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IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129 • Boise, ID 83707-1129

(208) 334-8000 • itd.idaho.gov

**Idaho Transportation Board
Subcommittee on Policies**

October 19, 2021

Riverside Hotel, Tamarack Room
2900 W. Chinden Blvd
Garden City, Idaho

To call in:
Dial 1-415-655-0003 US Toll
Meeting number (access code) 2467 080 5199
Meeting password 1234

INFORMATION ITEM

	<u>Page</u>	<u>Time</u>
1. Listening Workshop – Vincent Trimboli, Moderator - Relating to Board Policy 4028, Allocation of Federal Formula Highway Apportionments to Local Public Agencies		1:00
2. Conclude Workshop and Break		3:00

ACTION ITEMS

3. Welcome and Preliminary Matters – Chair Bob Hoff - August 17, 2021 Subcommittee meeting minutes	2	3:30
4. Administrative Policy A-05-37 Allocation and Management of the Highway Maintenance Budget Construction and Operations Administrator Dave Kuisti's Recommendation Discussion and Recommendation - Chair Hoff	4	3:35
5. Administrative Policy A-38-02 Accident Cost Information Highway Safety Manager Tomlinson's Recommendation Discussion and Recommendation - Chair Hoff	6	3:40
6. Adjourn (estimated time)		3:45

Idaho Transportation Board
Subcommittee on Policy
615 W. Wilbur Ave
August 17, 2021

Idaho Transportation Board (ITB) Subcommittee on Policies Chairman Bob Hoff called the meeting to order at 4:15 PM (PDT) on Tuesday, August 17, 2021. The Subcommittee met at the Idaho State Police District 1 office. ITB Vice Chair Janice Vassar and Member Julie DeLorenzo participated.

Key principal Subcommittee staff members and advisors Lead Deputy Attorney General Tim Thomas, Chief Deputy Scott Stokes, Highway Construction & Operations Administrator (HCOA) Dave Kuisti, Chief Engineer (CE) Blake Rindlisbacher, Chief Operations Officer Dan McElhinney, Communications Chief Officer Vince Trimboli, and Executive Assistant to the Board Lorraine Dennis were present.

Administrative Policy 5515 – Highway Construction & Operations Administrator Dave Kuisti reviewed the proposed changes to Administrative Policy 5515, Disaster/Emergency Support and FHWA Emergency Relief. The Subcommittee reviewed it at its meeting last month but chose to hold for a 30-day review. Administrative policy 5515 incorporates Administrative Policy A-05-38, Disaster/Emergency Support and A-01-26, FHWA Emergency Relief then subsequently deletes both “A” policies.

The Subcommittee concurred with staff’s recommendations. Staff will present policy recommendations to the ITB next month for its approval.

Board Policy 4051 and Administrative Policy 5051 – Business Support Management Manager Michelle Doane outlined the Department’s intent to incorporate Administrative Policy A-06-16, Security of Department Facilities into existing Board Policy 4051 and Administrative Policy 5051, Use of Department Facilities and Equipment. Policy A-06-16 would then be subsequently deleted. Staff’s recommendations reflects the Department’s effort to streamline policies.

The Subcommittee concurred with staff’s recommendations. Staff will present policy recommendations to the ITB next month for its approval.

Board Policy B-11-05 and Administrative Policy A-11-05 – Planning and Services Manager Ken Kanowik reported the Department’s recommendation to delete Board Policy B-11-05 and corresponding Administrative Policy A-11-05 for the Congestion Mitigation and Air Quality (CMAQ) Program. He stated the Department strategically transfers CMAQ program funds to other federal programs. Any future guidance for the program will be included in the annual Program Update Manual if the program has any non-transferable federally authorized funding in the future.

The Subcommittee concurred with staff’s recommendations. Staff will present policy recommendations to the ITB next month for its approval.

Director's Memorandum – Planning and Services Manager Ken Kanowik provided an overview of Director Ness' Memorandum regarding contracting, purchasing and requisition authority for the Subcommittee's information. The memorandum outlines new procedures for delegating or executing authority that employees must follow when executing purchasing and requisition authority decisions. Authority matrices were created; one for requisition and purchases and another for contracts, agreements and memorandum of understandings. The Director's Memorandum will be in effect for one year, after which the delegated authority will be incorporated into policy.

Chairman Hoff expressed his appreciation and thanked Planning Services Manager Kanowik.

Review Board Policy 4028 – Communications Chief Officer Vince Trimboli reviewed the scope of work and next steps for the Board's Subcommittee on Policies listening workshop on funding formula, Board Policy 4028, Allocation of Federal Formula Highway Apportionments to Local Public Agencies. The Subcommittee is inviting stakeholders to a workshop this fall to listen to the different local jurisdictions thoughts on Policy 4028. Anticipated attendees include: metropolitan planning organizations, Local Highway Technical Assistance Council, and the Idaho Association of Cities, Counties and Highway Districts. The listening session will be held in October 2021.

The Subcommittee approved the scope of work and next steps for the listening session.

The meeting adjourned at 5:50 P.M. (PDT)

Respectfully submitted by:
LORRAINE DENNIS
Executive Assistant
Idaho Transportation Board



ALLOCATION AND MANAGEMENT OF THE HIGHWAY MAINTENANCE BUDGET

The Maintenance Engineer shall allocate funds to each District for highway maintenance operations, including purchase of highway maintenance materials and contracting maintenance services on the basis described below.

Allocation Formula

Each year, the Maintenance Engineer shall evaluate maintenance contracts and materials usage and purchase cost trends to ensure that maintenance funds keep up with the cost of the work. The allocations shall reflect the average unit costs for each District. If the District's maintenance allocation exceeds the total amount of funding that is available, the first priority will be to fully fund winter maintenance materials (anti-skid materials, salt, and anti-icing products). The second priority is to allocate funds in all the highway maintenance materials categories (asphalt and plant mix, highway materials, and striping paint and beads). The remaining funds will then be allocated to contract maintenance categories (agreements and STM).

Responsibility for Budgeting and Planning

Each District has the flexibility in determining their specific maintenance priorities within the allocated funds. The District Engineer shall establish and maintain a one (1) year (minimum) District Highway Operations Maintenance plan and budget for each of the following seven allocation categories:

- Anti-Skid Materials (Budget Group 50109)
- Salt and Anti Icing Materials (Budget Group 50104)
- Asphalt and Plant Mix (Budget Group 50101)
- Highway Materials (Budget Group 50102)
- Striping Paint and Beads (Budget Group 50103)
- Maintenance Agreements (Budget Groups 50105, 50106 & 50107)
- Contract Maintenance Activities (Budget Group 50108)

The plan and budget shall include anticipated expenditures for each of the seven categories and include breakdowns for routine reactive work as well as location and cost information for planned or special projects in any of the categories. The plan and budget shall be submitted annually by April 1 to the Maintenance Engineer who maintains the statewide computerized record. The District Engineers shall maintain the plan and budget and submit quarterly updates to the Maintenance Engineer by July 1, October 1, and January 1.

D. S. Ekern Date: 07/2/04

DAVID S. EKERN, P.E.

Director

This policy based on:

- Decision by the Director

Department wide supervision and coordination assigned to:

- Maintenance Engineer

Direction for activity and results delegated to:

- District Engineers

Department procedures contained in:

- In this policy

Former dates of A-05-37:

8/03/01, (previously combined A-05-37 dated 3/29/95 and DOH Memo No. 8, BUDGETING, PROGRAMMING, AND EVALUATION OF STATE MAINTENANCE AND STOCKPILE CONTRACTS dated 4/21/98), (A-05-37 dated 3/29/95 replaced Division Directive DH-05-37, BUDGETING FOR MAINTENANCE PROJECTS dated 4/11/90)

Cross references to related Administrative Policies:

- A-01-09, AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, OR GRANTS & THEIR REGISTRATION
- A-05-06, WINTER MAINTENANCE STANDARDS ON STATE HIGHWAYS
- A-05-16, MAINTENANCE ON STATE HIGHWAYS
- A-11-01, STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM



ACCIDENT COST INFORMATION

The Federal Highway Administration (FHWA) periodically estimates economic costs resulting from motor vehicle accidents which are published in the "Technical Advisory T 7570, Motor Vehicle Accident Costs." Beginning FY 1997, the Department shall adopt the most current version of the FHWA's Technical Advisory T 7570 as the basis for determining accident cost figures.

An accident index shall be developed to provide a composite weighted measure of accident frequency, severity, and estimated accident cost figures.

The accident index shall be considered when setting priorities for safety programs involving high hazard reduction and roadside obstacle elimination or protection. The accident index shall also be used in public information releases, determination of winter maintenance levels, and determination of safety benefits of major improvements.

Signed _____ Date: 1/6/96
DWIGHT M. BOWER
Director

This Policy is based on:

- Decision by the Director

Departmentwide supervision and coordination assigned to:

- Chief Engineer

Direction for activity and results delegated to:

- Division Administrators, Bureau Chiefs, District Engineers and Section Managers

Department procedures contained in:

- Contact the Traffic Section

Former dates of A-38-02:

7/28/80

Cross reference to related Administrative Policies:

- A 05-06, WINTER MAINTENANCE STANDARDS ON STATE HIGHWAYS
- A 19-07, HIGHWAY SAFETY FUNDS
- A 20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA