complete inspection services during the final 3rd year of construction.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

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

Presenter's Name Dave Kuisti, P.E.	Presenter's Title Transportation Engineering Division Administrator	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 10/01/20 to 03/01/21					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
29	9	2	1	0	0

RECENT ACTIONS

In accordance with board policy 4001, Staff has initiated or completed action to award the contracts listed on the attached report.

The following table summarizes the Contracts awarded (requiring no Board action) since the last Board Agenda Report.

Contracts Requiring no action from the Board 02/02/20 to 03/01/21	
ITD	Local
6	0

FUTURE ACTIONS

The Current Advertisement Report is attached.

Recommendations

For Information Only.

Board Action

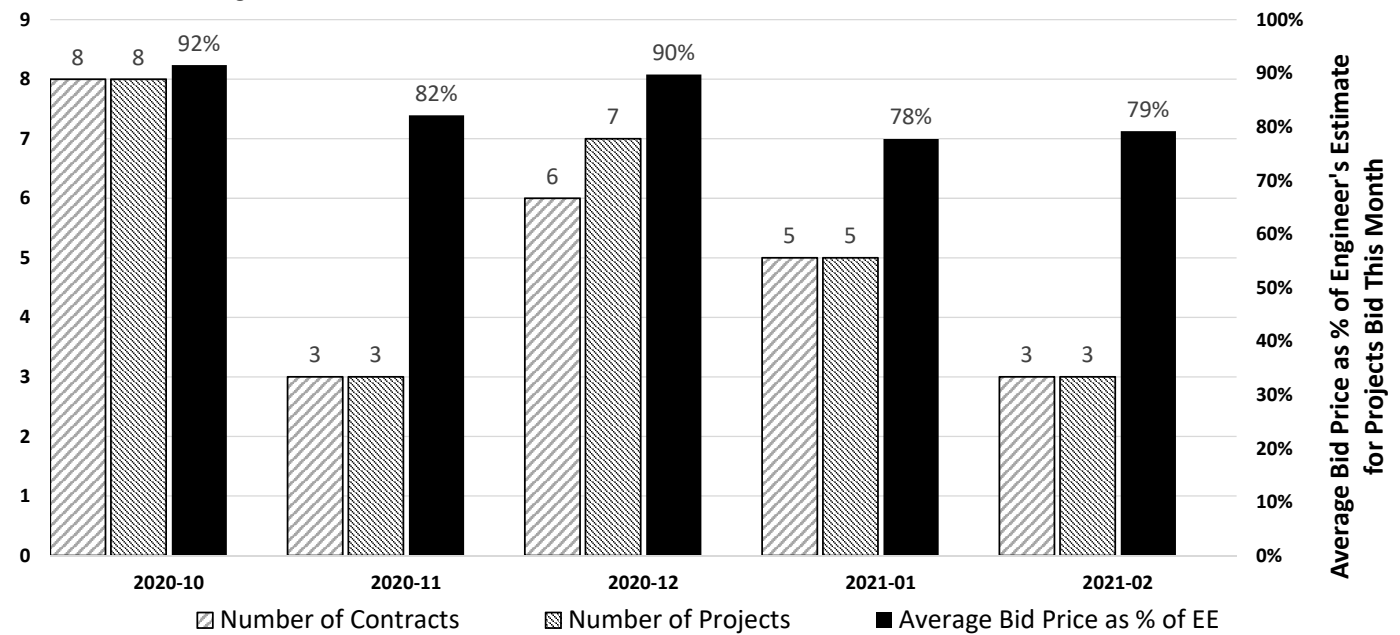
☐ Approved ☐ Deferred _____
☐ Other _____

FFY21 State Infrastructure Project Bid Results: YTD Summary By Cost

26 Projects YTD through March 1, 2021

YTD Total for all 26 projects:

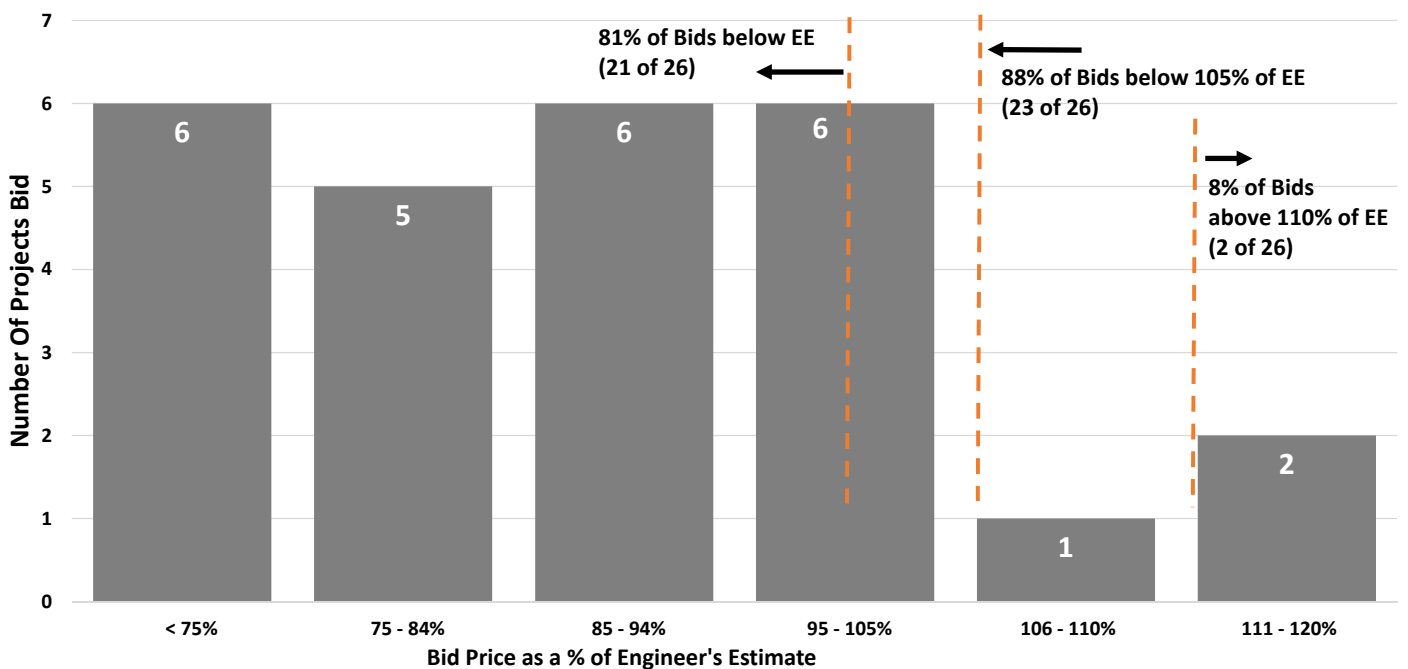
Ratio of Bid Costs / Engineer's Estimates = \$109.6 / \$125.7 M = 87.2%



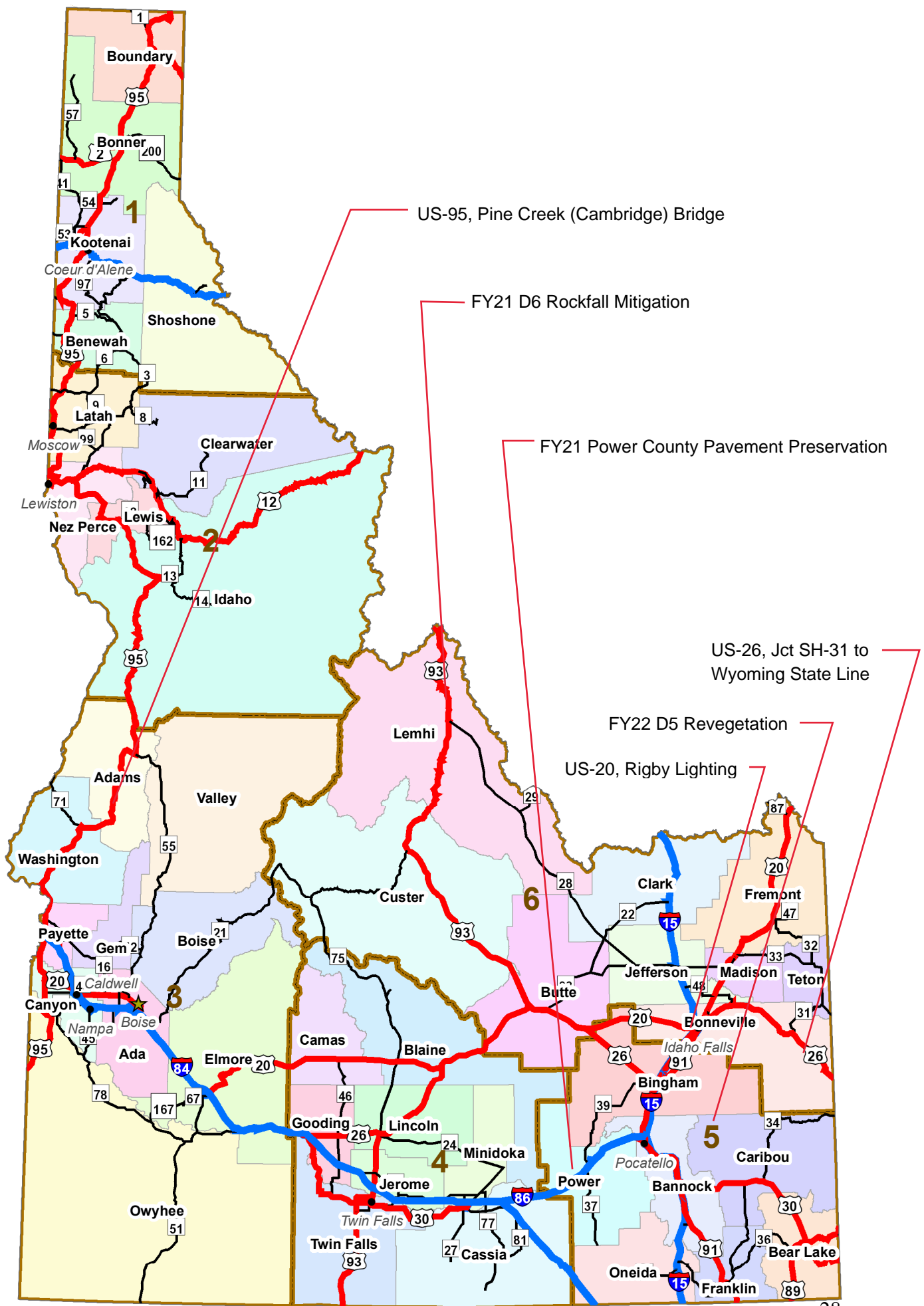
Notes: 1) Local Project are not included 2) Contracts may have multiple Projects

FFY21 State Infrastructure Project Bid Results: YTD Summary By Project Count

26 Projects YTD through March 1, 2021



Note: 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
3	19246	US-95	2/2/2021	8	\$3,143,789.76	\$2,702,043.00	(-\$441,746.76)
US-95, Pine Creek (Cambridge) Bridge							86%
Contractor: Knife River Corporation-Mountain West					State		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
6	19871	US-26	2/9/2021	4	\$7,075,221.90	\$5,357,769.00	(-\$1,717,452.90)
US-26, Jct. SH-31 to Wyoming State Line							76%
Contractor: H-K Contractors Inc					State		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
5	21942 SIA	Various	2/9/2021	1	\$97,081.60	\$101,004.00	\$3,922.40
FY22 D5 Revegetation							104%
Contractor: Snake River Reclamation LLC					State		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
5	19603	Various	2/23/2021	3	\$2,665,900.50	\$2,143,000.00	(-\$522,900.50)
FY21 Power County Pavement Preservation							80%
Contractor: Knife River Corporation-Mountain West					State		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
6	22428 SIA	US-93	2/23/2021	1	\$139,000.00	\$100,500.00	(-\$38,500.00)
US-93, FY21 D6 Rock Fall Mitigation							72%
Contractor: Rock Supremacy LLC					State		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
6	22426 SIA	US-20	2/23/2021	5	\$1,221,349.50	\$1,090,453.10	(-\$130,896.40)
US-20, Rigby Lighting							89%
Contractor: Mountain West Electric					State		

Monthly Contract Advertisement As of 03-01-2021

District	Key No.	Route	Bid Opening Date
LHTAC(2)	13445	OFF SYS	3/2/2021
STC-4715, Clear Creek Bridge			Federal
\$1,000,000 to \$2,500,000			

District	Key No.	Route	Bid Opening Date
1	20034	SH-1, US-95	3/2/2021
SH-1, US-95 to Canada Border Sealcoat			State
\$1,000,000 to \$2,500,000			

District	Key No.	Route	Bid Opening Date
1	20218	I-90	3/2/2021
I-90, FY21 D1 Bridge Repairs			Federal
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
3	20508	SH-55	3/2/2021
SH-55, Donnelly to Deinhard			State
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
5	22487 SIA	I-86	3/2/2021
I-86, FY21 Fence Improvement			State
\$100,000 to \$250,000			

District	Key No.	Route	Bid Opening Date
LHTAC(3)	21999	OFF SYS	3/9/2021
STP-8463, Greenhurst Road; Sunnybrook to Canyon Street, Nampa			Federal
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
3	22243 SIA	SH-71	3/16/2021
SH-71, Snake River Bridge to Jct. US-95 Guardrail			State
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
6	22422 SIA	I-15	3/16/2021
FY21 D6 Mill & Overlay			State
\$100,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
6	22424 SIA	US-20	3/16/2021
US-20, FY21 D6 Road Closure Gates			State
\$100,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
LHTAC(3)	13493/22948	OFF SYS	4/6/2021
STC-7169, South Johns Avenue; E. 12th to E. 4th, Emmett \$2,500,000 to \$5,000,000			Federal



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

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 Chaz Fredrickson	Preparer's Title Consultant Services Proj Manager	Initials CF	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-six (26) new professional services agreements and work tasks totaling **\$5,820,942** and seven (7) supplemental agreements to existing professional services agreements totaling **\$289,688** from January 30, 2021 through February 24, 2021.

New Professional Services Agreements and Work Tasks

<i>Reason Consultant Needed</i>	<i>District</i>								<i>Total</i>
	1	2	3	4	5	6	HQ		
Resources not Available									
Environmental	2	1							3
Surveying	1								1
Construction	2		3	2					7
Public Involvement			1						1
Design	1		1						2
Bridge							5		5
Sign Inspection							1		1
Materials		1							1
Special Expertise									
Local Public Agency Projects	2	0	1	0	0	2	0		5
Total	8	2	6	2	0	2	6		26



Board Agenda Item

ITD 2210 (Rev. 10-13)

For ITD Projects:

Twenty-one (21) new professional services agreements and work tasks were processed during this period totaling **\$5,365,536**. Four (4) supplemental agreements totaling **\$221,849** 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>
US 95, Sandpoint Long Bridge Over Pend Oreille	Resources not available: Construction	Construction, Engineering & Inspection Services	Individual Project Solicitation	HDR Engineering	\$695,219
US 95, Granite North & Frontage Roads, Bonner County	Resources not available: Construction	Construction, Engineering, Inspection, Sampling & Testing Services, Year 2 - 2021	Individual Project Solicitation	HDR Engineering	Prev: \$528,922 This: \$1,280,105 Total: \$1,809,027 Board Approved \$3M during August 2020 Meeting
US 95, Labrosse Hill Street to Alderson Lane, City of Bonners Ferry	Resources not available: Environmental	Environmental Services	Direct from Term Agreement	Gorman Preservation Associates	\$4,284
US 95, Labrosse Hill Street to Alderson Lane, City of Bonners Ferry	Resources not available: Environmental	Environmental Services	Direct from Term Agreement	Robert Lee Sappington	\$2,982
US 95, Sandpoint Long Bridge Over Pend Oreille	Resources not available: Survey	Survey Services	Direct from Term Agreement	T-O Engineers	\$6,913
I 90, Wallace to Mullan Interchange 68	Resources not available: Design	Design a Maximum Design Earthquake (MDE) Wall for Rockfall Mitigation	Direct from Term Agreement	Landslide Technology	Prev: \$38,830 This: \$47,200 Total: \$86,030



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 2

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US 95, Four Mile Creek Bridge, Latah County	Resources not available: Environmental	Environmental Services	Direct from Term Agreement	Gorman Preservation Associates	\$24,481
FY21 D2 Planning & Scoping	Resources not available: Materials	Pavement & Traffic Analysis	Direct from Term Agreement	American Geotechnics	\$29,968

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH 55, Little Goose Creek Bridge, Adams County	Resources not available: Design	Preliminary Design though PS&E	Individual Project Solicitation	Horrocks Engineers	Prev: \$412,562 This: \$585,906 Total: \$998,468
I 84, Temporary Widening, Franklin Interchange to Karcher Interchange. City of Nampa	Resources not available: Construction	Engineer of Record	Direct from Term Agreement	Parametrix	\$64,845
I 84, Temporary Widening, Franklin Interchange to Karcher Interchange. City of Nampa	Resources not available: Construction	Construction, Engineering & Inspection Services	Direct from Term Agreement	GeoTek	\$98,422
SH 55, Eagle Road: Meridian Town Center - Stage 3	Resources not available: Public Involvement	Public Involvement Services	Direct from Term Agreement	Parametrix	\$41,249
US 95, Little Salmon River Bridge, Adams County	Resources not available: Construction	Construction, Engineering & Inspection Services	RFI from Term Agreement	Atlas Technical Consultants LLC	\$301,350



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I 84, Jerome Interchange to Twin Falls Interchange Eastbound and Westbound, Jerome County	Resources not available: Construction	Construction, Engineering & Inspection Services	Individual Project Solicitation	Horrocks Engineers	\$601,988
I 84, Declo Port of Entry Westbound, Cassia County	Resources not available: Construction	Engineer of Record	Individual Project Solicitation	Stanley Consultants	\$121,315

District 5

None for this month.

District 6

None for this month.

Headquarters

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
FY21 Local/Off System Bridge Inspection	Resources not available: Bridge	Bridge Inspection Services	RFI from Term Agreement	Hughes Engineering, P.C.	\$247,873
FY21 Local/Off System Bridge Inspection	Resources not available: Bridge	Bridge Inspection Services	RFI from Term Agreement	Collins Engineers	\$467,140
FY21 Local/Off System Bridge Inspection	Resources not available: Bridge	Bridge Inspection Services	RFI from Term Agreement	Extreme Access	\$255,901
FY20 Bridge Planning and Scoping	Resources not available: Bridge	Concept & Type, Size and Location (TS&L) Reports	Direct from Term Agreement	WSP USA	\$98,216



Board Agenda Item

ITD 2210 (Rev. 10-13)

FY21 State Highway System Sign Inspection	Resources not available: Sign Inspection	Sign Inspections	RFI from Term Agreement	Collins Engineers	\$219,400
FY21 Local/Off System Bridge Inspection	Resources not available: Bridge	Bridge Inspection Services	RFI from Term Agreement	Eixenberger Group	\$170,779

Supplemental Agreements to Existing ITD Professional Service Agreements

<i>District</i>	<i>Project</i>	<i>Consultant</i>	<i>Original Agreement Date/Description</i>	<i>Supplemental Agreement Description</i>	<i>Total Agreement Amount</i>
1	SH 53, North Latah Street to Milepost 9.3, City of Rathdrum	Glahe & Associates	4/2019, Survey Services	Survey & Right-of-Way Services	Prev: \$146,900 This: \$119,513 Total: \$266,413
2	US 95, Washington - Idaho Railroad (WIR) Bridge/Junction SH 6 Turnbay/ Deep Creek Bridge, Latah County	HDR Engineering	7/2017, Bridge & Roadway Design Services	Final Design Services and Right-of-Way (ROW) Documentation	Prev: \$1,207,750 This: \$14,023 Total: \$1,221,773 Board Approved \$1.3M during November 2020 Meeting
5	I 15, Main Street Grade Separation Northbound Lane and Southbound Lane, City of Inkom	HDR Engineering	4/2019, Roadway Design Services through PS&E	Additional Concept Design Alternatives	Prev: \$575,800 This: \$55,047 Total: \$630,847
5	I 15, McCammon Interchange to Old US 91	J-U-B Engineers	8/2020, Improve Roadway Surfaces	Material Reports Services	Prev: \$171,105 This: \$33,266 Total: \$204,371



Board Agenda Item

ITD 2210 (Rev. 10-13)

For Local Public Agency Projects:

Five (5) new professional services agreements totaling **\$455,406** were processed during this period. Three (3) supplemental agreements totaling **\$67,839** were processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
Ruby Creek #2 Bridge, Boundary County	Boundary County	Construction, Engineering & Inspection Services	RFI from Term Agreement	HMH, LLC	\$290,652
Ruby Creek #2 Bridge, Boundary County	Boundary County	Engineer of Record Services	Direct from Term Agreement	David Evans and Associates	\$20,192
Intersection of Cole Road and Overland Road, City of Boise	Ada County Highway District	Construction, Engineering, & Inspection Services	Direct from Term Agreement	H.W. Lochner	\$10,920
East River Road (North 5 th West) Curve Improvements, Bonneville County	Bonneville County	Construction, Engineering & Inspection Services	RFI from Term Agreement	Keller Associates	\$91,441
SH 33 & Legrand Pierre Pathway Extension, City of Driggs	City of Driggs	Design Pathway & Americans with Disabilities Act (ADA) Ramps	Direct from Term Agreement	Harmony Design & Engineering	\$42,201

Supplemental Agreements to Existing Local Professional Services Agreements

<i>District</i>	<i>Project</i>	<i>Consultant</i>	<i>Original Agreement Date/Description</i>	<i>Supplemental Agreement Description</i>	<i>Total Agreement Amount</i>
3	FY19 Capital Maintenance, Phase 2, Ada County Highway District	HMH, LLC	8/2019, Construction, Engineering, Inspection & Testing Services	Continued Construction, Engineering, Inspection & Testing Services	Prev: \$152,788 This: \$28,306 Total: \$181,094
3	Mission Street; South City Limits to Deinhard Lane, City of McCall	Forsgren Associates	10/2019, Phase 1: Design Services though Preliminary Design	Survey & Mapping to complete reports for U.S. Army Corps of Engineers to Approve	Prev: \$426,150 This: \$14,210 Total: \$440,360



Board Agenda Item

ITD 2210 (Rev. 10-13)

6	Packsaddle Road Teton River Bridge, Teton County	Stanley Consultants	6/2020, Perform Construction, Engineering & Inspection Services	Continued Construction, Engineering & Inspection Services	Prev: \$147,677 This: \$25,323 Total: \$173,000
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Recommendations

For Information Only

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

User ID: kbentley
 Report ID: AD-FN-GL-010
 Run Date: 8 Feb 2021
 % of Time
 Remaining: 41.67

Idaho Transportation Department

SUMMARY OF RECEIPTS AND DISBURSEMENTS
 STATE HIGHWAY ACCOUNT AND STATE AERONAUTICS FUND
 BUDGET TO ACTUAL
 FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDING 1/31/2021
 (all amounts in '000)

Fiscal Year: 2021

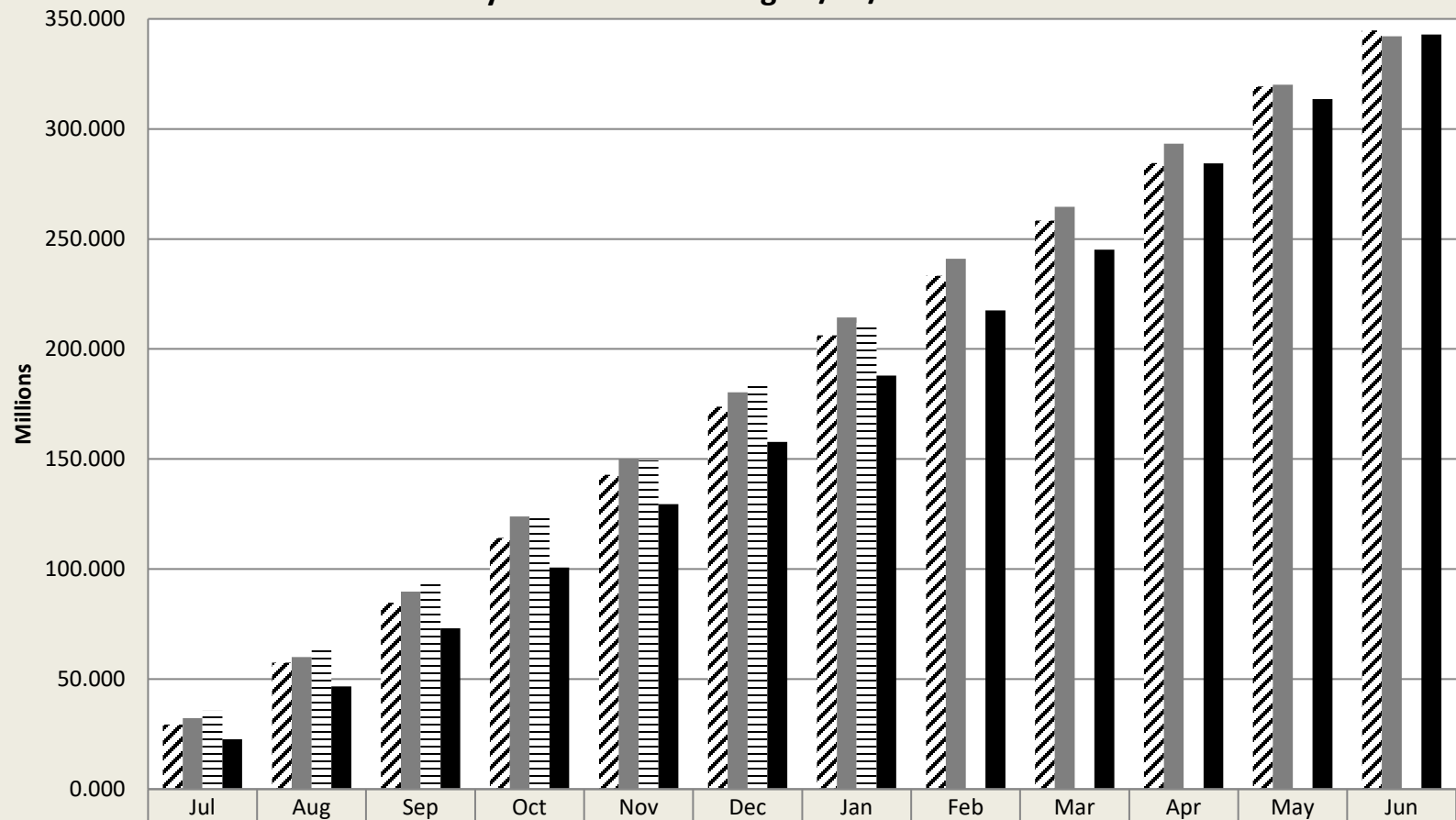
Funds Received					
	FY20 Actual YTD	FY21 Actual YTD	FY21 Forecast YTD	FY21 to FY20 Actual	FY 21 to Forecast
<u>State Highway Account</u>					
Federal Reimbursements	241,301	235,012	205,952	-2.6%	14.1%
State (Inc. H.D.A.)	214,342	211,939	187,974	-1.1%	12.7%
Local	18,661	5,868	12,600	-68.6%	-53.4%
Total State Highway Account:	474,304	452,819	406,526	-4.5%	11.4%
<u>State Aeronautics Fund</u>					
Federal Reimbursements	174	404	180	132.3%	124.5%
State	2,211	1,602	1,786	-27.6%	-10.3%
Total State Aeronautics Fund:	2,385	2,005	1,966	-15.9%	2.0%
Total Fund Received:	476,689	454,825	408,492	-4.6%	11.3%
Disbursements (includes Encumbrances)					
	FY20 Actual YTD	FY21 Actual YTD	FY21 Budget YTD	FY21 to FY20 Actual	FY 21 to Budget
Construction Payouts	330,248	285,268	315,496	-13.6%	-9.6%
<u>Operations Expenses</u>					
Highways	112,977	115,324	131,241	2.1%	-12.1%
DMV	21,522	19,434	22,745	-9.7%	-14.6%
Administration	17,155	16,382	17,187	-4.5%	-4.7%
Facilities	2,831	4,037	3,183	42.6%	26.8%
Aeronautics	2,014	1,903	2,308	-5.5%	-17.6%
Total Operations Expenses:	156,499	157,079	176,663	0.4%	-11.1%
<u>Transfers</u>					
Debt Service	12,809	12,173	12,013	-5.0%	1.3%
Total Transfers:	12,809	12,173	12,013	-5.0%	1.3%
Total Disbursements:	499,555	454,520	504,172	-9.0%	-9.8%
	FY20 Actual YTD	FY21 Actual YTD	FY21 Budget YTD	FY21 to FY20 Actual	FY 21 to Budget
<u>Expenditures by Type</u>					
Personnel	70,386	72,320	75,724	2.7%	-4.5%
Operating	58,863	54,526	65,045	-7.4%	-16.2%
Capital Outlay	17,628	20,798	22,762	18.0%	-8.6%
Sub-Grantee	9,622	9,435	13,132	-1.9%	-28.2%
Totals Operations Expenses:	156,499	157,079	176,663	0.4%	-11.1%
Contract Construction	330,248	285,268	315,496	-13.6%	-9.6%
Totals (excluding Transfers):	486,747	442,347	492,159	-9.1%	-10.1%

State Highway Fund 0260

Fiscal Year 2021

State Revenue Source Forecast vs Actual

January - For Period Ending 01/31/2021



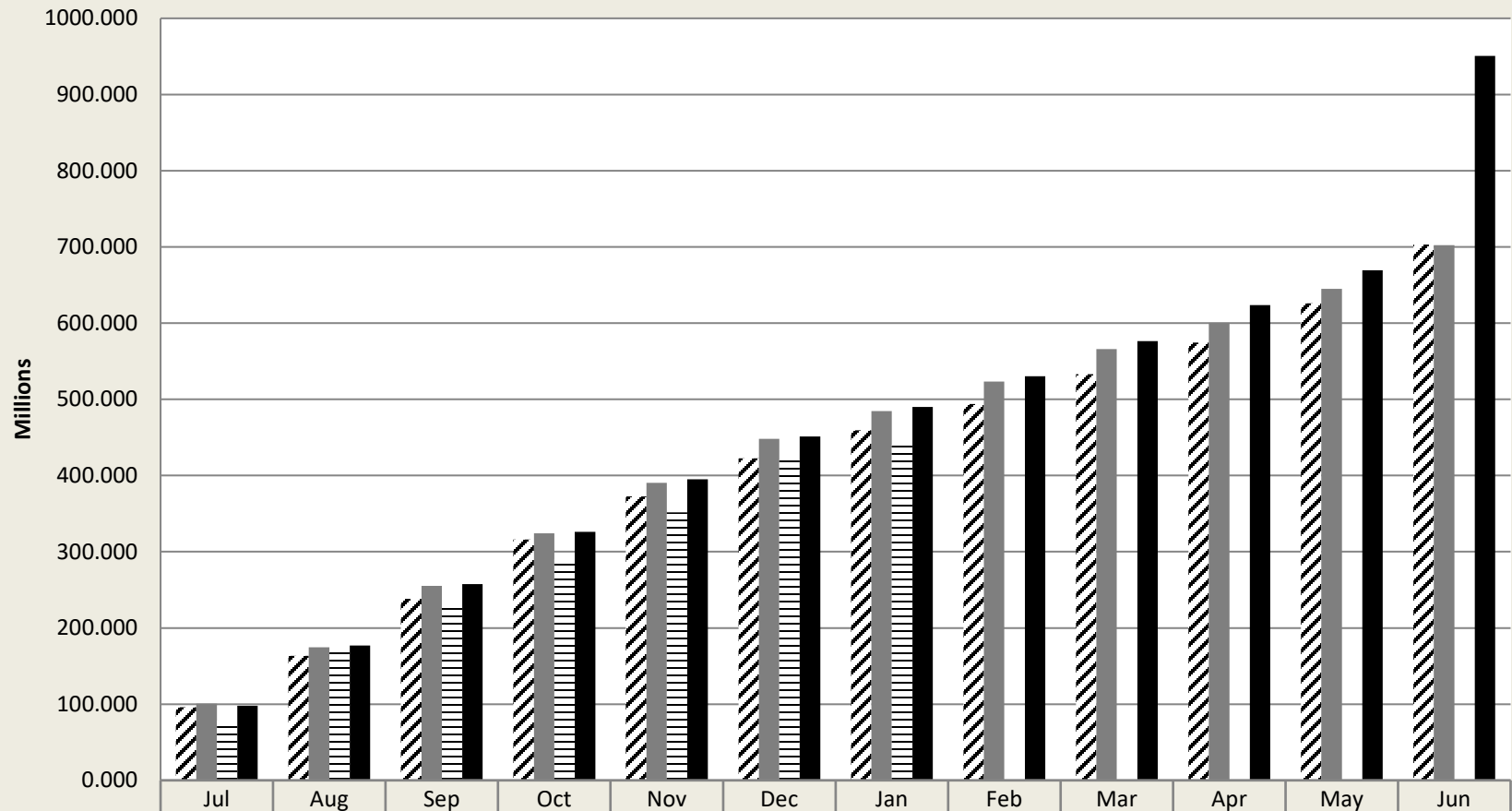
▨ FY19 Actual Revenue	29.298	57.454	84.752	114.108	142.878	173.775	206.239	233.249	258.362	284.523	319.267	344.728
■ FY20 Actual Revenue	32.334	60.074	89.748	123.908	150.217	180.320	214.342	240.972	264.584	293.293	320.052	342.120
= FY21 Current	35.679	64.171	94.151	123.596	149.350	184.635	211.939					
■ FY21 Forecast	22.639	46.708	73.139	100.685	129.569	157.723	187.974	217.534	245.181	284.294	313.610	342.964

State Highway Fund 0260

Fiscal Year 2021

Expenditures

January - For Period Ending 01/31/2021



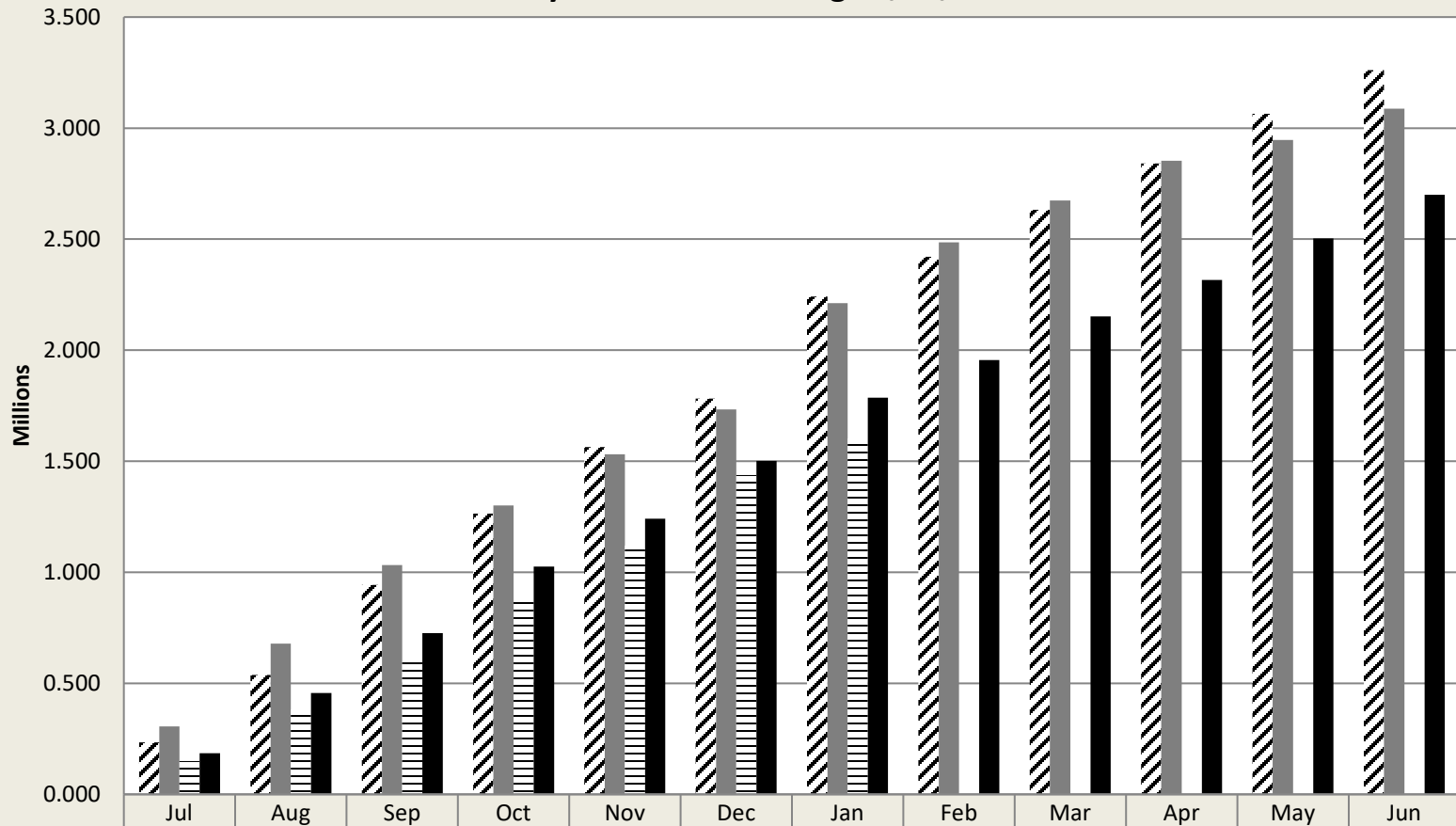
✓ FY19 Actual Expenditures	95.849	163.446	238.100	316.163	372.747	422.734	459.444	493.898	533.081	574.555	626.054	703.065
■ FY20 Actual Expenditures	100.532	174.652	255.180	324.290	390.416	448.247	484.733	523.466	565.891	600.575	645.173	702.364
= FY21 Current	78.041	169.582	229.279	290.676	351.690	420.679	440.459					
■ FY21 Forecast	97.929	176.988	257.412	326.039	394.937	451.178	489.866	530.353	576.616	623.670	669.549	950.800

Aeronautics Fund 0221

Fiscal Year 2021

State and Interagency Revenue Sources Forecast vs Actual

January - For Period Ending 01/31/2021



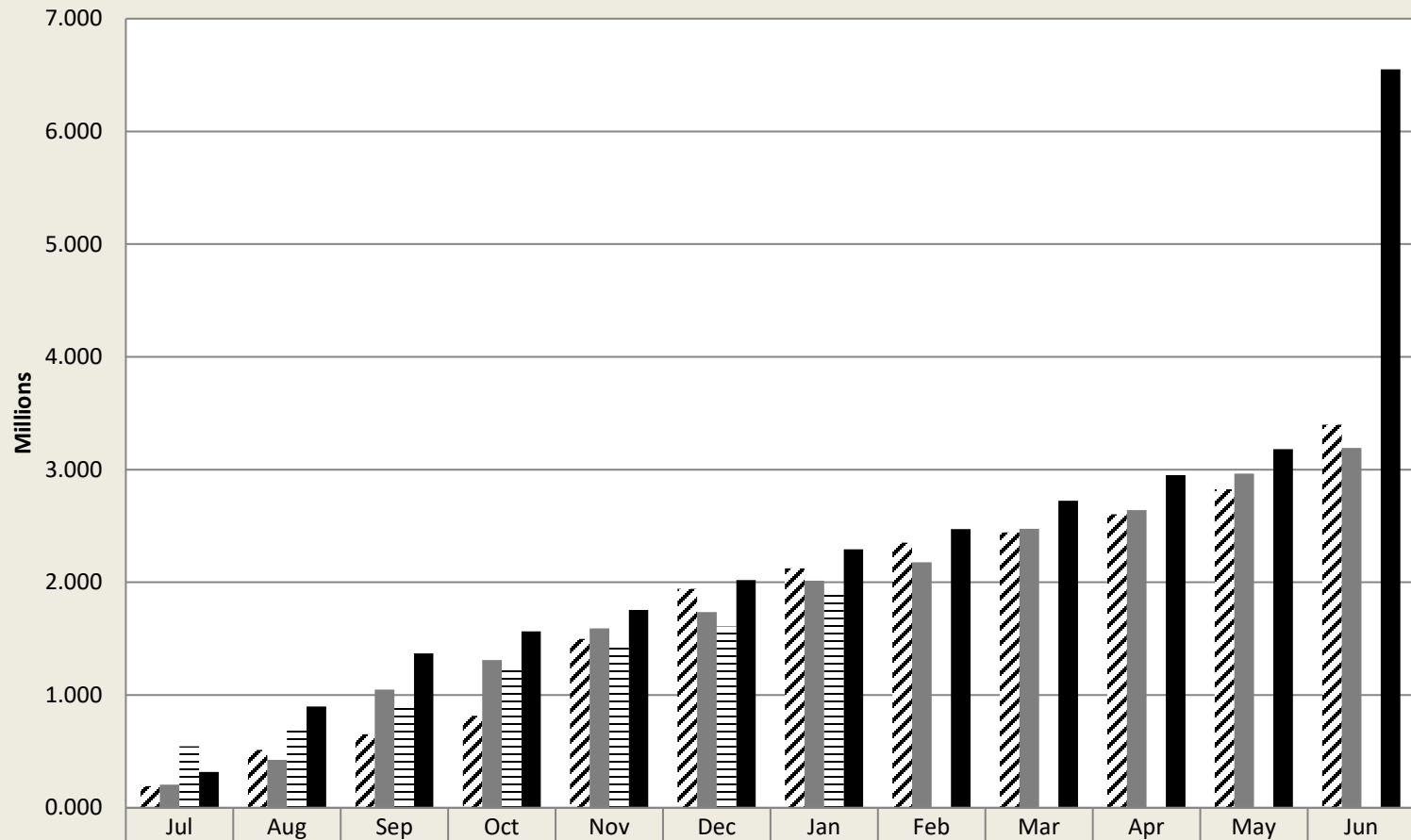
▨ FY19 Actual Revenue	0.234	0.538	0.943	1.265	1.563	1.782	2.242	2.421	2.631	2.840	3.064	3.261
■ FY20 Actual Revenue	0.306	0.679	1.033	1.301	1.531	1.733	2.211	2.486	2.673	2.853	2.947	3.087
▬ FY21 Current	0.149	0.382	0.596	0.888	1.121	1.438	1.602					
■ FY21 Forecast	0.186	0.456	0.726	1.026	1.241	1.501	1.786	1.956	2.152	2.316	2.503	2.700

Aeronautics Fund 0221

Fiscal Year 2021

Expenditures

January - For Period Ending 01/31/2021



▨ 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 Actual Expenditures	0.206	0.426	1.047	1.310	1.591	1.736	2.014	2.177	2.474	2.641	2.965	3.191
▬ FY21 Current	0.546	0.729	0.906	1.253	1.455	1.609	1.888					
■ FY21 Forecast	0.319	0.899	1.369	1.565	1.756	2.021	2.294	2.473	2.722	2.952	3.181	6.551

UserID: kbentley
 Report ID: AD-FN-GL-002
 Run Date: 08 Feb 2021

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 1/31/2021

	State Aeronautics Fund 0221		State Highway Fund 0260		Transportation Expansion and Congestion Mitigation Fund 0269	
	Dec-21	Jan-21	Dec-21	Jan-21	Dec-21	Jan-21
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Operations)	2,498,137	2,488,529	79,350,097	90,332,345	26,353,329	26,615,993
Investments (Long Term: STO - Diversified Bond Fund)	867,902	869,094	111,292,951	111,447,573	0	0
Total Cash & Investments	3,366,040	3,357,622	190,648,893	201,785,764	26,353,329	26,615,993
Receivables - Other	745	745	1,189,699	1,181,771	0	0
- Due From Locals (Project Overruns)	0	70,852	1,251,862	1,728,723	0	0
- Inter Agency	13,190	6,649	11,635	0	0	0
Total Receivables	13,935	78,246	2,453,196	2,910,494	0	0
Inventory on Hand	0	0	20,278,413	21,357,197	0	0
Total Assets:	3,379,975	3,435,869	213,380,502	226,053,455	26,353,329	26,615,993
LIABILITIES						
Vouchers Payable	0	0	2,837	1,762	0	0
Sales Tax Payable	0	0	22,132	9,918	0	0
Deferred Revenue (Local Projects Match)	0	0	19,662,098	19,573,183	0	0
Accounts Receivable Overpayment	0	0	16,019	16,019	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	280,474	218,651	0	0
Total Liabilities:	0	0	19,983,559	19,819,532	0	0
FUND BALANCE						
Reserve for Encumbrance	137,631	238,913	35,324,104	34,622,728	0	0
Fund Balance	3,242,344	3,196,955	158,072,839	171,611,194	26,353,329	26,615,993
Total Fund Balance:	3,379,975	3,435,869	193,396,943	206,233,922	26,353,329	26,615,993
Total Liabilities and Fund Balance	3,379,975	3,435,869	213,380,502	226,053,455	26,353,329	26,615,993

UserID: kbentley
 Report ID: AD-FN-GL-002
 Run Date: 08 Feb 2021

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 1/31/2021

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270		CARES Act Covid-19 0345	
	Dec-21	Jan-21	Dec-21	Jan-21	Dec-21	Jan-21	Dec-21	Jan-21
ASSETS								
Cash on Hand (Change Fund)	0	0	0	0	0	0	0	0
Cash in Bank (Daily Operations)	4,882,606	4,076,734	52	53	4,882,659	4,076,787	(27,893)	(39,060)
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0	0	0
Total Cash & Investments	4,882,606	4,076,734	52	53	4,882,659	4,076,787	(27,893)	(39,060)
Receivables - Other	0	0	0	0	0	0	0	0
- Due From Locals (Project Overruns)	0	0	0	0	0	0	0	0
- Inter Agency	0	0	0	0	0	0	0	0
Total Receivables	0	0	0	0	0	0	0	0
Inventory on Hand	0	0	0	0	0	0	0	0
Total Assets:	4,882,606	4,076,734	52	53	4,882,659	4,076,787	(27,893)	(39,060)
LIABILITIES								
Vouchers Payable	0	0	0	0	0	0	0	0
Sales Tax Payable	0	0	0	0	0	0	0	0
Deferred Revenue (Local Projects Match)	0	0	0	0	0	0	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	0	0	0	0	0	0
Total Liabilities:	0	0	0	0	0	0	0	0
FUND BALANCE								
Reserve for Encumbrance	0	0	0	0	0	0	0	0
Fund Balance	4,882,606	4,076,734	52	53	4,882,659	4,076,787	0	0
Total Fund Balance:	4,882,606	4,076,734	52	53	4,854,766	4,076,787	(27,893)	(39,060)
Total Liabilities and Fund Balance	4,882,606	4,076,734	52	53	4,854,766	4,076,787	(27,893)	47(39,060)

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 08 Feb 2021
 % of Time
 Remaining: 41.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 1/31/2021

Fund: 0260 State Highway Fund

Fiscal Year: 2021
 Budget Fiscal Year: 2021
 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	179,238,900	209,650,741	14,190,773	0	30,411,841	16.97 %	375,381,680	165,730,939	44.15 %
FHWA - Indirect Cost	16,762,900	16,026,301	932,622	0	(736,599)	-4.39%	25,000,000	8,973,699	35.89 %
Federal Transit Authority	6,600,000	5,942,270	447,193	0	(657,730)	-9.97%	14,759,600	8,817,330	59.74 %
NHTSA - Highway Safety	2,650,000	2,696,007	192,226	0	46,007	1.74 %	6,142,800	3,446,793	56.11 %
Other Federal Aid	700,000	697,178	166,881	0	(2,822)	-0.40%	11,621,300	10,924,122	94.00 %
Total Federal Sources:	205,951,800	235,012,497	15,929,695	0	29,060,697	14.11 %	432,905,380	197,892,883	45.71 %
State Sources									
Equipment Buy Back	860,000	2,693,568	222,278	0	1,833,568	213.21 %	11,414,100	8,720,532	76.40 %
Miscellaneous Revenues	17,955,495	18,542,868	3,005,293	0	587,374	3.27 %	30,593,486	12,050,617	39.39 %
Total State Sources:	18,815,495	21,236,436	3,227,571	0	2,420,942	12.87 %	42,007,586	20,771,149	49.45 %
Local Sources									
Match For Local Projects	12,600,000	5,856,425	1,110,890	0	(6,743,575)	-53.52%	19,238,100	13,381,675	69.56 %
Other Local Sources	0	11,085	0	0	11,085	0.00 %	0	(11,085)	0.00 %
Total Local Sources:	12,600,000	5,867,510	1,110,890	0	(6,732,490)	-53.43%	19,238,100	13,370,590	69.50 %
TOTAL REVENUES:	237,367,295	262,116,444	20,268,156	0	24,749,149	10.43 %	494,151,066	232,034,622	46.96 %
TRANSFERS-IN									
Highway Distribution Account	118,394,800	135,986,248	17,503,328	0	17,591,448	14.86 %	215,599,000	79,612,752	36.93 %
Fuel/Registration Direct	41,310,477	43,027,110	5,312,962	0	1,716,633	4.16 %	67,657,200	24,630,090	36.40 %
Ethanol Fuels Tax	9,453,600	11,689,521	1,260,529	0	2,235,921	23.65 %	17,700,000	6,010,479	33.96 %
TOTAL TRANSFERS-IN:	169,158,877	190,702,879	24,076,819	0	21,544,002	12.74 %	300,956,200	110,253,321	36.63 %
TOTAL REV AND TRANSFERS-IN:	406,526,172	452,819,323	44,344,975	0	46,293,151	11.39 %	795,107,266	342,287,943	43.05 %

User ID: kbentley
 Report ID: AD-FN-GL-003
 Run Date: 08 Feb 2021
 % of Time
 Remaining: 41.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES BUDGET TO ACTUAL FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 1/31/2021

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: 2021									
Budget Fiscal Year: 2021									
EXPENDITURES									
Operations Expense									
Permanent Staff Salaries	51,018,875	48,952,104	6,633,778	0	2,066,771	4.05 %	88,026,291	39,074,187	44.39 %
Board, Hourly, OT, Shift Diff	673,560	663,587	173,699	0	9,973	1.48 %	1,253,547	589,960	47.06 %
Fringe Benefits	23,287,076	22,024,886	3,125,228	0	1,262,190	5.42 %	39,978,286	17,953,400	44.91 %
Internal Holdback-Personnel	0	0	0	0	0	0.00 %	2,367,276	2,367,276	100.00 %
In State Travel Expense	974,410	369,675	29,053	0	604,735	62.06 %	1,765,446	1,395,771	79.06 %
Out of State Travel Expense	264,794	3,493	1,328	0	261,301	98.68 %	465,298	461,805	99.25 %
Technology Operating Expense	21,449,760	9,577,139	946,773	6,674,907	5,197,713	24.23 %	27,057,631	10,805,584	39.94 %
Operating Expense	41,603,689	30,783,771	3,775,573	6,358,120	4,461,798	10.72 %	70,643,627	33,501,736	47.42 %
Technology Equipment Expense	1,047,100	699,575	119,952	816,542	(469,017)	-44.79%	2,611,400	1,095,283	41.94 %
Capital Equipment Expense	18,806,996	9,184,864	46,505	6,429,243	3,192,889	16.98 %	27,766,896	12,152,789	43.77 %
Capital Facilities Expense	2,870,000	1,207,671	370,430	2,401,007	(738,678)	-25.74%	6,209,807	2,601,129	41.89 %
Trustee & Benefit Payments	12,373,080	8,154,642	1,383,942	889,420	3,329,018	26.91 %	21,321,900	12,277,838	57.58 %
Total Operations Expense:	174,369,340	131,621,408	16,606,262	23,569,239	19,178,693	11.00 %	289,467,406	134,276,758	46.39 %
Contract Construction									
In State Travel Expense	0	943	943	0	(943)	0.00 %	0	(943)	0.00 %
Technology Operating Expense	0	1,200,187	330,617	107,324	(1,307,510)	0.00 %	0	(1,307,510)	0.00 %
Operating Expense	3,115,000	1,591,521	117,253	248,136	1,275,344	40.94 %	10,600,000	8,760,344	82.64 %
Capital Facilities Expense	0	86,900	86,900	0	(86,900)	0.00 %	0	(86,900)	0.00 %
Capital Projects	311,927,339	280,559,799	14,221,238	954,405	30,413,135	9.75 %	641,141,164	359,626,960	56.09 %
Trustee & Benefit Payments	454,000	518,915	107,810	0	(64,915)	-14.30%	9,591,300	9,072,385	94.59 %
Total Contract Construction:	315,496,339	283,958,265	14,864,761	1,309,864	30,228,211	9.58 %	661,332,464	376,064,336	56.86 %
TOTAL EXPENDITURES:	489,865,678	415,579,672	31,471,023	24,879,103	49,406,904	10.09 %	950,799,869	510,341,094	53.67 %
TRANSFERS OUT									
Statutory	0	108,900	0	0	(108,900)	0.00 %	0	(108,900)	0.00 %
Operating	12,013,007	12,063,783	0	0	(50,776)	-0.42%	57,646,439	45,582,656	79.07 %
TOTAL TRANSFERS OUT:	12,013,007	12,172,683	0	0	(159,676)	-1.33%	57,646,439	45,473,756	78.88 %
TOTAL EXPD AND TRANSFERS OUT:	501,878,685	427,752,355	31,471,023	24,879,103	49,247,228	9.81 %	1,008,446,308	555,814,850	55.12 %
Net for Fiscal Year 2021:	(95,352,514)	25,066,968	12,873,951		95,540,379		(213,339,043)	(213,526,907)	49

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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 1/31/2021

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:	2021									
Budget Fiscal Year:	2021									
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	289,000	219,323	36,741	26,111	43,566	15.07 %	2,500,000	2,254,566	90.18 %
Operating Expenditures	Federal	2,815,000	2,571,318	411,057	329,348	(85,666)	-3.04%	8,000,000	5,099,334	63.74 %
Operating Expenditures	Local	11,000	1,067	72	0	9,933	90.30 %	100,000	98,933	98.93 %
Total Operating Expenditures		3,115,000	2,791,708	447,870	355,459	(32,167)	-1.03%	10,600,000	7,452,833	70.31 %
In State Travel Expense										
In State Travel Expense	Dedicated	0	943	943	0	(943)	0.00 %	0	(943)	0.00 %
Total In State Travel Expense		0	943	943	0	(943)	0.00 %	0	(943)	0.00 %
Capital Outlay										
Capital Outlay	Dedicated	99,164,097	72,335,166	(217,505)	123,157	26,705,774	26.93 %	228,094,683	155,636,359	68.23 %
Capital Outlay	Federal	186,063,241	186,774,433	13,430,383	831,248	(1,542,439)	-0.83%	361,320,980	173,715,300	48.08 %
Capital Outlay	FICR	16,400,000	15,326,968	540,596	0	1,073,032	6.54 %	33,000,000	17,673,032	53.55 %
Capital Outlay	Local	10,300,000	6,123,231	467,763	0	4,176,769	40.55 %	18,725,500	12,602,269	67.30 %
Total Capital Outlay		311,927,339	280,559,799	14,221,238	954,405	30,413,135	9.75 %	641,141,164	359,626,960	56.09 %
Capital Facilities Expense										
Capital Facilities Expense	Dedicated	0	6,378	6,378	0	(6,378)	0.00 %	0	(6,378)	0.00 %
Capital Facilities Expense	Federal	0	80,522	80,522	0	(80,522)	0.00 %	0	(80,522)	0.00 %
Total Capital Facilities Expense		0	86,900	86,900	0	(86,900)	0.00 %	0	(86,900)	0.00 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	7,000	14,832	66	0	(7,832)	-111.89%	500,000	485,168	97.03 %
Trustee & Benefit Payments	Federal	436,000	504,083	107,744	0	(68,083)	-15.62%	8,991,300	8,487,217	94.39 %
Trustee & Benefit Payments	Local	11,000	0	0	0	11,000	100.00 %	100,000	100,000	100.00 %
Total Trustee & Benefit Payments		454,000	518,915	107,810	0	(64,915)	-14.30%	9,591,300	9,072,385	94.59 %
Total Contract Construction:		315,496,339	283,958,265	14,864,761	1,309,864	30,228,210	9.58 %	661,332,464	376,064,335	56.86 %

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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 1/31/2021

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

Fiscal Year: 2021	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: 2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
Miscellaneous Revenues	385,000	115,204	8,932	0	(269,796)	-70.08%	670,000	554,796	82.81 %
TOTAL REVENUES:	385,000	115,204	8,932	0	(269,796)	-70.08%	670,000	554,796	82.81 %
TRANSFERS-IN									
Cigarette Tax	0	0	0	0	0	0.00 %	605,627	605,627	100.00 %
Sales Tax	9,850,000	12,094,199	1,931,570	0	2,244,199	22.78 %	18,612,996	6,518,797	35.02 %
TOTAL TRANSFERS-IN:	9,850,000	12,094,199	1,931,570	0	2,244,199	22.78 %	19,218,623	7,124,424	37.07 %
TOTAL REV AND TRANSFERS-IN:	10,235,000	12,209,404	1,940,502	0	1,974,403	19.29 %	19,888,623	7,679,220	38.61 %
EXPENDITURES									
Contract Construction - Capital Projects	25,500,000	27,717,325	1,677,839	0	(2,217,325)	-8.70%	67,900,346	40,183,021	59.18 %
TOTAL EXPENDITURES:	25,500,000	27,717,325	1,677,839	0	(2,217,325)	-8.70%	67,900,346	40,183,021	59.18 %
TOTAL EXPD AND TRANSFERS OUT:	25,500,000	27,717,325	1,677,839	0	(2,217,325)	-8.70%	67,900,346	40,183,021	59.18 %
Net for Fiscal Year 2021:	(15,265,000)	(15,507,921)	262,664		(242,922)		(48,011,723)	(32,503,801)	

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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 1/31/2021

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

Fiscal Year:	2021	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:	2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
State Sources - Miscellaneous Revenues		155,218	216,269	1,894	0	61,051	39.33 %	259,000	42,731	16.50 %
TOTAL REVENUES:		155,218	216,269	1,894	0	61,051	39.33 %	259,000	42,731	16.50 %
TOTAL REV AND TRANSFERS-IN:		155,218	216,269	1,894	0	61,051	39.33 %	259,000	42,731	16.50 %
EXPENDITURES										
Contract Construction - Capital Projects		17,550,000	16,049,707	807,766	0	1,500,293	8.55 %	20,376,559	4,326,853	21.23 %
TOTAL EXPENDITURES:		17,550,000	16,049,707	807,766	0	1,500,293	8.55 %	20,376,559	4,326,853	21.23 %
TOTAL EXPD AND TRANSFERS OUT:		17,550,000	16,049,707	807,766	0	1,500,293	8.55 %	20,376,559	4,326,853	21.23 %
Net for Fiscal Year 2021:		(17,394,782)	(15,833,437)	(805,872)		1,561,344		(20,117,559)	(4,284,122)	

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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 1/31/2021

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
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2021									
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	0	53	0	0	53	0.00 %	0	(53)	0.00 %
TOTAL REVENUES:	0	53	0	0	53	0.00 %	0	(53)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	53	0	0	53	0.00 %	0	(53)	0.00 %
EXPENDITURES									
Contract Construction - Trustee & Benefit Payments	25,831	49,051	0	0	(23,219)	-89.89%	49,831	781	1.57 %
TOTAL EXPENDITURES:	25,831	49,051	0	0	(23,219)	-89.89%	49,831	781	1.57 %
TOTAL EXPD AND TRANSFERS OUT:	25,831	49,051	0	0	(23,219)	-89.89%	49,831	781	1.57 %
Net for Fiscal Year 2021:	(25,831)	(48,998)	0		(23,166)		(49,831)	(834)	

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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 1/31/2021

Fund: 0345 CARES Act Covid-19

	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: 2021									
Budget Fiscal Year: 2021									
REVENUES									
Federal Sources - Federal Transit Authority	0	5,411,827	499,909	0	5,411,827	0.00 %	0	(5,411,827)	0.00 %
TOTAL REVENUES:	0	5,411,827	499,909	0	5,411,827	0.00 %	0	(5,411,827)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	5,411,827	499,909	0	5,411,827	0.00 %	0	(5,411,827)	0.00 %
EXPENDITURES									
Operating Expenditures	2,617,937	278,106	120,120	0	2,339,831	89.38 %	4,951,395	4,673,289	94.38 %
Trustee & Benefit Payments	14,996,991	3,524,739	390,956	0	11,472,252	76.50 %	20,638,404	17,113,665	82.92 %
TOTAL EXPENDITURES:	17,614,928	3,802,845	511,076	0	13,812,083	78.41 %	25,589,799	21,786,954	85.14 %
TOTAL EXPD AND TRANSFERS OUT:	17,614,928	3,802,845	511,076	0	13,812,083	78.41 %	25,589,799	21,786,954	85.14 %
Net for Fiscal Year 2021:	(17,614,928)	1,608,982	(11,167)		19,223,910		(25,589,799)	(27,198,781)	

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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 1/31/2021

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: 2021									
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	0	22,354,286	2,270,062	0	22,354,286	0.00 %	0	(22,354,286)	0.00 %
TOTAL REVENUES:	0	22,354,286	2,270,062	0	22,354,286	0.00 %	0	(22,354,286)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	22,354,286	2,270,062	0	22,354,286	0.00 %	0	(22,354,286)	0.00 %
EXPENDITURES									
Operating Expenditures	0	186,034	62,805	0	(186,034)	0.00 %	0	(186,034)	0.00 %
Capital Projects	0	23,324,015	2,206,499	0	(23,324,015)	0.00 %	0	(23,324,015)	0.00 %
TOTAL EXPENDITURES:	0	23,510,049	2,269,304	0	(23,510,049)	0.00 %	0	(23,510,049)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	23,510,049	2,269,304	0	(23,510,049)	0.00 %	0	(23,510,049)	0.00 %
Net for Fiscal Year 2021:	0	(1,155,763)	758		(1,155,763)		0	1,155,763	

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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 1/31/2021

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: 2021									
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	0	24,154	2,944	0	24,154	0.00 %	0	(24,154)	0.00 %
TOTAL REVENUES:	0	24,154	2,944	0	24,154	0.00 %	0	(24,154)	0.00 %
TRANSFERS-IN									
Operating	0	16,763,783	0	0	16,763,783	0.00 %	0	(16,763,783)	0.00 %
TOTAL TRANSFERS-IN:	0	16,763,783	0	0	16,763,783	0.00 %	0	(16,763,783)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	16,787,936	2,944	0	16,787,937	0.00 %	0	(16,787,937)	0.00 %
EXPENDITURES									
Bond Principal / Interest	0	59,566,104	12,414,830	0	(59,566,104)	0.00 %	0	(59,566,104)	0.00 %
TOTAL EXPENDITURES:	0	59,566,104	12,414,830	0	(59,566,104)	0.00 %	0	(59,566,104)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	59,566,104	12,414,830	0	(59,566,104)	0.00 %	0	(59,566,104)	0.00 %
Net for Fiscal Year 2021:	0	(42,778,168)	(12,411,886)		(42,778,167)		0	42,778,167	

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 Remaining: 41.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 1/31/2021

Fund: 0221 State Aeronautics Fund

Fiscal Year:	2021	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:	2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
Federal Sources - FAA		179,800	403,601	70,852	0	223,801	124.47 %	668,500	264,899	39.63 %
State Sources - Miscellaneous		253,562	295,613	31,796	0	42,051	16.58 %	347,000	51,387	14.81 %
Interagency Sources -		170,000	154,077	(2,905)	0	(15,923)	-9.37%	252,500	98,423	38.98 %
TOTAL REVENUES:		603,362	853,290	99,743	0	249,929	41.42 %	1,268,000	414,709	32.71 %
TRANSFERS-IN										
Operating		1,362,919	1,151,959	134,675	0	(210,960)	-15.48%	2,100,000	948,041	45.14 %
TOTAL TRANSFERS-IN:		1,362,919	1,151,959	134,675	0	(210,960)	-15.48%	2,100,000	948,041	45.14 %
TOTAL REV AND TRANSFERS-IN:		1,966,281	2,005,249	234,418	0	38,969	1.98 %	3,368,000	1,362,750	40.46 %
EXPENDITURES										
Permanent Staff Salaries		489,104	440,899	60,830	0	48,205	9.86 %	847,578	406,679	47.98 %
Board, Hourly, OT, Shift Diff		42,000	44,649	509	0	(2,649)	-6.31%	64,100	19,451	30.34 %
Fringe Benefits		212,978	193,383	26,551	0	19,595	9.20 %	366,538	173,155	47.24 %
Internal Holdback-Personnel		0	0	0	0	0	0.00 %	16,084	16,084	100.00 %
In State Travel Expense		29,281	28,448	96	0	833	2.84 %	60,905	32,457	53.29 %
Out of State Travel Expense		9,270	5,549	2,683	0	3,722	40.15 %	12,034	6,486	53.90 %
Technology Operating Expense		31,392	21,844	2,987	6,089	3,459	11.02 %	48,235	20,302	42.09 %
Operating Expense		682,504	481,700	48,840	215,259	(14,455)	-2.12%	1,196,326	499,367	41.74 %
Technology Equipment Expense		6,000	5,170	0	0	830	13.83 %	6,000	830	13.83 %
Capital Equipment Expense		1,900	1,823	0	14,573	(14,496)	-762.95%	57,400	41,004	71.44 %
Capital Facilities Expense		30,000	37,686	0	0	(7,686)	-25.62%	92,324	54,638	59.18 %
Trustee & Benefit Payments		759,300	391,376	23,954	0	367,924	48.46 %	2,033,948	1,642,572	80.76 %
Internal Holdback-Trustee/Benefits		0	0	0	0	0	0.00 %	1,750,000	1,750,000	100.00 %
TOTAL EXPENDITURES:		2,293,729	1,652,527	166,450	235,920	405,282	17.67 %	6,551,472	4,663,025	71.18 %
TOTAL EXPD AND TRANSFERS OUT:		2,293,729	1,652,527	166,450	235,920	405,282	17.67 %	6,551,472	4,663,025	71.18 %
Net for Fiscal Year 2021:		(327,448)	352,722	67,968		444,251		(3,183,472)	(3,300,275)	57



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☐Information Item ☒

Amount of Presentation Time Needed _____

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

Subject

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

Background Information

Idaho received obligation authority through September 30th via an Appropriations Act signed on December 27, 2020. Obligation authority through September 30th (365/365^{ths}) is \$279.3 million which corresponds to \$278.4 million with match after a reduction for prorated indirect costs. This includes \$425,527 of *Highway Infrastructure General Funds* carried over from last year in the Transportation Management Area. This carryover of general funds is also included in the apportionments detailed below. A COVID Relief package has also been passed.

An extension to the Fixing America's Surface Transportation (FAST) Act was signed on October 9, 2020. Additional apportionments were received via the Appropriations Act. Idaho has received apportionments of \$315.4 million. Currently, obligation authority is 88.5% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through February 28, 2021.

Recommendations

For Information

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Exhibit One Actual Formula Funding for FY2021

Per FAST Flatlined at FY 2020 – Total Year	
Federal Aid Only	\$316,590
Including Match	\$342,741
Per Apportionments – Total Year	
Federal Aid Only	\$315,366
Including Match	\$341,416
Obligation Limits through 9/30/2021	
Federal Aid Only	\$279,287
Less prorated \$25M indirect costs w/Match	\$278,429

- Notes:
1. All dollars in Thousands
 2. 'Approved Program' amounts from the 1/25/2021 Highway Funding Plan.
 3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through January 15, 2021 less FY21 Hwy Infrastructure G.F.

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

Program	Allotted Program Funding through 9/30/2021	Program Funding Remaining as of 2/28/2021
All Other SHS Program	\$148,001	\$17,792
GARVEE Formula Debt Service*	\$67,476	\$54,457
State Planning and Research*	\$6,982	\$606
Metropolitan Planning*	\$1,873	\$0
Railroad Crossings	\$1,934	\$933
Transportation Alternatives (Urban/Rural)	\$3,374	\$1,138
Recreational Trails	\$1,510	\$1,493
STBG - Local Urban+	\$7,768	\$786
STBG - Transportation Mgt. Area	\$10,004	\$8,990
Transportation Alternatives (TMA)	\$424	\$336
STBG – Local Rural	\$12,869	\$9,972
Local Bridge+	\$4,808	\$1,174
Off System Bridge	\$3,606	(\$83)
Local Safety	\$7,800	\$4,361
Total (excluding indirect costs)	\$278,429	\$101,955

- Notes:
1. All dollars in Thousands.
 2. Allotments based on the 1/25/2021 Highway Funding Plan.
 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 February 28th.
 5. Advanced construction conversions of \$24.1 million are outstanding for FY 2021.
- * These programs are provided 100% Obligation Authority. Other programs are reduced accordingly.
+ \$335k Penstock Br and \$706k Northgate IC OA loan paybacks deferred until August Redistribution.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed Information Only

Presenter's Name	Presenter's Title	Initials	Reviewed By
Chase Croft	Contracts Manager	CC	LSS
Preparer's Name	Preparer's Title	Initials	
Chase Croft	Contracts Manager	CC	

Subject

Non-Construction Professional Service Contracts issued by Business & Support Management

Key Number	District	Route Number
N/A	N/A	N/A

Background Information

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

Recommendations

Information only

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 2021

Consent Item ☐

Information Item ☒

Amount of Presentation Time Needed _____

Presenter's Name Alberto Gonzalez	Presenter's Title DMV Administrator	Initials AG	Reviewed By LSS
Preparer's Name Brian Goeke	Preparer's Title DMV Policy Manager	Initials BG	

Subject

Dealer Advisory Board Annual Report		
Key Number	District	Route Number

Background Information

In accordance with Admin Policy 5040, here is the Annual Report from the Dealer Advisory Board.

Due to the pandemic and system go live in 2020, formal meetings with the DAB were limited, however engagement was still high.

Following this is a report of the activities with the DAB that occurred in 2020.

Recommendations

Information Only

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____

2020 Dealer Advisory Board Annual Report

The Dealer Advisory Board (DAB) is composed of 11 dealers from across the industry and the state. The board has new vehicle dealers, used vehicle dealers, an RV dealer, and an off-road vehicle dealer. The board's primary function is to advise the Division of Motor Vehicles (DMV) on issues related to the industry and to discuss impacts of department processes. The members of the DAB also sit on the Idaho Consumer Asset Recovery (ICAR) Board, which oversees the ICAR Fund. This fund's purpose is to help make harmed consumers whole by covering actual damages results from dealer action or inaction.

2020 was an unprecedented year. While the DAB only met twice, the department regularly engaged with board members, the Idaho Automobile Dealer Association (IADA), and the Idaho State Independent Automobile Dealer Association (ISIADA), as we all tried to navigate the pandemic. Most of the members of the DAB are also members of the IADA or ISIADA.

The topics that dominated the first half of the year were mostly related to the pandemic. We discussed whether dealerships qualified as essential businesses, addressed issues surrounding lack of access to closed county offices, issued an allowance for dealers to issue longer temporary registrations after making a sale, and helped the ISIADA through providing remote training for the industry. We also worked through many of the procedural elements related to the ICAR claim process as we had our first payout to a consumer since the fund was established in 2013.

The latter portion of the year was more focused on GEM Go Live and the future. We discussed the department's plans to develop a Dealer Portal starting in FY22. This would allow for more streamlined data entry of title applications and dealer license renewals. This has been a topic of discussion for the past few years and was dependent upon getting off the mainframe. We also discussed mechanisms the department is pursuing to address dealers who are out of trust, meaning they are selling vehicles when they don't have the money to pay off the vehicle from the person they purchased it from, so they are unable to obtain titles.

The last part of the year was focused on GEM Go Live specifically. Though Board did not meet, we engaged heavily through this time. The issue of access to county DMVs persisted due to the pandemic and the department issued an extension of the above-mentioned allowance for dealers to issue longer temporary registrations. Additionally, backlog issues at the counties led to some dealers receiving demand letters from financial institutions. The department has assisted with addressing these letters, as well as addressing the backlogs.

Since January 2021, we have had State staff at the Ada County Chinden Office helping to get caught up on the dealer title backlog. Our staff have helped to process nearly 20,000 dealer titles to date. When we started helping with titles, the backlog went back to August; we are now working on titles from January. This means we are nearly caught up and,, most importantly, the above issues relating the demand letters sent to dealers have ceased.

Additionally, there is a bill moving through the Idaho Legislature that would allow dealers to partner with a provider in order to file titles and issue registrations electronically with the department. The department and industry are watching this bill very closely. Should it pass, it would expedite the Dealer Portal mentioned above and provide citizens options for engaging with the DMV.

We look forward to our continued partnership with the Dealer Advisory Board, as there are many exciting thing coming is 2021.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☐Information Item ☐Amount of Presentation Time Needed 15 minutes

Presenter's Name Alberto Gonzalez	Presenter's Title DMV Administrator	Initials	Reviewed By
Preparer's Name Alberto Gonzalez	Preparer's Title DMV Administrator	Initials	

Subject

DMV Update for GEM & County Support		
Key Number	District	Route Number

Background Information

An update will be provided on the status of the GEM Vehicle system, current county backlogs and actions ITD has taken to support county offices and the public.

Recommendations

Information Only

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed 15

Presenter's Name Jeff Marker	Presenter's Title Aeronautics Administrator	Initials jlm	Reviewed By LSS
Preparer's Name Jeff Marker	Preparer's Title Aeronautics Administrator	Initials jlm	

Subject

Airfield Management Acceptance Process		
Key Number	District Aero	Route Number

Background Information

This is an informational presentation on the process and guiding statutes, rules and policies for ITD to open, close, or accept management of a state operated airfield. The Division of Aeronautics, in coordination with the Idaho Fish and Game and the US Forest Service, is evaluating reestablishing operations at an airfield near the wilderness area called Hoodoo Meadows. The Idaho Transportation Board is the approval authority for such an action.

Title 21-106 provides guidance for the establishment, operation and maintenance of state-owned airports. Further, Board Policy 4065 gives specific criteria for the Aeronautics Division Administrator and the Idaho Aeronautics Advisory Board to present to the Transportation Board for decision on acquiring or closing state operated airports.

This presentation will provide details of the statutes and policies in preparation for a future request regarding Hoodoo Meadows.

Recommendations

None. Information only.

Board Action

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



BOARD POLICY 4065

Page 1 of 1

ACQUISITION AND CLOSURE OF STATE AIRPORTS

Purpose

This policy is to assign the Director responsibility to submit recommendations for acquisition or closure of state airports.

Legal Authority

Idaho Code 21-102 – Purpose of aeronautics titles is for safety and impose duties on Department

Idaho Code 21-104 – The Department shall have general supervision over aeronautics within Idaho

Idaho Code 21-106 - The establishment, operation, and maintenance of state airports

Idaho Code 21-114 – Requisites for aircraft registration

Idaho Code 21-119 – Duty of Department to enforce all aeronautic laws

Idaho Code 21-142 – General powers and duties of the Idaho Transportation Board with respect to aeronautics

The Director and the Aeronautics Administrator, in coordination with the Aeronautics Advisory Board, shall submit a written recommendation for the acquisition or closure of state airports (operated by the Department, regardless of ownership) to the Idaho Transportation Board for consideration and approval/disapproval. The following criteria shall be detailed and/or evaluated in the recommendation.

- Cost
- Safety
- Emergency Preparedness
- Public Opinion
- Benefit/Detriment
- Alternative Plans
- Proximity

Approved by the Board on:

Signed
Jerry Whitehead
Board Chairman

Date April 16, 2014



ACQUISITION AND CLOSURE OF STATE AIRPORTS

Purpose

The purpose of this policy is to implement Board policy 4065 for the Director to submit recommendations for acquisition or closure of state airports.

Legal Authority

Idaho Code 21-102 – Purpose of aeronautics titles is for safety and to impose duties on the Department

Idaho Code 21-104 – The Department shall have general supervision over aeronautics within Idaho

Idaho Code 21-106 - The establishment, operation and maintenance of state airports

Idaho Code 21-114 – Requisites for aircraft registration

Idaho Code 21-119 – Duty of Department to enforce all aeronautic laws

Idaho Code 21-142 – General powers and duties of the Idaho Transportation Board with respect to aeronautics

Whenever a need for acquisition or closure of state airports (operated by the Department, regardless of ownership) is determined, the Aeronautics Administrator, in coordination with the Aeronautics Advisory Board, shall compile a written recommendation for the Idaho Transportation Board's consideration based on the following criteria:

Cost

Itemize all expenditures related to acquisition or closure, required construction or improvement, annual maintenance, and all other identifiable costs of operation.

Identify and evaluate available staff and volunteer availability in relation to maintenance and operation expenditures.

Safety

Evaluate aircraft safety operation.

Assess airport site compliance with the Department's Airport Material and Construction Manual, Chapter 201, Minimum Dimensions of VFR (Visual Flight Rules) Airports.

Conduct an airspace evaluation including compliance with Federal Aviation Regulations (FAR) Part 77 and proximity to other airports.

Emergency Preparedness

Evaluate the need/benefit of the airport in relation to the State Civil Disaster Plan and other emergency preparedness plans and operations.

Public Opinion

Establish a consensus of public opinion for the airport's usage, operation, etc., through public hearings and other appropriate means.

Benefit/ Deterrent

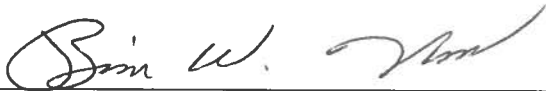
Determine the benefit/deterrent for acquisition or closure of the airport by comparing the criteria in the Aeronautics Maintenance Manual for establishing benefit and value of State airports. Emergency/safety, recreational, and economic factors shall also be considered.

Alternative Plans

Include alternative operation plans such as operation by other state, federal or local agencies, shared operation agreements, or other appropriate means.

Proximity

Review pro and con implications of the proximity of the airport location to other airports in the surrounding area that provide similar level of service and access to geographical locations.



Brian W. Ness
Director

Date 1/30/2015



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 10 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Chris Bray	Financial Manager - FP&A	CB	
Preparer's Name	Preparer's Title	Initials	
Chris Bray	Financial Manager - FP&A	CB	

Subject

Status: FY2022 Appropriation - JFAC Actions		
Key Number	District	Route Number

Background Information

The Joint Finance Appropriation Committee (JFAC) set the department's FY22 Appropriation on Friday March 5th. This agenda item highlights the changes between the Governor's Recommendation and JFAC actions.

The department's budget will now be drafted in bill form and moved to both chambers of the Legislature for review and vote.

The FY2022 JFAC Appropriation includes these changes from the Governor's Recommendation:

FTP's	Spending Authority	
1,648.0	\$667,454,800	FY22 Governors Recommendation (1-11-21)
	68,049,300	JFAC Added Line Item (Originally FY21 Governors Recommendation Supplemental): Surface Transportation Block Grant
	17,000,000	JFAC Added Line Item (Originally FY21 Governors Recommendation Supplemental): Bridge Funding Omnibus
	58,670,000	JFAC Added Line Item (Originally FY21 Governors Recommendation Supplemental): SIPF Building Idaho's Future
	2,000,000	JFAC Added Line Item (Originally FY21 Governors Recommendation Supplemental): Aero Building Idaho's Future
0.0	\$145,719,300	Net Change
1,648.0	\$813,174,100	FY22 JFAC Appropriation (3-05-21)

Summary values carried in the FY22 Appropriation set by JFAC on 3-5-21.

\$ 646,060,500 FY22 Base
-15,267,300 Base Adjustments
 \$ 630,793,200 Adjusted FY22 Base
182,380,900 Line Items
\$ 813,174,100 Total FY22 Spending Authority
 68,591,600 Debt Service
\$ 881,765,700 FY22 Total Program Funding



Board Agenda Item

ITD 2210 (Rev. 10-13)

Additional Items of Note – FY21 Supplemental Requests:

223,500 - COVID Relief Act Highways Public Transportation
3,546,500 - COVID Relief Act Contract Construction and Right of Way Acquisition
66,200,000 - Building Idaho's Future
\$ 69,970,000 - Total in FY21

Exhibits

- Comparison: FY22 JFAC Appropriation (3-5-21) to Governor's Recommendation (1-11-21)
- Appropriation Request Summary

Recommendations

Information Item for the Board

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____

IDAHO TRANSPORTATION DEPARTMENT
January 2021 Board Meeting
Joint Finance Appropriation Committee FY22 Appropriation

		<u>Funding</u>	<u>FTE's</u>
1	FY22 BASE	646,060,500	1,648.0
2			
3	Adjustments		
4	Change In Benefit Costs	\$712,600	
5	Change in Employee Compensation (2.0%)	\$2,256,200	
6	Replacement Equipment	\$28,690,200	
7	Statewide Cost Allocation Program (SWCAP)	\$216,400	
8	State Comm Memorandum of Understanding (MOU)	\$385,100	
9	Contract Construction: Base Reduction, Ongoing Spending Authority	(47,539,200)	
10	Office of Information Technology Services Cost increase (OITS)	11,400	
11		(\$15,267,300)	
12			
13	FY22 ADJUSTED BASE	630,793,200	1,648.0
14			
15	Line Items (Grouped by Division)		
16	Contract Construction & Right of Way Acquisition: Aht' Wy Grant	\$20,141,800	
17	Contract Construction & Right of Way Acquisition: Lakeshore Connection	\$1,399,800	
18	Contract Construction & Right of Way Acquisition: STIC Grant	\$83,700	
19	Contract Construction & Right of Way Acquisition: COVID Relief	\$68,049,300	
20	Contract Construction & Right of Way Acquisition: Bridge Omnibus	\$17,000,000	
21	Contract Construction & Right of Way Acquisition: Building Idaho's Future	\$58,670,000	
22	Highway Operations: Personnel Cost	\$3,571,300	
23	Highway Operations: OSC/BLM Cheatgrass Agreement	\$20,000	
24	Aeronautics: Building Idaho's Future	\$2,000,000	
25			
26			
27		\$182,380,900	
28			
29	FY22 TOTAL APPROPRIATION (Spending Authority)	813,174,100	1,648.0
30			
31	GARVEE Bond Debt Service	\$68,591,600	
32			
33	FY22 TOTAL PROGRAM FUNDING (Rounded)	881,766,000	1,648.0

IDAHO TRANSPORTATION DEPARTMENT
JFAC Appropriation FY22 - March 2021 Board Meeting
as of: 3-9-2021
(\$ in millions, rounded)

	Original Request July 2020	March Board Meeting			Description of Change from Governors Recommendation 1-11-21 to JFAC Committee 3-5-21
		Governors Rec Jan 11, 2021	JFAC Approp Mar 5, 2021	\$ Change	
1 CASH, Beginning	4.9	(28.5)	(28.5)	-	
Revenue				-	
2 Federal	348.2	368.8	453.8	85.0	\$ +68,049,300 COVID Relief \$ +17,000,000 Omnibus Bill Bridge Funding
3 Fed - Obligated Unspent	-	-	-	-	
4 State	361.4	361.4	363.4	2.0	\$ +2,000,000 Building Idaho's Future
5 Interagency	0.3	0.3	0.3	-	
6 Local	4.7	5.7	5.7	-	
7 TECM	22.1	22.1	22.1	-	
9 SIPF	-	-	58.7	58.7	\$ +58,670,000 Building Idaho's Future
8 Total Revenue	736.6	758.2	904.0	145.7	Net increase in Total Revenue
9 Expenditures				-	
10 Personnel	141.2	139.5	139.5	-	
11 Operating	95.9	94.7	94.7	-	
12 Capital Facilities	3.6	3.6	3.6	-	
13 Equipment	28.7	28.7	28.7	-	
14 Trustee & Benefits	30.6	30.6	32.6	2.0	\$ +2,000,000 Building Idaho's Future
15 Contract Construction	369.6	370.5	514.2	143.7	\$ +68,049,300 COVID Relief \$ +17,000,000 Omnibus Bill Bridge Funding \$ +2,000,000 Building Idaho's Future
16 Total Expenditures	669.7	667.5	813.2	145.7	Net increase in Total Expenditures
17 Anticipated Holdback	-	-	-	-	
18 Debt Service	68.6	68.6	68.6	-	
19 Total Program Funding	738.3	736.0	881.8	145.7	Net Increase in Total Program Funding
20 CASH, Ending	3.2	(6.3)	(6.3)	-	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021Consent Item ☐Information Item ☐Amount of Presentation Time Needed 5 minutes

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

Policy Change/Update to Board Policy 4051 and Admin Policy 5051		
Key Number	District	Route Number

Background Information

The changes proposed for these policies are noted below.

Board Policy 4051, Use of Department Facilities and Equipment, has one minor change to reference the accurate sub-section of Idaho Code 67-5309.

Administrative Policy 5051, Use of Department Facilities and Equipment, has a couple of changes. First, it is proposed that Administrative Policy A-06-18 which discusses Sales Activities in the Workplace be eliminated. The reason for this is that much of that policy was already part of the Administrative Policy 5051 – Use of Department Facilities & Equipment. The second change is to modify Admin Policy 5051 to include on portion of the old Admin Policy A-06-18. This addition authorizes supervisors to allow for posting on a bulletin board notices of commercial sales activities, but clearly describes that the product or service is not endorsed by ITD and must be contacted on the employee's private time.

Recommendations

Approve resolution on page 81.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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



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IDAHO TRANSPORTATION DEPARTMENT

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BOARD POLICY 4051

Page 1 of 1

USE OF DEPARTMENT FACILITIES AND EQUIPMENT

Purpose

The Director shall establish requirements setting forth that Department facilities and equipment can be used only for transportation and public purposes, and cannot be used for private or personal purposes.

Legal Authority

Idaho State Constitution Article VII, Section 10 – Making profit from public money prohibited

Idaho State Constitution Article VII, Section 17 – Gasoline taxes and motor vehicle registration fees to be expended on highways

Idaho Code 21-211 - All Aeronautic funds must be used for State aeronautic purposes, and may not be used for private or personal purposes

Idaho Code 40-311(4) - The Board shall sell, exchange, or convey real property under their jurisdiction

Idaho Code 40-707 - State highway funds are appropriated only for specific Idaho Transportation Department (ITD) functions related to state highway purposes, and are not appropriated for private or personal activities

Idaho Code 67-5309(4)(7) – Property, equipment, and funds of the State can only be used for state business, and cannot be used for private or personal reasons

Each request for use of Department facilities shall be examined to determine whether the proposed use compromises the integrity of the highway users and aeronautics users trust funds. The auditorium in the Headquarters complex and the conference rooms in the Aeronautics and District offices may be used by State agencies and other organizations that have affiliate interests with the Idaho Transportation Department. Department work-related activities have first priority.

The same limitations apply to the use of Department-owned equipment.

The Director shall establish requirements for the use of these facilities and rental fees when appropriate.

Approved by the Board on:

Signed

Date February 19, 2014

Jerry Whitehead

Board Chairman



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IDAHO TRANSPORTATION DEPARTMENT

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BOARD POLICY 4051

Page 1 of 1

USE OF DEPARTMENT FACILITIES AND EQUIPMENT

Purpose

The Director shall establish requirements setting forth that Department facilities and equipment can be used only for transportation and public purposes, and cannot be used for private or personal purposes.

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The same limitations apply to the use of Department-owned equipment.

The Director shall establish requirements for the use of these facilities and rental fees when appropriate.

Approved by the Board on:

Date _____

Bill Moad
Board Chairman



USE OF DEPARTMENT FACILITIES AND EQUIPMENT

Purpose

The purpose of this policy is to implement Board policy 4051 and requires the Director to establish requirements for the use of Department facilities and equipment.

Legal Authority

Idaho State Constitution Article VII, Section 10 – Making profit from public money prohibited.

Idaho State Constitution Article VII, Section 17 – Gasoline taxes and motor vehicle registration fees to be expended on highways.

Idaho Code 21-211 - All Aeronautic funds must be used for State aeronautic purposes, and may not be used for private or personal purposes.

Idaho Code 40-311(4) - The Board shall sell, exchange, or convey real property under their jurisdiction.

Idaho Code 40-707 - State highway funds are appropriated only for specific Idaho Transportation Department (ITD) functions related to state highway purposes, and are not appropriated for private or personal activities.

Idaho Code 67-5309(8)(7) – Property, equipment, and funds of the State can only be used for state business, and cannot be used for private or personal reasons.

The facilities and equipment of the Idaho Transportation Department are public property, paid for and maintained by highway user funds or aeronautics user funds. Department shops, equipment, or materials are not to be used for repairs or maintenance of private vehicles or property. No personal property (all property belonging to the state of Idaho other than real property), regardless of value, may be taken, salvaged or used by Department employees for personal purposes.

Office and engineering equipment and supplies may not be taken from the Department premises for personal purposes. Equipment may be taken home to complete official work assignments, but only with the permission of the supervisor. Miscellaneous office supplies and other materials are distributed for Department work only. Section Managers can approve a system of recycling supplies that would otherwise be considered waste, i.e. scrap labels, computer paper, etc., to donate to charitable organizations, agencies or schools.

The Chief Administrative Officer (CAO) or a delegate has responsibility for screening and scheduling the use of the auditorium, conference rooms, and similar facilities. The following guidelines shall be used when scheduling Department facilities:

- Each request shall be evaluated to ensure that Department facilities, built with funds designated specifically for highway and aeronautic purposes, are not used by groups whose affiliation could be questioned.

- Department work-related activities have first priority. Employee organizations can use the facilities when approved by the CAO. The facilities may also be scheduled for tax-supported agencies and non-profit groups when the activity relates to a function of the Department.
- In special or unusual circumstances, other non-profit organizations may use Department facilities at the discretion of the CAO.
- Salespeople offering personal products or services to individual employees cannot use Department facilities or infringe on employees' normal work hours without approval of the CAO or delegate.
 - ITD supervisors may, at their discretion, allow the posting of notices of commercial sales activities on appropriate department bulletin boards. However, these notices must inform employees that the product or service is not state or department endorsed. Notices must also inform employees to use their break time, lunch time, or periods before or after work for obtaining services or making inquiries. Business cards or other small posters from sales representatives may be posted on designated ITD bulletin boards with reasonable time limits set for their removal.
- In election years, the facilities shall be available on Election Day to election officials to facilitate polling.

For large accommodations or events, market rates shall be determined or negotiated through contracts prior to approval by the CAO.

Brian W. Ness
Director

Date: _____



USE OF DEPARTMENT FACILITIES AND EQUIPMENT

Purpose

The purpose of this policy is to implement Board policy 4051 and requires the Director to establish requirements for the use of Department facilities and equipment.

Legal Authority

Idaho State Constitution Article VII, Section 10 – Making profit from public money prohibited.

Idaho State Constitution Article VII, Section 17 – Gasoline taxes and motor vehicle registration fees to be expended on highways.

Idaho Code 21-211 - All Aeronautic funds must be used for State aeronautic purposes, and may not be used for private or personal purposes.

Idaho Code 40-311(4) - The Board shall sell, exchange, or convey real property under their jurisdiction.

Idaho Code 40-707 - State highway funds are appropriated only for specific Idaho Transportation Department (ITD) functions related to state highway purposes, and are not appropriated for private or personal activities.

Idaho Code 67-5309(m)(7) – Property, equipment, and funds of the State can only be used for state business, and cannot be used for private or personal reasons.

The facilities and equipment of the Idaho Transportation Department are public property, paid for and maintained by highway user funds or aeronautics user funds. Department shops, equipment, or materials are not to be used for repairs or maintenance of private vehicles or property. No personal property (all property belonging to the state of Idaho other than real property), regardless of value, may be taken, salvaged or used by Department employees for personal purposes.

Office and engineering equipment and supplies may not be taken from the Department premises for personal purposes. Equipment may be taken home to complete official work assignments, but only with the permission of the supervisor. Miscellaneous office supplies and other materials are distributed for Department work only. Section Managers can approve a system of recycling supplies that would otherwise be considered waste, i.e. scrap labels, computer paper, etc., to donate to charitable organizations, agencies or schools.

The Chief Administrative Officer (CAO) or a delegate has responsibility for screening and scheduling the use of the auditorium, conference rooms, and similar facilities. The following guidelines shall be used when scheduling Department facilities:

- Each request shall be evaluated to ensure that Department facilities, built with funds designated specifically for highway and aeronautic purposes, are not used by groups whose affiliation could be questioned.

- Department work-related activities have first priority. Employee organizations can use the facilities when approved by the CAO. The facilities may also be scheduled for tax-supported agencies and non-profit groups when the activity relates to a function of the Department.
- In special or unusual circumstances, other non-profit organizations may use Department facilities at the discretion of the CAO.
- Salespeople offering personal products or services to individual employees cannot use Department facilities or infringe on employees' normal work hours without approval of the CAO or delegate.
 - ITD supervisors may, at their discretion, allow the posting of notices of commercial sales activities on appropriate department bulletin boards. However, these notices must inform employees that the product or service is not state or department endorsed. Notices must also inform employees to use their break time, lunch time, or periods before or after work for obtaining services or making inquiries. Business cards or other small posters from sales representatives may be posted on designated ITD bulletin boards with reasonable time limits set for their removal.
- In election years, the facilities shall be available on Election Day to election officials to facilitate polling.

For large accommodations or events, market rates shall be determined or negotiated through contracts prior to approval by the CAO.

Brian W. Ness
Director

Date: _____



SALES ACTIVITIES IN THE WORKPLACE

~~Any person acting as a sales representative for non-Transportation Department business, commercial or personal services or products who are also personally marketing such to outside vendors will not be permitted to make desk-to-desk or person-to-person marketing efforts to ITD employees. Employees who receive telephone solicitations on the job are requested to ask the salesperson to contact them at home after working hours.~~

~~ITD supervisors may, at their discretion, allow the posting of notices of commercial sales activities on appropriate department bulletin boards. However, these notices must inform employees that the product or service is not state or department endorsed. Notices must also inform employees to use their break time, lunch time, or periods before or after work for obtaining services or making inquiries. Business cards or other small posters from sales representatives may be posted on designated ITD bulletin boards with reasonable time limits set for their removal. All items posted on department bulletin boards must first have the approval of the person or section having responsibility for that board.~~

~~The use of state stationery, envelopes, postage, or other department resources for advertising vendor goods or services is prohibited. Any costs associated with sales activities in the workplace must be borne by the vendor.~~

~~Department facilities and resources may be used for department or state endorsed promotions or activities such as discussions of fringe benefit packages, Red Cross blood drive, United Way campaign, employee fund raisers, etc.~~

~~In the Headquarters complex, the Administrative Services Division Administrator, through the Facilities Manager, will be responsible for setting reasonable guidelines to implement this policy. In the District offices, these activities will be under the supervision of the District Engineer, through the District Business Manager.~~

~~Dwight M. Bower~~ _____ Date: ~~11-27-~~

~~02~~ _____

~~DWIGHT M. BOWER~~

~~Director~~

This policy based on:

- ~~Governor's office memorandum, "Sales Solicitations to State Employees," dated July 27, 1992~~

Department-wide supervision and coordination assigned to:

- ~~Administrative Services Division Administrator and District Engineers~~

Direction for activity and results delegated to:

- ~~Facilities Manager and District Business Managers~~

Department procedures contained in:

- ~~Administration Manual, paragraph 06-127.5, Department Bulletin Boards~~

Former dates on A-06-18:

~~10/30/92~~

Cross-reference to related Administrative Policies:

- ~~A-06-03, WORK SCHEDULES~~
- ~~A-06-13, DEPARTMENT FACILITIES AND EQUIPMENT~~

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RES. No. _____

WHEREAS, the Idaho Transportation Board is charged with setting policies for the Idaho Transportation Department; and

WHEREAS, Board Policy 4051 – Use of Department Facilities and Equipment was developed to provide guidance and procedures for the use of Department facilities and equipment; and

WHEREAS, Board Policy 4051 – Use of Department Facilities and Equipment is in need of a minor update; and

WHEREAS, Administrative Policy 5051 - Use of Department Facilities and Equipment, is being modified to include a portion of Administrative Policy A-06-18, Sales Activities in the Workplace, which is being deleted.

NOW THEREFORE BE IT RESOLVED, that the Board approves the revisions to Board Policy 4051, Use of Department Facilities and Equipment, and concurs with the changes to Administrative Policy 5051, Use of Department Facilities and Equipment, and the deletion of A-06-18, Sales Activities in the Workplace.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 5 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Dave Tolman	Controller		LSS
Preparer's Name	Preparer's Title	Initials	
Angela Monson	Admin Assistant		

Subject

Admin Policy 5053		
Key Number	District	Route Number
	Admin - FS	

Background Information

Admin Policy 5053 has been updated to clean up some wording and remove the statement that vacation (or other leave) does not have to be taken in 30 min increments.

Recommendations

Approve resolution on page 92.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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



**Your Safety • Your Mobility
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**IDAHO TRANSPORTATION
DEPARTMENT**

P.O. Box 7129 • Boise, ID 83707-1129

ADMINISTRATIVE POLICY 5053

Page 1 of 4

EMPLOYEE OVERTIME AND OTHER TIME CONSIDERATIONS

Purpose

The purpose of this policy is to implement Board policy 4053 concerning the Director establishing controls for employee work time and overtime.

Legal Authority

Idaho Code 40-314 - The Board has authority to exercise control over Department employment and compensation.

Idaho Code 67-5328 – Hours of work and overtime

In accordance with Idaho statute, State Division of Human Resources Rules, and board policy, the following controls are established regarding employee overtime and other time considerations.

Overtime

The Idaho Transportation Department (ITD) compensates employees for 40 hour work weeks; **not** for 8 hour work days.

Section 67-5302 (17), Idaho Code, defines “overtime” as “that time worked on holidays and time worked in excess of 40 hours in a period of 168 consecutive hours” (seven days).

Section 67-5328, Idaho Code, further states that “the appointing authority of any department shall determine the necessity for overtime work and shall provide for cash compensation or compensatory time off for such overtime work for eligible classified officers and employees.”

Overtime that is accrued by employees identified as administrative or professional (non-covered) shall be compensated with compensatory time off on a 1:1 basis unless cash payment is authorized by the State Board of Examiners (Section 67-5302 (9), (1), (24), Idaho Code). All other classified employees (covered) shall be compensated for authorized overtime on a 1½:1 basis by compensatory time off or cash equivalent of the compensated time. The determination to grant compensatory time or pay cash shall be decided in advance either by policy or after the supervisor reviews budget constraints.

Overtime shall be assigned to employees as best meets the needs of the Department. Within their jurisdiction, Division Administrators, District Engineers, and Section Managers shall be responsible for controlling overtime and submitting budget forecasts for overtime usage. The authority to approve overtime may be delegated to any supervisor who is authorized to approve an employee’s time sheet. No employee (regardless of pay grade or classification) may approve his/her own overtime and/or cash payment or compensatory time taken.

Employees shall obtain advance approval from their supervisors prior to being compensated for working overtime. When an employee fulfills 40 hours of work prior to the end of the scheduled work

week, the employee shall notify the supervisor, who shall then review work-load needs and overtime budget constraints and either authorize the employee to work overtime or relieve the employee of any further duty for that week. Supervisors may pre-authorize certain activities (snowplowing, etc.) where the employee can perform overtime without first contacting the supervisor.

Overtime shall be distributed as equally as possible among qualified employees. Preference shall be given to those employees currently assigned to the work section where overtime is to be worked. All overtime must be recorded and submitted in accordance with instructions stipulated in the Accounting-Financial Services and Human Resource Services manuals. All such records must be available for audit by authorized personnel.

Supervisors are encouraged to minimize employee overtime by such means as:

- cross-utilizing staff where possible and
- utilizing flexible working hours

When overtime work is necessary, supervisors (in consultation with their division management) are responsible for determining whether an eligible employee should receive compensatory time or be paid overtime. The criteria to be used in making this determination shall include:

- state and federal laws and rules governing overtime,
- current budget,
- forecast budget,
- current workload,
- projected workload, and
- staffing levels.

When overtime is required, and there are current and projected overtime budget funds available, divisions shall assure that paid overtime hours are spread uniformly among all employees who are eligible to receive overtime pay and who need to work overtime to perform critical job duties.

Divisions are responsible for developing operating plans that address the equitable distribution of overtime and compensatory time within their divisions.

Compensatory Time

Overtime hours are converted to compensatory time and recorded on employees' "statements of earnings." Once the compensatory time is recorded, the supervisor shall ensure employees use the compensatory time as quickly as possible. The supervisor has the right to instruct employees to use the accrued compensatory time at their discretion to keep Department costs at a minimum. Allowing employees to accrue compensatory time until it must be paid as overtime or reaches high levels shall be strictly avoided. Employees shall first use any available compensatory leave before using vacation leave, unless doing so causes them to lose vacation leave under the maximum accrual policy.

Paid Leave

Paid leave is used to bring an employee's total paid hours up to 40 per week (or to the number of an employee's regularly scheduled work hours per week up to 40). With the exception of holiday leave (HOL), **no leave** may be used if it will result in pay in excess of the employee's regularly scheduled work week. A non-holiday week is recorded as in the example below. (See a holiday week example under Paid Holiday Time.)

Non-Holiday Week: The employee takes Monday off as Vacation (or other form of paid leave), then works 10 hours each day for the remaining four days. The time sheet shall be coded as follows: No hours are recorded on Monday and 10 hours of actual regular (REG) hours worked are recorded on each of the remaining four days, resulting in pay for a total of 40 hours (REG) and no reduction in the employee's vacation or other paid leave balance.

Vacation Leave

One of the benefits to which Department employees are entitled is vacation leave. Leave is based on the amount of time the employee has been employed with the state of Idaho. Vacation leave shall be used to replace the employee's regularly scheduled work time ~~and must be requested in a minimum of 1/2 hour increments~~. Full day requests shall be for the same amount of time as a regularly scheduled work day (i.e., 10 hour work day = 10 hour vacation leave time taken).

All vacation leave shall be pre-approved by the supervisor. The supervisor shall review workload expectations and other employee work schedules and either approve or disapprove the vacation leave request. The Department shall try to accommodate the employee whenever vacation leave is requested, although some vacation leave may not be approved if work conditions are unable to accommodate the employee's absence.

Vacation leave may be accumulated to a maximum amount of time as established by the State Controller's office. When an employee's vacation leave is noted as nearing the maximum amount, the employee shall choose to:

- reduce accumulated vacation time to less than the maximum amount by requesting and using approved vacation leave time,
- donate a portion of the vacation leave to aid other state employees who qualify for shared leave assistance, or
- lose accumulated vacation leave that is beyond the maximum. (An extension of the vacation leave maximum may be granted for very rare circumstances.)

The Department has the prerogative to request that employees reduce accumulated vacation leave balances prior to heavy work periods where seasonal production requires a full complement of workers (snow plowing season, summer construction, fiscal year end, etc.).

Paid Holiday Time

Paid holiday time shall be allocated on a percentage of the normally scheduled work week to the nearest 1/2 hour increment (i.e., 20% of 40 hours [8 hours]; 20% of 32 hours [6.5], 20% of 20 hours [4 hours], etc.). The maximum amount of holiday time to be paid is eight hours.

The example below shows how a time sheet shall be coded for a holiday week for an employee who is scheduled to work 40 hours per week.

Holiday Week (Holiday on Monday): The employee does not work on the holiday, but does work 9 hours Tuesday thru Friday. The time sheet shall be coded as follows: 8 hours of HOL on Monday and 9 hours of REG on each of the remaining four days, resulting in pay for a total of 44 hours (8 HOL and 36 REG). Whenever possible, the employee's work schedule should be adjusted, thus limiting the number of hours worked per day to keep the employee's pay to 40 hours per week.

Note: Employees that work four 10-hour days are eligible for only 8 hours of holiday pay. Supervisors should adjust flex schedules during the holiday week to keep employees hours to 40 per week.

Paid Holiday Time for Part-Time Employees

If normal hours worked during a week equal 40, then eight hours shall be recorded to Holiday Paid (HOL). A part-time benefited employee with a regular work schedule of 39 hours or less shall receive .20 of an hour for each hour normally worked in a week. For example: If an employee normally works 24 hours, the calculation is: 24 hours x .20 = 4.8, which will be rounded up to 5 hours of Holiday pay (HOL).

Signed

Date: June 30, 2014

Brian W. Ness
Director



EMPLOYEE OVERTIME AND OTHER TIME CONSIDERATIONS

Purpose

The purpose of this policy is to implement Board policy 4053 concerning the Director establishing controls for employee work time and overtime.

Legal Authority

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Idaho Code 67-5328 – Hours of work and overtime

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Supervisors are encouraged to minimize employee overtime by such means as:

- cross-utilizing staff where possible and
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When overtime work is necessary, supervisors (in consultation with their division management) are responsible for determining whether an eligible employee should receive compensatory time or be paid overtime. The criteria to be used in making this determination shall include:

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- current workload,
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All vacation leave shall be pre-approved by the supervisor. The supervisor shall review workload expectations and other employee work schedules and either approve or disapprove the vacation leave request. The Department shall try to accommodate the employee whenever vacation leave is requested, although some vacation leave may not be approved if work conditions are unable to accommodate the employee's absence.

Vacation leave may be accumulated to a maximum amount of time as established by the State Controller's office. When an employee's vacation leave is noted as nearing the maximum amount, the employee shall choose to:

- reduce accumulated vacation time to less than the maximum amount by requesting and using approved vacation leave time,
- donate a portion of the vacation leave to aid other state employees who qualify for shared leave assistance, or
- lose accumulated vacation leave that is beyond the maximum. (An extension of the vacation leave maximum may be granted for very rare circumstances.)

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Note: Employees that work four 10-hour days are eligible for only 8 hours of holiday pay. Supervisors should adjust flex schedules during the holiday week to keep employees hours to 40 per week.

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Brian W. Ness
Director

Date: _____

RES. No. _____

WHEREAS, the Idaho Transportation Board is charged with setting policies for the Idaho Transportation Department; and

WHEREAS, Administrative Policy 5053 – Employee Overtime and Other Time Considerations was developed to establish controls over Department employment and compensation; and

WHEREAS, Administrative Policy 5053 - Employee Overtime and Other Time Considerations, has minor modifications to update a title and to eliminate wording prescribing minimum amount of leave to be taken as it is covered in the payroll manual.

NOW THEREFORE BE IT RESOLVED that, the Board concurs with the changes to Administrative Policy 5053, Employee Overtime and Other Time Considerations.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10min

Presenter's Name	Presenter's Title	Initials	Reviewed By
Randy Danner	Employee Safety Manager	rtd	LSS
Preparer's Name	Preparer's Title	Initials	
Steven Spoor	Maintenance Services Manager	sp	

Subject

Consolidation and Update to Administrative Policy 5505		
Key Number	District	Route Number

Background Information

This is a consolidation of policy 5505 and 5535 with edits to reflect modernization and compliance with current ITD policies.

Recommendations

Approve policy for adoption. Resolution on page 105.

Board Action

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



OPERATING AND USAGE PRACTICES OF STATE-OWNED VEHICLES

Purpose

This policy defines the authorized ridership and use of state-owned vehicles, including aircraft and vehicles rented in the name of the Department (ITD).

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

Operating and Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle, including aircraft, usage requirements of state law and ITD policy. All usage of state vehicles shall be strictly for the conduct of official Department business. The use of state-owned vehicles is for official business or approved commuting only. Vehicles rented in the name of the Department ITD are included in this policy.

Department personnel ~~Employees~~ shall:

- Follow the state laws governing motor vehicle, drivers, and traffic laws. Seat belts shall be worn in all seating positions that are equipped with operable seat belts whenever riding in or driving state-owned vehicles. Seat belts shall also be used when using personal vehicles for on department ITD business. ~~Department e~~Employees shall be liable for any fines arising from infractions of state and local traffic laws and personally liable for any damage if the employee is acting outside the course and scope of official duty. Employees who are found guilty of committing an infraction of state law may be requested to attend a defensive driving course and may be subject to disciplinary action depending on severity.
- ~~Use state-owned vehicles for official business purposes only. Department e~~Employees, authorized volunteers, and others in the conduct of doing official business with the state of Idaho are the **only** passengers that may be transported. (Emergency assistance shall be considered official business.) The vehicle operator is responsible for determining if a passenger(s) can be transported in a department vehicle. Any time a non-State employee will be riding in an ITD vehicle, the Employee Safety and Risk Manager shall be notified and provided with a signed copy of the ITD-5505S - Release and Acknowledgement of Responsibility form prior to the event unless the event is an emergency, in which case the release form shall be provided at the earliest opportunity. Non-State employees may be allowed to drive or ride in state vehicles under the following limited conditions:
 - Non-State employees shall execute and deliver to the supervising ~~Department~~ employee a signed copy of the supplemental ITD-5505S - Release and Acknowledgement of Responsibility form prior to driving or riding in a state owned vehicle;

- Non-State employees may be allowed to drive or ride in state-owned vehicles only when no other non-state owned vehicles are reasonably available and such travel is directly associated with the business purpose of the relationship between the non-State employee and the Department ITD;
 - Spouses or family member of Department employees shall not drive or ride in state vehicles unless they fall into the above category;
 - Department employees may pick up stranded motorists in emergency situations that involve isolation, dangerous inclement weather, and no expectation that aid will be forthcoming in a reasonable amount of time.
 - Non-State employees shall not be allowed to drive a state owned vehicle while an Department ITD employee is a passenger in the same vehicle.
 - Prior authorization shall be obtained from a District Engineer, Division Administrator or a member of executive management before a non-State employee may be allowed to drive or ride in a state owned vehicle. Said authorization shall not be given until sufficient evidence of the non-State employee's current and valid driver's license has been obtained by the authorizing individual;
 - Any non-State employee authorized to drive or ride in a state owned vehicle shall at all times abide by the terms and conditions of this policy relating to Department employees' operation of state owned vehicles.
- Be authorized to drive a state vehicle by the Employee Safety/Risk Management Manager. The employee and supervisor shall submit an ITD-1211, Supervisor's Request For ITD Driving Authorization. The Safety/Risk Management Manager will validate after acceptance of the employee's driver record and possession of a valid Idaho Class D Driver's license or an Idaho Class A, B, or C Commercial Driver's license.
 - Take reasonable precautions to adequately protect the state-owned vehicle from damage or theft.
 - Park vehicles in areas which do not reflect adversely on the Department. Employees should not park state vehicles at nightclubs, recreational establishments, etc.
 - Promptly report any incidents or accidents involving a state-owned vehicle to their supervisor or the Employee Safety/Risk Management section.
 - Shall adhere to Administrative Policy, 5558 – USE OF ELECTRONIC DEVICES WHILE DRIVING AND OPERATING ITD VEHICLES AND EQUIPMENT
 - Follow the instructions on the Operator Information stickers placed in all road equipment.

Employees shall NOT:

- Smoke or vape in any department vehicle as required by Administrative Policy 5508 – DEPARTMENT SMOKING POLICY

Applicants for employment positions ~~within the Department~~ may be allowed to operate ~~Department~~ ITD-owned heavy equipment/vehicles for the purpose of performing hands-on skills ~~testing demonstration~~ relating to the ~~equipment/position~~ for which they are applying. ~~Such operation shall be under the direct supervision of~~ The skills demonstration will be directed by an ITD supervisor/manager level employee who is ~~directly involved in the evaluation process~~ familiar with the job requirements and equipment to be operated. Prior to a non-employee applicant operating ~~Department-ITD~~ equipment for skills ~~testing demonstration~~ purposes, the ~~Employee Safety and Risk hiring Manager or the District Safety Officer~~ shall state that a review of the applicant's application materials indicate that the applicant has the basic skills and experience necessary to safely operate the specific equipment/vehicles being used for testing purposes and shall forward this information to the Human Resource Manager for review and documentation designee will conduct a joint walk around and thorough safety briefing for that piece of equipment. The non-employee applicant shall review and sign the ~~supplemental~~ ITD form 5505-S Release and Acknowledgement of Responsibility form which shall be filed as part of the ~~interview files~~ recruitment file.

Driving a state vehicle from the employee's official duty station** to home, parking the vehicle at home, and/or returning the vehicle from home to the employee's official duty station is permissible only for the following reasons:

- De Minimus Usage
De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:
 - for an early departure or arrival that requires the employee to leave or return to the employee's home at least one-half hour (1/2) before or after the employee's normal home-to-work commuting schedule, and
 - involves travel to a distant location (over 50 miles) away from the employee's official duty station for an authorized business activity, and
 - does not pass by his/her official duty station to make the trip.

Use of a state vehicle that meets the De Minimus Usage limitation is exempt from being taxed as a fringe benefit.

- Commute Assignment
Commute Assignment occurs when a state employee is approved for travel between an employee's duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

*Official Duty Station is the city, town, or other location where ITD designates that the employee's

place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of ITD and not assigned because it is close to the official employee's home or preferred living area.

ADMINISTRATIVE POLICY 5505

Page 4 of 4

▪ Commute Assignment Approval

The Division Administrator ~~Director or delegate~~ shall review and authorize commute assignments, ~~which must be and submitted to commute assignment information to~~ the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.

Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.

Vehicle Telematics and Data Collection

State-owned equipment and vehicles including sedans, pickups, vans, and SUV's are equipped with telematics devices to record vehicle usage and on-board diagnostic information. The data generated by the vehicle and recorded by the telematics device is stored and maintained by the vendor. Data collected is used to track and monitor vehicle utilization including miles traveled, days used, idle time, speed, and usage of the vehicle. The system also collects data regarding vehicle on-board diagnostics.

The telematics system is not intended as an employee monitoring system, however, it does provide incidental vehicle alerts for unsafe and unusual operation which must be addressed appropriately by Management. Automated reporting from the system includes, but is not limited to excessive idling practices, driving at sustained speeds in excess of the posted speed limit, excessive speed, hard braking/acceleration, and vehicle diagnostic alerts regarding vehicle fault codes.

ITD reserves the right to review employee use of State owned equipment and vehicles at any time for any reason. Therefore, employees should not have an expectation of privacy as to the use of State owned equipment and vehicles. Tampering with the telematics or any GPS (Global Positioning System) device and/or equipment in the vehicle is expressly prohibited.

Access to the system and data generated is restricted to Headquarters and District Fleet Management personnel, Chief Officers, Division Administrators, and District Engineers. Any specialized reports or data requests must be sanctioned by one of these upper management positions. Any unauthorized use of the system shall be subject to corrective action.

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.

~~Violation of the preceding state vehicle operation rules or if an employee is found abusing the privilege of using a state-owned vehicle for any unauthorized purpose shall be subject to immediate corrective action, up to and including disciplinary action.~~

~~Department personnel shall adhere to Administrative policy, A-18-12, ALCOHOL AND DRUG-~~

210 ~~FREE WORKPLACE. **Official Duty Station is the city, town, or other location where ITD~~
211 ~~designates that the employee's place of business is located, or where the employee's work is~~
212 ~~performed on a permanent basis. The official duty station is determined by the needs of ITD and not~~
213 ~~assigned because it is close to the official employee's home or preferred living area.~~

214
215
216

217 _____ Signed _____ Date July 26, 2013
218 Brian W. Ness
219 Director



STATE-OWNED VEHICLE USAGE PRACTICES

Purpose

This policy defines the usage of state-owned vehicles.

Legal Authority

- ~~Idaho Code 40-312(2) — Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.~~
- ~~Idaho Code 40-314(3) — Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.~~
- ~~Idaho Code 40-505 — The Director of the Idaho Transportation Department is the administrative officer of the Board.~~
- ~~Idaho Code 67-2004 — Regulation of per diem travelling expense.~~
- ~~Idaho Code 67-2007 — Standard travel pay and allowances.~~
- ~~Idaho Code 67-2008 — Determination of per diem allowance by Board of Examiners.~~

The State Board of Examiners oversees and establishes state-owned vehicle usage practices and procedures for all state agencies and as noted in their *Idaho State Travel Policies and Procedures, Section 9, Use of State Vehicles*, ***“The use of state vehicles for personal or other non-official business is strictly prohibited.”***

ITD Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle usage requirements of state law and Department policy. All usage of state vehicles shall be strictly for the conduct of Department business. Driving a state vehicle from the employee's official duty station** to home, parking the vehicle at home, and/or returning the vehicle from home to the employee's official duty station is permissible **only** for the following reasons:

1. De Minimus Usage

De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:

- ~~for an early departure or arrival that requires the employee to leave or return to the employee's home at least one half hour (1/2) before or after the employee's normal home to work commuting schedule, and~~
- ~~involves travel to a distant location (over 50 miles) away from the employee's official duty station for an authorized business activity, and~~
- ~~does not pass by his/her official duty station to make the trip.~~

Use of a state vehicle that meets the *De Minimus Usage* limitation is exempt from being taxed as a fringe benefit.

2. Commute Assignment

Commute Assignment occurs when a state employee is approved for travel between an employee's

~~-duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.~~

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

Commute Assignment Approval

~~The Director or delegate shall review and authorize commute assignments and submit commute assignment information to the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.~~

~~Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.~~

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

~~Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.~~

****Official Duty Station** is the city, town, or other location where the Department designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of the Department and not assigned because it is close to the official employee's home or preferred living area.

Signed _____ Date: November 25, 2014
Brian W. Ness
Director



OPERATING AND USAGE PRACTICES OF STATE-OWNED VEHICLES

Purpose

This policy defines the authorized ridership and use of state-owned vehicles, including aircraft and vehicles rented in the name of the Department (ITD).

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

Operating and Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle, including aircraft, usage requirements of state law and ITD policy. All usage of state vehicles shall be strictly for the conduct of official Department business. Vehicles rented in the name of the ITD are included in this policy.

Employees shall:

- Follow the state laws governing motor vehicle, drivers, and traffic laws. Seat belts shall be worn in all seating positions that are equipped with operable seat belts whenever riding in or driving state-owned vehicles. Seat belts shall also be used when using personal vehicles for ITD business. Employees shall be liable for any fines arising from infractions of state and local traffic laws and personally liable for any damage if the employee is acting outside the course and scope of official duty. Employees who are found guilty of committing an infraction of state law may be requested to attend a defensive driving course and may be subject to disciplinary action depending on severity.
- Employees, authorized volunteers, and others in the conduct of doing official business with the state of Idaho are the **only** passengers that may be transported. (Emergency assistance shall be considered official business.) The vehicle operator is responsible for determining if a passenger(s) can be transported in a department vehicle. Any time a non-State employee will be riding in an ITD vehicle, the Employee Safety and Risk Manager shall be notified and provided with a signed copy of the ITD-5505S - Release and Acknowledgement of Responsibility form prior to the event unless the event is an emergency, in which case the release form shall be provided at the earliest opportunity. Non-State employees may be allowed to drive or ride in state vehicles under the following limited conditions:
 - Non-State employees shall execute and deliver to the supervising employee a signed copy of the supplemental ITD-5505S - Release and Acknowledgement of Responsibility form prior to driving or riding in a state owned vehicle;

- Non-State employees may be allowed to drive or ride in state-owned vehicles only when no other non-state owned vehicles are reasonably available and such travel is directly associated with the business purpose of the relationship between the non-State employee and ITD;
 - Spouses or family member of employees shall not drive or ride in state vehicles unless they fall into the above category;
 - Employees may pick up stranded motorists in emergency situations that involve isolation, dangerous inclement weather, and no expectation that aid will be forthcoming in a reasonable amount of time.
 - Non-State employees shall not be allowed to drive a state owned vehicle while an ITD employee is a passenger in the same vehicle.
 - Prior authorization shall be obtained from a District Engineer, Division Administrator or a member of executive management before a non-State employee may be allowed to drive or ride in a state owned vehicle. Said authorization shall not be given until sufficient evidence of the non-State employee's current and valid driver's license has been obtained by the authorizing individual;
 - Any non-State employee authorized to drive or ride in a state owned vehicle shall at all times abide by the terms and conditions of this policy relating to employees' operation of state owned vehicles.
- Be authorized to drive a state vehicle by the Employee Safety/Risk Management Manager. The employee and supervisor shall submit an ITD-1211, Supervisor's Request For ITD Driving Authorization. The Safety/Risk Management Manager will validate the employee's driver record and possession of a valid Idaho Class D Driver's license or an Idaho Class A, B, or C Commercial Driver's license.
 - Take reasonable precautions to adequately protect the state-owned vehicle from damage or theft.
 - Park vehicles in areas which do not reflect adversely on the Department. Employees should not park state vehicles at nightclubs, recreational establishments, etc.
 - Promptly report any incidents or accidents involving a state-owned vehicle to their supervisor or the Employee Safety/Risk Management section.
 - Shall adhere to Administrative Policy, 5558 – USE OF ELECTRONIC DEVICES WHILE DRIVING AND OPERATING ITD VEHICLES AND EQUIPMENT
 - Follow the instructions on the Operator Information stickers placed in all road equipment.

Employees shall NOT:

- Smoke or vape in any department vehicle as required by Administrative Policy 5508 – DEPARTMENT SMOKING POLICY

Applicants for employment positions may be allowed to operate ITD-owned heavy equipment/vehicles for the purpose of performing hands-on skills demonstration relating to the equipment/position for which they are applying. The skills demonstration will be directed by an ITD supervisor/manager level employee who is familiar with the job requirements and equipment to be operated. Prior to a non-employee applicant operating ITD equipment for skills demonstration purposes, the hiring Manager or designee will conduct a joint walk around and thorough safety briefing for that piece of equipment. The non-employee applicant shall review and sign the ITD form 5505-S Release and Acknowledgement of Responsibility form which shall be filed as part of the recruitment file.

Driving a state vehicle from the employee's official duty station* to home, parking the vehicle at home, and/or returning the vehicle from home to the employee's official duty station is permissible **only** for the following reasons:

- De Minimus Usage
De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:
 - for an early departure or arrival that requires the employee to leave or return to the employee's home at least one-half hour (1/2) before or after the employee's normal home-to-work commuting schedule, **and**
 - involves travel to a distant location (over 50 miles) away from the employee's official duty station for an authorized business activity, **and**
 - does not pass by his/her official duty station to make the trip.

Use of a state vehicle that meets the *De Minimus Usage* limitation is exempt from being taxed as a fringe benefit.

- Commute Assignment
Commute Assignment occurs when a state employee is approved for travel between an employee's duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

***Official Duty Station** is the city, town, or other location where ITD designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of ITD and not assigned because it is close to the official employee's home or preferred living area.

- **Commute Assignment Approval**

The Division Administrator shall review and authorize commute assignments, which must be submitted to the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.

Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.

Vehicle Telematics and Data Collection

State-owned equipment and vehicles including sedans, pickups, vans, and SUV's are equipped with telematics devices to record vehicle usage and on-board diagnostic information. The data generated by the vehicle and recorded by the telematics device is stored and maintained by the vendor. Data collected is used to track and monitor vehicle utilization including miles traveled, days used, idle time, speed, and usage of the vehicle. The system also collects data regarding vehicle on-board diagnostics.

The telematics system is not intended as an employee monitoring system, however, it does provide incidental vehicle alerts for unsafe and unusual operation which must be addressed appropriately by Management. Automated reporting from the system includes, but is not limited to excessive idling practices, driving at sustained speeds in excess of the posted speed limit, excessive speed, hard braking/acceleration, and vehicle diagnostic alerts regarding vehicle fault codes.

ITD reserves the right to review employee use of State owned equipment and vehicles at any time for any reason. Therefore, employees should not have an expectation of privacy as to the use of State owned equipment and vehicles. Tampering with the telematics or any GPS (Global Positioning System) device and/or equipment in the vehicle is expressly prohibited.

Access to the system and data generated is restricted to Headquarters and District Fleet Management personnel, Chief Officers, Division Administrators, and District Engineers. Any specialized reports or data requests must be sanctioned by one of these upper management positions. Any unauthorized use of the system shall be subject to corrective action.

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.

Brian W. Ness
Director

Date _____

WHEREAS, the Idaho Transportation Board is charged with setting policies for the Idaho Transportation Department; and

WHEREAS, Administrative Policy 5505 Operating State-Owned Vehicles was consolidated with Administrative Policy 5535 State Owned Vehicle Usage Practices and renamed 5505 Operating and Usage Practices of State-Owned Vehicles; and

WHEREAS, 5505 Operating and Usage Practices of State-Owned Vehicles was revised to include the use of telematics and update references to other policies on smoking in vehicles and the use of handheld electronic devices in vehicles.

NOW THEREFORE BE IT RESOLVED, that the Board concurs with revisions to Administrative Policy 5505 Operating and Usage Practices of State-Owned Vehicles and deletion of Administrative Policy 5535 State Owned Vehicle Usage Practices.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 15 Minutes

Presenter's Name Scott Luekenga	Presenter's Title Freight Program Manager	Initials csl	Reviewed By LSS
Preparer's Name Scott Luekenga	Preparer's Title Freight Program Manager	Initials csl	

Subject

Freight Advisory Committee Board Policy 4048 Update		
Key Number	District	Route Number

Background Information

Staff is presenting an update to Board Policy 4048, *Freight Advisory Committee* (FAC) and Administrative Policy 5048, *Freight Advisory Committee*.

Notable changes are:

1. Updates the purpose of the FAC
2. Establishes the FAC as a seven member advisory committee appointed by the Board. The FAC will consist of;
 - A FAC Chair
 - Six District Members represent private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups
3. Replaces Ex-Officio members with Partners of the FAC from state and federal agencies.
4. Designated ITD's Freight Program Manager as ITD's liaison to the FAC for staff support.
5. Establish FAC member's terms of service as serving staggered two (2) year terms to allow up to two (2) members to be appointed or reappointed each year.

Recommendations



Board Agenda Item

ITD 2210 (Rev. 10-13)

Idaho Transportation Board adopts Board Policy 4048, Freight Advisory Committee. Updated 1 March, 2021. Resolution on page 125.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



FREIGHT ADVISORY COMMITTEE

Purpose

The Idaho Freight Advisory Committee (FAC) provides a framework for collaboration, partnership and communication in order to move forward the recommendations included in the Idaho Freight Study completed in 2012.

The Freight Advisory Committee (FAC) will serve as a forum for freight stakeholders, the private sector and government agencies to advise the Idaho Transportation Department (ITD) on freight transportation needs, transportation policy, transportation projects and project funding in developing a safe, efficient and connected freight transportation system supporting the economic vitality of Idaho.

Legal Authority

Idaho Code 40-307 - For the administration of their function, the Board may employ such persons as are deemed necessary.

Idaho Code 40-314(3) - Authority of Board to exercise powers necessary to implement the provisions of Title 40.

Idaho Code 74-203 – Open Meeting Requirements.

Federal Code 49, Subtitle IX, Chapter 702, 70201 – State Freight Advisory Committees.

Freight Advisory Committee (FAC) Purpose

Idaho Code authorizes the Idaho Transportation Board to establish internal structures deemed necessary for the administration of its duties. Under this authority, the Idaho Transportation Board (Board) ~~shall create~~ has created a the Freight Advisory Committee (FAC) to advise and assist ITD Board on issues related to the movement of freight in, out, and through the state of Idaho. The FAC shall:

- Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho
- Advise ITD on freight-related issues, priorities, projects and funding needs
- Educate freight stakeholders, ~~regarding local, regional, and statewide transportation planning processes~~ the public and decision-makers on the importance of freight, its connection to the economy and its reliance on the transportation system
- ~~Provide access to improved freight data and a more consistent set of data~~ Collaborate with other agencies and organizations on data and information sharing to promote informed decision making
- Work with ~~the Idaho Transportation Department (ITD)~~ ITD to incorporate freight interests into transportation planning to improve freight infrastructure

- ~~Improve statewide understanding of the importance of freight transportation in Idaho~~
- Advise ITD and other public agencies regarding local, regional, statewide and national transportation planning processes
- Promote the cross-sharing of information between private and public sections (e.g. local, state and federal government agencies) on freight issues
- ~~Improve statewide understanding of the importance of freight transportation in Idaho.~~

The Freight Advisory Committee

The FAC shall consist of seven (7) voting members; one (1) Chair and six (6) District Members representing each one of Idaho's six Transportation Districts. The District representative shall represent freight industries and stakeholders interests within their appointed District to ITD. ~~Board and the Executive e Leadership Team (ELT) ITD staff.~~ The FAC shall be advised by Idaho's freight industries and partners of the FAC representing state and federal governmental agencies.

Chair

A Chair is appointed by the Board and serves at the pleasure of the Board. The Chair's responsibilities include:

- Serving as the group's spokesperson
- Working on membership issues as needed
- Issuing letters and notices as appropriate
- Participating in agenda development activities on behalf of the group
- Other functions as appropriate

District Members

The FAC shall consist of 13 private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups. Interest in the FAC shall be solicited by the Idaho Transportation Department (ITD), and the Idaho Transportation Board shall make final appointments, including one representative from each of the following stakeholder interest groups: District Members represent private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups such as the rail industry, highway/trucking industry, aeronautics, port/barge industry, agricultural industry, natural resources, forest industry, mining industry, manufacture, retail, carrier/shipping freight logistics/warehousing, ITD Trucking Advisory Committee and Idaho Aeronautics Advisory Board. Membership interest in the FAC shall be solicited by ITD, and Board shall make final appointments. FAC members shall receive no salary for their services. Members are reimbursed for attending meetings according to the provisions of Idaho Code Section 59-509(m). Members are also reimbursed by the Department for travel and expenses according to the limits specified in Idaho Code Section 67-2008.

Ex-officio Membership

~~Ex-officio members of the FAC are representatives from various freight organization or industry that contribute a unique perspective or context which may guide industry discussions. Ex-officio members have no voting privileges. Ex-officio members represent the following industries:~~

- ~~Rail Industry~~

- ~~Highway/Trucking Industry, as recommended by the Idaho Trucking Council~~
- ~~Aeronautics, as recommended by the Idaho Aeronautics Board~~
- ~~Port/Barge Industry~~
- ~~Agricultural Industry (one representative each from 3 Idaho products)~~
- ~~Natural Resource Industry (one representative each from 2 Idaho products)~~
- ~~Forestry~~
- ~~Mining~~
- ~~Manufacturing~~
- ~~Retail~~
- ~~Carrier/Shipping~~
- ~~Freight Logistics/Warehousing~~
- ~~The ITD Trucking Advisory Committee~~
- ~~The ITD Aeronautical Advisory Board~~
- ~~Member-at-Large~~
- ~~Local Highway Technical Assistance Council (LHTAC)~~

Agency Ex-office Membership Partners of the FAC

Additionally, FAC shall include ~~ex-officio~~ partners of the FAC from state and federal agencies. Partners may attend all meetings and contribute to the conversation with consent of the Chair. Partners may participate on committees as directed by the Chair. Partners have no voting privileges. Representation may come from the following state and federal agencies:

- Federal Highway Administration
- Federal Motor Carrier Safety Administration
- Federal Railroad Administration
- US Maritime Administration
- Idaho Public Utilities
- Idaho Department of Agriculture
- Idaho Department of Commerce
- Idaho Department of Labor
- Idaho Department of Transportation
- Idaho State Police
- Metropolitan Planning Organizations ~~(one representative)~~
- Local Highway Technical Assistance Council (LHTAC)
- ITD Trucking Advisory Committee
- Idaho Aeronautics Advisory Board
- Port Authority, Port of Lewiston

ITD Liaison

The ITD Freight Program Manager shall provide administrative support to the FAC and be ITD's liaison to the FAC in coordination with the ITD Chief Engineer and Chief Operations Officer.

Member Expectations

It is expected that FAC members will:

- Work collaboratively, helping to ensure that the process and products balance the varied interests of statewide freight stakeholders
- Serve as ambassadors for recommendations, disseminating information and collecting feedback from their networks of industry contacts and affiliated interest groups
- Review and provide recommendations to ITD on project products and deliverables that best meet the needs of the state as a whole

Term of Service

FAC members shall serve staggered two (2) year terms to allow up to two (2) members to be appointed or reappointed each year. The terms shall expire on December 31, after their respective ~~one or two year~~ appointment. Initially, two (2) members shall serve until December 31, 2023, two (2) members will serve until December 31, 2024 and two (2) members will serve until December 31, 2025. At least sixty (60) days prior to the expiration of a term, the FAC shall make replacement recommendation(s). Each member may recommend succeeding themselves. Should any member vacate their position, the Board may, within sixty (60) days, appoint a successor representing the same District to serve for the remainder of the ~~retiring member's~~ vacated member's unexpired term. Members may be removed for non-attendance of one-half (50%) of the FAC meetings in a calendar year. Extreme situations shall be reviewed by the FAC. If removed, a member is excluded from reappointment.

~~At least once a year, Each December, The FAC Chair~~ shall formally present to the Board an annual report on FAC's activities and recommendations.

Approved by the Board on:

Jerry Whitehead
Bill Moad
Board Chairman

Date: _____



FREIGHT ADVISORY COMMITTEE

Purpose

The Freight Advisory Committee (FAC) will serve as a forum for freight stakeholders, the private sector and government agencies to advise the Idaho Transportation Department (ITD) on freight transportation needs, transportation policy, transportation projects and project funding in developing a safe, efficient and connected freight transportation system supporting the economic vitality of Idaho.

Legal Authority

Idaho Code 40-307 - For the administration of their function, the Board may employ such persons as are deemed necessary.

Idaho Code 40-314(3) - Authority of Board to exercise powers necessary to implement the provisions of Title 40.

Idaho Code 74-203 – Open Meeting Requirements.

Federal Code 49, Subtitle IX, Chapter 702, 70201 – State Freight Advisory Committees.

FAC Purpose

Idaho Code authorizes the Idaho Transportation Board to establish internal structures deemed necessary for the administration of its duties. Under this authority, the Idaho Transportation Board (Board) has created the FAC to advise and assist ITD on issues related to the movement of freight in, out, and through the state of Idaho. The FAC shall:

- Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho
- Advise ITD on freight-related issues, priorities, projects and funding needs
- Educate freight stakeholders, the public and decision-makers on the importance of freight, its connection to the economy and its reliance on the transportation system
- Collaborate with other agencies and organizations on data and information sharing to promote informed decision making
- Work with ITD to incorporate freight interests into transportation planning to improve freight infrastructure
- Advise ITD and other public agencies regarding local, regional, statewide and national transportation planning processes



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- Promote the cross-sharing of information between private and public sections (e.g. local, state and federal government agencies) on freight issues

The Freight Advisory Committee

The FAC shall consist of seven (7) voting members; one (1) Chair and six (6) District Members representing each one of Idaho's six Transportation Districts. The District representative shall represent freight industries and stakeholders interests within their appointed District to ITD. The FAC shall be advised by Idaho's freight industries and partners of the FAC representing state and federal governmental agencies.

Chair

A Chair is appointed by the Board and serves at the pleasure of the Board. The Chair's responsibilities include:

- Serving as the group's spokesperson
- Working on membership issues as needed
- Issuing letters and notices as appropriate
- Participating in agenda development activities on behalf of the group
- Other functions as appropriate

District Members

District Members represent private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups such as the rail industry, highway/trucking industry, aeronautics, port/barge industry, agricultural industry, natural resources, forest industry, mining industry, manufacture, and retail, carrier/shipping freight logistics /warehousing, ITD Trucking Advisory Committee and Idaho Aeronautics Advisory Board. Membership interest in the FAC shall be solicited by ITD, and Board shall make final appointments. FAC members shall receive no salary for their services. Members are reimbursed for attending meetings according to the provisions of Idaho Code Section 59-509(m). Members are also reimbursed by the Department for travel and expenses according to the limits specified in Idaho Code Section 67-2008.

Partners of the FAC

Additionally, FAC shall include partners of the FAC from state and federal agencies. Partners may attend all meetings and contribute to the conversation with consent of the Chair. Partners may participate on committees as directed by the Chair. Partners have no voting privileges. Representation may come from the following state and federal agencies:

- Federal Highway Administration
- Federal Motor Carrier Safety Administration
- Federal Railroad Administration
- US Maritime Administration
- Idaho Public Utilities



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- Idaho Department of Agriculture
- Idaho Department of Commerce
- Idaho Department of Labor
- Idaho Department of Transportation
- Idaho State Police
- Metropolitan Planning Organizations
- Local Highway Technical Assistance Council (LHTAC)
- ITD Trucking Advisory Committee
- Idaho Aeronautics Advisory Board
- Port Authority, Port of Lewiston

ITD Liaison

The ITD Freight Program Manager shall provide administrative support to the FAC and be ITD's liaison to the FAC in coordination with the ITD Chief Engineer and Chief Operations Officer.

Member Expectations

It is expected that FAC members will:

- Work collaboratively, helping to ensure that the process and products balance the varied interests of statewide freight stakeholders
- Serve as ambassadors for recommendations, disseminating information and collecting feedback from their networks of industry contacts and affiliated interest groups
- Review and provide recommendations to ITD on project products and deliverables that best meet the needs of the state as a whole

Term of Service

FAC members shall serve staggered two (2) year terms to allow up to two (2) members to be appointed or reappointed each year. The terms shall expire on December 31, after their respective appointment. Initially, two (2) members shall serve until December 31, 2023, two (2) members will serve until December 31, 2024 and two (2) members will serve until December 31, 2025. At least sixty (60) days prior to the expiration of a term, the FAC shall make replacement recommendation(s). Each member may recommend succeeding themselves. Should any member vacate their position, the Board may, within sixty (60) days, appoint a successor representing the same District to serve for the remainder of the vacated member's unexpired term. Members may be removed for non-attendance of one-half (50%) of the FAC meetings in a calendar year. Extreme situations shall be reviewed by the FAC. If removed, a member is excluded from reappointment.

Each December, the FAC Chair shall formally present to the Board an annual report on FAC's activities and recommendations.



IDAHO TRANSPORTATION DEPARTMENT
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BOARD POLICY 4048
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Approved by the Board on:

Bill Moad
Board Chairman

Date:_____



Administrative Policy 5048
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FREIGHT ADVISORY COMMITTEE (FAC)

Purpose

This administrative policy implements Board policy 4048. This policy sets forth the goals, objectives and expectations of the Idaho Freight Advisory Committee (FAC) and its members.

Legal Authority

Idaho Code 40-307 - For the administration of their function, the Board may employ such persons as are deemed necessary.

Idaho Code 40-314(3) - Authority of Board to exercise powers necessary to implement the provisions of Title 40.

Idaho Code 74-203 – Open Meeting Requirements.

Federal Code 49, Subtitle IX, Chapter 702, 70201 – State Freight Advisory Committees.

Goals and Objectives

~~The Idaho Freight Advisory Committee provides a framework for collaboration, partnership and communication in order to move forward the recommendations included in the Idaho Freight Study completed in 2012. The FAC shall:~~

- ~~• Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho~~
- ~~• Educate freight stakeholders regarding local, regional, and statewide transportation planning processes~~
- ~~• Provide access to improved freight data and a more consistent set of data~~
- ~~• Work with the Idaho Transportation Department (ITD) to incorporate freight interests into transportation planning to improve freight infrastructure~~
- ~~• Improve statewide understanding of the importance of freight transportation in Idaho~~

Member Expectations

~~It is expected that FAC members will:~~

- ~~• Work collaboratively, helping to ensure that the process and products balance the varied interests of statewide freight stakeholders~~
- ~~• Serve as ambassadors for the Freight Study recommendations, disseminating information and collecting feedback from their networks of industry contacts and affiliated interest groups~~



- Review and provide recommendations to the ITD on project products and deliverables that best meet the needs of the state as a whole
- Accept and adhere to the parameters outlined in this charter

Appointments

The FAC will consist of 13 private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups. Interest in the FAC will be solicited by ITD, and the Idaho Transportation Board shall make final appointments.

The FAC shall consist of one representative from each of the following stakeholder interest groups:

- Rail Industry
- Highway/Trucking Industry, as recommended by the Idaho Trucking Advisory Council
- Aeronautics, as recommended by the Idaho Aeronautics Board
- Port/Barge Industry
- Agricultural Industry (one representative each from the top 3 Idaho products)
- Natural Resource Industry (one representative each from the top 2 Idaho products)
- Manufacturing/Retail
- Carrier/Shipping
- Freight Logistics/Warehousing
- Member-at-Large

Ex-Officio Members

Representatives from the following public agencies shall be asked to serve as ex-officio members.

- Federal
 - Federal Highway Administration
 - Federal Motor Carrier Safety Administration
 - Federal Railroad Administration
 - US Maritime Administration
- State/Regional
 - Idaho Public Utilities
 - Idaho Department of Agriculture
 - Idaho Department of Commerce
 - Idaho Department of Labor
 - Idaho Transportation Department
 - Idaho State Police
- Region
 - Metropolitan Planning Organizations (one representative)

Term of Service

Non ex-officio members shall serve staggered two (2) year terms to allow up to seven (7) members to be appointed or reappointed each year. The terms shall expire on December 31, after their respective one



or two year appointment. Initially, six (6) members shall serve until December 31, 2013 and seven (7) members shall serve until December 31, 2014.

Each non ex-officio member shall serve after the expiration of his own term until a successor has been appointed by the Board. Within fifteen (15) days prior to the expiration of a term, the FAC shall make a replacement recommendation(s). Each member may recommend succeeding themselves. Should any member resign, die, or move from the State, the Board may, within sixty (60) days, appoint a successor representing the same stakeholder interest to serve for the remainder of the retiring member's unexpired term.

Members may be removed for non attendance of one half (50%) of the FAC meetings in a calendar year. Extreme situations shall be reviewed by the FAC. If removed, a member is excluded from reappointment.

Chair and Vice Chair

A Chair is elected for one one year term, for a total of two consecutive terms, from among the FAC members at the first meeting of the State Fiscal Year in which the election is due. The Chair's responsibilities include:

- Serving as the group's spokesperson,
- Working on membership issues as needed,
- Issuing letters and notices as appropriate,
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.

A Vice Chair shall be elected at the same election as the Chair. The election of the Vice Chair shall occur after the Chair is selected, to ensure a 2/3 majority vote on each selection. The Vice Chair shall assume the responsibilities of the Chair when the Chair is not able.

Subcommittees shall be convened on an as needed and ad hoc basis.

FAC members shall receive no salary for their services. Members are reimbursed for attending meetings according to the provisions of Idaho Code Section 59-509 (m). They are also reimbursed by the Department for travel and expenses according to the limits specified in Idaho Code Section 67-2008.

Meetings

The FAC shall meet at least twice each year but every effort shall be made to meet on a quarterly basis. Additional meetings shall be at the discretion of the Chair. The first meeting of the calendar year shall establish goals and a work plan for the remainder of the year. Every effort shall be made to combine one of the meetings with a field trip to a freight related site (i.e. dry port, railroad, transload facility, etc.). In addition, each December the FAC shall present a report to the Board of the Committee's



~~activities during the preceding year.~~ anticipating that there will be at least two (2) meetings per year. There will be two types of meetings; regular and working. Regular meetings are designated for projects discussion, voting and general information. Working meetings are designated for project development, work plan development and/or amendments and inter/intra agency coordination. The FAC Chair will designate meeting agendas as appropriate.

~~The 2014 work plan is anticipated to include identifying a freight priority corridor; monitoring implementation of the freight study and performance measures; and recommending project identification, selection, and prioritization policies.~~

~~Notice of regular meetings shall be made at least ten (10) sixty (60) days prior to the meeting in order to provide members sufficient planning time. by the ITD liaison.~~ Meeting agendas shall be prepared and distributed by the ITD liaison Freight Program Manager (FPM) as determined by the Chair. Special meetings may be called by the FAC Chair and the ITD Director with notice given to FAC members by the ITD liaison FPM.

The first meeting of the calendar year shall establish a work plan for the remainder of the year. Half of each calendar year meeting shall be scheduled in Boise with the other half scheduled in one of Idaho's Transportation Districts. Every effort shall be made to combine one of the meetings with a field trip to a freight-related site (i.e. dry port, railroad, transload facility, etc.). In addition, each December the FAC shall present a report to the Board of the Committee's activities during the preceding year.

Meetings shall be held in accordance with Idaho Code 74-203 – Open Meeting Requirements

The FAC maintains no quorum requirement. Members are expected to provide their contributions during and between meetings. FAC members in attendance shall continue to discuss, work, and make decisions on the work plan according to the meeting agenda and priorities. Members who have not participated are expected to not oppose those decisions or revisit those discussions.

Public Engagement

FAC must partner with Idaho Transportation Districts, Metropolitan Planning Organizations (MPOs), other advisory committees/councils and other stakeholders to promote dialogue and strategy development to address multimodal freight system needs as well as consideration of regional transportation challenges, opportunities and constraints.

FAC Work Plan

The FAC will develop a work plan on a regular and recurring basis to guide the organization, activities and engagement of freight related industries. It is intended to provide clear direction, communication and accountability for the FAC. The FAC work plan shall include;



- Identifying/updating Idaho's Freight Policy and Proposals
- Provide input and monitor the progress of Idaho Freight Plan(s)
- Continually develop/refine a list of freight industry related transportation infrastructure projects for inclusion into the Idaho Transportation Investment Program (ITIP). Projects shall represent all of Idaho's freight related industries
- Develop criteria that guide the FAC in selecting projects that are focused on improving connectivity to industrial lands, rail system transload facilities, marine ports (Port of Lewiston), air connections and other industrial hubs, including first mile/last mile connections
- Provide input to updating/validating Idaho's Critical Rural Freight Corridors (CRFC) and Critical Urban Freight Corridors (CUFC)
- Recommending and monitoring freight studies
- Monitoring freight and freight related performance measures
- Make an annual report to the Idaho Transportation Board of FAC business and freight transportation policy recommendations

Voting

FAC members shall have one vote each. Partners of the FAC have no voting authority.

Decision-making

FAC recommendations shall be made using consensus-building processes. Consensus means that all members of the group agree to support a group recommendation, having sought to understand all perspectives and generating a recommendation that they think is best for the whole. Members might not completely agree with an action, however, they agree to support it, both within and outside the group. Consensus is not a majority vote.

Members who do not feel comfortable supporting the consensus opinion are individually responsible to disclose their concerns during the discussion. Those concerns shall be reflected in the committee's submitted recommendation.

Staff Support



IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129
Boise ID 83707-1129

(208) 334-8000
itd.idaho.gov

The ~~Idaho Transportation Department~~ ITD Freight Program Manager is designated as the ITD liaison to the FAC shall act as the lead agency and is responsible for will providing administrative support to the FAC.

Signed

Date May 01, 2014

Brian W. Ness
Director



FREIGHT ADVISORY COMMITTEE (FAC)

Purpose

This administrative policy implements Board policy 4048. This policy sets forth the goals, objectives and expectations of the Idaho Freight Advisory Committee (FAC) and its members.

Legal Authority

Idaho Code 40-307 - For the administration of their function, the Board may employ such persons as are deemed necessary.

Idaho Code 40-314(3) - Authority of Board to exercise powers necessary to implement the provisions of Title 40.

Idaho Code 74-203 – Open Meeting Requirements.

Federal Code 49, Subtitle IX, Chapter 702, 70201 – State Freight Advisory Committees.

Meetings

The FAC shall meet at the discretion of the Chair, anticipating that there will be at least two (2) meetings per year. There will be two types of meetings; regular and working. Regular meetings are designated for projects discussion, voting and general information. Working meetings are designated for project development, work plan development and/or amendments and inter/intra agency coordination. The FAC Chair will designate meeting agendas as appropriate.

Notice of regular meetings shall be made at least sixty (60) days prior to the meeting in order to provide members sufficient planning time. Meeting agendas shall be prepared and distributed by the ITD Freight Program Manager (FPM) as determined by the Chair. Special meetings may be called by the FAC Chair and the ITD Director with notice given to FAC members by the ITD FPM.

The first meeting of the calendar year shall establish a work plan for the remainder of the year. Half of each calendar year meeting shall be scheduled in Boise with the other half scheduled in one of Idaho's Transportation Districts. Every effort shall be made to combine one of the meetings with a field trip to a freight-related site (i.e. dry port, railroad, transload facility, etc.). In addition, each December the FAC shall present a report to the Board of the Committee's activities during the preceding year.

Meetings shall be held in accordance with Idaho Code 74-203 – Open Meeting Requirements



Administrative Policy 5048
Page 3 of 3

The FAC maintains no quorum requirement. Members are expected to provide their contributions during and between meetings. FAC members in attendance shall continue to discuss, work, and make decisions on the work plan according to the meeting agenda and priorities. Members who have not participated are expected to not oppose those decisions or revisit those discussions.

Public Engagement

FAC must partner with Idaho Transportation Districts, Metropolitan Planning Organizations (MPOs), other advisory committees/councils and other stakeholders to promote dialogue and strategy development to address multimodal freight system needs as well as consideration of regional transportation challenges, opportunities and constraints.

FAC Work Plan

The FAC will develop a work plan on a regular and recurring basis to guide the organization, activities and engagement of freight related industries. It is intended to provide clear direction, communication and accountability for the FAC. The FAC work plan shall include;

- Identifying/updating Idaho's Freight Policy and Proposals
- Provide input and monitor the progress of Idaho Freight Plan(s)
- Continually develop/refine a list of freight industry related transportation infrastructure projects for inclusion into the Idaho Transportation Investment Program (ITIP). Projects shall represent all of Idaho's freight related industries
- Develop criteria that guide the FAC in selecting projects that are focused on improving connectivity to industrial lands, rail system transload facilities, marine ports (Port of Lewiston), air connections and other industrial hubs, including first mile/last mile connections
- Provide input to updating/validating Idaho's Critical Rural Freight Corridors (CRFC) and Critical Urban Freight Corridors (CUFC)
- Recommending and monitoring freight studies
- Monitoring freight and freight related performance measures
- Make an annual report to the Idaho Transportation Board of FAC business and freight transportation policy recommendations



Voting

FAC members shall have one vote each. Partners of the FAC have no voting authority.

Decision-making

FAC recommendations shall be made using consensus-building processes. Consensus means that all members of the group agree to support a group recommendation, having sought to understand all perspectives and generating a recommendation that they think is best for the whole. Members might not completely agree with an action, however, they agree to support it, both within and outside the group. Consensus is not a majority vote.

Members who do not feel comfortable supporting the consensus opinion are individually responsible to disclose their concerns during the discussion. Those concerns shall be reflected in the committee's submitted recommendation.

Staff Support

ITD Freight Program Manager is designated as the ITD liaison to the FAC and is responsible for providing administrative support to the FAC.

Brian W. Ness
Director

Date

Board Policy 4048, Freight Advisory Committee Resolution

WHEREAS, Idaho Code 40-307, authorizes the Idaho Transportation Board to establish internal structures deemed necessary for the administration of its duties. Under this authority, the Idaho Transportation Board (Board) has created the FAC to advise and assist ITD on issues related to the movement of freight in, out, and through the state of Idaho.

WHEREAS, the Board established a Freight Advisory Committee to serve as a forum for freight stakeholders, the private sector and government agencies to advise the Idaho Transportation Department on freight transportation needs, transportation policy, transportation projects and project funding in developing a safe, efficient and connected freight transportation system supporting the economic vitality of Idaho.; and

WHEREAS, Idaho Transportation Department staff began the process of updating Board Policy 4048, Freight Advisory Committee in October of 2020; and

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board has reviewed and concurs with Administrative Policy 5048, Freight Advisory Committee and adopts the updated Board Policy 4048, Freight Advisory Committee.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 5 minutes

Presenter's Name Jesse Barrus, PE	Presenter's Title District 4 Engineer	Initials JB	Reviewed By LSS
Preparer's Name Jesse Barrus, PE	Preparer's Title District 4 Engineer	Initials JB	

Subject

SH-75: Hailey to Ohio Gulch Intersection		
Key Number N/A	District 4	Route Number SH-75

Background Information

The purpose of this agenda item is to seek Board approval to add the **SH-75: Hailey to Ohio Gulch Intersection** to the program, per policy 5011 *Idaho Transportation Investment Program (ITIP)*.

SH-75 is the only State Highway in and out of the Wood River Valley. It is a heavily traveled corridor by both the local residence and recreational travel in the winter and summer months.

With the growth in the vicinity of Ohio Gulch, it is becoming increasingly more difficult to access SH-75 and many of the residence are expressing concerns of this intersection being difficult to navigate safely. There have been several crashes there over the last few years and no fatalities. One recent crash that raised serious concern in the Wood River Valley involved a van and a school bus. No serious injuries but a lot of concern was raised about the intersection. The School district has expressed concern about picking up students on Ohio Gulch because it is difficult to get back onto the highway.

We have been approached several times by Blaine County and local residence to install a signal at this intersection. District 4 has done a signal warrant analysis and found that a signal is not warranted at this time. In a spirit of getting to yes, we committed to them that we would look for other solutions to help the intersection function better.

We formed a small working group of folks in that vicinity and Blaine County and came up with a lot of potential solutions, the most feasible and quick turnaround solution is a re-striping plan that we believe will help alleviate some of the concern entering SH-75. The locals are asking to see this move forward this construction season. We do not have a project or funding programed this year to complete it. Our next project in this section is scheduled for 2027.

Our plan is to patch some of the highly distressed pavement from Hailey to Ohio Gulch, place a much needed chip seal on that 4 mile section, and re-stripe it with a modified configuration that includes an acceleration lane.

The project is estimated to be \$1.2M.

Recommendations:

Approve attached resolution with funding from Board Unallocated, page 129.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

IDAHO TRANSPORTATION BOARD
STATE FUNDED UNALLOCATED ACCOUNT
as of March 18, 2021

SFY 2021				Balance
Beginning Balance				\$ 5,000,000
Date Approved	Key No.	Project	Cost	
07/16/20	23076	US 30, LAVA HOT SPRINGS ROCK FALL MITIGATION	\$ 684,438	
01/21/21	23106	I 84, BLACKS CREEK REST AREA WELL REPLACEMENT	\$ 500,000	
01/21/21	23107	US 20, ISLAND PARK CENTER LINE RUMBLE STRIPS	\$ 500,000	
01/21/21	23108	US 20, ISLAND PARK TREE REMOVAL	\$ 1,120,000	
Requested	New	SH 75, HAILEY TO OHIO GULCH INTERSECTION	\$ 1,200,000	
Total Projects Year-to-date			\$ 4,004,438	\$ (4,004,438)
Current Balance				<u>\$ 995,562</u>



Board Agenda Item

ITD 2210 (Rev. 10-13)

RESOLUTION

WHEREAS, the Idaho Transportation Board supports the ITD mission of safety, mobility, and economic opportunity.

WHEREAS, it is in the public interest for ITD to improve and re-stripe SH-75: Hailey to Ohio Gulch Intersection; and

WHEREAS; ITD is prepared to incorporate this project into the approved ITIP.

NOW THEREFORE BE IT RESOLVED that the SH-75: Hailey to Ohio Gulch Intersection be added to the ITIP at a cost of approximately \$1,200,000 using FY 2021 ITD Board Unallocated Funds

BE IT FUTHER RESOLVED, that the Idaho Transportation Board approves the staff to adjust the program and amend the approved FY 2021- 2027 Statewide Transportation Improvement Program accordingly.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 min

Presenter's Name Blake Rindlisbacher	Presenter's Title Chief Engineer	Initials BR	Reviewed By LSS
Preparer's Name Randy Gill	Preparer's Title PMO Manager	Initials RG	

Subject

COVID-19 Relief Funds and Bridge Federal General Funds Distribution Plan		
Key Number	District	Route Number

Background Information

On December 27, 2020 the President signed a COVID Relief and Bridge Federal General funding package. This package includes several funding opportunities for Idaho including \$71M of COVID-19 Relief funding for highway projects and an additional \$17M of Bridge Federal General funding for bridge projects. This funding must be obligated to projects no later than September 2024.

Board Policy 4028 allocates 12.6% of Idaho's Federal Aid funding to the local highway system equally divided between the Local Urban and Local Rural programs. The required funding for Idaho's sole Transportation Management Area (TMA) is 5.6% of the Federal Aid apportionment and is funded from the Local Urban allocation.

The proposed distribution for the \$71M of highway funding is as follows:

- The FHWA required TMA allocation (\$3,974,863) would be taken from the total amount
- 12.6% of the balance after the TMA's allocation is removed will be split equally between the Local Urban and Local Rural programs
- the remaining funds would be allocated to the State Highway System

Idaho's bridge deficiency is equally distributed between the State Highway System and the Local Highway System. Therefore staff recommends that the \$17M of Bridge Federal General funding be split equally between the Local Highway System and the State Highway System.

Although the COVID-19 Relief and Bridge Federal General funding can be 100% Federal Funding, staff recommends that the typical Idaho match rate of 7.34% be provided for all projects using these funds.

Recommendations

Approve the resolution on page #132.



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



RESOLUTION

WHEREAS, it is the intent of the Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the Idaho Transportation Department (ITD) will receive \$71 million in COVID-19 Relief funds; and

WHEREAS, ITD proposes to split the funds with the Transportation Management Area's (TMA's) share taken from the total amount; and

WHEREAS, the balance after the TMA's share is removed will be split following the general guidelines set in Board Policy 4028 with 12.6% of the funds being distributed to the Local Public Agencies (LPA's) that will then be divided equally between Urban and Rural LPA's; and

WHEREAS, ITD will also receive \$17 million in Bridge Federal General Funds which is being proposed to be split 50/50 with the Local Highway Technical Assistance Council; and

WHEREAS, the typical Idaho match rate of 7.34% be provided for all projects using these funds; and

WHEREAS, ITD intends the increased anticipated funding to target critical investments.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the COVID-19 Highway Relief Funds and Bridge Federal General Funds Distribution Plan.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 minutes

Presenter's Name Blake Rindlisbacher	Presenter's Title Chief Engineer	Initials	Reviewed By
Preparer's Name Amy Schroeder	Preparer's Title Transportation Program Manager	Initials	

Subject

2021 INFRA Grant Applications		
Key Number	District 1 & 3	Route Number

Background Information

The U.S. Department of Transportation is soliciting applications for the FY 2021 round of the Infrastructure for Rebuilding America (INFRA) program. ITD plans to submit two applications:

D1's SH-53, Pleasant View IC and the Huetter POE Relocation

Scope: Construct a new interchange on SH-53 at Pleasant View Road to consolidate three crossings and relocate the Huetter Port of Entry west to McGuire Road. (Could be awarded as separate projects.)

Category: Small, Rural

Project cost included in application: \$55.5 million

INFRA amount: \$39.5 million

ITD match: \$11.6 million from advancing SH-53, Pleasant View Road Interchange (KN 10005, FY26)

Local match: \$3.7 million from Post Falls Highway District (to include parcels needed for projects) and \$660,000 from BNSF

Partners: KMPO

D3's I-84, Centennial IC to Franklin Road IC

Scope: Capacity and safety improvements including additional general purpose lanes, auxiliary lanes, reconstruct the interchange at 10th Ave, replace the pedestrian bridge, slipline the Golden Gate Canal crossing, and improve the drainage system to separate ITD's stormwater from the city's.

Category: Large, Rural

Project cost included in application: \$108 million

INFRA amount: \$62 million

ITD match: up to \$46 million made up of \$30 million non-user fees (i.e. SIPF or TECM which could be committed to the project if successful), \$10 million from delaying SH-44, Star Road to SH-16 (KN 20574, FY24), and \$6 million formula state funds from delaying SH-21, Boise County Sealcoats (KN 20612, FY24).

Local match: \$100,000 City of Caldwell. Perhaps others before application is submitted.

Partners: COMPASS (co-applicant)

Recommendations

Informational only. If/When ITD is awarded an INFRA grant, there will be a Board Item presented to detail the matching funds and to begin Regional TIP amendments with the respective MPO's.

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date March 18th, 2021Consent Item ☐Information Item ☐Amount of Presentation Time Needed 30 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Vincent Trimboli and Aubrie Spence	Comm. Manager and Sr. PIO	VT	LSS
Preparer's Name	Preparer's Title	Initials	
Vincent Trimboli	Communication Manager	VT	

Subject

The Office of Communication Annual Report		
Key Number	District	Route Number

Background Information

The Office of Communication is going to present a report detailing 2020 public outreach, public involvement, and changes and improvements to social media practices. The office will also present relevant web statistics, discuss new communication outreach methods and platforms, and discuss strategies to improve public and media outreach in the coming year.

Recommendations

For information.

Board Action

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