

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)

Signed

Respectfully submitted by:
LORRAINE DENNIS
Executive Assistant
Idaho Transportation Board

Approved: October 19, 2021