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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**

**May 11, 2022**

1:00 PM  
Idaho Transportation Department  
11331 W. Chinden Blvd., Building 8  
Remote  
Boise, Idaho

To call in:  
Dial 1-415-655-0003 US Toll  
Meeting number (access code) 2457 285 6052  
Meeting password 1234

|  | <u>Page</u> | <u>Time*</u> |
|--|-------------|--------------|
| <b><u>ACTION ITEMS</u></b>   |             |              |
| <b>1. Welcome and Preliminary Matters – Chairman Bob Hoff</b>  |             |              |
| - January 12, 2022 Subcommittee meeting minutes  | 2           | 1:00         |
| <b>2. Administrative Policy A-06-17</b>  |             |              |
| - Reporting Losses to Headquarters<br>Employee Safety & Risk Manager Randy Danner<br>Discussion and Recommendation – Chairman Hoff | 4           | 1:05         |
| <b>3. Administrative Policy A-20-04</b>  |             |              |
| - Public Hearings Officers<br>Public Affairs Manager John Tomlinson<br>Discussion and Recommendation – Chairman Hoff               | 8           | 1:15         |
| <b>4. Adjourn (estimated time)</b>   |             | 1:25         |

\*Listed times are estimates only.

Idaho Transportation Board  
Subcommittee on Policies  
District 3 Office, 8150 W Chinden Blvd.  
January 12, 2022

Idaho Transportation Board (ITB) Subcommittee on Policies Chairman Bob Hoff called the meeting to order at 3:30 PM on January 12, 2022. The Subcommittee met at the District 3 Office in Boise. District 3 Member Julie DeLorenzo participated remotely and District 1 Member James R. Thompson was present. Also in attendance were ITB Chairman Bill Moad, District 4 Member Jim Kempton, District 5 Member Dwight Horsch, and District 2 Member Gary Osborn.

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

Subcommittee Chairman Hoff welcomed the participants.

Minutes. Member DeLorenzo made a motion to approve the minutes of the October 19, 2021, meeting as submitted. Member Thompson seconded the motion and it passed unopposed.

Local Bridge Program – ITD Local Bridges Inspection Update – Chief Operations Officer Dan McElhinney spoke about the condition of bridges inspected by ITD providing a summary of bridges in poor condition and the potential of receiving additional federal funding for local bridges.

Bridge Engineer Matt Farrar presented ITD's local bridge inspections for bridges longer than 20-feet. There are 2479 local road bridges (not including federal lands or other state agencies or private), of which, 680 are on the federal aid system and 1,799 are off-system roads. ITD is responsible for inspection of these bridges, recommend maintenance, and determine condition ratings. Inspections are typically bi-annual; however, lower risk bridges are done every 4-years and poor condition bridges annually. Inspections include underwater and scour assessments, tunnels, and load ratings.

The Local/Off System Bridge Inspection project, funded from the Local Bridge and Off System Bridge Programs, is \$1.9 million per year. In comparison to the local's bridge and state's bridge condition ratings, last year, local bridges rated 68% in good condition and state 79%. Differences are based on number of bridges, lengths and bridge deck square footage. There are 19 local bridges and 24 state bridges in poor condition currently programmed in the ITIP. The estimate to replace or repair local bridges in poor condition is at least \$200 million and there is an unfunded need of \$160 million for 25 state bridges. Any new funding would go towards critical and poor condition bridges during the next three years. Available program federal-aid funding per ITD Administrative Policy 5011 (ITIP), as directed by Board Policy 4028, is \$5 million for local bridges and \$3.8 million for off system bridges. LHTAC administers those program funds. Board Policy 4028 sets ITD's share of federal formula funds apportionments at 87.4% for seven

programs, which includes the Local and Off-System Bridge programs.

Listening Workshop – Next Steps. Chairman Hoff asked Communications Chief Officer Trimboli to facilitate the discussion. The subcommittee had a discussion on what they feel are the next steps in the review of Policy 4028, the Allocation of Federal Formula Highway Apportionments to local public agencies. Member DeLorenzo asked for a map with the boundaries of the Boise TMA. She also asked for a document that defines all of the sources of local funding, not just the Allocation of Federal Formula Highway Apportionments to local public agencies. Subcommittee members would like presentations and more information describing ITD/state funding needs and a further breakdown of the Infrastructure Investment and Jobs Act (IIJA). In addition, members said the subcommittee has to wait until the Legislature makes decisions on Governor Little’s transportation funding proposal that would include \$200 million in on-going funding for ITD and local jurisdictions (split 60/40 respectively). The proposal also includes \$200 million in one-time money from the state’s \$1.9 billion surplus to replace and repair bridges on the local system deemed in poor condition.

At the invitation of Chairman Hoff, LHTAC Administrator Kral reminded the Subcommittee that the four other local entities who presented at last month’s Listening Workshop, all supported additional STP funding as the highest priority.

Member DeLorenzo made a motion to request staff to provide additional information, as referenced above, seconded by Member Thompson.

The meeting adjourned at 4:15 P.M.

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Respectfully submitted by:  
LORRAINE DENNIS  
Executive Assistant  
Idaho Transportation Board



## REPORTING LOSSES TO HEADQUARTERS

The following incidents involving Department vehicles, property, or endangering the environment, shall be reported as soon as possible by Headquarters employees to the Employee Safety and Risk Manager (ESRM), and by District employees to District Management who shall notify the ESRM office.

- Accidents which involve an employee's death on the job, or major equipment or property loss, require immediate notification of the ESRM, the District Engineer, and the Safety Compliance Officer. The ESRM shall notify all members of Executive Management, the State Industrial Commission Director, and/or the Department of Administration Office of Risk Management Programs (RMP), and other external agencies as appropriate.
- The ESRM or Safety Compliance Officer shall contact the RMP office as soon as possible if an incident involves serious injury, death, to a non-ITD person or appears to be a high dollar claim involving ITD and a public party or construction work zones with ITD oversight. The RMP staff shall make a determination whether to assign an adjustor to go to the scene when possible or to review the damaged equipment and property. The adjustor shall provide an objective investigation report to assist in claim decisions.
- ITD employees must report all damage to Department facilities, property or equipment not licensed for the road, by completing the ITD 2536 Property Damage or Loss Report and submitted to the Safety and Compliance Officer and District Facilities Manager. The Safety Compliance Officer will forward the ITD 2536 to the ESRM.
- ITD employees must report all damage to licensed vehicles by completing the ITD 0556, Vehicle Accident Report and submitting the ESRM.
- Hazardous materials contamination or other environmentally endangering incidents shall be reported to Division of Highways Office of Highway Operations and Safety and the Division of Highways Headquarters Environmental Section. The Emergency Program Coordinator shall report the incident to the ESRM.

Notification shall be made by an employee who personally observed or made first discovery of the incident.

Signed \_\_\_\_\_  
Brian W. Ness  
Director

Date June 18, 2010

This policy based on:

- Decision by the Director

Department-wide supervision and coordination assigned to:

- Administrative Services Division Administrator

Direction of activity and results assigned to:

- Employee Safety and Risk Management Manager

Department procedures contained in:

- Employee Safety/Risk Management Manual

Former dates of A-06-17:

7/9/91, 11/23/93, 7/21/03, and 1/26/09

Forms associated with this policy:

- ITD 2536
- ITD 0556

Cross reference to related Administrative Policies:

- A-23-01, EMPLOYEE SAFETY AND RISK MANAGEMENT PROGRAM
- A-15-01, DAMAGED STRUCTURES



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~~Forms associated with this policy:~~

- ~~ITD 2536~~

- ~~ITD 0556~~

~~Cross reference to related Administrative Policies:~~

- ~~A 23-01, EMPLOYEE SAFETY AND RISK MANAGEMENT PROGRAM~~
- ~~A 15-01, DAMAGED STRUCTURES~~



## PUBLIC HEARING OFFICERS

To ensure that public opinion is solicited and the public's testimony receives proper recognition in any transportation project decision, a Hearing Officer shall be appointed to receive oral testimony, written statements, and other information as official public testimony at all public hearings and for a set period after each hearing. The oral testimony shall be tape-recorded during the public hearing and transcribed within two (2) weeks after the public hearing is completed.

After the official testimony period ends, the Hearing Officer shall certify that the public was given the opportunity to testify. The Hearing Officer submits the certification of public input and the official public testimony to the Public Involvement Coordinator to distribute to the Division's Administrator or delegates and other involved parties for further review and consideration in the final project decision. When contested projects or location and design determinations are sent to the Board for further consideration and/or determination, the certification of public input shall be included.

The Hearing Officer shall adhere to timelines and other detailed procedures as established in the Design Manual, 14-489, Public Involvement, and other public hearing specifications regulated by state and federal law as related to transportation projects.

When requested, and upon coordination by the Public Involvement Coordinator, a Hearing Officer may be appointed to receive public input for local hearings. The Hearing Officer shall conduct the public testimony process for local hearings in accordance with the department's procedures as detailed in the Design Manual.

Signed \_\_\_\_\_

Date: January 9, 2009

Pamela K. Lowe, P.E.  
Director

This Policy based on:

- Sections 21-116 and 117, and 40-121 and 310, IDAHO CODE
- 23 CFR, Part 771.111 and 790 and 795 and 40 CFR, Part 1500 through 1508
- 23-128 and 49-1602(d), 1604(i), 1607a(f), and 1607a-1(d), US CODE
- Board Policy, B-20-03, Public Hearings
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Division Administrators

Direction for activity and results delegated to:

- Public Involvement Coordinator, Public Hearing Officers, and other delegated staff

Department procedures contained in:

- Design Manual, 14-489, Public Involvement

Former dates of A-20-04:

7/15/96

Cross-reference to related Administrative Policies:

- A-13-02, PUBLIC INVOLVEMENT FOR DESIGN AND LOCATION DETERMINATIONS
- A-20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA
- A-20-03, PUBLIC HEARINGS





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