



## **A G E N D A**

### **District 4 Idaho Transportation Investment Program Outreach Workshop and Regular Meeting of the Idaho Transportation Board**

**May 15 - 16, 2024**

#### **May 15, 2024**

**District 4, Hilton Garden Inn  
1714 Harrison Street N.  
Twin Falls, Idaho**

#### **District 4 Tour**

- 9:30 Pick up staff and board members arriving at Twin Falls airport
- 9:45 Meet at Holiday Inn Express, Twin Falls to join tour
- 10:00 Depart to Twin Falls Maintenance/Residency for tour and equipment demo
- 11:45 Depart to Hilton Garden Inn
- 12:00 Board lunch

#### **ITIP Outreach Workshop**

- 1:30 Welcome
- 1:45 Review Project Display Boards
  - Interact with Board, ITD Executives and Staff
- 2:10 ITD's District 4 Priorities
- 2:30 ITD Section Updates: DMV, Aeronautics, Public Transportation and Highway Safety
- 3:50 Policy Directive Updates for Locals
- 2:55 Local Highway Technical Assistance Council Updates
- 3:05 Q&A
  - Local Partners Update Board and Ask Questions
- 3:55 Closing Remarks – Director Stokes
- 4:00 Adjourn (estimated time)

\*All listed times are in MDT and 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.

-Attendance is mandatory and lunch cannot be claimed on per diem.



**May 16, 2024**  
District 4 Office  
216 S. Date Street  
Shoshone, Idaho

Listen:

Dial 1-415-655-0003 US Toll

a. access code: 2633 720 6082

b. meeting password: 1234

Video: access Webex.com using same code and password as above

KEY:

ADM = Administration COM = Communications/Highway Safety CIEO = Innovation/Experience

DIR = Director HWY = Highways

		Page #	Time*
	<b>1. US-93 SITE TOUR</b>		<b>8:00</b>
<b>Action Item</b>	<b>2. CALL MEETING TO ORDER</b>		<b>9:00</b>
<b>Info Item</b>	<b>3. SAFETY SHARE:</b> Transportation Tech Operations Marcroft		
<b>Action Item</b>	<b>4. BOARD MINUTES – April 17 - 18, 2024.....</b>	<b>5</b>	
<b>Info Item</b>	<b>5. BOARD MEETING DATES.....</b> Next meeting is June 12 & 13 in Boise, District 3	<b>17</b>	
<b>Action Item</b>	<b>6. CONSENT CALENDAR.....</b>	<b>18</b>	
HWY	___ Local highway programming adjustments in the FY24-30 Idaho .....	<b>19</b>	
	Transportation Investment Program (ITIP)		
HWY	___ Add projects to the Leading Idaho Local Bridge Program.....	<b>22</b>	
HWY	___ Contracts to reject.....	<b>24</b>	
<b>Info Items</b>	<b>7. INFORMATIONAL CALENDAR</b>		
HWY	___ Contract award information and current advertisements.....	<b>32</b>	
HWY	___ Professional services agreements and term agreement work tasks report .....	<b>39</b>	
HWY	___ Non-construction contract awards .....	<b>46</b>	
DIR	___ Draft FY25-28 Strategic Plan Report.....	<b>47</b>	
ADM	___ Monthly report of federal formula program funding through May 1 <sup>st</sup> .....	<b>57</b>	
	<b>8. ADOPT-A-HIGHWAY PRESENTATION</b>		<b>9:05</b>
	Member Watkins: Northside Wranglers 4H Club		

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- 9. BOARD'S STATE HIGHWAY SYSTEM ADJUSTMENTS** **9:10**  
**SUBCOMMITTEE REPORT:** Vice Chair DeLorenzo
- 10. DIRECTOR'S MONTHLY REPORT:** Director Stokes **9:15**
- 11. DISTRICT ENGINEER REPORT:** District 4 Engineer Barrus **9:35**
- 12. AGENDA ITEMS**

**Action Item**

HWY \_\_\_\_ US-93 traffic and 3<sup>rd</sup> Snake River Bridge crossing..... 59 **9:50**  
McElhinney/Barrus (Resolution on page 60)

- 13. BREAK** **10:05**

**Information Items**

ADM State Fiscal Year 2024 financial statements ..... 61 **10:20**  
Tolman

COM \_\_\_\_ 2025 ITD Legislative Ideas..... 85 **10:30**  
Cameron

COM \_\_\_\_ Teen traffic safety outreach, District 4 ..... 86 **10:40**  
Middleton/Ballis

**Action Items**

HWY \_\_\_\_ Request to approve consultant agreements ..... 87 **10:55**  
Crider (Resolution on page 91)

HWY \_\_\_\_ Roadway relinquishment of a portion of US-26 near Idaho Falls, Bonneville..... 92 **11:00**  
Minzghor County (Resolution on page 103)

HWY \_\_\_\_ Add District 1 FY24 project to the Pavement Preservation Program..... 104 **11:15**  
Allen (Resolution on page 105)

HWY \_\_\_\_ Add district pavement projects to FY25 in the FY24-30 ITIP..... 106 **11:20**  
Wolfinger (Resolution on page 107)

HWY \_\_\_\_ Truck parking research report ..... 108 **11:25**  
Forrey (Resolution on page 112)

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**May 16, 2024**  
Shoshone, Idaho

Page  
#      **Time**

**Action Items**

HWY Miller	—	City of Twin Falls applicant eligibility for FTA Urbanized Area..... (Resolution on page 116)	113	<b>11:45</b>
HWY Miller	—	Public Transportation 2024-2026 Congressional application funding..... recommendations                      (Resolution on page 120)	117	<b>12:00</b>
HWY Miller	—	Public Transportation 2024-2026 CARES Relief Funding Program ..... recommendations                      (Resolution on page 123)	121	<b>12:15</b>
HWY Miller	—	Public Transportation Advisory Council District 1 appointment..... (Resolution on page 134)	124	<b>12:25</b>
HWY Miller	—	Public Transportation Advisory Council District 4 appointment..... (Resolution on page 171)	135	<b>12:30</b>

**14. EXECUTIVE SESSION** (Shoshone Conference Room) **12:45**  
PERSONNEL ISSUES [SECTION 74-206(a), (b)]  
LEGAL ISSUES [SECTION 74-206(c), (d), (f)]

**15. ADJOURNMENT** (estimated time) **2:00**

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REGULAR MEETING  
IDAHO TRANSPORTATION BOARD

April 17 - 18, 2024

The Idaho Transportation Board met at 10:00 AM on Wednesday, April 17, 2024, in Pocatello, Idaho. The following principals were present:

William (Bill) H. Moad, Chairman  
James R. Thompson – District 1  
Gary Osborn - District 2  
Julie DeLorenzo, Vice Chair – District 3  
Mitch Watkins, Member – District 4  
John Bulger, Member – District 5  
Bob Hoff, Member – District 6  
Scott Stokes, Director  
Dan McElhinney, Chief Deputy/Chief Operations Officer  
Lorraine Dennis, Business Executive to the Board

District 5 Tour and Outreach Workshop. The Board met at the District 5 Maintenance Facility where they engaged with staff to learn about and view various highway equipment. Following the tour, the Board convened at the Idaho State University Bengal Alumni Center for the Outreach Workshop with local transportation officials.

Chairman Moad and Member Bulger welcomed participants of the Idaho Transportation Investment Program (ITIP) Outreach Workshop. Director Stokes gave opening remarks, shared an Idaho Transportation Department 101 video, spoke of investing with purpose and highlighted ITD's 50-year anniversary. District 5 Engineer Todd Hubbard facilitated the workshop. Participants had time to view project and program display boards and interact with executive staff, the Board and district. They reconvened to hear presentations from ITD staff. CD McElhinney and DE-5 Todd Hubbard presented a Local Transportation Grant Program update and District 5 priority projects information. Motor Vehicle Administrator Lisa McClellan gave an update on DMV, Aeronautics Administrator Tom Mahoney presented information on aeronautics, Public Transportation Manager Ron Duran provided an overview on Public Transportation, and Grants Officer Bill Kotowski shared information on the Office of Highway Safety. Chief Administrative Officer Dave Tolman presented an update on ITD funding and distribution to Locals, and Local Highway Technical Assistance Council (LHTAC) Administrator Laila Kral provided an overview on their funding and programs. The Workshop concluded with an open form for local transportation officials to ask questions and share comments, and closing remarks from Director Stokes.

WHEREUPON, the Idaho Transportation Board's tour and workshop recessed at 3:38 PM.

April 18, 2024

The Idaho Transportation Board convened at 8:30 AM on Thursday, April 18, 2024, at the Idaho State Police Office in Pocatello, Idaho. Members and principals from previous day were present. Lead Deputy Attorney General Tim Thomas joined.

Safety Share. Design/Construction Engineer Aaron Baird reported on National Work Zone Safety Awareness week and the importance of safety in construction work zone areas.

Board Minutes. Member Osborn made a motion to approve the minutes of March 20, 2024, seconded by Member Hoff, and the motion passed unanimously.

Board Meeting Dates. The next meeting is May 15 & 16 in District 4. The following meeting dates were scheduled for 2024 in Boise: October 16, November 13, and December 11.

Consent Items. Vice Chair DeLorenzo 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-  
ITB24-26 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 amending the ITIP (Idaho Transportation Investment Program) for the COMPASS transit project, modifying the Rail-Highway Crossing Program, adding projects to the Transportation Alternatives Program, adding environment monitoring projects to the Local Rural Program, rebalancing the Freight Investment Plan, and approves the 2024 Children Pedestrian Safety application scores, State Institution Road Improvement project and contracts for award.

1) Amend COMPASS transit project in the FY24-30 Idaho Transportation Investment Program (ITIP). Amend the FY24 Transit - Rolling Stock, Infrastructure, and Technology, Boise Area, Valley Regional Transit project. The project cost is \$2.45 million – an increase of \$1.1 million to cover software needs and cost overruns for the Orchard Transit facility construction project. COMPASS updated their Transportation Improvement Program to add project funding.

2) Modify the Rail-Highway Crossing Program in the FY24-30 ITIP. Addition of a new project - Rail Signs Upgrade for the Washington/Idaho/Montana (WIM) Railway, Latah County to FY24. WIM will service Bennett Lumber in Potlach. Funding from the SH-38, Malad City project totaling \$10,000 will be used for this project.

3) Add projects to the Transportation Alternatives Program in the FY24-30 ITIP. LHTAC staff requests adding two projects - Safe Routes to School project for the Idaho Walk Bike Alliance (\$60,000 plus \$5,000 local match) and a City of Gooding sidewalks project, SH-26 to 10<sup>th</sup> Ave. (\$500,000 with local match). FY24 funding is covered by transferring funds from the Horseshoe Park Pathway project and adding new funding in FY26 for the remainder (\$460K).

4) Add environment monitoring projects to the Local Rural Program. Addition of two FY24 environmental wetland mitigation/monitoring projects – KN24591, Garden Creek Road (\$50,000) and KN24592 E. Oneida Street (\$200,000). Funding is made available by transferring funds from KN11244 and KN18933 projects.

5) State Institution Road Improvement, Idaho Education Services for the Deaf and the Blind (IESDB) project. Per Board Policy 4045, \$30,000 is available to state institutions for maintenance projects around its grounds. The Department of Public Works' recommends FY25 project funding for IESDB to construct a driveway and parking area on the west side of the Administration Building for more parent and visitor parking. Total project is \$305,000.

6) Freight Investment Plan re-balance ITIP update. ITD worked with LHTAC to identify local projects that needed to be moved in order to stay on schedule and budget. Adjustments are being made to FY24 through FY28 to either delay construction or advance design on several projects. In FY24, the Freight Program amount is \$9.67 million of the \$10.75 million available.

7) 2024 Children Pedestrian Safety applications scores. LHTAC conducted a statewide call for applications from October 2023 to December 2023. LHTAC received 48 eligible applications in funding requests. Prior to that, the Board approved the list of projects in 2022 that totaled \$8.2 million in awards. Of the \$10 million appropriated, LHTAC currently has \$1.8 million in state funds to award to projects.

8) Contract award. The low bid on the following project is more than ten percent over the engineer's estimate, requiring justification. Staff recommends awarding the contract to the low bidder. Key #20146, LHTAC(3), Mission Street, Off SYS to low bidder M.A. Deatley Construction for \$3,373,495.26. Key #20705/20609, bridge repairs, I-15, I-86 & US-39, District 5 to low bidder Cannon Builders for \$2,078,963.20. The Districts does not believe re-advertising the projects would result in lower bids.

#### Informational Items.

1) Contract awards and advertisements. There were seven ITD contracts awarded that did not require Board approval from March 1 – 31, 2024. From October 1, 2023 to March 31, 2024, 49 ITD and 12 Local contracts were bid.

The list of projects currently under advertisement was provided.

2) Professional services agreements and term agreement work tasks report. From February 26, 2024 to March 31, 2024, 41 new professional services agreements and work tasks

were processed, totaling \$8,551,526. Seven supplemental agreements to existing professional services agreements were processed during this period for \$591,832.

3) Non-construction contract awards. Per Board Policy 4001 that requires reporting non-construction professional service agreements executed in the previous month, there were three to report. Contracts awarded to: Aten Design Group for \$99,618, Greg Laragan for \$15,400 and High Street Consulting Group for \$80,975.27.

4) Monthly report of federal formula program funding through March 28. Idaho received obligation authority (OA) of \$442.9 million through September 30, 2024. Additional apportionments were allocated via the Appropriations Act. Idaho received apportionments of \$478.9 million. FY24 OA through September 30, 2024 is 88.3% of apportionments. Allotted program funding is \$467.6 million with \$376.5 million remaining.

5) FY24 financial statements. Revenues to the State Highway Account from all state sources as of February 29<sup>th</sup> are ahead of forecast by 4.1% with revenues in the HDA are up by 2.9%. State revenues to the State Aeronautics Fund are below forecast by 0.6% or \$11.9K. The Department's expenditures were within planned budgets. Personnel costs savings of \$3.7M is due to vacancies and timing. Contract construction cash expenditures in the SHA are \$433.2M, and total construction expenditures from the five different funds sources total \$715.3M.

The balance of the long-term investments was \$181.9M. These funds are obligated against construction projects and encumbrances. The cash balance is \$104.7M. Expenditures in the Strategic Initiatives Program Fund is \$90.8M. Deposits into the Transportation Expansion and Congestion Mitigation Fund were \$78M. For FY24, \$37.3M is committed to debt service. Expenditures from the Federal CARES Act fund are \$3.2M. Expenditures for the TECM bond program during this period is \$151.1M and \$25.7M for GARVEE.

Adopt-A-Highway. Member Bulger presented the AAH award to Friends of Riverdale Debra Gilmore. Twenty-four years ago, they adopted SH-34, MP 10.3 – 12.3 in Preston. Ms. Gilmore thanked ITD and the Board for the award.

Director's Monthly Report. Director Stokes reported on an employee innovation, the department's invitation to speak at the National Cooperative Highway Research Program (NCHRP) conference, the department's budget, winter maintenance storm events and usage, snowplow strikes and employee engagement. Some highlights included staff gave a two-hour presentation showcasing the department's innovation program at the NCHRP national conference. The Governor and legislature passed another \$200 million to improve local bridges and another \$300 million ongoing funding for safety and capacity. Some budget highlights included the State Street and the District 4 buildings and the approval of 53 new positions.

There were nearly 5,500 storm events this year representing a mobility score of 76%. In comparison to last year's heavy winter, FY24 snow levels have returned to normal – 83 inches. This season, District 3 piloted the use of Ice Kicker (blue salt) – a high powered salt, with good

results. Winter fuel costs dropped from \$3,165,801 in 2023 to \$2,299,626 this year. The total number of snowplow strikes dropped from 17 last year to 12 this winter, of which seven occurred in a one-week period. There are several employee engagement meetings/events starting this month through the fall such as an employee town hall meeting to a leadership summit. Director Stokes concluded his remarks highlighting a photo taken of an Engineers-In-Training group 50 years ago recognizing Mike Ebright as the Outstanding EIT.

Legislative Update. Government Affairs Manager Colby Cameron report on the wrap up of this year's legislative session noting some of the unique outcomes on how the legislature approached the budget approval process. Efforts to prepare for the session began in October 2023 to prepare talking points on various initiatives such as for the District 4 operations building. Staff tracked nearly 50 bills. Some proposals that may resurface next year that did not make it out of committee included fees for electric vehicles, abandon vehicle protocol requirements, and new telework parameters. No new funding was allocated to the Local Transportation Grant Program; however, LHTAC will now administer the program.

District Engineer Report: District 5 Engineer Todd Hubbard presented his annual district update addressing winter mobility, project delivery, building maintenance, and asset inventory. Some highlights included winter mobility for his district is 82%. They have delivered 100% of the six projects planned for FY24. Some notable project updates were on the I-86/I-15 System Interchange totaling \$111.9 million, I-15 Fort Hall Interchange, I-15 Inkom Bridges, and the TECM Leading Idaho funded I-15 Pocatello to Fort Hall project. Renovation on the Blackfoot maintenance building is complete and plans to build a new maintenance building for Montpelier will begin this year. The Statewide Asset Attribute Inventory (SWAAI), that uses mobile LiDAR and 360 photography to build GIS inventories for signs, guardrails, pavement markings, etc., data was refreshed last summer. That technology is used on major projects such as for curb ramps and sidewalks on ADA transition planning.

In response to Member Osborn's question regarding right of way for the I-86/I-15 System Interchange, DE-5 Hubbard stated no new right of way needed to be acquired.

Work Zone Safety Task Force Update. CD McElhinney stated it is National Work Zone Awareness Week and in honor of that, orange ITD hats were given to the Board. The Board also received ITD's Employee Safety Manual, Chapter 6 - Personal Protective Equipment, that outlines the use of safety helmets (hard hats). The department formed a Construction and Maintenance Work Zone Safety Task Force in 2021 (includes Idaho State Police and Associated General Contractors) to increase work zone safety through innovation, training and effective construction oversight.

State Construction Engineer Chad Clawson provided a Task Force update on events, crash data, focus areas, strategies implemented to enhance safety, and public outreach efforts. Some highlights included of the average 500 work zone crashes each year, about 50% are rear-end collisions estimated at over \$100 million in economic cost. Currently, there is \$340,000 dedicated to fund ISP project patrols with an anticipated increase of 25%. More safety

equipment is being ordered totaling 118 items. Some strategies to improve safety include elevating retroreflective condition on traffic control devices, including positive (concrete) barriers instead of cones between directions, use of variable speed limit signs, leveraging work zone technology, use of portable rumble strips, and enhanced use of detours and full route closures. In conclusion, SCE Clawson shared a public outreach video “Behind the Cones” encouraging motorists in engaged driving and not use their cell phone.

In response to Chairman Moad’s question regarding funding for ISP patrols, CD McElhinney stated ITD has committed 25% more on top of the \$340,000. They are asking the district engineers to evaluate hours needed for consideration.

Advisory Group Update. Chief External Affairs Officer Mollie McCarty reported on the efforts taken to increase the level of engagement and communication amongst the various advisory groups and strategies for improvement. Some highlights included there are eight active advisory groups. About two years ago, ITD formed a staff liaison team to better align processes and help define expectations and roles. CEO McCarty reviewed the membership and challenges of each advisory group and thanked respective liaison staff. As a result of more involvement with the advisory groups, some lessons learned are the need for greater communication, consensus building, and interpretation of policy language. Although some advisory group policy language may be different, the intent is for the groups to advise the department. In conclusion, some strategies being implemented include executive leadership attending meetings, onboarding group members, coordination on department issues, and information sharing.

Revisions to Board 4035 and Administrative 5035 Policies, Aeronautics Advisory Board (AAB). Chief External Affairs Officer Mollie McCarty stated because the advisory group policies are out-of-date, inconsistent, and did not have a clear purpose statement, the department is updating them. It also includes new language on coordination with the executive branch.

Aeronautics Administrator (AA) Tom Mahoney reviewed the revisions to Board Policy 4035 AAB. Idaho statute is specific regarding AAB. This policy revision will also serve as a template for other advisory group policy updates going forward. Other highlighted changes included meeting more regularly and as necessary as determined by the AA.

AA Mahoney also reviewed the revisions to Administrative Policy 5035 that outlines the parameters to execute 4035. One notable outcome is retaining the AAB’s function to advise the Division of Aeronautics on funding priorities for the state Airport Aid Program. Because those are funds used to match federal grants, it was important to the AAB to retain it.

Member Hoff made a motion to approve the revised policies, seconded by Member Osborn.

Member Bulger stated concerns regarding Board Policy 4035, specifically Page 76, Line 9 regarding the first section of the sentence, “To make the best possible decisions that enhance quality of life through transportation...” He recommended removing it.

Vice Chair DeLorenzo questioned if that specific reference is the department’s mission statement that the Board approved. Director Stokes affirmed it is the department’s vision statement that was adopted two years ago. VC DeLorenzo stated she liked the statement, but is okay with removing it.

Member Osborn, who chairs the Board’s Policies Subcommittee, voiced his support to remove the specific reference.

Member Hoff withdrew his original motion and amended it to remove from Board Policy 4035, the first portion of the sentence up to the comma on Page 76, Line 9. The motion was seconded by Member Bulger.

The amended resolution passed unopposed to approve the following:

RES. NO. WHEREAS, the Idaho Transportation Board is charged with setting policies for  
ITB24-27 the Idaho Transportation Department; and

WHEREAS, Board Policy 4035 Aeronautics Advisory Board was revised to include a brief explanation of the advisory board’s role and purpose; and

WHEREAS, Board Policy 4035 was revised to include guidance on coordination needs related to policy issues, and eliminate detailed activities that will instead be included in the correlated administrative policy; and

WHEREAS, Administrative Policy 5035 Aeronautics Advisory Board was revised to clarify how the advisory board functions in coordination with the department; and

WHEREAS, Administrative Policy 5035 Aeronautics Advisory Board was revised to clarify the primary tasks the advisory board is asked to provide in its recommendations on matters concerning aeronautics in Idaho; and

WHEREAS, the Transportation Board's Subcommittee on Policies concurred with staff's recommendations, with additional subcommittee amendments, at its March 19, 2024 meeting.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the revisions “as amended” to Board Policy 4035 Aeronautics Advisory Board.

*BE IT FURTHER RESOLVED*, that the Board concurs with revisions to the corresponding Administrative Policy 5035 Aeronautics Advisory Board.

ITD's FY25 Change in Employee Compensation Plan. Interim Human Resource Officer Haley Westenskow provided an overview of ITD's FY25 compensation plan. Some highlights of the two components included a 1% increase for permanent employees effective June 9, 2024. All permanent employees hired before April 14, 2024 are eligible. The second component are merit increases based on performance ratings and compa-ratio - effective June 9, 2024.

In response to Member Bulger's question on how merit increases are calculated and who makes the decisions, HRO Westenskow stated a matrix is done at the department level with director approval. The legislature approved 2%; however, the matrix aids to ensure those lower on the compa-ratio are able to get the highest increase with the 2% available.

Vice Chair DeLorenzo commented they hoped they could do better for employees because they do a great job.

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

RES. NO. WHEREAS, the Idaho Transportation Department's FY25 CEC plan has been  
ITB24-28 been developed in accordance with ITD's compensation policy, legislature, Division of Human Resources, and Division of Financial Management; and

WHEREAS, Department staff presented the components of the plan for the proposed CEC plan, including eligibility requirements, to the Idaho Transportation Board at its April 18, 2024 meeting.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the Department's FY25 CEC Plan with the basic components as follows:

- All permanent employees hired before the pay period beginning on April 14, 2024, will be eligible for a 1% increase. Merit is not a consideration for this increase.
- Permanent employees with a performance evaluation on file (within the last 12 months) of an "Achieves" or better performance rating will be eligible for an increase based on their performance rating and compa-ratio. Full-time employees who are hired before the pay period beginning on April 14, 2024, will be eligible for a salary increase upon successful completion of probation.

*BE IT FURTHER RESOLVED*, that the Board approves the Department to implement the CEC plan with a targeted effective date June 9, 2024.

Office of Highway Safety – Rural Road Safety Partners, District 5. Grants Officer Bill Kotowski reported in 2022, 37% of all crashes, and 75% of all fatal crashes, happened on rural roads. The Office of Highway Safety (OHS) is partnering with the Idaho Farm Bureau (IFB) who

has over 82,000 members and 10,000 members involved in farming or ranching. In partnership, OHS and IFB have promoted various safety campaigns such as placing ads in IFB's quarterly magazine and doing a podcast.

Vice President Idaho Farm Bureau Joel Benson shared a video created to educate motorists on how to safely pass farm equipment on rural roads. They want motorists to be aware of the dangers and help shift attitudes. He also shared segments of the podcast Dirt Road Discussions featuring District 4 Engineer Jesses Barrus that focused on slow moving vehicles and rural road safety. The podcast is co-branded between the OHS and IFB.

GO Bill Kotowski reported on upcoming collaboration ideas and other rural road safety partnering efforts such as summer and engaged driving campaigns, creation of a new rural road safety dashboard and partnering with emergency medical service providers.

In response to Vice Chair DeLorenzo's question about if these campaigns include rail safety, GO Kotowski stated they will reach out to Operation Life Saver to begin conversation.

America Association of Motor Vehicles Administrators Award. Chief External Affairs Officer Mollie McCarty presented an AAMVA PACE Award to GO Kotowski who was recognized for his contribution on the Office of Highway Safety SHIFT campaign.

Office of Communication (OOC) Annual Report. Communication Manager John Tomlinson reported on the OOC's vision, 2023 successes and a 2024 look ahead. Some highlights included in 2023, the OOC team hosted 30 open houses and received over 8,600 comments. The Limited English Proficiency (LEP) Guide was incorporated into the Public Involvement Guide – and timely as LEP participation at open houses is increasing. The ITDprojects.org website was revamped last year by ITD staff that not only improved the site but saved money. Social media activity increased by 75% with 29.4 million impressions from April 2023 to April 2024. Staff redesigned the department's SharePoint homepage and conducted the first newsletter Transporter survey. On the horizon, OOC plans to conduct communication training, update the Public Involvement Guide and ITD website, and execute the Cone Zone Work Zone Safety (will integrate material into Driver's Education curriculum) and Name a Snowplow campaigns. CM Tomlinson concluded with sharing a Year in Review video produced in-house.

Chairman Moad applauded the strides made on social media but reminded staff about continuing printed materials to reach the public who are non-social media driven.

Freight Advisory Committee District 5 Appointment. Freight Program Manager Caleb Forrey presented the background of Molly Beseris who is recommended to fill the vacancy for District 5 on the Freight Advisory Committee. Currently, Ms. Beseris is the Executive Director of the Four County Alliance of Southeast Idaho. The FAC recommended her nomination at its February 27, 2024 meeting.

Member Bulger invited Ms. Beseris to share a little bit about herself and why she was interested in serving. She addressed the Board providing additional information.

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

RES. NO. WHEREAS, it is in the public’s interest for the Transportation Department to  
ITB24-29 facilitate the efficient and effective movement of freight; and

WHEREAS, it is the intent of the Idaho Transportation Board to encourage partnerships between various transportation stakeholders that further safety, mobility and economic opportunity; and

WHEREAS, the Idaho Transportation Board has authority to establish internal structures deemed necessary for its duties; and

WHEREAS, the Freight Advisory Committee recognizes that key stakeholder interests will be represented on the committee; and

WHEREAS, the Freight Advisory Committee reviewed Ms. Beseris' credentials and recommended her for the District 5 nomination at its February 27, 2024 meeting.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the appointment of Molly Beseris, District 5 to the Freight Advisory Committee for the term April 1, 2024 – December 31, 2027.

Request to Approve Consultant Agreements. Chief Engineer Dave Kuisti presented the request for consultant agreement authorization. The projects, as shown in the resolution, are: US-95, Alternative Route Huetter Bypass by HDR Engineering; I-90, SH-41 Interchange by David Evans and Associates; and SH-33, Jct. US-20 and NHS-7726, Jct. University Blvd. by Horrocks Engineers. CE Kuisti reviewed the previous approved agreement authorization and outlined the requested authorization for each project.

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

RES. NO. WHEREAS, Board Policy 4001 requires the Idaho Transportation Board (Board) to  
ITB24-30 authorize professional services agreements greater than \$1,000,000 and each subsequent cost increase, work task agreements greater than \$500,000, cumulative work task agreements on a project greater than \$1,500,000, and consultant two-year work task agreements total greater than \$1,500,000; and

WHEREAS, the Idaho Transportation Board has been provided details about each project requesting authorization; and

WHEREAS, funding will be committed to this agreement before they are executed.

*NOW THEREFORE BE IT RESOLVED*, that the Board hereby grants the authority for professional service agreement(s) as noted in the following table:

KEY NUMBER	PROJECT NAME	DISTRICT	TOTAL PREVIOUS AGREEMENTS	PREVIOUS AUTHORIZATION	THIS AUTHORIZATION REQUEST	TOTAL AUTHORIZATION
23349 <sup>1</sup>	US-95, Alternative Route Huetter Bypass, NEPA study, Kootenai County	1	\$830,401	-	\$1,446,583	\$2,276,984
20442 <sup>1</sup>	I-90, SH-41 Interchange, Kootenai County	1	\$2,575,165	\$4,000,000	\$1,555,749*	\$5,555,749
21798 <sup>1</sup> 21799	SH-33, JCT US 20 (IC 333), Rexburg; NHS-7726, JCT University Blvd (IC 332), Rexburg	6	\$990,683	-	\$90,711	\$1,081,394

1 Professional Agreements > \$1M

2 Work Task Agreements > \$500K

3 Cumulative Work Task Agreement for project > \$1.5M

4 Consultant Two-year Work Task total > \$1.5M

\*Agreement Amount: \$2,980,584

Executive Session on Legal and Personnel Issues. Vice Chair DeLorenzo made a motion to meet in executive session at 11:21 AM to discuss issues as authorized in Idaho Code Section 74-206 (b) and in Idaho Code Section 74-206 (f). Member Osborn seconded the motion and it passed unanimously by roll call vote.

The executive session discussion on legal matters related to highway and department operations and personnel matters.

The Board ended executive session at 12:32 PM.

WHEREUPON, the Idaho Transportation Board adjourned its regular monthly meeting at 12:32 p.m.

---

WILLIAM H. MOAD, CHAIRMAN  
Idaho Transportation Board

Read and Approved  
\_\_\_\_\_, 2024  
\_\_\_\_\_, Idaho

# BOARD MEETING DATES

2024

June 12 & 13 – Boise

July 23 & 24 – CDA

August 21 & 22 – Rigby

September 18 & 19 – Lewiston

October 16 – Boise

November 13 – Boise

December 11 - Boise

2024

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S X 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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
S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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
S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

“X” = holiday

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



## IDAHO TRANSPORTATION BOARD

### RESOLUTION FOR CONSENT ITEMS

**Pages 19- 31**

RES. NO.      WHEREAS, consent calendar items are to be routine, non-controversial, self-  
ITB              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 Local  
highway programming adjustments to the FY24-30 ITIP, adding projects to  
the Leading Idaho Local Bridge Program, and the contracts to reject.



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☒ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name Colleen Wonacott	Presenter's Title Program Control Manager
Preparer's Name Laila Kral, PE	Preparer's Title LHTAC Administrator

## Subject

Local Highway Programming Adjustments in the approved FY 2024 - 2030 ITIP		
Key Number Multiple	District Multiple	Route Number Multiple

## Background Information

The Local Highway Technical Assistance Council (LHTAC) manages several programs which fund local projects throughout the state. LHTAC has prepared a program adjustment advancing projects and delaying others to balance allocated federal funds. Several of the projects are funded through multiple programs resulting in this request balancing three different local programs.

The projects to be advanced are for Simco Road Rehabilitation and Safety Improvements, Mountain Home Highway District KNs 21981, 22879 and 24280 with construction moving from FY25 or FY27 to FY24. These projects are being advanced to align with another Simco Road, Mountain Home Highway District project (KN 23746) with construction in FY24 in the Freight program.

The projects to be delayed are Pine-Featherville Road Rehabilitation, Mountain Home Highway District KNs 22889 and 22606 in addition to several local safety projects to balance out funding in each program year. The programming requests are outlined in the Attachment 1 summary.

Staff requests the project adjustments between the programs outlined in Attachment 1 be made in the approved FY 2024 – 2030 ITIP.

## Recommendations *(Action items require a resolution)*

Approve the programming requests made in attachment 1 to accommodate updated project schedules and balance federal funding between multiple programs in the approved FY 2024 – 2030 ITIP.

**LHTAC May 16, 2024, Programming Requests – Attachment 1**

**Local Highway Rural Improvement Program**

Action	KN	District	Current Program Year	Route, Project Name	Phase	\$ in Thousands	
						FY24	FY27
Advance Construction to FY24	21981	3	2027	SIMCO RD REHABILITATION, ELMORE CO	CC, CN	\$ 2,240	\$ (2,240)
Delay Construction to FY27	22889	3	2024	PINE-FEATHERVILLE RD REHAB, MT HOME HD	CC, CN	\$ (1,784)	\$ 1,784
(PE) Design Engineering by ITD; (PC) Design Services by Consultant; (PL) Design Engineering by LHTAC; (CE) Construction Engineering by Idaho Transportation Department; (CC) Construction Services by Consultant; (CN) Construction; (CL) Construction Engineering by LHTAC					Totals	\$ 456	\$ (456)

**Federal Lands Access Program**

Action	KN	District	Current Program Year	Route, Project Name	Phase	\$ in Thousands	
						FY24	FY27
Delay Construction to FY27	22606	3	2024	PINE-FEATHERVILLE RD REHAB, MT HOME HD	CC, CN	\$ (3,830)	\$ 3,830
(PE) Design Engineering by ITD; (PC) Design Services by Consultant; (PL) Design Engineering by LHTAC; (CE) Construction Engineering by Idaho Transportation Department; (CC) Construction Services by Consultant; (CN) Construction; (CL) Construction Engineering by LHTAC					Totals	\$ (3,830)	\$ 3,830

**Local Highway Safety Improvement Program**

Action	KN	District	Current Program Year	Route, Project Name	Phase	\$ in Thousands	
						FY24	FY25
Advance Construction to FY24	24280	3	2025	SIMCO RD REHABILITATION, ELMORE CO	CE, CC, CN	\$ 1,500	\$ (1,500)
Advance Construction to FY24	22879	3	2025	SIMCO RD SAFETY IMPV, MT HOME HD	CC, CN	\$ 2,040	\$ (2,040)
Delay Construction to FY25	22875	1	2024	LANCASTER & HUETTER ROUNDABOUT, LAKES HD	CE, CC, CN, CL	\$ (1,814)	\$ 1,814
Delay Construction to FY25	22883	5	2024	PEDESTRIAN CROSSINGS, POCATELLO	CC, CN	\$ (606)	\$ 606
Delay Right of Way to FY25	23285	1	2024	S GREENSFERRY RD GUARDRAIL, WORLEY HD	RW	\$ (22)	\$ 22
Delay Construction to FY25	23286	1	2024	STOP CONTROL SAFETY IMPRV, BONNER CO	CE, CC, CN, CL	\$ (479)	\$ 479
Delay Right of Way to FY25	23295	4	2024	BIRCH CR RD SAFETY IMPRV, OAKLEY HD	RW	\$ (20)	\$ 20
Delay Construction to FY25	23298	5	2024	FLANDRO DR SAFETY IMPRV, POCATELLO	CC, CN	\$ (254)	\$ 254
Delay Right of Way to FY25	23299	5	2024	MERIDIAN RD SAFETY IMPRV, BLACKFOOT	RW	\$ (44)	\$ 44
Delay Right of Way to FY25	23301	6	2024	E 500 N RD SAFETY IMPRV, FREMONT CO	RW	\$ (20)	\$ 20
Delay Right of Way to FY25	23880	1	2024	SPIRIT LAKE CUTOFF CURVES, BONNER CO	RW	\$ (400)	\$ 400
Delay Construction to FY25	23886	4	2024	3200 N SAFETY IMPROVEMENTS, MURTAUGH HD	CE, CC, CN, CL	\$ (749)	\$ 749
Delay Right of Way to FY25	23889	6	2024	5TH E (HOLMES AVE) & 49TH S SIGNAL, BONNEVILLE CO	RW	\$ (300)	\$ 300
(PE) Design Engineering by ITD; (PC) Design Services by Consultant; (PL) Design Engineering by LHTAC; (CE) Construction Engineering by Idaho Transportation Department; (CC) Construction Services by Consultant; (CN) Construction; (CL) Construction Engineering by LHTAC							
					Totals	\$ (1,168)	\$ 1,168



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☒ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name Mike Johnson, PE	Presenter's Title Division Administrator
Preparer's Name Laila Kral, PE	Preparer's Title LHTAC Administrator

## Subject

Add projects to Leading Idaho Local Bridge Program		
Key Number Multiple	District Multiple	Route Number Multiple

## Background Information

ITD and LHTAC have entered into a Memorandum of Understanding for the Local Strategic Initiative (LSI) Program funding the Leading Idaho Local Bridge Program.

In accordance with the MOU, projects for this program have previously been approved by the Local Highway Technical Assistance Council (LHTAC) and Idaho Transportation Board.

At the March 14, 2024 quarterly business meeting, the LHTAC Council approved staff's request for an additional \$2,450,000 to fund feasibility studies, preliminary engineering and preliminary geotechnical/environmental work on 15 bridges in anticipation of the Idaho Legislature approving the third \$200M round of funding for this program. Included in this list of bridges were four bridges that were not previously approved for funding. The amount LHTAC Council approved for preliminary work on these four bridges is \$800,000.

Many of the unfunded bridges that remain to be repaired or replaced under this program will be complex, may not be on the same alignment, and will require more exploration and/or studies. Funding for the preliminary work does not guarantee the bridge will get funded for replacement. The preliminary work will help ensure that we identify bridges which can be realistically built within this program and/or determine a path forward through federal competitive grants.

The list of additional bridges not previously approved for environmental work and/or feasibility studies include:

Key No (KN)	Administrative Jurisdiction	Roadway	Crossing	Year Built	Bridge Length
28635	Valley County	Smith Ferry Drive	N Fk. Payette River	1959	600
29935	Nez Perce County	Sperry Grade Road	Potlatch River	1908	242
29965	Nez Perce County	Lenore Grade Road	Clearwater River	1935	526
30315	Boundary County	S5907: Deep Creek Loop	BNRR; UPRR & Deep Creek	1959	600



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### **Recommendations (Action items require a resolution)**

Approve adding the four bridges listed above to the Leading Idaho Local Bridge Program for feasibility studies and preliminary engineering work.



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☒ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name David B. Kuisti P.E.	Presenter's Title Chief Engineer
Preparer's Name Monica Crider P.E.	Preparer's Title State Design Engineer

## Subject

Board Approval for Contracts to Reject		
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 10/01/23 to 04/30/24					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
62	13	10	6	1	1

### ACTION

In accordance with board policy 4001, the construction contracts on the attached report exceeded the engineer's estimate by more than ten percent (10%) but are recommended for rejection with board approval.

The following table summarizes the contracts requiring Board approval to reject since the last Board Agenda Report.

Contracts requiring Board Approval to Reject - Justification received 04/01/24 to 04/30/24	
ITD	Local
1	1

### Recommendations *(Action items require a resolution)*

In accordance with board policy 4001, the construction contracts on the attached report are recommended for rejection with board approval.

Monthly Status Report to the Board

CONTRACT(S) FOR BOARD APPROVAL TO REJECT

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
LHTAC(4)	<b>18807</b>	OFF SYS	4/2/2024	1	\$2,875,000.00	\$4,317,082.00	\$1,442,082.00
River Street, Walnut to Galena, Hailey							150%
Contractor: Staker & Parson Companies DBA					Federal		
Idaho Materials Construction							

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
4	<b>24243</b>	Various	4/2/2024	3	\$1,668,576.00	\$2,156,120.00	\$587,544.00
D4 Signal Upgrades							135%
Contractor: Electric 1 West Inc DBA Balanced Rock Electric					State		

DATE OF BID OPENING - APRIL 2, 2024

---

IDAHO FEDERAL AID PROJECT  
RIVER STREET, WALNUT TO GALENA, HAILEY  
Blaine County  
Key No. 18807

---

DESCRIPTION: The work on this project consists of rebuild the roadway, add curb, gutter, and sidewalk and includes safety and circulation improvements.

BIDDERS:

STAKER & PARSON COMPANIES dba IDAHO MATERIALS & CONSTRUCTION      \$4,317,082.00  
NAMP, ID

1 BIDS ACCEPTED

ENGINEER'S ESTIMATE - \$2,875,000.00

LOW BID - 150% Percent of the Engineer's Estimate

NET +/- OF EE \$1,442,082

(AWARD)

(REJECT)

(REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

\*\*\*Attached is the justification for Award or Rejection of the Bid. Highway Design concurs with the recommendation. \*\*\*

Karen  
Hanna

Digitally signed  
by Karen Hanna  
Date: 2024.04.24  
11:36:44 -06'00'

---

**Karen Hanna**  
Contracts Manager

**Local Highway Technical  
Assistance Council**

3330 Grace Street  
Boise, Idaho 83703  
Phone 208.344.0565  
Fax 208.344.0789  
[www.lhtac.org](http://www.lhtac.org)



Phil Lampert  
**Chairman**  
Kari Peterson  
**Vice Chair**  
Kevin Renfrow  
**Secretary/Treasurer**  
Laila Kral, P.E.  
**Administrator**

**Date:** April 24, 2024

**Project No:** A018(807)

**To:** Monica Crider, P.E. *MC*  
State Design Engineer

**Key No:** 18807

**From:** Laila Kral, PE  
LHTAC Administrator *LK*

**Project Identifications, County**  
STC- 8030, River St; Walnut to Galena, Hailey

**RE:** Justification of Rejection of Bid

On April 2, 2024, one bid was opened for KN 18807, STC- 8030, River St; Walnut to Galena, Hailey project. The only bid of \$4,317,082 was 150.2% higher than the Engineer's Estimate (EE).

The following items account for most of the difference between the low bid and the Engineer's Estimate:

Item	Description	Quantity	Estimated Unit Price	Bid Unit Price	\$ Difference
303-022A	3/4" Aggregate for Base	2091 Tons	\$45.00	\$70.00	\$52,275
619-010A	Illumination Ty 2	1 Lump Sum	\$370,000	\$775,000	\$405,000
652-005A	Underground Sprinkler System	1 Lump Sum	\$66,850	\$240,000	\$173,150
S901-05E	SP-Tree Wells	25 Each	\$15,000	\$19,000	\$100,000
Z629-05A	Mobilization	1 Lump Sum	\$375,634.50	\$624,540.05	\$248,905.55
Total Difference from these Items					\$979,330.55

The EE was based on the latest ITD bid tabulation data for ITD Districts 4 and LHTAC along with local input from the City of Hailey. These bid prices and lack of submitted bids likely reflect the more isolated location of the project and items unique to an urban environment. It may also be attributed to advertising the project late in the construction season for this area.

The City of Hailey and LHTAC recommend rejection of the bid, revising the project scope to reduce or eliminate specialty items, and rebidding the project at a more favorable time of year.

**Association of Idaho Cities**

Mayor Robert (BJ) Berlin  
*City of Roberts*  
Councilmember Kari Peterson  
*City of Fruitland*  
Vacant

**Idaho Association of Highway Districts**

Commissioner Kevin Renfrow  
*South Latah Highway District*  
Commissioner Neal Gier  
*Buhl Highway District*  
Commissioner Gilbert Hofmeister  
*Power County Highway District*

**Idaho Association of Counties**

Commissioner Phil Lampert  
*Benewah County*  
Commissioner Mark Rekow  
*Gem County*  
Commissioner Todd Smith  
*Madison County*

**Ex-Officio Members**

Kelley Packer, Executive Director  
*Association of Idaho Cities*  
Nick Veldhouse, Executive Director  
*Idaho Association of Highway Districts*  
Seth Grigg, Executive Director  
*Idaho Association of Counties*

# City of Hailey

115 MAIN STREET SOUTH, SUITE H  
HAILEY, IDAHO 83333

(208) 788-4221  
Fax: (208) 788-2924

April 15, 2024

Kevin Kuther, P.E.  
LHTAC  
3330 W Grace St.  
Boise, ID 83703


Subject: City of Hailey,  
Key No. 18807 – River St; Walnut to Galena, Hailey

Dear Mr. Kevin:

The City of Hailey wishes to reject the bid received for Key No. 18807, River St; Walnut to Galena, Hailey Project and rebid the project for the remaining construction season of 2024 or, depending on the time required to modify the construction drawings, the spring of 2025. The only bid received was in significant excess of the Engineer's Estimate. The City will work to reduce scope for the project to bring it in line with available funding.

Sincerely,

City of Hailey

  
Martha Burke  
Mayor

DATE OF BID OPENING - APRIL 2, 2024

---

IDAHO PROJECT  
D4 SIGNAL UPGRADES  
Various County  
Key No. 24243

---

DESCRIPTION: The work on this project consists of repair and upgrade several highway traffic signals at various locations throughout District 4

BIDDERS:

Electric 1 West Inc. DBA Balanced Rock Electric  
Twin Falls, ID

\$2,156,120.00

1 BIDS ACCEPTED 2-Irregular (Bid Bond/Anti-Boycott)

ENGINEER'S ESTIMATE - \$1,668,576.00

LOW BID - 129% Percent of the Engineer's Estimate

NET +/- OF EE \$487,544

(AWARD)

(REJECT)

(REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

\*\*\*Attached is the justification for Award or Rejection of the Bid. Highway Design concurs with the recommendation. \*\*\*

Karen  
Hanna

Digitally signed  
by Karen Hanna  
Date: 2024.04.24  
11:35:03 -06'00'

---

**Karen Hanna**  
Contracts Manager



**DATE:** April 24, 2024

**Program Number(s)** A024(243)

**TO:** Monica Crider, PE *MC*  
State Design Engineer

**Key Number(s)** 24243

**FROM:** Jesse Barrus, PE *Jesse Barrus*  
District Engineer, D4

Digitally signed by  
Jesse Barrus  
Date: 2024.04.25  
14:20:34 -06'00'

**Program ID, County, Etc.** D4 Signal Upgrades

**RE:** JUSTIFICATION FOR REJECTION OF BID

On April 2, 2024 three bids were opened for the above referenced project. Two out of the three bids were marked as irregular. The remaining bid of \$2,156,120.00 came in approximately 29% higher than the engineer estimate.

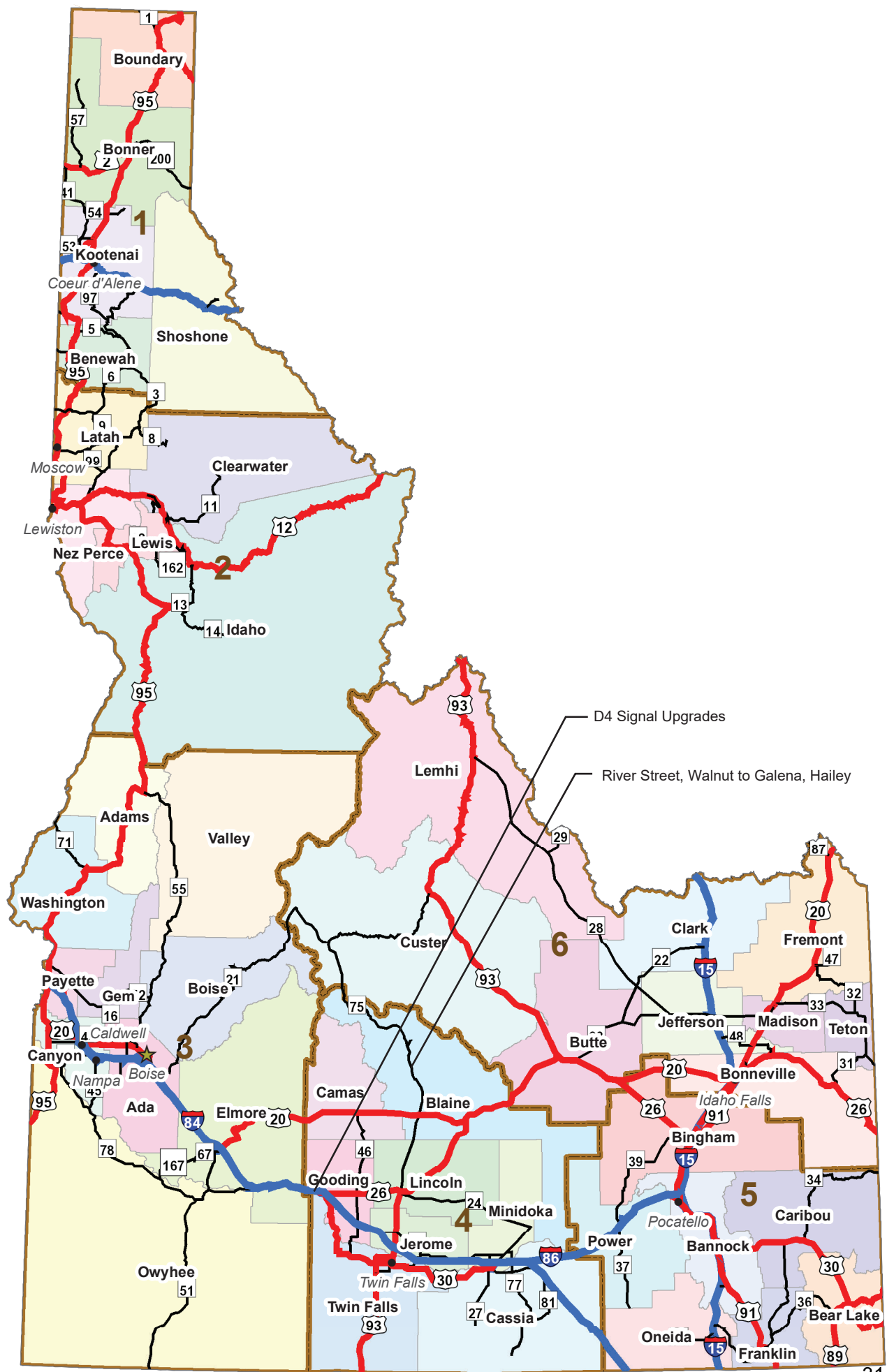
The following items account for most of the difference between this bid and the engineer estimate:

Item	Description	Quantity	Est. Unit Price	Bid Unit Price	\$ Difference
656-015A	Intersection Preemption Detection System	13 Ea	\$20,000.00	\$22,610.00	\$33,930.00
656-020C	Intersection Detection System - Video	15 Ea	\$15,000.00	\$42,390.00	\$410,850.00
656-045A	Signal Controller	13 Ea	\$10,000.00	\$26,460.00	\$213,980.00
S901-05A	SP Remote Network System	13 Ea	\$3,000.00	\$8,2390.00	\$70,070.00
<b>Total Difference from these items:</b>					<b>\$728,830.00</b>

The engineer's estimate was based off similar projects and some research into costs of some of the systems. The average bid price from other projects was used when available, however, there is little past bidding information available on signal components and systems. This was particularly true for items 656-020C and 656-045A.

This project addresses and replaces multiple components of signals on our system that need to be replaced as they have met their lifespan.

After review of the bid information, District 4 recommends rejecting the bid so the district can review the plans, specifications and estimate, revise, and rebid this project as soon as possible.





# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☒

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name David B. Kuisti P.E.	Presenter's Title Chief Engineer
Preparer's Name Monica Crider P.E.	Preparer's Title State Design Engineer

## 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 10/01/23 to 04/30/24					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
62	13	10	6	1	1

### 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 04/01/24 to 04/30/24	
ITD	Local
11	0

### FUTURE ACTIONS

The Current Advertisement Report is attached.

## Recommendations *(Action items require a resolution)*

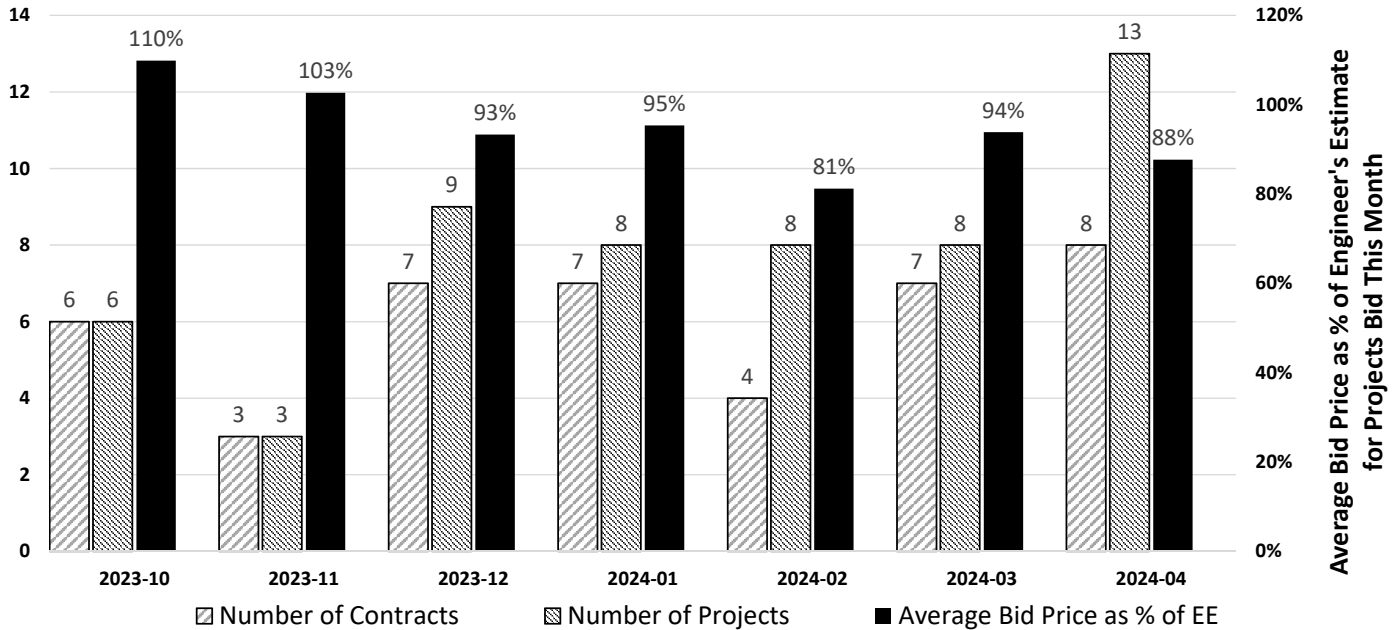
For Information Only.

## FFY24 State Infrastructure Project Bid Results: YTD Summary By Cost

55 Projects YTD through April 30, 2024

YTD Total for all 55 projects:

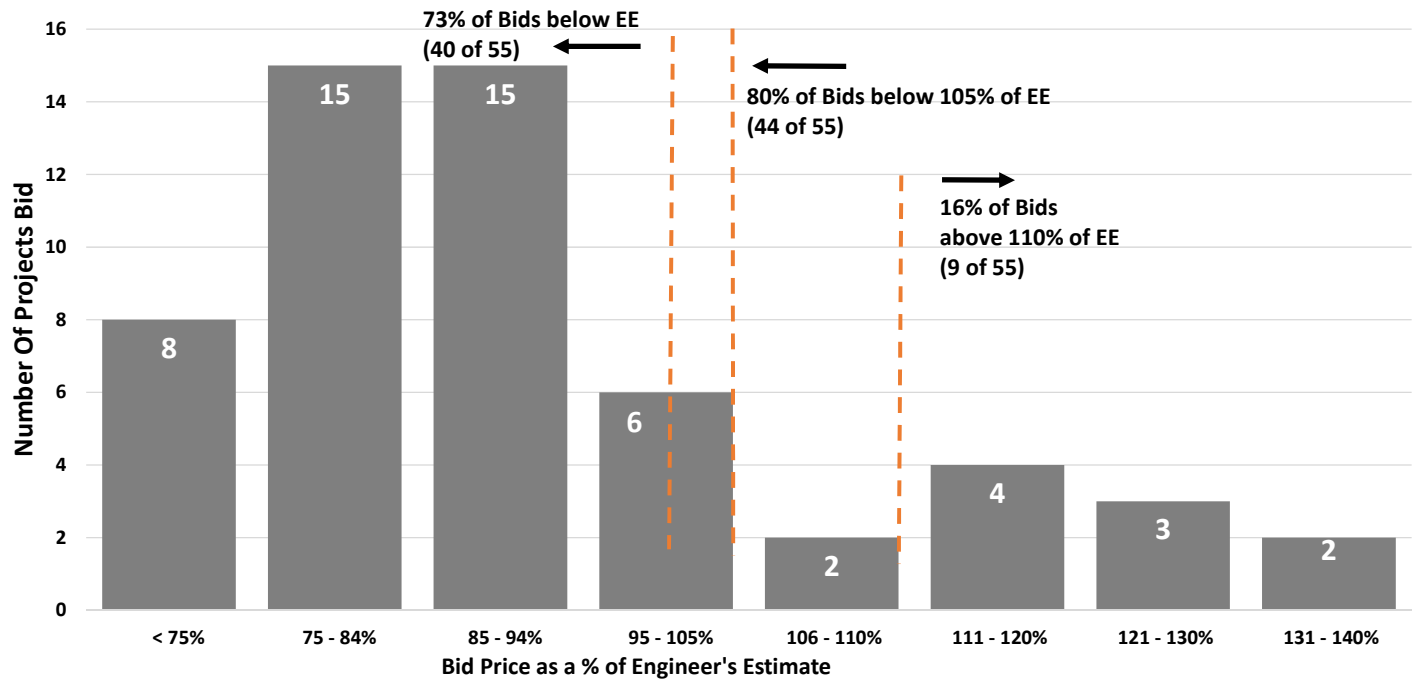
Ratio of Bid Costs / Engineer's Estimates = \$460.6 / \$474.1M = 97.2%



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

## FFY24 State Infrastructure Project Bid Results: YTD Summary By Project Count

55 Projects YTD through April 30, 2024



Note: Local and SIA Projects are not included

## Monthly Status Report to the Board

### PROJECTS BID BY STAFF SINCE LAST BOARD MEETING

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
6	<b>22760/22679/23214</b>	I-15	4/2/2024	2	\$22,547,829.95	\$19,199,969.00	<b>(\$3,347,860.95)</b> 85%
I-15, Exit 119 to Roberts Contractor: H-K Contractors Inc					Federal		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
3	<b>24390 &amp; 24389</b>	SH-55	4/2/2024	1	\$3,620,775.00	\$2,797,205.00	<b>(\$823,570.00)</b> 77%
SH-55 & US-20/26 Demolition Contractor: Knife River Corporation-Mountain West					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
2	<b>23719a SIA</b>	Various	4/2/2024	2	\$500,000.00	\$522,400.00	\$22,400.00 104%
D2 On-Call Guardrail Repair Contractor: RailCo LLC					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
2	<b>23224 SIA</b>	Various	4/2/2024	5	\$898,320.00	\$594,050.00	<b>(\$304,270.00)</b> 66%
FY24a D2 High Priority Culverts Contractor: Whitaker Construction Co. Inc					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
6	<b>22686 &amp; 23215</b>	SH-28	4/9/2024	2	\$8,435,220.00	\$7,955,000.00	<b>(\$480,220.00)</b> 94%
SH-28, Lemhi River Bridge to Tendoy Contractor: Knife River Corporation-Mountain West					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
1	<b>20660</b>	US-95	4/9/2024	3	\$2,553,749.25	\$2,027,968.94	<b>(\$525,780.31)</b> 79%
US-95, Brown CR Passing Lane to Comanche Street Contractor: J7 Contracting Inc					State		

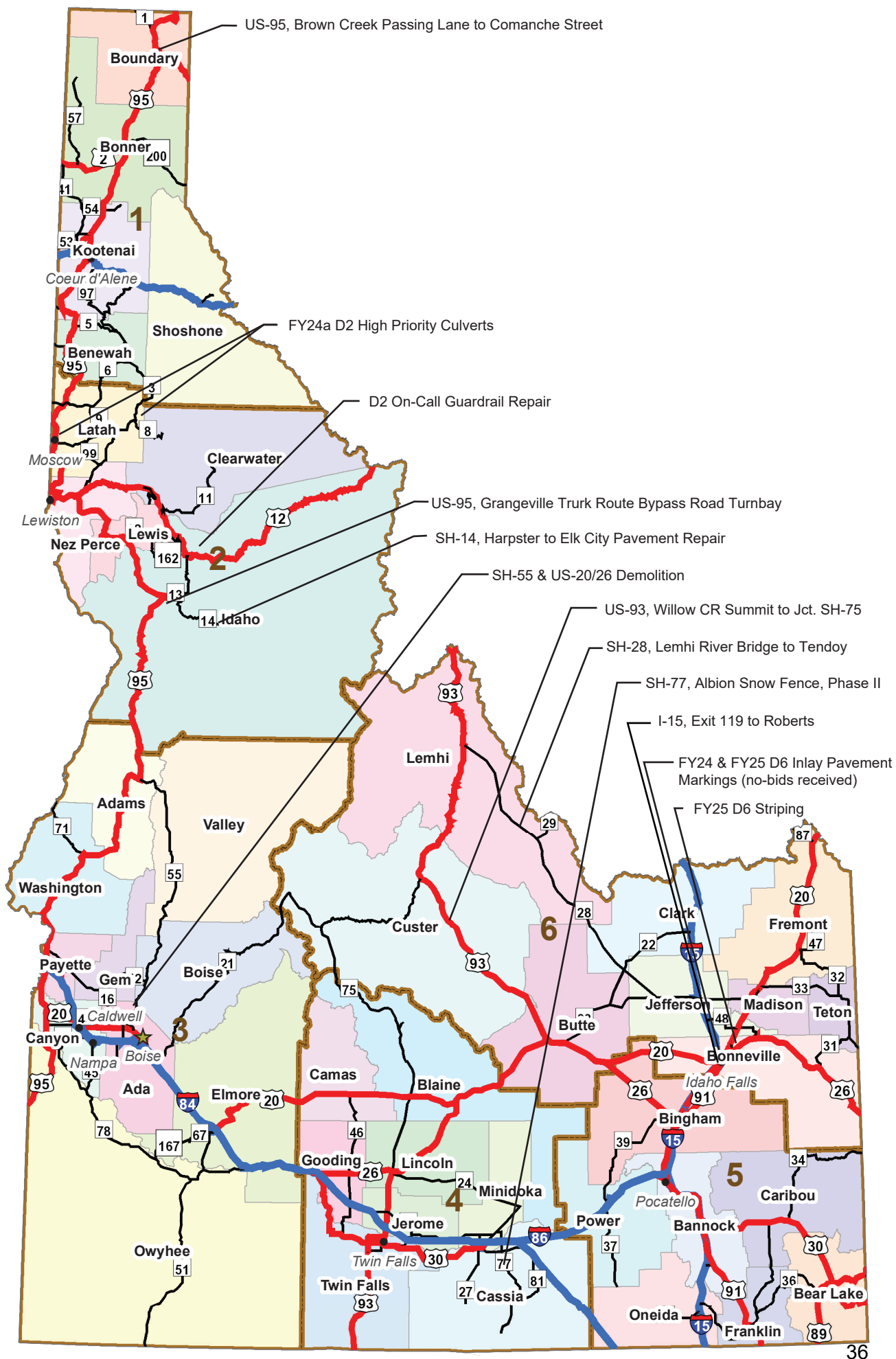
District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
2	<b>20090</b>	US-95	4/9/2024	2	\$1,592,378.00	\$1,050,758.37	<b>(\$541,619.63)</b> 66%
US-95, Grangeville Truck Route Bypass Road Turnbay Contractor: LaRiviere					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Estimate Quantity	Fixed Price	Quantity Bid
2	<b>24400</b>	SH-14	4/9/2024	2	84,420.29 SY	\$2,330,000.00	11600,501 SY
SH-14, Harpster to Elk City Pavement Repair Contractor: Poe Asphalt Paving Inc					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
6	<b>23242/22765</b>	US-93	4/23/2024	2	\$9,596,196.50	\$8,696,969.00	<b>(\$899,227.50)</b> 91%
US-93, Willow CR Summit to Jct. SH-75					Federal		
Contractor: H-K Contractors Inc							

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
6	<b>23585/23398</b>	Various	4/23/2024	0	\$902,577.60	\$0.00	<b>(\$902,577.60)</b> 0%
FY24 & FY25 D6 Inlay Pavement Markings					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
6	<b>23816</b>	Various	4/23/2024	1	\$630,691.20	\$529,800.00	<b>(\$100,891.20)</b> 84%
FY25 D6 Striping					State		
Contractor: Idaho Traffic Safety							



## Monthly Contract Advertisement As of 4-30-2024

District	Key No.	Route	Bid Opening Date
5	<b>22656</b>	I-15	4/30/2024
I-15, W Blackfoot IC to Riverside Canal NBL			
\$5,000,000 to \$10,000,000			

District	Key No.	Route	Bid Opening Date
5	<b>24255d SIA</b>	I-15	4/30/2024
I-15, D5 Cattle Guard Replacements			
\$250,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
5	<b>23719d SIA</b>	I-15	4/30/2024
I-15, Woodville Road Girder Replacement			
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
LHTAC(1)	<b>23284</b>	OFF SYS	5/7/2024
Roadway & Guardrail Improvements, Lakes HD			
\$250,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
4	<b>23636 SIA</b>	I-84	5/7/2024
Roadway & Guardrail Improvements, Lakes HD			
\$250,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
LHTAC(1)	<b>22398</b>	OFF SYS	5/14/2024
McGhee Road Pedestrian Improvements, Ponderay			
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
LHTAC(3)	<b>22102</b>	OFF SYS	5/14/2024
Franklin Blvd. & Karcher Road Intersection			
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
3	<b>22715A</b>	SH-55	5/14/2024
SH-55, Farmway Road to Middleton Road			
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
LHTAC(1)	<b>19288</b>	OFF SYS	5/21/2024
Beck Road, Seltice Way to Prairie Ave, Post Falls HD			
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
4	<b>21897</b>	OFF SYS	5/21/2024
Smiley Creek Airport Bridge			
\$1,000,000 to \$2,500,000			

District	Key No.	Route	Bid Opening Date
6	<b>24399</b>	US-20	5/21/2024
US-20, MP 264 to MP 301 Pavement Repair			
\$1,000,000 to \$2,500,000			

District	Key No.	Route	Bid Opening Date
5	<b>23137 SIA</b>	US-91	5/21/2024
US-91, MP 17.5 and MP 17.6 Culvert Slip Lines			
\$250,000 to \$500,000			



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☒

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name Monica Crider, PE	Presenter's Title State Design Engineer
Preparer's Name Mohsen Amirmojahedi, PE	Preparer's Title Consultant Services Engineer

## Subject

REPORT ON PROFESSIONAL SERVICES AGREEMENTS AND TERM AGREEMENT WORK TASKS

Key Number	District	Route Number
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## Background Information

### For all Agreements:

Consultant Services processed 29 new professional services agreements and work tasks totaling **\$15,249,653** and 8 supplemental agreements to existing professional services agreements totaling **\$680,420** from April 01, 2024 to April 28, 2024.

### 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	MGMT	AERO	
<b>Resources not Available</b>										
Construction Engineering, Inspection, Sampling & Testing	2	3	3							8
Roadway Design				1	1					2
Materials/Geotechnical					1		1			2
Surveying		1								1
Public Involvement			1							1
Hydraulics							1			1
Environmental		4								4
Engineer of Record				1						1
<b>Local Public Agency Projects</b>	1	2	3			3				9
<b>Total</b>	3	10	7	2	2	3	2			29



# Board Agenda Item

ITD 2210 (Rev. 12-23)

## For ITD Projects:

20 new professional services agreements and work tasks were processed during this period totaling **\$14,452,516**. 7 supplemental agreements totaling **\$672,646** 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>
STATE, FY23 D1 BRIDGE REPAIR	Resources not Available CE&I	CE&I Services, Phase 2	Individual Project Solicitation	HDR Engineering, Inc.	Prev: \$654,435 This: \$254,184 Agreement Total to Date: \$908,619
SH 53, N LATAH ST TO MP 9.3, RATHDRUM	Resources not Available CE&I	CE&I Services, Phase 2	Individual Project Solicitation	HDR Engineering, Inc.	Prev: \$404,890 This: \$433,400 Agreement Total to Date: \$838,290

### 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, MP 210 SLIDE TO WHITEBIRD BR, IDAHO CO	Resources not Available CE&I	CE&I Services.	Individual Project Solicitation	HMH, LLC	\$897,804
US 95, THORN CR RD TO MOSCOW, PH 1	Resources not Available CE&I	CE&I Services, Phase 3	Individual Project Solicitation	HMH, LLC	Prev: \$3,444,373 This: \$2,898,030 Agreement Total to Date: \$6,342,403 Board Approved: \$6,342,403 On: 3/20/2024
US 95, AHT'WY INTERCHANGE AND PLAZA, NEZ PERCE CO	Resources not Available CE&I	CE&I Services, Phase 2	Individual Project Solicitation	HDR Engineering, Inc.	Prev: \$1,341,625 This: \$1,536,437 Agreement Total to Date: \$2,878,062 Board Approved: \$3,000,000 On: 1/12/2023
US 95, POTLATCH NB PASSING LN, LATAH CO	Resources not Available Environmental	Environmental Services.	RFI from Term Agreement	David Evans and Associates, Inc.	\$188,529



## Board Agenda Item

ITD 2210 (Rev. 12-23)

SH 128, DOWN RV RD INTERSECTION IMPROVEMENT, LEWISTON	Resources not Available Surveying	Survey Services.	Direct from Term Agreement	Welch Comer and Associates, Inc.	\$50,870
US 95, WESTLAKE RD TURNBAYS, LEWIS CO	Resources not Available Environmental	Environmental Services.	RFI from Term Agreement	Horrocks Engineers, Inc.	\$149,510
US 95, RODEO DR TO ESTES RD, MOSCOW	Resources not Available Environmental	Environmental Services.	RFI from Term Agreement	Ardurra Group, Inc.	Prev: \$205,689 This: \$168,525 Agreement Total to Date: \$374,214
STATE, FY26b D2 BRIDGE REPAIR	Resources not Available Environmental	Environmental Clearance Services.	Individual Project Solicitation	HDR Engineering, Inc.	\$312,596

### **District 3**

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH 16, FRANKLIN RD TO USTICK RD, ADA & CANYON COS	Resources not Available CE&I	CE&I Services, Phase 2	Individual Project Solicitation	HMH, LLC	Prev: \$690,086 This: \$1,550,001 Agreement Total to Date: \$2,240,087 Board Approved: \$4,400,000 On: 11/15/2023
SH 55, FLEMING CR BR, BOISE CO	Resources not Available Public Involvement	Public Involvement Services.	Direct from Term Agreement	Rosemary Brennan Curtin, Inc.	\$34,315
I 84, FY23 D3 BRIDGE REPAIR	Resources not Available CE&I	CE&I Staff Augmentation.	RFI from Term Agreement	David Evans and Associates, Inc.	Prev: \$327,424 This: \$48,701 Agreement Total to Date: \$376,125
US 20, FY24 SURFACE TREATMENTS: US 20/26 & SH 44	Resources not Available CE&I	CE&I Services.	Direct from Term Agreement	Atlas Technical Consultants LLC	\$96,222



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US 30, BUSINESS LOOP, PARK AVE TO AIRPORT RD, CASSIA CO	Resources not Available Roadway Design	Traffic Design, Public Involvement, Roadway Design, Environmental, Survey, and Feasibility/Planning Services.	Individual Project Solicitation	J-U-B Engineers, Inc.	\$756,125
US 93, 300 SOUTH RD, JEROME CO	Resources not Available Engineer of Record Services	Engineer of Record Services.	Individual Project Solicitation	HDR Engineering, Inc.	\$351,202

### District 5

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I 86, MP 49 TO MP 58, RAINBOW ROAD TO W POCATELLO IC WB	Resources not Available Materials / Geotechnical	Materials and Geotechnical Services.	Direct from Term Agreement	GeoEngineers, Inc.	\$4,957
I 15, UPRR, S BLACKFOOT IC #89 NBL & SBL, BINGHAM CO	Resources not Available Roadway Design	Roadway Design Services.	Individual Project Solicitation	David Evans and Associates, Inc.	\$4,187,789 Board Approved: \$4,188,000 On: 3/20/2024

### Headquarters

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
STATE, STWD BRIDGE HYDRAULICS SUPPORT	Resources not Available Hydraulics	Hydraulics Services.	RFI from Term Agreement	Ayres Associates, Inc.	\$300,000
STATE, FY24 SHS SIGN INSPECTION	Resources not Available Materials / Geotechnical	Overhead Sign Structure Inspections Services.	RFI from Term Agreement	Collins Engineers, Inc.	\$233,319



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### 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	SAMPLING/TESTING & CLOSEOUT SERVICES FOR D1	Strata, Inc.	5/5/2023, Sampling/testing and closeout services.	Additional hours for more close-out assistance for a claim that is still going on.	Prev: \$811,049 This: \$29,954 Agreement Total to Date: \$841,003
1	SAMPLING/TESTING & CLOSEOUT SERVICES FOR D1	Strata, Inc.	5/5/2023, Sampling/testing and closeout services.	Additional hours for more sampling/testing	Prev: \$834,173 This: \$6,830 Agreement Total to Date: \$841,003
1	SAMPLING/TESTING & CLOSEOUT SERVICES FOR D1	Strata, Inc.	5/5/2023, Sampling/testing and closeout services.	Additional hours for more sampling/testing	Prev: \$809,449 This: \$31,554 Agreement Total to Date: \$841,003
1	SMA-5719, PLEASANT VIEW RD & SH 53, GRADE SEPARATION	HDR Engineering, Inc.	11/4/2011, Complete design from existing preliminary design through PS&E	Additional design services included: major revisions to temporary traffic control plans, swapping concrete barriers out, etc.	Prev: \$3,299,997 This: \$171,168 Agreement Total to Date: \$3,471,165 Board Approved: \$3,471,279 On: 3/11/2023
	SH 55, FARMWAY RD TO MIDDLETON RD, CANYON CO	Horrocks Engineers, Inc.	11/1/2021, Roadway Design through PS&E	Additional roadway design through PS&E.	Prev: \$10,682,101 This: \$421,134 Agreement Total to Date: \$11,103,235 Board Approved: \$11,230,000 On: 2/21/2024
3	SH 16, SH 44 TO JCT SH 52 ENVIRONMENTAL RE-EVAL, EMMETT	Horrocks Engineers, Inc.	6/21/2023, Update the design of State Highway 16.	Black Canyon Irrigation District requiring a \$1,000 application for work on affected structures.	Prev: \$2,940,412 This: \$1,000 Agreement Total to Date: \$2,941,412 Board Approved: \$2,950,000 On: 6/15/2023
5	STATE, D5 MATERIALS RECONNAISSANCE	Parametrix, Inc.	3/20/2024, Environmental Services.	Cultural clearance on property for possible purchase	Prev: \$30,779 This: \$11,006 Agreement Total to Date: \$41,785



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### For Local Public Agency Projects:

9 new professional services agreements totaling **\$797,137** were processed during this period. 1 supplemental agreement totaling **\$7,774** was processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
LOCAL, RAILROAD PATH; RIVERSIDE PARK TO YELLOWSTONE HWY	CITY OF REXBURG	Roadway Design Services.	Direct from Term Agreement	Keller Associates, Inc.	\$65,950
LOCAL, GUARDRAIL IMPROVEMENTS, LAKES HD	LAKES HIGHWAY DISTRICT	CE&I Services, Phase 2	RFI from Term Agreement	HMH, LLC	Prev: \$341,623 This: \$8,896 Agreement Total to Date: \$350,519
OFFSYS, MISSION ST; SCL TO DEINHARD LN, MCCALL	CITY OF MCCALL	CE&I Services.	RFI from Term Agreement	HDR Engineering, Inc.	\$326,808
SMA-7014, SNAKE RV AVE; SOUTHWAY BR TO 11TH AVE, LEWISTON	CITY OF LEWISTON	Roadway Design Services.	RFI from Term Agreement	Horrocks Engineers, Inc.	Prev: \$181,800 This: \$44,673 Agreement Total to Date: \$226,473
LOCAL, HORSESHOE PARK PATHWAY, PH 4; LOCAL, HORSESHOE PARK PATHWAY, PH 3	CITY OF NEW PLYMOUTH	Pathway Services.	RFI from Term Agreement	HMH, LLC	\$85,794
LOCAL, DIVISION AVE AND MAIN ST SIDEWALK PROJECT	CITY OF CRAIGMONT	CE&I Services.	Direct from Term Agreement	Salaber Associates, Inc.	\$79,008
LOCAL, BLAINE WARING MEMORIAL PARK PATHWAY	CITY OF DUBOIS	CE&I Services.	Direct from Term Agreement	Forsgren Associates, Inc.	Prev: \$47,100 This: \$49,041 Agreement Total to Date: \$96,141
SH 55, MAIN ST SIDEWALK & BEACON, CASCADE	CITY OF CASCADE	CE&I Services.	Direct from Term Agreement	Salaber Associates, Inc.	\$82,767
OFFSYS, WALLACE AVE SIDEWALKS, DRIGGS	CITY OF DRIGGS	CE&I Services.	Direct from Term Agreement	Atlas Technical Consultants LLC	\$54,200



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### **Supplemental Agreements to Existing Local 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>
3	SMA-7813, MONTANA AVE; PED IMPRV & WIDENING, CALDWELL	Keller Associates, Inc.	8/9/2023, Roadway Design Services.	Additional work for ROW plans	Prev: \$18,893 This: \$7,774 Agreement Total to Date: \$26,667

### **Recommendations** *(Action items require a resolution)*

For Information Only





## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☒

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name L. Scott Stokes	Presenter's Title Director
Preparer's Name Lorraine Dennis	Preparer's Title Business Executive to the Board

### Subject

Draft FY25-28 Strategic Plan Division of Financial Management (DFM) Report		
Key Number	District	Route Number

### Background Information

Idaho Code 67-1903 – 67-1904 requires all state agencies to annually submit a Strategic Plan covering a minimum of four years forward, including the fiscal year for which it is submitted, to DFM by July 5<sup>th</sup>. The format, structure and required elements for the Strategic Plan are set by DFM inclusive of the following:

- Vision and/or Mission Statement
- Goals and Objectives
- Performance Measures and Benchmarks
- Key External Factors

### Recommendations *(Action items require a resolution)*

For Board review and input. Staff will seek approval at the June board meeting.



# Idaho Transportation Department

## FY25-28 Strategic Plan

**Your Safety • Your Mobility Economic Opportunity**

## Overview

The Idaho Transportation Department (ITD) has a vision of enhancing quality of life through transportation. We are committed to improving the quality of life of people in the communities we serve by delivering on our mission of Your Safety. Your Mobility. Your Economic Opportunity.

ITD is responsible for operating and maintaining more than 12,300 lane miles and 1,830 bridges; 2,523 miles of Idaho Byways and 32 state backcountry airstrips. The state highway system includes 34 rest areas and 12 ports of entry. The Division of Motor Vehicles registers more than two million vehicles and trailers and is responsible for the credentials of more than a million drivers.

Governor Brad Little's Leading Idaho initiative is critical to ITD's ongoing success: Much-needed funds are creating an immediate impact to address road safety and capacity. These strategic projects are also investing in the long-term infrastructure of our great state. In FY23, ITD delivered a record investment level of projects in record time.

As stewards to the public, ITD has a great responsibility to expend taxpayer dollars wisely for the betterment of our state.

Modernized transportation is safer for everyone and drives economic opportunity. ITD is committed to customer service and working with statewide partners to deliver on timely and meaningful transportation projects.

With so much changing around us, ITD will leverage our innovative spirit to advance services that benefit our customers.

As we prepare for the challenges that lie ahead of us, the key to our success will be continuing to focus on our strengths that make ITD a great organization. Therefore, ITD has implemented Five Focus Areas to drive our strategic goals and measured success.

### **Invest with Purpose**

We will work toward modernizing the transportation system and services by investing with purpose the funds provided by Governor Little and the legislature to enhance the quality of life in Idaho. This is intended to keep us all keenly aware of our stewardship to the public especially at a time when investment in transportation has increased. As investment resources are made available, we are committed to deliver completed projects without delay for the fastest realization of public benefit.

### **External Outreach**

We will continue to emphasize and be intentional in our public outreach, engagement, and customer service solutions at ITD and be a strong partner with the private sector, local agencies, law enforcement, and communities that rely upon us. Communities care a great deal about transportation decisions so we have magnified our efforts to include them in investment decisions.

### **Ideal Workplace**

We are so fortunate to have a very talented and loyal workforce team. We will continually seek out ways to foster a rewarding employee experience by listening and engaging with one another and showing appreciation to our employees.

## **Innovation**

Employee innovation helps us respond to changing demands in our work. ITD employees are very committed to this mission and are in a unique position to provide insightful change that brings great value. We will elevate innovators across the organization and leverage employee ideas to make ITD better every day.

## **Employee Safety**

We are vigilant about employee safety. We will continue the important emphasis on employee safety because we want everyone to return home safely every day.

# **Vision**

Enhancing Quality of Life Through Transportation

# **Mission**

Your Safety. Your Mobility. Your Economic Opportunity.

# **Goals & Objectives**

The Idaho Transportation Department has set measurable objectives for each primary goal detailed below and further described in the “Measurement” section.

### **Provide the safest possible transportation system.**

Reduce highway and aircraft fatality rates.

### **Provide a mobility-focused transportation system that drives economic opportunity.**

Keep highways clear of snow and ice during winter storms.

Maintain pavement and bridges in good or fair condition.

Implement construction projects on time.

### **Continually improve the employee experience.**

Minimize employee turnover rates.

### **Continually innovate business practices.**

Save taxpayers’ money through employee-driven innovations.

Provide customers with 24/7, on-demand DMV services via Skip the Trip options.

## Measurement – What Are We Doing to Achieve our Goals?

ITD's dashboard of performance measures, benchmarks and objectives is available online. It can be found at: <https://apps.itd.idaho.gov/apps/Dashboard>

**Committed to: Provide the safest possible transportation system and work environment.**

We care about your safety because each person is a mother, father, son or daughter and even one fatality or serious injury is not acceptable.

A safe transportation system connects families and communities, enables a vibrant economy, and allows the movement of essential supplies and services.

Safety is essential to maintaining and enhancing Idaho's high quality of life.

Applicable major divisions: Highways and Bridges, Aeronautics

**Goal: Provide the safest possible transportation system.**

**Objective:** Reduce the fatality rate.

**Achievement:** ITD recorded a 5-year fatality rate for CY18-22 of 1.27\*.

**Future Targets:** CY19-23 – 1.35, CY20-24 – 1.33, CY21-25 – 1.32

**How Target Was Chosen:** This represents federal standards for each state, and also adheres to ITD's own internal research.

*\*Estimate pending NHTSA data*

### Why This Is Important

Even one death on Idaho's highways is one death too many. Each death is a personal tragedy for the individual's family and friends, and has an enormous financial cost to the community. Every life counts.

### How We Measure It

The measure is calculated by dividing the number of fatalities that occur over a five-year period by the number of vehicle miles traveled during that same five-year period. Estimates are provided due to data availability on National Highway Traffic Safety Administration (Fatality Analysis Reporting System) and Vehicle Miles Travel.

### What We're Doing About It

The department advances programs to eliminate traffic deaths, serious injuries, and economic losses. These programs focus on engineering, education, enforcement and emergency response.

**Goal: Provide the safest possible transportation system.**

**Objective:** Reduce fatal aircraft accident rate.

**Achievement:** state of Idaho, 5-year aircraft fatality accident rate for CY19-23 of 2.93\*.

**Future target:** CY20-24 - 2.10, CY21-25 - 2.00, CY22-26 – 1.95

How target was chosen: With the small number of fatal accidents annually in Idaho, these targets represent reductions in fatal accidents with projected increases in flight hours.

*\*Estimate pending NTSB and FAA data*

### **Why This is Important**

Even one death on any portion of Idaho's transportation system is one death too many. Improving Idaho's aviation safety minimizes tragedies families must endure, protects our natural resources with the state's numerous backcountry airfields, and increases the state's economic vitality.

### **How We Measure It**

Idaho flight hours are measured based on the total amount of aviation gasoline sold in the state. The Division of Aeronautics then calculates the fatal aircraft accident rate per 100,000 flight hours based on the calculated hours flown and the number of fatal accidents. Data reflects a two-year delay based on National Transportation Safety Board and FAA investigation reporting timelines.

### **What We Are Doing About It**

The Division of Aeronautics develops aviation safety measures and programs to reduce accidents and fatalities. These programs include pilot safety seminars, written and video standard operating procedures at popular, state-managed backcountry airfields and publishing the annual Idaho Aviation Accident Scorecard with accident analysis.

### **Committed to: Provide a mobility-focused transportation system that drives economic opportunity.**

A mobility-focused transportation system sets the stage for a healthy economy that improves quality of life and prosperity for every citizen, as well as future generations.

Purposeful investments in transportation put people to work and facilitate strong communities that attract new business. This brings more jobs and ensures Idaho's economy remains strong. An efficient transportation system helps business be more efficient and competitive in a time sensitive global market.

Applicable major division: Highways and Bridges

### **Goal: Provide a mobility-focused transportation system that drives economic opportunity.**

**Objective:** Keep highways free of ice and snow at least 73% of the time during winter storms.

**Achievement:** FY24 (2023/2024 winter season), roads were kept clear 88% of the time during winter storms.

**Future Targets:** 73% Annually

**How Target Was Chosen:** 73% is above ITD initial target and represents performing to a high level of service.

### **Why This Is Important**

Idaho travelers need safe and reliable highways during winter storms. Preventing the accumulation of snow and ice or quickly removing it from highways increases safety, mobility, and improves commerce.

### **How We Measure It**

Idaho's highways are broken down into hundreds of sections. Nearly half of these highway sections, including the most heavily traveled corridors, have automated roadway condition sensors and weather information stations where winter storms most affect travel -- high elevation summits, steep grades, bridge overpasses, etc. This measure tracks the percent of time those highway sections are kept clear of ice and snow during winter storms.

### What We're Doing About It

ITD is using this data from the automated roadway condition sensors and weather information stations to continuously improve the effectiveness of its winter maintenance efforts across the state. The department accomplishes this by customizing snowplowing practices and de-icing treatments along with strategic allocation of people and equipment.

### Goal: Provide a mobility-focused transportation system that drives economic opportunity.

**Objective:** Maintain 80% of pavement and bridges on State Highways in good or fair condition.

**Pavement Achievement:** FY24, 86% of pavements were in good or fair condition.

**Bridge Achievement:** FY24, 81% of bridges were in good condition.

**Future Targets:** Maintain at or above 80% Annually

**How Target Was Chosen:** This target is the result of ITD research.

### Why This Is Important

Pavement condition has an impact on the operating costs and safety of passenger and commercial vehicles. Regularly scheduled preventive maintenance, preservation and reconstruction treatments extend the useful life of pavements.

Ensuring that Idaho's bridges are in good condition protects transportation investments and lowers repair costs. It also helps maintain connectivity and commerce, which depends on the carrying capacity and reliability of roads and bridges.

### How We Measure It

Pavement roughness and rutting are measured by driving a specially equipped rating van over the entire State Highway System during spring and summer. Cracking is measured in the summer and fall by a visual inspection and digital video recordings. Data and visual surface inspections are then used to rate percentages of pavement in good or fair condition each year.

The bridge measurement is the ratio of deck area (or plan dimension) of bridges in good condition to the deck area of the entire inventory of state bridges stated as a percentage.

### What We're Doing About It

Additional planned revenues are allowing ITD to invest in critical projects and address the backlog of aging pavements and bridges. While our current measure is above our goal, our customer feedback and our prediction models confirm that additional attention is needed.

### Goal: Provide a mobility-focused transportation system that drives economic opportunity.

**Objective:** Deliver projects scheduled for construction in any given year designed and ready to bid on or ahead of schedule.

**Achievement:** In FFY24, ITD had 100% of programmed projects designed and ready to bid before the beginning of FY24.

**Future Targets:** 100% Ready to Bid Annually

**How Target Was Chosen:** This represents the best possible outcome.

### Why This Is Important

Completing highway infrastructure projects on time for Idaho's state highway system is an important aspect of credibility and customer service. Getting projects ready to bid involves planning, designing, environmental documentation, permitting, and right-of-way acquisition. Stakeholders depend on the department to deliver projects in the year they are scheduled in the Idaho Transportation Investment Program (ITIP). Projects for which designs are completed on time cost less and provide ITD and the construction industry adequate lead times. This allows flexibility to plan and schedule resources for the construction phases of the projects and to advance projects when resources allow.

### **How We Measure It**

ITD monitors the dates when highway infrastructure projects are ready to bid. This includes highway paving, guardrails, traffic signals, signs, bridge repair, and more. ITD measures the percent of projects ready to bid at the beginning of the respective federal fiscal year.

### **What We're Doing About It**

The Highway Leadership Team reviews the delivery status of the next year's projects monthly and provides assistance and commits additional resources as needed. Each infrastructure project in the Idaho Transportation Investment Program (ITIP) is assigned a Project Manager who is responsible for coordinating the work on the project and setting and keeping the project schedule while maintaining the project scope and budget. Each project has a completed charter before entering the ITIP which includes an approved scope, schedule and budget. A Program Management Office (PMO) has been created to provide training and assistance in project delivery including scheduling and estimating. Private engineering teams have been contracted to supplement engineering capacity.

### **Committed to: Continually improve the employee experience**

Creating an ideal experience for employees, where they are engaged in meaningful work with opportunities for development and growth, drives better results with increased customer satisfaction.

Employees thrive in an environment where their innovation and contributions matter.

Employees are essential to delivering transportation systems and services, so attracting and retaining quality employees is critical to our success.

Applicable major division: All Divisions

### **Goal: Continually improve the employee experience.**

**Objective:** Hold employee turnover rate to 10.8%

**Achievement:** FY23 turnover rate of 17%.

**Future Targets:** 10.8% Annually

**How Target Was Chosen:** Historical performance.

### **Why This Is Important**

Employees are the driving force of our agency. Retaining employees minimizes cost invested in time and dollars spent onboarding and training. Experienced and qualified staff are essential to providing quality oversight and financial integrity. Ultimately, it affords us the ability to provide essential services and deliver projects that benefits Idahoans.

### **How We Measure It**

Turnover percentage rates are calculated comparing data from the number of employees at the beginning and end of a fiscal year to total employee separations.

### **What We're Doing About It**

We are committed to creating an Ideal Workplace where employees are engaged in their work and provided opportunities for development and growth. This drives better results and services for the public and increases customer satisfaction. ITD is taking deliberate steps for increased engagement of all managers and supervisors with a focus on employee engagement, meaningful employee experiences, with recognition and appreciation.

## Committed to: Continually innovate business practices

Adapting to growth and change is essential to meeting customer expectations. Innovation provides freedom and motivation for employees to try new things and helps ITD to make the best use of our resources.

Saving time and money allows us to stretch resources further, making us a more efficient agency. An innovative culture keeps ITD focused on the future.

Applicable major division: Administration

### Goal: Continually innovate business practices.

**Objective:** Save taxpayer's money through employee-driven innovation.

**Achievement:** In FY24, saved (as of April 2024) \$8.5 million in time and money.

**Future Targets:** Annual Savings \$3.4 million

**How Target Was Chosen:** Historical performance of employee-driven innovative efforts.

### Why This Is Important

Measuring the results of employee-driven innovation shows how savings from these efforts may be directed back to ITD priorities and put to work on as many transportation services as possible. In many cases the innovative savings are for the citizen such as in reduced DMV fees.

### How We Measure It

Employees calculate the dollars saved from their efforts as well as their time based on simple estimates. Time is converted into dollars at the flat average rate of \$30 per hour of time.

### What We're Doing About It

Innovate ITD! is an employee-driven program. Since 2014, ITD employees have generated 1,507 innovative ideas that save time, money and improve the ITD customer's experience, whether it is a DMV service or traveling the state. ITD has a senior leadership team (20 senior leaders) that steers this effort supported by leaders and employees across the state that inspire and motivate employees to create efficiencies and customer service improvements.

Applicable major division: Motor Vehicles

### Goal: Continually innovate business practices.

**Objective:** Provide customers with 24/7, on-demand DMV services via Skip the Trip modes

**Achievement:** FY24, processed 1,550,000 (as of April 2024) via Skip the Trip.

**Future Targets:** FY25 – 1,615,000, FY26 – 1,680,000, and FY27 – 1,750,000

**How Target Was Chosen:** Historical performance combined with projections and planned enhancements.

### Why This Is Important

The public is asking to interact with the DMV in a variety of different ways outside the traditional brick and mortar DMV office. Online, QR Codes, mail or through their Auto Dealers or Financial Institution are a few examples. These services minimize staffing requirements and eliminate the need for motorists to travel and wait in line. It allows them to Skip the Trip. This is also saving citizens in cost by elimination of some fees.

## How We Measure It

This measurement of online transactions quantifies the centralized auto and personal credentialing work done by ITD staff including the number of Online, QR Codes, and Renew-By-Mail transactions. Additionally, it includes auto credential transactions processed by Authorized Providers such as Auto Dealers and Financial Institutions.

## What We're Doing About It

ITD is committed to expanding the ability of customers to obtain registrations, licenses and permits through the channels the public interacts with that allows them to Skip the Trip to a county office. We will continue to focus on getting the word out for these options through targeted communications as additional features are added.

# Key External Factors

## Growth

Idaho's population growth in the recent past and continued growth today puts more drivers on the highways. Although growth has slowed a bit from the skyrocketing pace of the last few years, Idaho remains one of the fastest-growing states in the nation. With such growth comes expectations of improved transportation services and system capabilities that match safety and capacity expectations on our state transportation network. ITD's operations span the state and require a significant volume of facilities of various types to complete our mission. Facilities, equipment and modern resources allow our employees to be most efficient as we deliver our essential services to the traveling public.

## Facility Needs

ITD's operations span the state and require a significant volume of facilities of various types to complete our mission. Facilities, equipment and modern resources allow our employees to be most efficient as we deliver our essential services to the traveling public.

Due to significant flooding at the headquarters building on State Street in early 2022, employees have temporarily relocated to the Chinden Campus, Building 8. The Legislature allocated \$15 million to address deferred operational building projects around the state. ITD needs to complete the planning, remodeling, and relocation to the future Headquarters site.

## Employee Recruitment and Retention

Employee recruitment and retention is a risk to ITD's ability to deliver on its mission. External factors include the lack of competitive pay, workforce shortages and increased project demands. The dramatic increase in total turnover in the last two years is straining our experience levels during high demand.

Significant increases in the federal and state funding have presented new challenges in our ability to sustain adequate levels in customer service expectations, project delivery readiness, core capabilities and efficiency. We are also seeing how high growth in traffic has increased work zone complexity, demands on maintenance that are exceeding capacity, and having to manage unprecedented consultant outsourcing. Today, with increased funding, workload changes and challenges, and heavy demands on the system, ITD is reevaluating its workforce strategy.



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☒

**Presentation:** Informational ☐ Action with Resolution ☐ Time Needed: \_\_\_\_\_

Presenter's Name Colleen Wonacott	Presenter's Title Program Control Manager, PMO
Preparer's Name Colleen Wonacott	Preparer's Title Program Control Manager, PMO

## Subject

Monthly Reporting of Federal Formula Program Funding Through May 1, 2024.		
Key Number N/A	District N/A	Route Number N/A

## Background Information

Idaho has received obligation authority through 9/30/24.

Obligation authority through September 30 is \$421.3 million. This includes \$33.4 million of *Highway Infrastructure General Funds* carried over from FY21 through FY23, and \$45 million *IIJA Bridge formula* (General Fund) *funds*. These General Funds are also included in the apportionments detailed below.

The Infrastructure Investment and Jobs Act (IIJA) was signed on November 15, 2021. Additional apportionments were allocated via the Appropriations Act. Idaho received apportionments of \$477.3 million. FY24 obligation authority through 9/30/24 is 88.3% of apportionments.

### Exhibit 1: Formula Funding for FY2024

<b>IIJA FY2024</b>	
<b>Apportionments + COVID + Hwy Infra.</b>	
Federal Aid Only	\$477,289
Including Match	\$515,097
<b>Obligation Limits through 9/30/2024</b>	
Federal Aid Only	\$421,307
Including Match	\$454,681

- Notes:
1. All dollars in Thousands
  2. 'Approved Program' amounts from March 2024 Highway Funding Plan.
  3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through 5/1/24.

### Exhibit 2:



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### Allotments of Available Formula Funding w/Match and Amount Remaining

Program	Allotted Program Funding through 9/30/24	Program Funding Remaining as of 5/1/24
All Other SHS Programs	\$289,090	\$84,084
GARVEE Formula Debt Service*	\$63,316	\$50,876
State Planning and Research*	\$9,248	\$565
Metropolitan Planning*	\$2,408	\$853
Freight	\$7,271	\$6,213
Railroad Crossings	\$1,487	\$1,188
Recreational Trails	\$1,135	\$1,135
STBG - Transportation Mgt. Area	\$11,072	\$11,277
Transportation Alternatives (TMA)*	\$1,190	\$655
Carbon - TMA	\$2,479	\$2,479
STBG - Local Large Urban	\$8,300	\$7,876
Carbon - Large Urban	\$1,864	\$1,533
STBG - Local Small Urban	\$3,469	(\$467)
STBG – Local Rural	\$12,353	\$5,166
Transportation Alternatives (Urban/Rural)*	\$7,374	\$4,640
Local Bridge*	\$10,894	\$8,217
Off System Bridge*	\$6,750	\$7,483
Local Safety	\$7,599	\$5,336
NEVI (Electric Vehicles)*	\$20,453	\$20,453
<b>Total</b>	<b>\$467,752</b>	<b>\$219,563</b>

**Notes:**

1. All dollars in Thousands.
  2. Allotments based on the March 2024 Highway Funding Plan.
  3. Funding amounts include match and reflect total formula funding available.
  4. Data reflects both obligation and de-obligation activity through May 1<sup>st</sup>.
- \* These programs are provided 100% Obligation Authority. Other programs are reduced accordingly.

**Recommendations** *(Action items require a resolution)*

For Information



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 15 min

Presenter's Name Dan McElhinney, Jesse Barrus	Presenter's Title CD/COO, District 4 Engineer
Preparer's Name Jesse Barrus	Preparer's Title District 4 Engineer

## Subject

US-93 Traffic and 3 <sup>rd</sup> Snake River Bridge Crossing		
Key Number 23340	District 4	Route Number SH-25, SH-79, SH-46, US-30, US-93, SH-50

## Background Information

This item is in conjunction with the recent Board Subcommittee on State Highway System Adjustments held on April 25, 2024. During the study to-date, the partnership with the Third River Bridge Joint Powers Board, the City of Twin Falls, Jerome County, and Twin Falls County has greatly supported the public outreach and the feasibility study, which included evaluation of traffic forecasts, trip origin/destination, bridge location alternatives, bridge types, and intersection reviews on US-93 and surrounding regional highways.

This item is to request the Transportation Board's approval to use the feasibility study information and invest in three proposed needs:

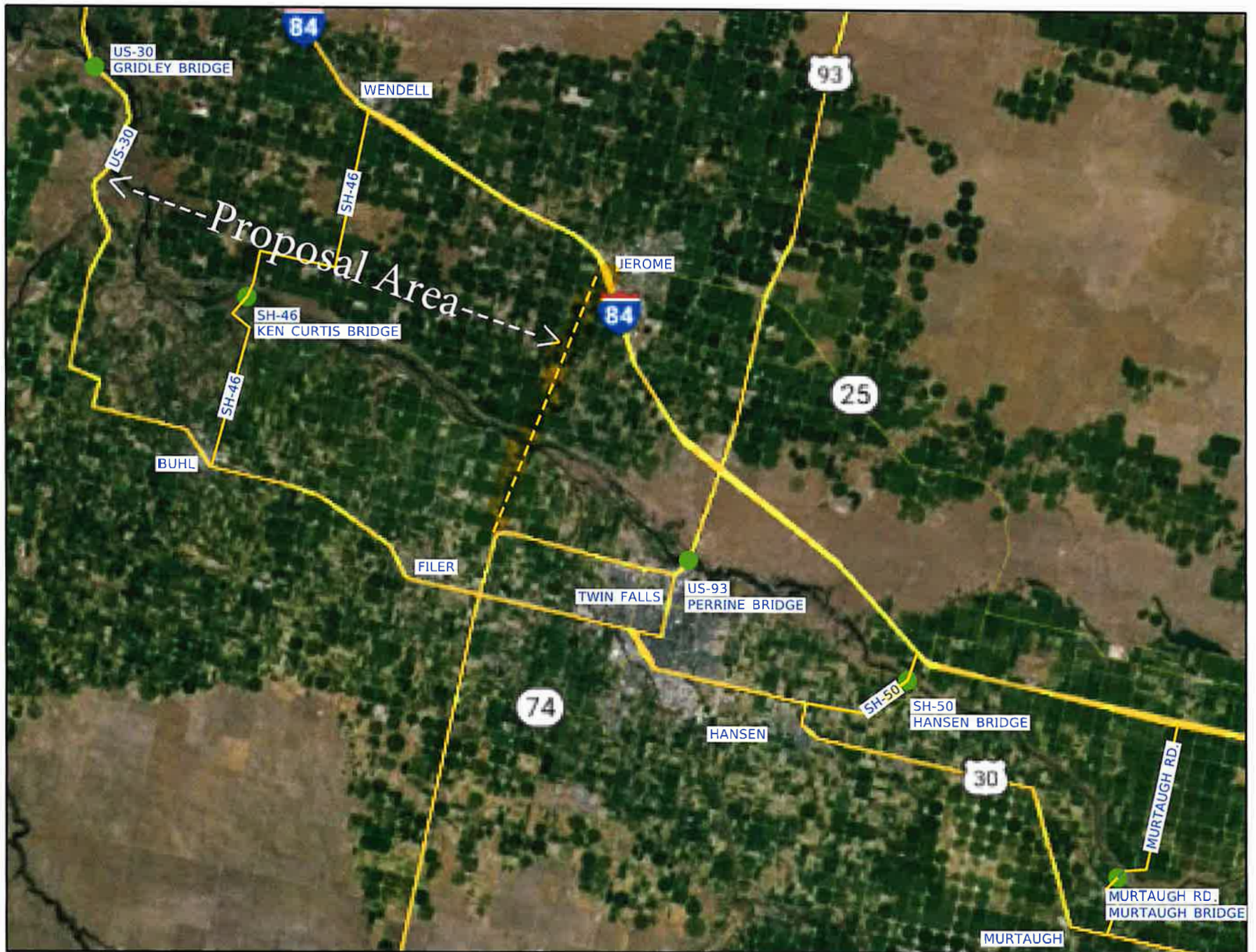
- 1- An intersection analysis and value engineering study and preliminary design for US-93, Blue Lakes Boulevard and Pole Line Road, that will result in a future project to improve traffic flow. This is estimated to cost approximately \$1 million.
- 2- Invest in a bridge and roadway project on the existing SH-50 alignment for five miles of roadway widening within the state right of way and widening or replacing the Hansen Bridge over the Snake River. The initial request is \$2 million.
- 3- Launch the NEPA process for a new Snake River Crossing that will utilize the recent feasibility study information and coordinate with the new Magic Valley MPO to consider options for an additional downstream bridge crossing potentially extending SH-25 or SH-79, or widening US-30 or SH-46. The cost estimate is \$6 million to begin this process.

There is currently \$2.7 million remaining in the budget from the initial investment in the Snake River Crossing study in 2021. There is \$4 million FY24 Planning/Studies money remaining that can be allocated to these efforts, and an additional \$2.3 million available in FY25 Planning/Studies money to support these efforts.

A presentation with the feasibility study results and proposals will be provided for consideration.

## Recommendations *(Action items require a resolution)*

Approve attached resolution to invest in the three proposals and allocate an additional \$6.3 million to the \$2.7 million in remaining funds from the study for a total of \$9 million to fund these proposals. Resolution on page 60.



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## RESOLUTION

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

WHEREAS, ITD District 4 has studied the regional traffic impacts and feasibility of a new Snake River Crossing in the Twin Falls area; and

WHEREAS, there is stakeholder and public support for a new Snake River Bridge Crossing west of Twin Falls as well as support for improvements to Blue Lakes Boulevard and Pole Line Road and improvements for SH-50 including Hansen Bridge; and

WHEREAS, ITD District 4 has received a recommendation from the Board's Subcommittee on State Highway System Adjustments to bring this to the Idaho Transportation Board.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board approves District 4 to invest in three projects including: 1) an intersection analysis and value engineering design for US-93, Blue Lakes Boulevard and Pole Line Road, that will result in a future project to improve traffic flow; 2) a bridge and roadway project for Hansen Bridge and SH-50 for five miles to widen the roadway within state right of way and widen or replace the Hansen Bridge over the Snake River; and 3) launch the NEPA process for a new Snake River Crossing that will utilize the recent feasibility study information and coordinate with the new Magic Valley MPO to consider options for an additional downstream bridge crossing potentially extending SH-25 or SH-79, or widening US-30 or SH-46.

*BE IT FURTHERED RESOLVED*, that the Idaho Transportation Board approves the department to allocate an additional \$6.3 million to the \$2.7 million remaining funds from the feasibility study for this work for a total of \$9 million. New funding allocation will be \$4 million from FY24 Planning/Scoping funds and \$2.3 million from FY25 Planning/Scoping funds, and will be programmed utilizing the existing key number and two new key numbers in the FY24-30 ITIP.



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☒ Action with Resolution ☐ Time Needed: 10 min

Presenter's Name Dave Tolman	Presenter's Title Chief Administrative Officer
Preparer's Name Justin Collins	Preparer's Title Controller

## Subject

State Fiscal Year 2024 Financial Statements		
Key Number	District	Route Number

## Background Information

### July 01, 2023 thru March 31, 2024, Fiscal Year 2024 Financial Statements

The financial operations of the Department as of March 31, 2024, nine months through this fiscal year.

- Revenues to the State Highway Account from all state sources as shown on the financial statements are ahead of forecast by 3.8% (this includes Misc. Revenues and Equipment Buy Back). Revenues in the Highway Distribution Account, Fuels/Registration Direct, and Ethanol are also ahead of forecast (2.5%).
- State revenues to the State Aeronautics Fund are currently below forecast by -2.3% or \$-54.1K. The revenue for both the State Highway Account, and the State Aeronautics Fund will continue to be monitored closely.
- Expenditures are within planned budgets YTD. The differences after nine months are timing between planned and actual expenditures plus encumbrances. Personnel costs have savings of \$4.4M or 3.9% is due to vacancies and timing between a position becoming vacant and filled. Management is working diligently to keep vacancies as low as possible.
- Contract construction cash expenditures in the State Highway Account for July - March of this fiscal year are \$463.3M. Compared to the last three fiscal years through the first nine months of the year:
  - FY23= \$329.8M
  - FY22= \$298.4M
  - FY21= \$323.3M

It is important to note that contract construction projects are funded from a total of five different funds. The State Highway Account, Strategic Initiatives Program Fund, Transportation Expansion and Congestion Mitigation Fund (TECM), TECM Bond Proceeds and GARVEE Bond Proceeds. The total construction expenditures for the first nine months from these funding sources was \$771.5M or \$207.6M higher than the highest point of the previous three years.

- FY23= \$563.9M
- FY22= \$397.9M
- FY21= \$397.8M

The balance of the long-term investments as of the end of March is \$182.4M. These funds are obligated against both construction projects and encumbrances. The long-term investments plus the cash balance (\$103.1M) totals \$285.5M.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), for the first nine months, are \$94.0M. This is the fund where the Governor's "Leading Idaho" transfer of \$181.7M completed in July was deposited. There are no additional receipts other than interest earned to date of \$1.0M based on the cash balance.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Deposits into the Transportation Expansion and Congestion Mitigation Fund of \$80.0M is the first nine months of the sales tax of 4.5%. Additionally, we have started to receive Cigarette Tax revenue into this fund. Currently ITD has received \$1.1M from this unanticipated revenue. Initial receipts into this fund for FY24 of \$37.3M is committed to debt service on the TECM Bonds. Expenditures in this fund for construction expenses on projects were \$22.0M.

As part of the CARES Act in 2020, ITD received a federal grant from the Federal Transit Administration of \$27.3M. The first three years of expenditures for this was \$14.3M. The expenses during the first nine of FY24 was \$3.2M, for a total expenditure of \$17.5M since the beginning of the grant.

Expenditures from the two active bond programs were \$170.8M for the TECM Capital Projects fund and \$28.1M for the GARVEE Capital Projects fund. Both programs are very active and advancing as planned.

### **Recommendations** *(Action items require a resolution)*

For Information.

**MAY**  
**ITD BOARD PACKET**

**MARCH**  
**FY24**  
**FINANCIAL STATEMENTS**

User ID: whaszier  
 Report ID: AD-FN-GL-010  
 Run Date: 10 Apr 2024  
 % of Time  
 Remaining: 25

# 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 3/31/2024  
 (all amounts in '000)

Fiscal Year: 2024

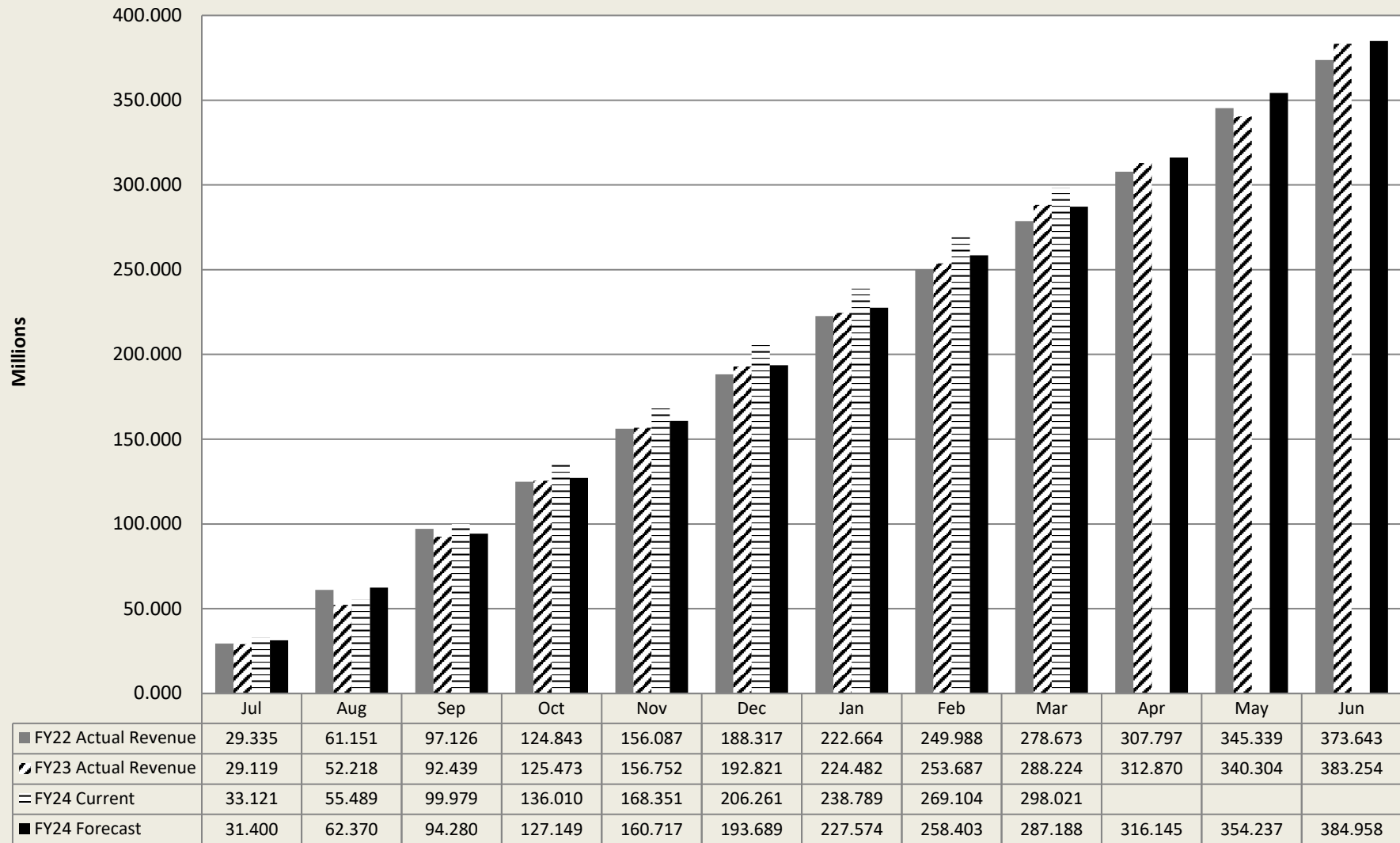
Funds Received					
	FY23 Actual YTD	FY24 Actual YTD	FY24 Forecast YTD	FY24 to FY23 Actual	FY 24 to Forecast
<b><u>State Highway Account</u></b>					
Federal Reimbursements	254,734	377,286	241,327	48.1%	56.3%
State (Inc. H.D.A.)	288,224	298,021	287,188	3.4%	3.8%
Local	4,683	8,743	6,406	86.7%	36.5%
<b>Total State Highway Account:</b>	<b>547,640</b>	<b>684,049</b>	<b>534,922</b>	<b>24.9%</b>	<b>27.9%</b>
<b><u>State Aeronautics Fund</u></b>					
Federal Reimbursements	166	194	244	16.4%	-20.6%
State	3,306	3,101	2,818	-6.2%	10.0%
<b>Total State Aeronautics Fund:</b>	<b>3,472</b>	<b>3,295</b>	<b>3,062</b>	<b>-5.1%</b>	<b>7.6%</b>
<b>Total Fund Received:</b>	<b>551,112</b>	<b>687,344</b>	<b>537,984</b>	<b>24.7%</b>	<b>27.8%</b>
Disbursements (includes Encumbrances)					
	FY23 Actual YTD	FY24 Actual YTD	FY24 Budget YTD	FY24 to FY23 Actual	FY 24 to Budget
Construction Payouts	331,167	466,379	320,896	40.8%	45.3%
<b><u>Operations Expenses</u></b>					
Highways	165,743	194,252	216,902	17.2%	-10.4%
DMV	24,121	21,825	31,503	-9.5%	-30.7%
Administration	21,920	21,172	24,223	-3.4%	-12.6%
Facilities	12,188	31,320	38,345	157.0%	-18.3%
Aeronautics	7,962	5,958	5,280	-25.2%	12.8%
<b>Total Operations Expenses:</b>	<b>231,934</b>	<b>274,527</b>	<b>316,254</b>	<b>18.4%</b>	<b>-13.2%</b>
<b><u>Transfers</u></b>					
Debt Service	12,653	11,527	11,482	-8.9%	0.4%
<b>Total Transfers:</b>	<b>12,653</b>	<b>11,527</b>	<b>11,482</b>	<b>-8.9%</b>	<b>0.4%</b>
<b>Total Disbursements:</b>	<b>575,754</b>	<b>752,432</b>	<b>648,633</b>	<b>30.7%</b>	<b>16.0%</b>
	FY23 Actual YTD	FY24 Actual YTD	FY24 Budget YTD	FY24 to FY23 Actual	FY 24 to Budget
<b><u>Expenditures by Type</u></b>					
Personnel	105,315	106,850	111,225	1.5%	-3.9%
Operating	70,990	75,196	93,444	5.9%	-19.5%
Capital Outlay	39,548	69,061	90,097	74.6%	-23.3%
Sub-Grantee	16,081	23,419	21,487	45.6%	9.0%
<b>Totals Operations Expenses:</b>	<b>231,934</b>	<b>274,527</b>	<b>316,254</b>	<b>18.4%</b>	<b>-13.2%</b>
Contract Construction	331,167	466,379	320,896	40.8%	45.3%
<b>Totals (excluding Transfers):</b>	<b>563,101</b>	<b>740,905</b>	<b>637,151</b>	<b>31.6%</b>	<b>16.3%</b>

# State Highway Fund 0260

## Fiscal Year 2024

### State Revenue Source Forecast vs Actual

#### March - For Period Ending 3/31/2024

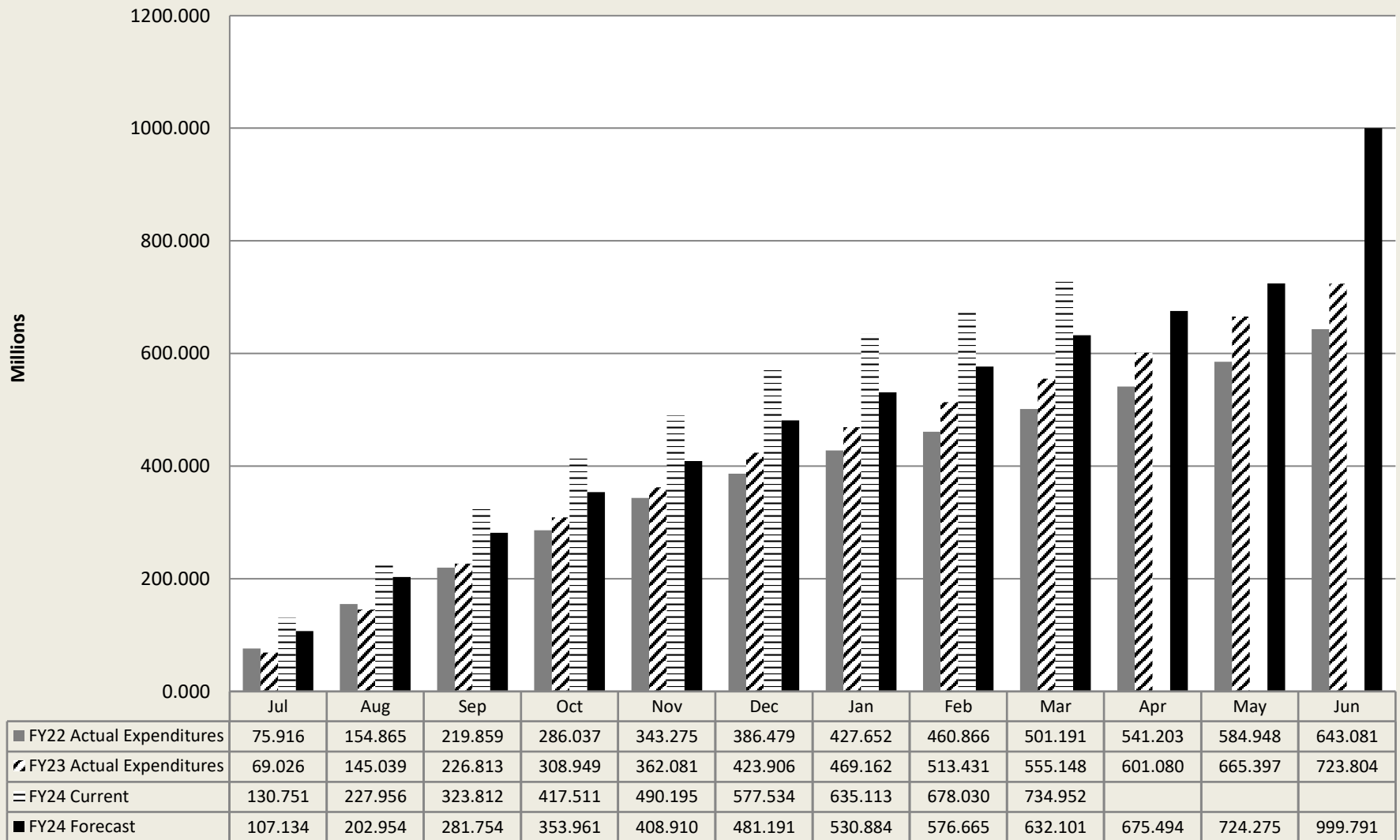


## State Highway Fund 0260

Fiscal Year 2024

Expenditures

March - For Period Ending 3/31/2024

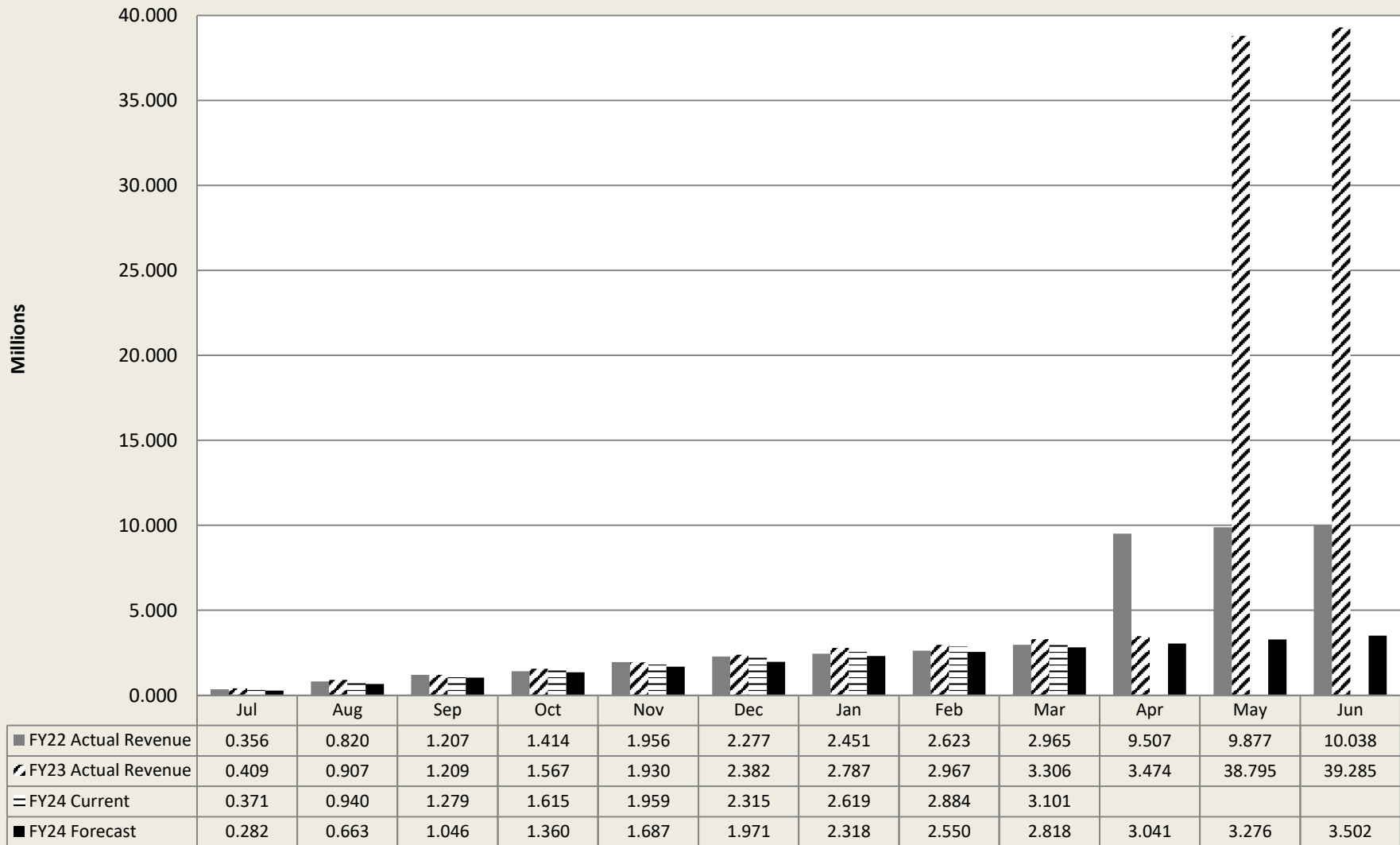


# Aeronautics Fund 0221

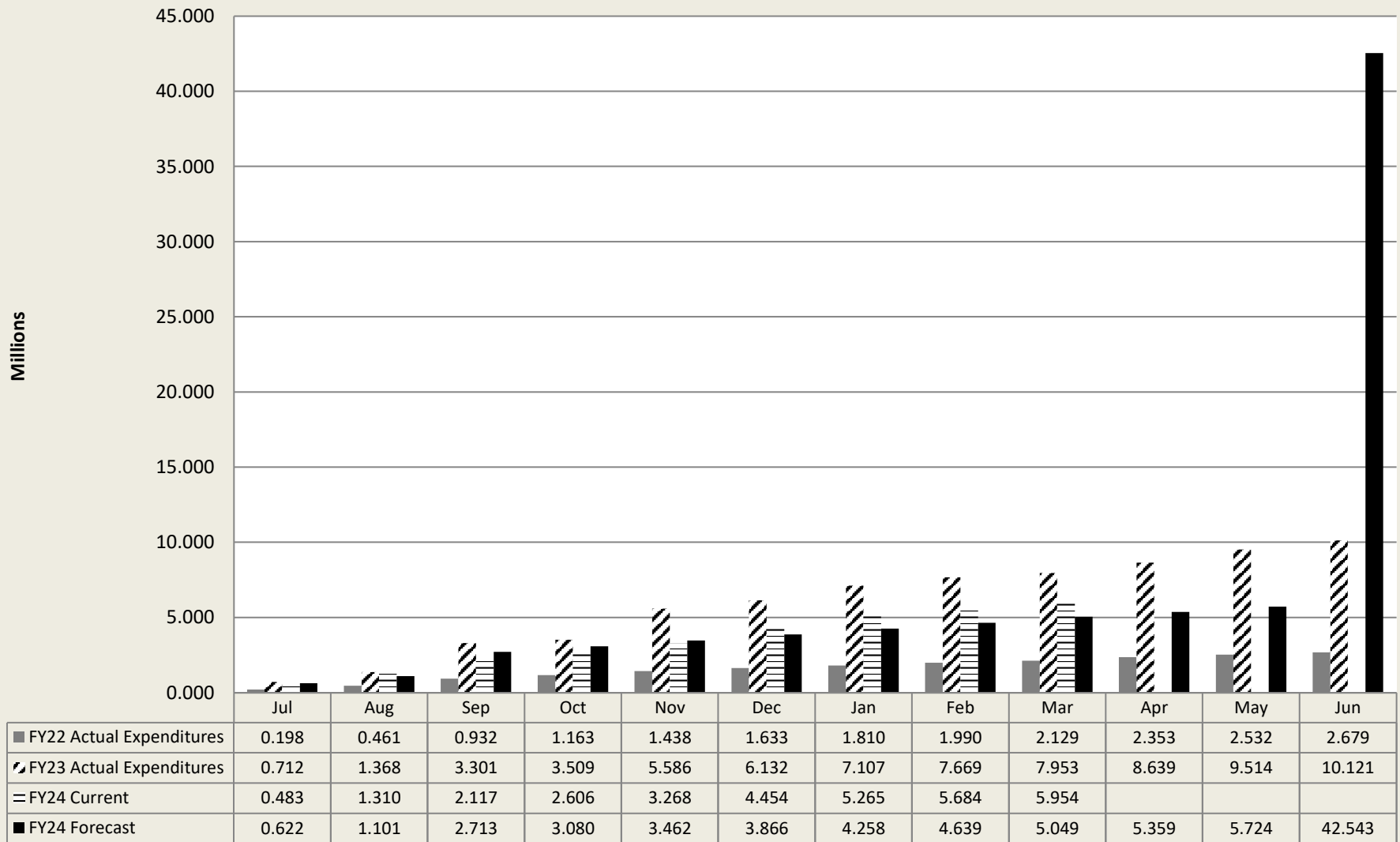
Fiscal Year 2024

## State and Interagency Revenue Sources Forecast vs Actual

March - For Period Ending 3/31/2024



**Aeronautics Fund 0221**  
**Fiscal Year 2024**  
**Expenditures**  
**March - For Period Ending 3/31/2024**



UserID: whaszier  
Report ID: AD-FN-GL-002  
Run Date: 10 Apr 2024

# Idaho Transportation Department

OPERATING FUND BALANCE SHEET  
FOR THE PERIOD ENDED 3/31/2024

	State Aeronautics Fund		State Highway Fund		Transportation Expansion and Congestion Mitigation Fund	
	0221		0260		0269	
	Feb-24	Mar-24	Feb-24	Mar-24	Feb-24	Mar-24
ASSETS						
Cash on Hand (Change Fund)	0	0	4,850	4,850	0	0
Cash in Bank (Daily Operations)	39,896,160	39,909,383	104,708,842	103,071,140	218,882,291	213,188,803
Investments (Long Term: STO - Diversified Bond Fund)	1,976,886	1,982,213	181,890,811	182,383,595	0	0
Total Cash & Investments	41,873,046	41,891,595	286,604,504	285,459,585	218,882,291	213,188,803
Receivables - Other	0	0	1,027,963	1,019,429	0	0
- Due From Locals (Project Overruns)	0	0	657,889	393,332	0	0
- Inter Agency	136,137	43,368	26,240	12,936	0	0
Total Receivables	136,137	43,368	1,712,092	1,425,697	0	0
Inventory on Hand	0	0	24,084,086	21,535,289	0	0
Total Assets:	42,009,183	41,934,963	312,400,683	308,420,571	218,882,291	213,188,803
LIABILITIES						
Vouchers Payable	0	0	(735)	3,060	0	0
Sales Tax Payable	0	0	12,226	22,236	0	0
Deferred Revenue (Local Projects Match)	0	0	30,428,133	30,557,505	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	111,872	111,872	0	0
Total Liabilities:	0	0	30,551,495	30,694,673	0	0
FUND BALANCE						
Reserve for Encumbrance	355,131	333,341	66,509,538	65,793,393	0	0
Fund Balance	41,654,052	41,601,622	215,339,650	211,932,505	218,882,291	213,188,803
Total Fund Balance:	42,009,183	41,934,963	281,849,187	277,725,898	218,882,291	213,188,803
Total Liabilities and Fund Balance	42,009,183	41,934,963	312,400,683	308,420,571	218,882,291	213,188,803

UserID: whaszier  
Report ID: AD-FN-GL-002  
Run Date: 10 Apr 2024

# Idaho Transportation Department

OPERATING FUND BALANCE SHEET  
FOR THE PERIOD ENDED 3/31/2024

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Strategic Initiatives Fund (Grant Share) 0270.06		Total Strategic Initiatives Fund 0270	
	Feb-24	Mar-24	Feb-24	Mar-24	Feb-24	Mar-24	Feb-24	Mar-24
ASSETS								
Cash on Hand (Change Fund)	0	0	0	0	0	0	0	0
Cash in Bank (Daily Operations)	233,339,449	230,191,816	268,394,314	268,394,314	65,437,299	50,450,777	567,171,062	549,036,907
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0	0	0
Total Cash & Investments	233,339,449	230,191,816	268,394,314	268,394,314	65,437,299	50,450,777	567,171,062	549,036,907
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:	233,339,449	230,191,816	268,394,314	268,394,314	65,437,299	50,450,777	567,171,062	549,036,907
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	233,339,449	230,191,816	268,394,314	268,394,314	65,437,299	50,450,777	567,171,062	549,036,907
Total Fund Balance:	233,339,449	230,191,816	268,394,314	268,394,314	65,437,299	50,450,777	567,171,062	549,036,907
Total Liabilities and Fund Balance	233,339,449	230,191,816	268,394,314	268,394,314	65,437,299	50,450,777	567,171,062	549,036,907

UserID: whaszier  
Report ID: AD-FN-GL-002  
Run Date: 10 Apr 2024

# Idaho Transportation Department

OPERATING FUND BALANCE SHEET  
FOR THE PERIOD ENDED 3/31/2024

	CARES Act Covid-19 0345	
	Feb-24	Mar-24
<b>ASSETS</b>		
Cash on Hand (Change Fund)	0	0
Cash in Bank (Daily Operations)	(95,351)	(74,893)
Investments (Long Term: STO - Diversified Bond Fund)	0	0
Total Cash & Investments	(95,351)	(74,893)
Receivables - Other	0	0
- Due From Locals (Project Overruns)	0	0
- Inter Agency	0	0
Total Receivables	0	0
Inventory on Hand	0	0
Total Assets:	(95,351)	(74,893)
<b>LIABILITIES</b>		
Vouchers Payable	0	0
Sales Tax Payable	0	0
Deferred Revenue (Local Projects Match)	0	0
Accounts Receivable Overpayment	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0
Total Liabilities:	0	0
<b>FUND BALANCE</b>		
Reserve for Encumbrance	0	0
Fund Balance	(95,351)	(74,893)
Total Fund Balance:	(95,351)	(74,893)
Total Liabilities and Fund Balance	(95,351)	(74,893)

User ID: whaszier  
 Report ID: AD-FN-GL-003  
 Run Date: 10 Apr 2024  
 % of Time  
 Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0260 State Highway Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2024	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
Budget Fiscal Year: 2024	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
<b>REVENUES</b>								
<b>Federal Sources</b>								
FHWA - Highway	227,311,500	344,769,956	22,448,624	117,458,456	51.67 %	453,716,900	108,946,944	24.01 %
FHWA - COVID Relief	0	13,284,757	1,692,298	13,284,757	0.00 %	0	(13,284,757)	0.00 %
FHWA - Indirect Cost	0	(22,184)	0	(22,184)	0.00 %	0	22,184	0.00 %
Federal Transit Authority	8,600,000	14,029,589	1,441,010	5,429,589	63.13 %	19,208,500	5,178,911	26.96 %
NHTSA - Highway Safety	3,050,000	4,674,629	354,014	1,624,629	53.27 %	6,430,400	1,755,771	27.30 %
Other Federal Aid	2,365,700	548,877	80,847	(1,816,823)	-76.80%	6,102,600	5,553,723	91.01 %
<b>Total Federal Sources:</b>	<b>241,327,200</b>	<b>377,285,624</b>	<b>26,016,793</b>	<b>135,958,424</b>	<b>56.34 %</b>	<b>485,458,400</b>	<b>108,172,776</b>	<b>22.28 %</b>
<b>State Sources</b>								
Equipment Buy Back	2,987,100	2,987,025	0	(75)	0.00%	12,406,000	9,418,975	75.92 %
Miscellaneous Revenues	26,604,882	30,925,797	3,096,675	4,320,915	16.24 %	36,415,419	5,489,622	15.07 %
<b>Total State Sources:</b>	<b>29,591,982</b>	<b>33,912,823</b>	<b>3,096,675</b>	<b>4,320,840</b>	<b>14.60 %</b>	<b>48,821,419</b>	<b>14,908,597</b>	<b>30.54 %</b>
<b>Local Sources</b>								
Match For Local Projects	6,406,241	8,735,483	958,722	2,329,242	36.36 %	8,276,000	(459,483)	-5.55%
Other Local Sources	0	7,500	0	7,500	0.00 %	0	(7,500)	0.00 %
<b>Total Local Sources:</b>	<b>6,406,241</b>	<b>8,742,983</b>	<b>958,722</b>	<b>2,336,742</b>	<b>36.48 %</b>	<b>8,276,000</b>	<b>(466,983)</b>	<b>-5.64%</b>
<b>TOTAL REVENUES:</b>	<b>277,325,423</b>	<b>419,941,430</b>	<b>30,072,189</b>	<b>142,616,006</b>	<b>51.43 %</b>	<b>542,555,819</b>	<b>122,614,390</b>	<b>22.60 %</b>
<b>TRANSFERS-IN</b>								
Highway Distribution	186,305,000	190,624,671	18,929,400	4,319,671	2.32 %	243,302,000	52,677,329	21.65 %
Fuel/Registration Direct	56,360,541	57,867,865	5,499,722	1,507,324	2.67 %	73,634,700	15,766,835	21.41 %
Ethanol Fuels Tax	14,930,600	15,615,480	1,390,699	684,880	4.59 %	19,200,000	3,584,520	18.67 %
<b>TOTAL TRANSFERS-IN:</b>	<b>257,596,141</b>	<b>264,108,016</b>	<b>25,819,821</b>	<b>6,511,875</b>	<b>2.53 %</b>	<b>336,136,700</b>	<b>72,028,684</b>	<b>21.43 %</b>
<b>TOTAL REV AND TRANSFERS-IN:</b>	<b>534,921,564</b>	<b>684,049,446</b>	<b>55,892,011</b>	<b>149,127,881</b>	<b>27.88 %</b>	<b>878,692,519</b>	<b>194,643,074</b>	<b>22.15 %</b>

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

**Idaho Transportation Department**  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET TO ACTUAL  
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

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
Fiscal Year: 2024	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2024									
EXPENDITURES									
Operations Expense									
Permanent Staff Salaries	75,457,077	71,621,185	10,760,660	0	3,835,892	5.08 %	102,070,917	30,449,732	29.83 %
Board, Hourly, OT, Shift Diff	1,231,447	1,293,482	264,655	0	(62,035)	-5.04%	3,945,393	2,651,911	67.22 %
Fringe Benefits	33,500,862	32,919,277	4,315,717	0	581,585	1.74 %	44,116,790	11,197,513	25.38 %
Travel Expense	1,991,081	1,457,893	172,103	0	533,188	26.78 %	2,865,924	1,408,031	49.13 %
Operating Expense	90,637,553	60,915,152	6,167,107	12,043,771	17,678,631	19.50 %	120,914,395	47,955,473	39.66 %
Capital Equipment Expense	51,792,099	13,504,311	1,434,878	24,344,237	13,943,551	26.92 %	55,409,419	17,560,871	31.69 %
Capital Facilities Expense	38,087,768	22,285,269	1,564,367	8,758,336	7,044,164	18.49 %	44,188,093	13,144,489	29.75 %
Trustee & Benefit Payments	18,506,723	19,060,445	1,658,768	369,755	(923,477)	-4.99%	26,725,600	7,295,400	27.30 %
Total Operations Expense:	311,204,611	223,057,014	26,338,254	45,516,099	42,631,499	13.70 %	400,236,532	131,663,420	32.90 %
Contract Construction									
Operating Expense	4,939,755	5,960,435	1,178,800	2,081,274	(3,101,954)	-62.80%	10,600,000	2,558,291	24.13 %
Capital Projects	315,228,872	456,709,294	28,777,492	1,024,329	(142,504,752)	-45.21%	586,853,979	129,120,355	22.00 %
Trustee & Benefit Payments	727,822	603,324	144,462	0	124,498	17.11 %	2,100,000	1,496,676	71.27 %
Total Contract Construction:	320,896,449	463,273,054	30,100,754	3,105,603	(145,482,208)	-45.34%	599,553,979	133,175,322	22.21 %
TOTAL EXPENDITURES:	632,101,060	686,330,067	56,439,009	48,621,702	(102,850,709)	-16.27%	999,790,510	264,838,742	26.49 %
TRANSFERS OUT									
Operating	11,482,431	11,526,794	0	0	(44,363)	-0.39%	58,423,782	46,896,988	80.27 %
TOTAL TRANSFERS OUT:	11,482,431	11,526,794	0	0	(44,363)	-0.39%	58,423,782	46,896,988	80.27 %
TOTAL EXPD AND TRANSFERS OUT:	643,583,491	697,856,861	56,439,009	48,621,702	(102,895,072)	-15.99%	1,058,214,292	311,735,730	29.46 %

User ID: whaszier  
 Report ID: AD-FN-GL-003  
 Run Date: 10 Apr 2024  
 % of Time  
 Remaining: 25.0

Fund: 0260 State Highway Fund

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

		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:	2024									
Budget Fiscal Year:	2024									
<b>Contract Construction</b>										
<b>Operating Expenditures</b>										
Operating Expenditures	Dedicated	553,198	1,986,197	287,717	784,922	(2,217,920)	-400.93%	2,500,000	(271,118)	-10.84%
Operating Expenditures	Federal	4,341,782	3,972,939	890,487	1,296,352	(927,509)	-21.36%	8,000,000	2,730,709	34.13 %
Operating Expenditures	Local	44,775	1,300	597	0	43,475	97.10 %	100,000	98,700	98.70 %
<b>Total Operating Expenditures</b>		<b>4,939,755</b>	<b>5,960,435</b>	<b>1,178,800</b>	<b>2,081,274</b>	<b>(3,101,954)</b>	<b>-62.80%</b>	<b>10,600,000</b>	<b>2,558,291</b>	<b>24.13 %</b>
<b>Capital Outlay</b>										
Capital Outlay	Dedicated	104,891,230	114,630,445	8,460,651	1,022,669	(10,761,884)	-10.26%	190,950,279	75,297,165	39.43 %
Capital Outlay	Federal	207,344,822	313,012,942	18,279,681	1,660	(105,669,779)	-50.96%	388,907,500	75,892,899	19.51 %
Capital Outlay	FICR	0	7,034,863	63,704	0	(7,034,863)	0.00 %	0	(7,034,863)	0.00 %
Capital Outlay	Local	2,992,820	8,746,288	337,210	0	(5,753,468)	-192.24%	6,996,200	(1,750,088)	-25.01%
Capital Outlay	COVID Relief	0	13,284,757	1,636,245	0	(13,284,757)	0.00 %	0	(13,284,757)	0.00 %
<b>Total Capital Outlay</b>		<b>315,228,872</b>	<b>456,709,294</b>	<b>28,777,492</b>	<b>1,024,329</b>	<b>(142,504,752)</b>	<b>-45.21%</b>	<b>586,853,979</b>	<b>129,120,355</b>	<b>22.00 %</b>
<b>Trustee &amp; Benefit Payments</b>										
Trustee & Benefit Payments	Dedicated	128,839	0	(25,000)	0	128,839	100.00 %	500,000	500,000	100.00 %
Trustee & Benefit Payments	Federal	584,571	603,324	169,462	0	(18,753)	-3.21%	1,500,000	896,676	59.78 %
Trustee & Benefit Payments	Local	14,412	0	0	0	14,412	100.00 %	100,000	100,000	100.00 %
<b>Total Trustee &amp; Benefit Payments</b>		<b>727,822</b>	<b>603,324</b>	<b>144,462</b>	<b>0</b>	<b>124,498</b>	<b>17.11 %</b>	<b>2,100,000</b>	<b>1,496,676</b>	<b>71.27 %</b>
<b>Total Contract Construction:</b>		<b>320,896,449</b>	<b>463,273,054</b>	<b>30,100,754</b>	<b>3,105,603</b>	<b>(145,482,208)</b>	<b>-45.34%</b>	<b>599,553,979</b>	<b>133,175,322</b>	<b>22.21 %</b>

User ID: whaszier  
 Report ID: AD-FN-GL-003  
 Run Date: 10 Apr 2024  
 % of Time  
 Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
REVENUES										
Miscellaneous Revenues		2,625,003	1,154,216	0		(1,470,787)	-56.03%	3,500,000	2,345,784	67.02 %
TOTAL REVENUES:		2,625,003	1,154,216	0		(1,470,787)	-56.03%	3,500,000	2,345,784	67.02 %
TRANSFERS-IN										
Cigarette Tax		0	1,143,696	842,262		1,143,696	0.00 %	0	(1,143,696)	0.00 %
Sales Tax		80,000,000	80,000,000	2,015,056		0	0.00 %	80,000,000	0	0.00 %
TOTAL TRANSFERS-IN:		80,000,000	81,143,696	2,857,318		1,143,696	1.43 %	80,000,000	(1,143,696)	-1.43%
TOTAL REV AND TRANSFERS-IN:		82,625,003	82,297,912	2,857,318		(327,091)	-0.40%	83,500,000	1,202,088	1.44 %
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
EXPENDITURES										
Contract Construction - Capital Projects		143,262,612	21,959,579	2,196,504	0	121,303,033	84.67 %	252,216,821	230,257,241	91.29 %
TOTAL EXPENDITURES:		143,262,612	21,959,579	2,196,504	0	121,303,033	84.67 %	252,216,821	230,257,241	91.29 %
TRANSFERS OUT										
Operating		37,346,048	43,700,352	6,354,303	0	(6,354,304)	-17.01%	37,346,048	(6,354,304)	-17.01%
TOTAL TRANSFERS OUT:		37,346,048	43,700,352	6,354,303	0	(6,354,304)	-17.01%	37,346,048	(6,354,304)	-17.01%
TOTAL EXPD AND TRANSFERS OUT:		180,608,660	65,659,931	8,550,807	0	114,948,729	63.65 %	289,562,869	223,902,937	77.32 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

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

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2024		(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
Budget Fiscal Year: 2024		(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
REVENUES										
State Sources - Miscellaneous Revenues		2,700,000	964,125	0		(1,735,875)	-64.29%	3,600,000	2,635,875	73.22 %
TOTAL REVENUES:		2,700,000	964,125	0		(1,735,875)	-64.29%	3,600,000	2,635,875	73.22 %
TRANSFERS-IN										
Statutory		181,680,000	181,680,000	0		0	0.00 %	181,680,000	0	0.00 %
TOTAL TRANSFERS-IN:		181,680,000	181,680,000	0		0	0.00 %	181,680,000	0	0.00 %
TOTAL REV AND TRANSFERS-IN:		184,380,000	182,644,125	0		(1,735,875)	-0.94%	185,280,000	2,635,875	1.42 %
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2024		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2024		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
EXPENDITURES										
Contract Construction - Capital Projects		136,816,497	93,958,558	3,147,633	0	42,857,939	31.33 %	182,422,000	88,463,442	48.49 %
TOTAL EXPENDITURES:		136,816,497	93,958,558	3,147,633	0	42,857,939	31.33 %	182,422,000	88,463,442	48.49 %
TOTAL EXPD AND TRANSFERS OUT:		136,816,497	93,958,558	3,147,633	0	42,857,939	31.33 %	182,422,000	88,463,442	48.49 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

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

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:		(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
Budget Fiscal Year:		(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
REVENUES										
State Sources - Miscellaneous Revenues		1,800,000	2,154,151	0		354,151	19.68 %	2,400,000	245,849	10.24 %
TOTAL REVENUES:		1,800,000	2,154,151	0		354,151	19.68 %	2,400,000	245,849	10.24 %
TOTAL REV AND TRANSFERS-IN:		1,800,000	2,154,151	0		354,151	19.68 %	2,400,000	245,849	10.24 %
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year:		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
EXPENDITURES										
Contract Construction - Trustee & Benefit Payments		75,500,000	64,500,000	0	0	11,000,000	14.57 %	108,500,000	44,000,000	40.55 %
TOTAL EXPENDITURES:		75,500,000	64,500,000	0	0	11,000,000	14.57 %	108,500,000	44,000,000	40.55 %
TRANSFERS OUT										
Contract Construction - Statutory		36,000,000	36,000,000	0	0	0	0.00 %	36,000,000	0	0.00 %
TOTAL TRANSFERS OUT:		36,000,000	36,000,000	0	0	0	0.00 %	36,000,000	0	0.00 %
TOTAL EXPD AND TRANSFERS OUT:		111,500,000	100,500,000	0	0	11,000,000	9.87 %	144,500,000	44,000,000	30.45 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0270 Strategic Initiatives Grant Program

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
Budget Fiscal Year:		2024								
REVENUES										
State Sources - Miscellaneous Revenues		0	66,180	0		66,180	0.00 %	0	(66,180)	0.00 %
TOTAL REVENUES:		0	66,180	0		66,180	0.00 %	0	(66,180)	0.00 %
TRANSFERS-IN										
Statutory		136,000,000	136,000,000	0		0	0.00 %	136,000,000	0	0.00 %
TOTAL TRANSFERS-IN:		136,000,000	136,000,000	0		0	0.00 %	136,000,000	0	0.00 %
TOTAL REV AND TRANSFERS-IN:		136,000,000	136,066,180	0		66,180	0.05 %	136,000,000	(66,180)	-0.05%
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year:		2024								
EXPENDITURES										
Contract Construction - Trustee & Benefit Payments		101,999,997	85,615,403	14,986,522	0	16,384,594	16.06 %	136,000,000	50,384,597	37.05 %
TOTAL EXPENDITURES:		101,999,997	85,615,403	14,986,522	0	16,384,594	16.06 %	136,000,000	50,384,597	37.05 %
TOTAL EXPD AND TRANSFERS OUT:		101,999,997	85,615,403	14,986,522	0	16,384,594	16.06 %	136,000,000	50,384,597	37.05 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0  
Fund: 0345 CARES Act Covid-19

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
BUDGET FISCAL YEAR: 2024										
REVENUES										
Federal Sources - Federal Transit		135,000	3,245,408	83,611		3,110,408	2304.01 %	7,857,300	4,611,892	58.70 %
TOTAL REVENUES:		135,000	3,245,408	83,611		3,110,408	2304.01 %	7,857,300	4,611,892	58.70 %
TOTAL REV AND TRANSFERS-IN:		135,000	3,245,408	83,611		3,110,408	2304.01 %	7,857,300	4,611,892	58.70 %
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
BUDGET FISCAL YEAR: 2024										
EXPENDITURES										
Trustee & Benefit Payments		5,892,957	3,239,925	63,153	0	2,653,032	45.02 %	7,857,300	4,617,375	58.77 %
TOTAL EXPENDITURES:		5,892,957	3,239,925	63,153	0	2,653,032	45.02 %	7,857,300	4,617,375	58.77 %
TOTAL EXPD AND TRANSFERS OUT:		5,892,957	3,239,925	63,153	0	2,653,032	45.02 %	7,857,300	4,617,375	58.77 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0372 TECM Debt Service Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining	
Fiscal Year:	2024	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)	
Budget Fiscal Year:		2024								
REVENUES										
State Sources - Miscellaneous Revenues		0	10,868	0	10,868	0.00 %	0	(10,868)	0.00 %	
TOTAL REVENUES:		0	10,868	0	10,868	0.00 %	0	(10,868)	0.00 %	
TRANSFERS-IN										
Operating		37,346,048	43,700,352	6,354,303	6,354,304	17.01 %	37,346,048	(6,354,304)	-17.01%	
TOTAL TRANSFERS-IN:		37,346,048	43,700,352	6,354,303	6,354,304	17.01 %	37,346,048	(6,354,304)	-17.01%	
TOTAL REV AND TRANSFERS-IN:		37,346,048	43,711,220	6,354,303	6,365,172	17.04 %	37,346,048	(6,365,172)	-17.04%	
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year:		2024								
EXPENDITURES										
Bond Principal / Interest		19,839,889	21,855,045	3,135,141	0	(2,015,156)	-10.16%	29,199,841	7,344,796	25.15 %
TOTAL EXPENDITURES:		19,839,889	21,855,045	3,135,141	0	(2,015,156)	-10.16%	29,199,841	7,344,796	25.15 %
TOTAL EXPD AND TRANSFERS OUT:		19,839,889	21,855,045	3,135,141	0	(2,015,156)	-10.16%	29,199,841	7,344,796	25.15 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0373   TECM Capital Project Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
Budget Fiscal Year:		2024								
REVENUES										
State Sources - Miscellaneous Revenues		171,042,178	170,797,741	19,755,563		(244,437)	-0.14%	231,042,178	60,244,437	26.08 %
TOTAL REVENUES:		171,042,178	170,797,741	19,755,563		(244,437)	-0.14%	231,042,178	60,244,437	26.08 %
TOTAL REV AND TRANSFERS-IN:		171,042,178	170,797,741	19,755,563		(244,437)	-0.14%	231,042,178	60,244,437	26.08 %
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year:		2024								
EXPENDITURES										
Capital Projects		171,060,863	170,816,426	19,755,563	0	244,437	0.14 %	231,060,863	60,244,437	26.07 %
TOTAL EXPENDITURES:		171,060,863	170,816,426	19,755,563	0	244,437	0.14 %	231,060,863	60,244,437	26.07 %
TOTAL EXPD AND TRANSFERS OUT:		171,060,863	170,816,426	19,755,563	0	244,437	0.14 %	231,060,863	60,244,437	26.07 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0374 GARVEE Capital Project Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2024		(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
Budget Fiscal Year: 2024		(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
REVENUES										
State Sources - Miscellaneous Revenues		28,699,869	28,064,907	2,365,038		(634,962)	-2.21%	37,699,869	9,634,962	25.56 %
TOTAL REVENUES:		28,699,869	28,064,907	2,365,038		(634,962)	-2.21%	37,699,869	9,634,962	25.56 %
TOTAL REV AND TRANSFERS-IN:		28,699,869	28,064,907	2,365,038		(634,962)	-2.21%	37,699,869	9,634,962	25.56 %
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2024		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2024		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
EXPENDITURES										
Capital Projects		28,700,440	28,065,478	2,365,038	0	634,962	2.21 %	37,700,440	9,634,962	25.56 %
TOTAL EXPENDITURES:		28,700,440	28,065,478	2,365,038	0	634,962	2.21 %	37,700,440	9,634,962	25.56 %
TOTAL EXPD AND TRANSFERS OUT:		28,700,440	28,065,478	2,365,038	0	634,962	2.21 %	37,700,440	9,634,962	25.56 %

User ID: whaszier  
Report ID: AD-FN-GL-003  
Run Date: 10 Apr 2024  
% of Time  
Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0375 GARVEE Debt Service Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity			Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining	
Fiscal Year:	2024	(A)	(B)	(C)			(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)	
REVENUES												
State Sources - Miscellaneous Revenues		0	48,889	0			48,889	0.00 %	0	(48,889)	0.00 %	
TOTAL REVENUES:		0	48,889	0			48,889	0.00 %	0	(48,889)	0.00 %	
TRANSFERS-IN												
Operating		16,182,431	16,226,794	0			44,363	0.27 %	63,123,782	46,896,988	74.29 %	
TOTAL TRANSFERS-IN:		16,182,431	16,226,794	0			44,363	0.27 %	63,123,782	46,896,988	74.29 %	
TOTAL REV AND TRANSFERS-IN:		16,182,431	16,275,683	0			93,252	0.58 %	63,123,782	46,848,099	74.22 %	
		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance			Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year:	2024	(A)	(B)	(C)	(D)			(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year:	2024	(A)	(B)	(C)	(D)			(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
EXPENDITURES												
Bond Principal / Interest		14,738,427	14,738,425	408,545	0			2	0.00 %	59,100,390	44,361,965	75.06 %
TOTAL EXPENDITURES:		14,738,427	14,738,425	408,545	0			2	0.00 %	59,100,390	44,361,965	75.06 %
TOTAL EXPD AND TRANSFERS OUT:		14,738,427	14,738,425	408,545	0			2	0.00 %	59,100,390	44,361,965	75.06 %

User ID: whaszier  
 Report ID: AD-FN-GL-003  
 Run Date: 10 Apr 2024  
 % of Time  
 Remaining: 25.0

# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

### BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 3/31/2024

Fund: 0221 State Aeronautics Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity		Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)		(D = B - A)	(E = D / A)	(F)	(G = F - B)	(H = G / F)
<b>Fiscal Year: 2024</b>									
<b>Budget Fiscal Year: 2024</b>									
<b>REVENUES</b>									
Federal Sources - FAA	244,000	193,634	0		(50,366)	-20.64%	668,500	474,866	71.03 %
State Sources - Miscellaneous	308,756	626,918	16,785		318,162	103.05 %	347,000	(279,918)	-80.67%
Interagency Sources -	200,000	219,030	(0)		19,030	9.52 %	254,900	35,870	14.07 %
<b>TOTAL REVENUES:</b>	<b>752,756</b>	<b>1,039,582</b>	<b>16,785</b>		<b>286,826</b>	<b>38.10 %</b>	<b>1,270,400</b>	<b>230,818</b>	<b>18.17 %</b>
<b>TRANSFERS-IN</b>									
Operating	2,309,341	2,255,239	200,382		(54,102)	-2.34%	2,900,000	644,761	22.23 %
<b>TOTAL TRANSFERS-IN:</b>	<b>2,309,341</b>	<b>2,255,239</b>	<b>200,382</b>		<b>(54,102)</b>	<b>-2.34%</b>	<b>2,900,000</b>	<b>644,761</b>	<b>22.23 %</b>
<b>TOTAL REV AND TRANSFERS-IN:</b>	<b>3,062,097</b>	<b>3,294,821</b>	<b>217,167</b>		<b>232,724</b>	<b>7.60 %</b>	<b>4,170,400</b>	<b>875,579</b>	<b>21.00 %</b>
<b>Fiscal Year: 2024</b>									
<b>Budget Fiscal Year: 2024</b>									
<b>EXPENDITURES</b>									
Permanent Staff Salaries	713,856	673,336	95,228	0	40,520	5.68 %	928,013	254,676	27.44 %
Board, Hourly, OT, Shift Diff	33,652	57,537	300	0	(23,885)	-70.98%	161,780	104,242	64.43 %
Fringe Benefits	288,582	285,536	34,609	0	3,046	1.06 %	379,508	93,972	24.76 %
Travel Expense	52,482	55,058	5,348	0	(2,576)	-4.91%	69,042	13,984	20.25 %
Operating Expense	763,319	591,274	35,081	133,210	38,835	5.09 %	1,349,258	624,774	46.31 %
Capital Equipment Expense	107,000	73,307	61,543	0	33,693	31.49 %	107,000	33,693	31.49 %
Capital Facilities Expense	110,556	41,696	3,354	54,096	14,764	13.35 %	160,556	64,764	40.34 %
Trustee & Benefit Payments	2,980,000	3,988,628	23,214	0	(1,008,628)	-33.85%	39,388,338	35,399,710	89.87 %
<b>TOTAL EXPENDITURES:</b>	<b>5,049,447</b>	<b>5,766,373</b>	<b>258,678</b>	<b>187,306</b>	<b>(904,231)</b>	<b>-17.91%</b>	<b>42,543,495</b>	<b>36,589,815</b>	<b>86.01 %</b>
<b>TOTAL EXPD AND TRANSFERS OUT:</b>	<b>5,049,447</b>	<b>5,766,373</b>	<b>258,678</b>	<b>187,306</b>	<b>(904,231)</b>	<b>-17.91%</b>	<b>42,543,495</b>	<b>36,589,815</b>	<b>86.01 %</b>



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 5/16/24

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☒ Action with Resolution ☐ Time Needed: 10 Min

Presenter's Name Colby Cameron	Presenter's Title Governmental Affairs Manager
Preparer's Name Colby Cameron	Preparer's Title Governmental Affairs Manager

## Subject

2025 ITD Legislative Ideas		
Key Number	District	Route Number

## Background Information

Staff is discussing possible legislative ideas for the 2025 Legislative Session and is seeking the board's feedback on the following three concepts. All three concepts are coming from the DMV Business area.

### 1. Exempt Agency Trailer Plates & Commercial Motor Vehicle Temporary Permits

**Reason:** Clean up and alignment of statutes.

- Allow exempt government agencies to get large/regular size trailer plates like everyone else. Agencies are currently restricted to only small trailer plates.
- Require temporary permits to be purchased before entering the state in all situations, not just in some circumstances. Current statute is not consistent.

### 2. One Year Permits & Prior Idaho Driver's License Holder's Knowledge Testing

**Reason:** Red tape reduction to the customer's benefit.

- Make Class D instruction permits and motorcycle endorsement permits valid for one year to align with 1-year Commercial Learner Permits. Saves time and money for the permit holders.
- Remove the requirement to take the Idaho knowledge test if a person has previously held an Idaho Driver's License and has a valid current out of state license.

### 3. Black & White Photos for Driver's Licenses & ID Cards

**Reason:** Black and White photos will Improve security of Idaho produced credentials

- There is potential this idea will be included in draft legislation from other sponsors.

ITD agency legislation will follow the Executive Agency Legislative Process as outlined by the Governor's office. The ideas will be submitted to the Division of Financial Management (DFM) in mid-June. Draft legislation will be prepared from the ideas and presented to the Board at the regular June or July meeting. Then the proposed drafts are due to DFM in mid-August.

## Recommendations *(Action items require a resolution)*

--



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 5/16/2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☒ Action with Resolution ☐ Time Needed: 15 min

Presenter's Name Josephine Middleton/Morgan Ballis	Presenter's Title Highway Safety Manager/SRO Hailey PD
Preparer's Name Josephine Middleton	Preparer's Title HSM

### Subject

District 4 Teen Traffic Safety Outreach		
Key Number	District	Route Number

### Background Information

In 2022, more than one out of every five crashes involved a youthful driver. Of the 25 people killed in youthful driver crashes, eight were the youthful drivers. Of the seven youthful drivers of passenger motor vehicles, only three (43%) were wearing a seat belt.

At the Office of Highway Safety, we prioritize educating our young drivers about traffic safety to encourage them to be proactive and engaged in the safety of their family, friends, and themselves. We are partnering with the School Resource Officer (SRO) Association to promote seat belt use among teens. Officer Morgan Ballis, from the Hailey Police Department, is president of the Idaho Association of School Resource Officers and the Wood River High School SRO. Officer Ballis will explain the SRO's plans to launch a seat belt program for schools at their June conference.

### Recommendations *(Action items require a resolution)*

--



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 10 minutes

Presenter's Name Monica Crider, PE	Presenter's Title State Design Engineer
Preparer's Name Mohsen Amirmojahedi, PE	Preparer's Title Consultant Services Engineer

## Subject

REQUEST TO APPROVE CONSULTANT AGREEMENTS		
Key Number See table below	District	Route Number

## Background Information

Board Policy 4001 delegates authority to the Director or another designee, to approve routine engineering professional services agreements of up to \$1,000,000, work task agreements for professional services up to \$500,000, cumulative work task agreements(one or more consultants) on a project up to \$1,500,000 and consultant two-year work task agreement total up to \$1,500,000. Any agreements greater than these thresholds must be authorized by the Board.

Professional service agreements, procured through ITD HQ Design Section, Consultant Services Group, follow three different processes based on the size of agreement. In all cases, professional services agreements are secured using a qualification based system rather than a competitive low bid basis used for typical construction contracts.

- Work task agreements less than \$100,000 are procured through a Direct Select process.
- Work task agreements between \$100,000 and \$500,000 are procured through a Request for Information (RFI) process which short lists consultants from a prequalified consultant registry referred to as the Term Agreement list.
- Professional service agreements greater than \$500,000 are solicited through a formal Request for Proposal (RFP).

The scale of these agreements are often anticipated and necessary due to 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 for the Department, limited liability, and updating when a more refined scope of work is obtained. In other cases, such as for Construction Engineering and Inspection (CE&I) services one single agreement may be issued allowing for continuity of the inspector during the construction phase.

Project specific memorandums are attached and listed in the table below, for each project agreement seeking approval.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

KEY NUMBER	PROJECT NAME	DISTRICT	TOTAL PREVIOUS AGREEMENTS	PREVIOUS AUTHORIZATION	THIS AUTHORIZATION REQUEST	TOTAL AUTHORIZATION
20662 <sup>1</sup>	US-95, McArthur Lake, Boundary County	1	\$997,080	-	\$618,882	\$1,615,962
23833 <sup>1</sup>	Access to Opportunity, ACHD	ACHD	-	-	\$6,459,500	\$6,459,500

- 1 Professional Agreements > \$1M  
2 Work Task Agreements > \$500K  
3 Cumulative Work Task Agreement for project > \$1.5M  
4 Consultant Two-year Work Task total > \$1.5M

### **Recommendations** (*Action items require a resolution*)

Approval of resolution on page 91.



**DATE:** April 25, 2024

**Program Number(s)** A020(662)

**TO:** Monica Crider, PE  
State Design Engineer

**Key Number(s)** 20662

**FROM:** Damon Allen, PE  
District 1 Engineer

**Program ID, County, Etc.** US-95,  
MCARTHUR LAKE, BOUNDARY CO

**RE:** Request to approve professional services agreement authorization to greater than \$1,000,000 on the David Evans and Associates, Inc. professional services agreement for the US-95, McArthur Lake, Boundary County

The purpose of this project is to improve safety on US-95 near McArthur Lake/Deep Creek between Sandpoint and Bonners Ferry by reconstructing the existing two-lane section, adding wider shoulders, replacing a width restricted bridge, and providing an animal underpass.

In March 2023, through Request for Proposals (RFP), David Evans and Associates, Inc. was selected to provide Construction, Engineering, and Inspection (CE&I) services.

The CE&I agreement amount for the 2023 construction season was \$739,353. The second CE&I agreement covering the early portion of the 2024 season (April through May) was \$257,727, bringing the total agreement amount to \$997,080.

A supplemental agreement has been negotiated to continue CE&I services from June through completion of construction and closeout of the project. The negotiated cost of this supplemental CE&I agreement is \$618,882, bringing the total agreement amount to \$1,615,962. This is approximately 13.5% of the programmed construction funding.

Currently, there is \$1,970,000 obligated for construction services by consultants. Due to other consultants' works on this project, there is a shortfall of obligated funds of \$180,000. District 1 is working to identify remaining funds to complete this agreement. No agreement will be written without enough obligated funding.



**DATE:** April 26, 2024

**Program Number(s)** A023(833)

**TO:** Monica Crider, PE  
State Design Engineer

**Key Number(s)** 23833

**FROM:** Brian McCarthy  
ACHD Project Management  
Supervisor

**Program ID, County, Etc.**  
ACCESS TO OPPORTUNITY,  
ACHD

**RE:** Request to approve professional services agreement authorization to greater than \$1,000,000 on the Parametrix, Inc. professional services agreement for the Access to Opportunity, ACHD

The purpose of this project is to improve access and connectivity through enhancing multi-modal links in Garden City, Boise Bench, and Central Bench neighborhoods. Design goals include completing sidewalk gaps, signalizing pedestrian crossings, making all pedestrian facilities compliant with current ADA/PROWAG standards, building multi-use paths and designated bike facilities for bicyclists, upgrading transit bus stops, modernizing railroad crossings, improving pavement conditions, and evaluating green stormwater infrastructure to prevent runoff from entering the Boise River.

In January 2024, through Request for Proposals (RFP), Parametrix, Inc. was selected to provide design services.

Preliminary engineering and infrastructure assessments, National Environmental Policy Act (NEPA) studies, rights-of-way (ROW) plans, and final design engineering will be completed for five (5) separate bundled projects. Negotiated cost of services for Phase 1 is \$6,459,500, the awarded amount for ACHD's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Planning Grant.

This project is funded by a federal grant for planning, engineering and design activities. The amount of federal-aid grant will not change, and the scope of work will be adjusted to match the grant.

## RESOLUTION

WHEREAS, Board Policy 4001 requires the Idaho Transportation Board (Board) to authorize professional services agreements greater than \$1,000,000 and each subsequent cost increase, work task agreements greater than \$500,000, cumulative work task agreements on a project greater than \$1,500,000, and consultant two-year work task agreement total greater than \$1,500,000; and

WHEREAS, the Idaho Transportation Board has been provided details about each project requesting authorization; and

WHEREAS, funding will be committed to these agreements before they are executed.

*NOW THEREFORE BE IT RESOLVED* that the Board hereby grants the authority for professional service agreement(s) as noted in the following table:

KEY NUMBER	PROJECT NAME	DISTRICT	TOTAL PREVIOUS AGREEMENTS	PREVIOUS AUTHORIZATION	THIS AUTHORIZATION REQUEST	TOTAL AUTHORIZATION
20662 <sup>1</sup>	US-95, McArthur Lake, Boundary County	1	\$997,080	-	\$618,882	\$1,615,962
23833 <sup>1</sup>	Access to Opportunity, ACHD	ACHD	-	-	\$6,459,500	\$6,459,500

1 Professional Agreements > \$1M

2 Work Task Agreements > \$500K

3 Cumulative Work Task Agreement for project > \$1.5M

4 Consultant Two-year Work Task total > \$1.5M



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 10 min

Presenter's Name Jason Minzghor	Presenter's Title District Engineer, District 6
Preparer's Name Ryan Day	Preparer's Title Project Manager

## Subject

Relinquishment of a portion of US-26 near Idaho Falls, Bonneville County		
Key Number 21923	District 6	Route Number US-26

## Background Information

History: District 6 staff has been working with Bonneville County to transfer a portion of US-26 to local jurisdiction since 2022.

Request: ITD and Bonneville County staff have negotiated that ITD will pay to construct Jct. Hitt Road (25<sup>th</sup> E.) including Bonneville County's portion of the project. Bonneville County agrees to take ownership of existing US-26 from Woodruff Ave (Mile Post 335.78) to Beaches Corner (Mile Post 338.23) effective after the completion of the Jct. Hitt Road (25<sup>th</sup> E.) and US-20/US-26 Connector projects. With the Department paying the full cost of the Jct. Hitt Road (25<sup>th</sup> E.) project, there will be no payment to Bonneville County to take over ownership of US-26.

Funding: no additional funding will be required to complete this agreement.

**March 30, 2022:** District 6 staff met with the Board Subcommittee on State Highway System Adjustments (Subcommittee). The Subcommittee authorized District 6 staff to further explore the development of a new route (US-20/US-26 Connector) and start negotiations for relinquishment of the existing US-26 route in Bonneville County.

**September 21, 2022:** District 6 staff met with the Subcommittee. The Subcommittee authorized District 6 staff to present the Road Closure and Maintenance Agreement to the Bonneville County Commissioners for their approval with a supporting resolution for relinquishment.

**April 25, 2024:** The Subcommittee recommended approval of the Road Closure and Maintenance Agreement to the Idaho Transportation Board for its consideration.

## Recommendations *(Action items require a resolution)*

Approval of the Road Closure and Maintenance Agreement and Official Minute.  
Resolution on page 103.

**RESOLUTION NO. 23-13**

**ROAD CLOSURE AND MAINTENANCE AGREEMENT FOR US HIGHWAY 26  
BONNEVILLE COUNTY**

WHEREAS, the Idaho Transportation Department has programed the “US20 to US26 Connector” project to address increased growth and rising traffic counts in Bonneville County;

WHEREAS, the Idaho Transportation Department requested the Board of Bonneville County Commissioners to take ownership of a portion of existing US Highway 26 after the completion of the new US20 to US26 Connector project;

WHEREAS, negotiations have been completed, a public hearing has been held and all other State statues, procedures and requirements have been addressed for the transfer of US highway 26 from the State to the County;

WHEREAS, the Idaho Transportation Department will continue to maintain the portion of roadway set to be relinquished via general repair and will have the roadway in a serviceable condition prior to the transfer from the State to the county;

WHEREAS, The Idaho Transportation Department has agreed to relinquish and abandon to Bonneville County consisting US-26 from milepost 335.78 (Idaho Falls city limits) to milepost 338.23 (or to the location the new route ties back to existing US-26), including the right of way appurtenant thereto, as depicted in Exhibit A attached hereto;

WHEREAS, upon approval by the Idaho Transportation Department Board, they will pay monies to construct the “Jct. Hitt Road (25<sup>th</sup> E.)” intersection project in Bonneville County. In lieu of cash payment for the roadway relinquishment of US Highway 26;

WHEREAS, Bonneville County now desires to pass this resolution pursuant to LC. §40-203B, consenting to the abandonment by the Idaho Transportation Department and accepting the jurisdiction of and responsibility for that portion of the existing road identified herein;

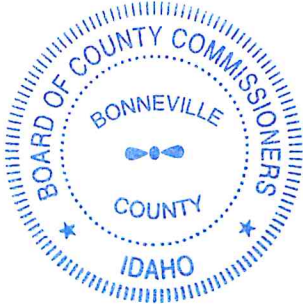
WHEREAS, Bonneville County and the Idaho Transportation Department will formalize their understanding by way of a Roadway Closure and Maintenance Agreement for US Highway 26; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF BONNEVILLE COUNTY, IDAHO AS FOLLOWS,

Bonneville County assents to the transfer of US Highway 26, as depicted in Exhibit A attached hereto, from Idaho Transportation Department to Bonneville County upon execution of the Roadway Closure and Maintenance Agreement for US Highway 26 and after the completion of the US20 to US26 Connector project.

Passed, approved this 15<sup>th</sup> day of November 2023, and adopted after the completion of the US20 to US26 Connector project.

BONNEVILLE COUNTY BOARD OF COMMISSIONERS



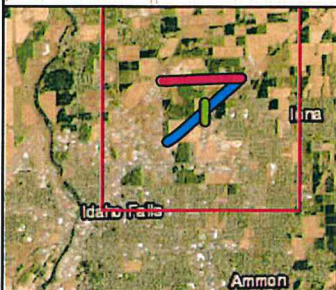
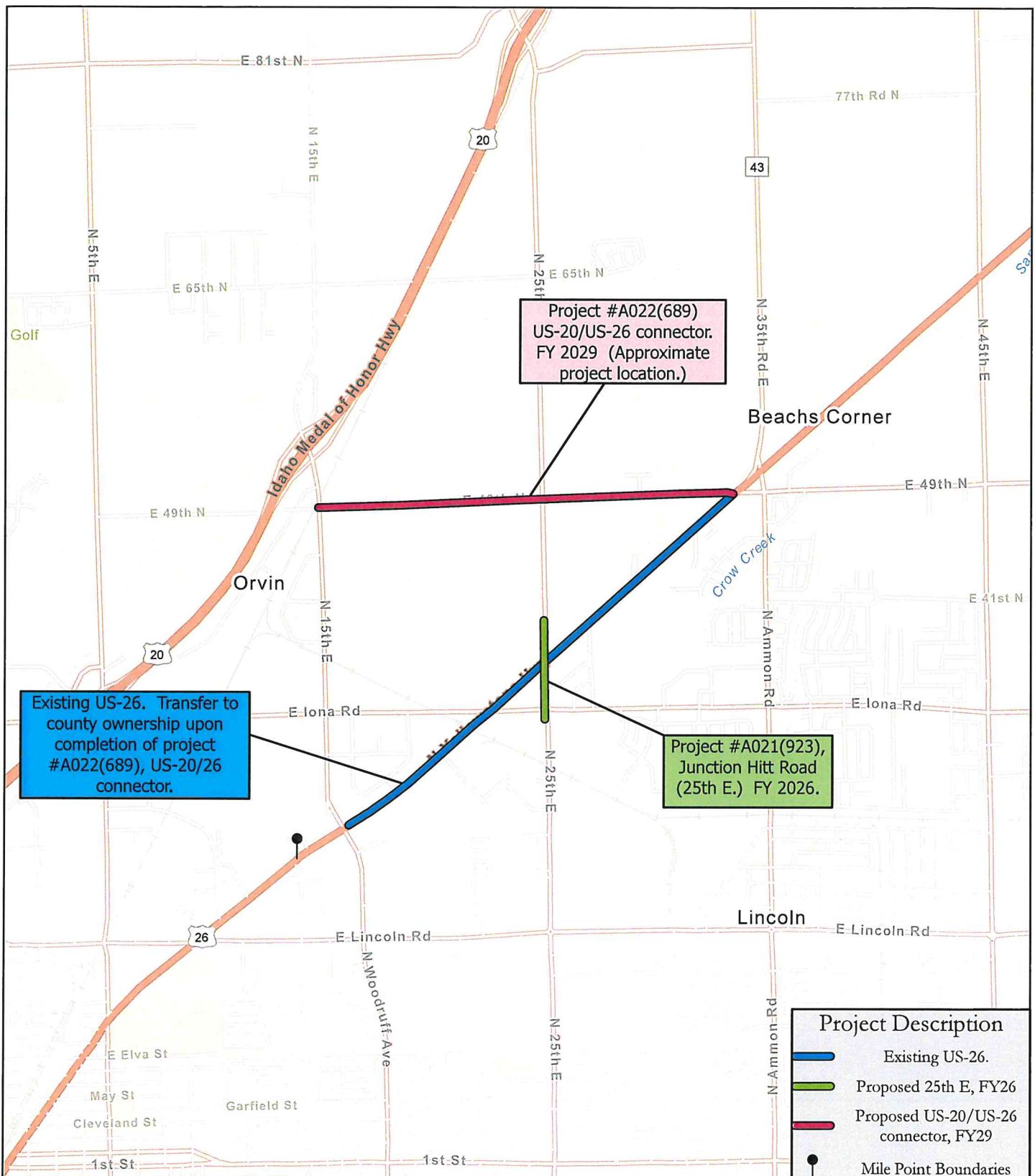
Roger S. Christensen  
Roger S. Christensen, Chairman


Jonathan D. Walker  
Jonathan D. Walker, Member

Bryon L. Reed  
Bryon L. Reed, Member

ATTEST:

Penny Manning  
County Clerk





Idaho Department of Transportation

## Exhibit A

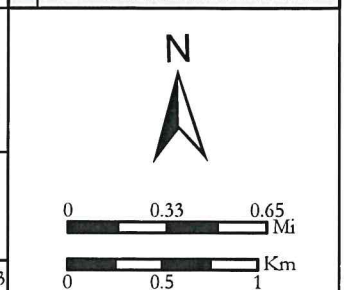
# Roadway Relinquishment

BonnevilleGIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, Esri, HERE, Garmin, Earthstar Geographics

2023

YOUR Safety ••• YOUR Mobility ••• YOUR Economic Opportunity

Coordinate System: IDTM83



**ROAD CLOSURE AND MAINTENANCE AGREEMENT**  
**A021(923)**  
**US-26, JCT. HITT ROAD (25<sup>TH</sup> E)**  
**BONNEVILLE COUNTY**  
**KEY NO. 21923**

**PARTIES**

This Agreement is made and entered into this 8<sup>th</sup> day of March, 2023, by and between the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the **STATE**, and **BONNEVILLE COUNTY**, hereafter called **COUNTY**.

**PURPOSE**

The **STATE** has programmed in FY 2026 the construction of Project No. A021(923), US-26, Jct. Hitt Road (25<sup>th</sup> E), Bonneville County, the project consists of replacing the signal at US-26 and 25<sup>th</sup> E, along with reconstructing a portion of 25<sup>th</sup> E to a five lane roadway and seven lanes at the intersection. The construction would also include a signal at Iona Road and 25<sup>th</sup> E, and placing a raised median at US-26 and Iona Road as shown in the attached Exhibit A.

The **STATE** also programmed in FY 2029 the construction of Project No. A022(689), US-20/US-26 Connector, Bonneville County, the project consist of relocating US-26 and constructing a new route along or near Telford Road (49<sup>th</sup> N) from US-20 to US-26 (St Leon IC to Beeches Corner) as shown in the attached Exhibit B.

Construction of these two projects will require the relinquishment of certain roads to the local jurisdiction, as shown on the attached Exhibit B and made part of this Agreement. This Agreement is entered into pursuant to Idaho Code, Section 40-203B.

The Parties agree as follows:

**SECTION I:** That the **State** will:

1. Construct and assume all costs of right-of-way acquisition, construction and engineering necessary to complete the work of this project, excepting those items hereafter stated as obligations of the **County** in accordance with the attached Exhibit A. If the project A021(923) is not ultimately constructed, this agreement will be null and void.
2. During construction of this project, install and maintain proper signing necessary to guide and regulate motorists traveling US-26 and 25<sup>th</sup> E. The signing shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways as adopted by the State.
3. Designate the new route Project No. A022(689) US-20/US-26 Connector, as shown on Exhibit B, as US-26, along or near Telford Road (49<sup>th</sup> N) from US-20 to US-26 (St Leon IC to Beeches Corner).

4. Maintain the portion of US-26 to be relinquished to the County until the new route is completed under Project No. A022(689) and traffic diverted onto the new roadway.
5. Not guarantee that Federal funds herein sought are available or will be made available. In the event Federal funds are unavailable for this project, this agreement shall be voided.
6. After the construction of Project No. A022(689) is completed, with a full connection to US-20, relinquish and abandon to the County by official notification from the Idaho Transportation Board, the following streets as shown in concept on Exhibit B:
  - Existing US-26 from milepost 335.78 (or Idaho Falls city limits) to milepost 338.23 or to the location the new route ties back to existing US-26, including the right-of-way appurtenant thereto, as shown on Exhibit B, as of the date set by the Idaho Transportation Board.
7. Submit to the FHWA an application to adjust the status of the relinquishment portion of US-26 to remove the National Highway System designation and/or adjust the functional classification based on the impacts of the realignment.

**SECTION II:** That County will:

1. Consent to the abandonment by the State and, upon acceptance of the completed project by the State, accept the jurisdiction of and responsibility for, in full and every respect, that portion of existing US-26 between MP 335.78 (or Idaho Falls city limits) and MP 338.23 or to the location the new roadway ties back to existing US-26, including the right-of-way appurtenant thereto, as shown on Exhibit B, as of the date set by the Idaho Transportation Board.
2. Continue to maintain 25<sup>th</sup> E (Hitt Road) as a local road before and after construction of Project No. A021(923), and Maintain, erect or install, within the limits of this project, any traffic control devices, including signs, in conformity with the Manual on Uniform Traffic Control Devices for Streets and Highways, as adopted by the State.
3. After US-26 is relinquished to the County the County shall maintain, erect or install, within the limits of this project, any traffic control devices, including signs, in conformity with the Manual on Uniform Traffic Control Devices for Streets and Highways, as adopted by the State.

**SECTION III:** Approval and Effect

1. This Agreement will become effective when it is signed by all parties and then reviewed and approved by the Idaho Transportation Board.

**EXECUTION**

This Agreement is executed for the State by its Chief Engineer; and executed for County by the Board of Commissioners, attested to by the County Clerk, with the imprinted corporate seal of Bonneville County.

**IDAHO TRANSPORTATION DEPARTMENT**

APPROVED

\_\_\_\_\_  
Chief Engineer

RECOMMENDED BY:

\_\_\_\_\_  
District Engineer

ATTEST:

Penny Manning  
County Clerk

(SEAL)

By regular/special meeting on  
3/08/2023

hm:



**BONNEVILLE COUNTY  
BOARD OF COMMISSIONERS**

Roger S. Christensen  
Chairman

[Signature]  
Commissioner

B. Z. Reed  
Commissioner

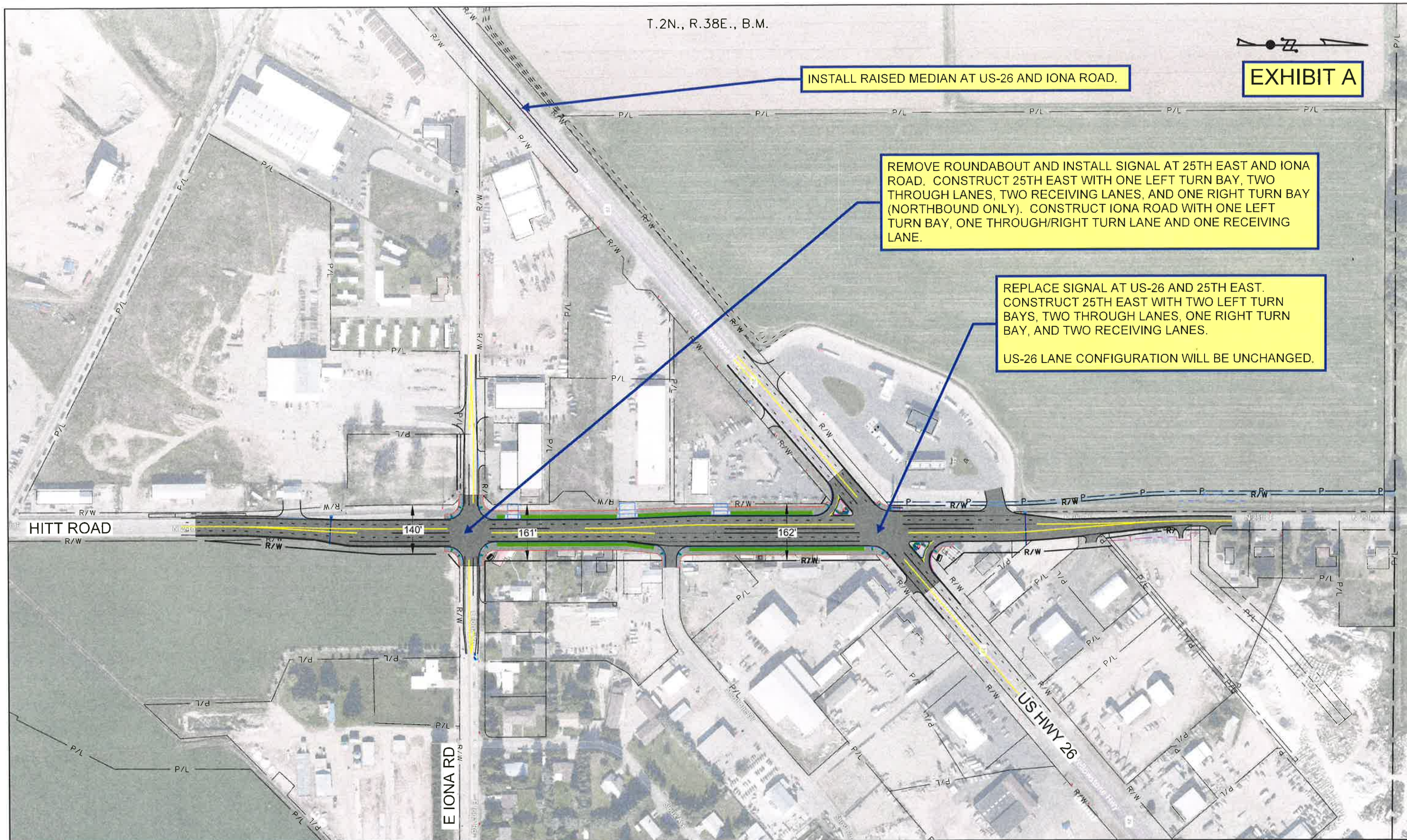
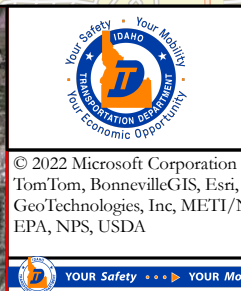
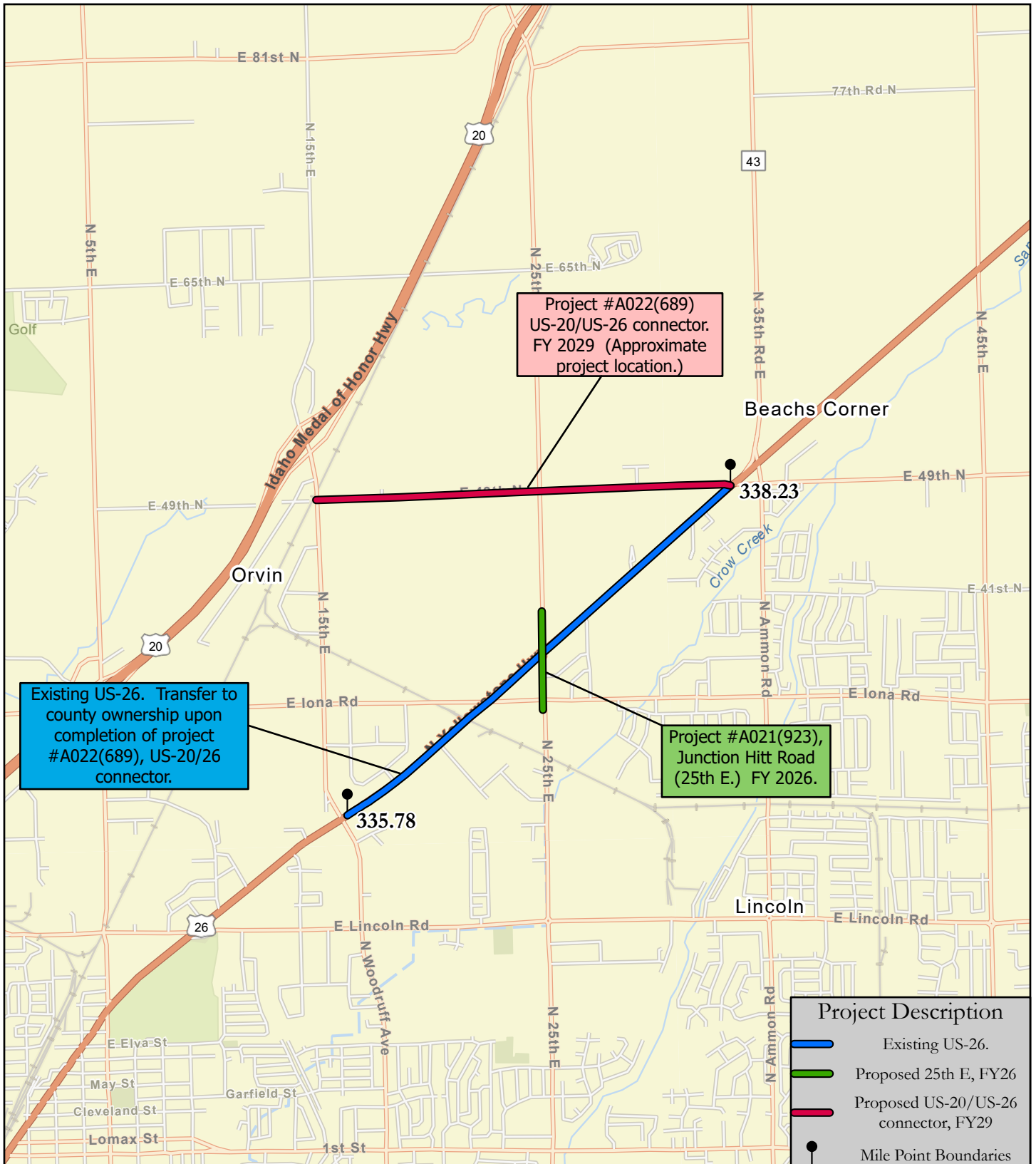


EXHIBIT A

<div>IDAHO TRANSPORTATION DEPARTMENT</div> <div>HORROCKS ENGINEERS</div>		PROJECT NO.	STAKE HOLDER EXHIBIT	<b>English</b>	
		A021(923)	US 26, FY 25 JCT HITT ROAD (25th E.) BONNEVILLE CO. OPTION A-2	COUNTY	BONNEVILLE
				KEY NUMBER	21923
				SHEET	OF



## Exhibit B Roadway Relinquishment

**2022**

Coordinate System: IDTM83

**Project Description**

- Existing US-26.
- Proposed 25th E, FY26
- Proposed US-20/US-26 connector, FY29
- Mile Point Boundaries

**Map Scale**

0 0.33 0.65 Mi

0 0.5 1 Km

**North Arrow**

**OFFICIAL MINUTE**

WHEREAS, a portion of US-26 in Bonneville County just outside the city limits of Idaho Falls as shown in Exhibit B attached hereto; and

WHEREAS, Bonneville County desires to maintain and manage this portion of roadway as a local road and has agreed to assume control, jurisdiction of and responsibility for, the former US-26 as shown in Exhibit B of the Road Closure and Maintenance Agreement; and

WHEREAS, Bonneville County has accepted Road Closure and Maintenance Agreement in a public meeting on March 8, 2023; and

WHEREAS, Bonneville County has passed and recorded an approved resolution (#23-13) on November 15, 2023 to enter into said Road Closure and Maintenance Agreement with the Department.

*NOW THEREFORE BE IT RESOLVED*, that existing US-26 from Woodruff Ave (Mile Post 335.78) to Beaches Corner (Mile Post 338.23) as shown in Exhibit B, be and hereby is removed from the State Highway System and relinquished to Bonneville County effective after the completion of the Jct. Hitt Road (25<sup>th</sup> E.) and US-20/US-26 Connector projects.

RECOMMEND:

  
\_\_\_\_\_  
Planning Services Manager

APPROVED:

  
\_\_\_\_\_  
Chief Engineer

IDAHO TRANSPORTATION BOARD

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

STATE OF IDAHO)  
COUNTY OF ADA)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024 before me the undersigned, a Notary Public in and for said State, personally appeared, Bill Moad, Julie DeLorenzo, James R. Thompson, Gary Osborn, Mitch Watkins, John Bulger, and Robert Hoff, known to me to be the Chairman, Vice Chairman, and Members, respectively, of the Idaho Transportation Board of the State of Idaho, which Idaho Transportation Board executed the within instrument, and acknowledged to me that the said Idaho Transportation Board of the State of Idaho executed the same for the State of Idaho.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for Idaho  
Residing in Boise, Idaho

Commission Expires: \_\_\_\_\_

## RESOLUTION

WHEREAS, Department staff and Bonneville County have drafted and signed a Road Closure and Maintenance Agreement to transfer existing US-26 from Woodruff Ave (Mile Post 335.78) to Beaches Corner (Mile Post 338.23); and

WHEREAS, ITD has held a public hearing January 17, 2023 regarding the transfer of ownership and finding no significant opposition; and

WHEREAS, Bonneville County has signed the Road Closure and Maintenance Agreement at its public meeting on March 8, 2023; and

WHEREAS, Bonneville County has passed and recorded an approved resolution (#23-13) on November 15, 2023 to enter into said Road Closure and Maintenance Agreement with the Department; and

WHEREAS, Department staff and Bonneville County staff or representative have negotiated that ITD will pay to construct Jct. Hitt Road (25<sup>th</sup> E.) including Bonneville County's portion of the project. Bonneville County agrees to take ownership of existing US-26 from Woodruff Ave (Mile Post 335.78) to Beaches Corner (Mile Post 338.23) effective after the completion of the Jct. Hitt Road (25<sup>th</sup> E.) and US-20/US-26 Connector projects; and

WHEREAS, Department staff has met with the Transportation Board's Subcommittee on State Highway System Adjustments, and the subcommittee passed a motion to present the State Highway System adjustment to the Board with a recommendation to approve it.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the existing US-26 from Woodruff Ave (Mile Post 335.78) to Beaches Corner (Mile Post 338.23) as shown in Exhibit B, be and hereby is removed from the State Highway System and relinquished to Bonneville County effective after the completion of the Jct. Hitt Road (25<sup>th</sup> E.) and US-20/US-26 Connector projects.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 5 mins

Presenter's Name Damon Allen	Presenter's Title District 1, District Engineer
Preparer's Name Marvin Fenn	Preparer's Title D1, Engineering Manager

### Subject

Add project to the FY24 ITIP Pavement Preservation Program		
Key Number	District 1	Route Number I-90B, Exit 5 Spokane St. Business Loop

### Background Information

The District wishes to add a project to the program, adding an additional 0.2 miles of the Spokane Street Business Loop to an existing paving contract that the City of Post Falls has on their local portion of Spokane St.

The District has been experiencing a high level of roadway maintenance on the I-90 Business Loop from the I-90/Spokane Street Interchange (Exit 5) to the Spokane St./Seltice St. intersection. In December of 2023, the Idaho Transportation Board awarded the City of Post Falls a 2023 Strategic Initiatives Program Local Transportation Grant to perform roadway rehabilitation on Spokane Street from the Spokane River Bridge to the I-90 Exit 5 Interchange.

The District wishes to add this segment of roadway to the work being performed by the City of Post Falls. This request would add 0.2 mile of the Spokane Street Business Loop to the City of Post Falls contract. The Department would enter into a cooperative agreement with the City of Post Falls and pay the City a lump sum of \$700,000 to be ITD's portion of cost for design, inspection, materials, and labor for the pavement rehabilitation work.

### Recommendations *(Action items require a resolution)*

Approve expenditure of \$700,000 for ITD's share of project with FY24 end-of-year funds, statewide balancing, and add a project to FY24 of the FY24-30 ITIP to fund the project. Resolution on page 105.



D1 Board Request to  
Add Pavement  
Restoration Work

City of Post Falls  
LTGP Grant



## RESOLUTION

WHEREAS, the Idaho Transportation Board is authorized to expend funds appropriated for construction, maintenance, and improvement of state highways; and

WHEREAS, the Board is charged with considering the safety and convenience of the highway users; and

WHEREAS, ITD will enter into a state/local agreement to share project costs with the City of Post Falls for extending the Spokane Street roadway rehabilitation project.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves \$700,000 in funding for the ITD portion of the project from the FY24 end-of-year balance of the Highway Transportation Program, and to add a project to FY24 of the FY24-30 ITIP.

*BE IT FUTHER RESOLVED*, that the Board authorizes staff to enter into an agreement with the City of Post Falls for the completion of the Spokane St. Business Loop rehabilitation improvement project.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024**No Presentation:** Consent Item ☐ Informational Calendar Item ☐**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 5 mins

Presenter's Name Brad Wolfinger	Presenter's Title Project Manager II
Preparer's Name Brad Wolfinger	Preparer's Title Project Manager II

### Subject

Add Pavement Projects to FY25 in the FY24-FY30 Approved ITIP		
Key Number Multiple	District Multiple	Route Number Multiple

### Background Information

Board Policy 4011 and Administrative Policy 5011 provide authorization to add, remove, advance and delay projects in the Idaho Transportation Investment Program (ITIP).

The purpose of this Board item is to provide a recommendation for approval of the addition of five new pavement maintenance projects that will utilize FY25 State funds to immediately address critical areas of deteriorating pavement identified by the Districts.

These projects and the funding utilized will be part of the Recommended FY25-FY31 ITIP that will be presented to the Board in June.

Utilizing FY25 State funds allows for construction during the 2024 construction season consistent with the Department's effort to address pavement conditions.

The following is the list of proposed projects:

District	Key #	Route	Project Name	Cost
D1	24660	I 90	I 90, SOUTH RV RD to KINGSTON I.C., SHOSHONE CO	\$4.0 M
D2	24697	US 95	MOSCOW PAVEMENT REPAIRS	\$2.5 M
D3	24667	I 84	I 84, INTERSTATE MP 89-90, ELMORE CO	\$2.0 M
D4	24668	SH 75	BELLEVUE CITY PAVEMENT REPAIR	\$1.6 M
D5	24672	SH 36	MP 10 TO STRAWBERRY SPRING	\$2.0 M
Total				\$12.1 M

### Recommendations *(Action items require a resolution)*

Approval of the Resolution on Page 107.

## RESOLUTION

WHEREAS, the Idaho Transportation Board supports the Idaho Transportation Department's mission of safety, mobility, and economic opportunity; and

WHEREAS, it is in the public's interest for the Department to publish and accomplish a current, realistic, and fiscally constrained Idaho Transportation Investment Program (ITIP); and

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

WHEREAS, Board Policy 4011 directs the Department to establish and maintain a seven-year ITIP that effectively and fully utilizes all available transportation improvement funds; and

WHEREAS, Board Policy 4011 authorizes the Director to add/remove or advance/delay projects to certain programs, and also requires Board approval for mid-year changes to existing projects in the ITIP which involve major scope or delivery changes; and

WHEREAS, a list of new FY25 projects have been identified as beneficial to add to the FY24-FY30 ITIP, and be constructed one year early utilizing available FY25 State funds.

*NOW THEREFORE BE IT RESOLVED*, that the Idaho Transportation Board approves the addition of five new District priority pavement projects to the FY24-FY30 ITIP utilizing available FY25 State funds as summarized in the table below.

District	Key #	Route	Project Name	Cost
D1	24660	I 90	I 90, SOUTH RV RD to KINGSTON I.C., SHOSHONE CO	\$4.0 M
D2	24697	US 95	MOSCOW PAVEMENT REPAIRS	\$2.5 M
D3	24667	I 84	I 84, INTERSTATE MP 89-90, ELMORE CO	\$2.0 M
D4	24668	SH 75	BELLEVUE CITY PAVEMENT REPAIR	\$1.6 M
D5	24672	SH 36	MP 10 TO STRAWBERRY SPRING	\$2.0 M
<b>Total</b>				<b>\$12.1 M</b>



# Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 20 min

Presenter's Name Caleb Forrey	Presenter's Title Freight Program Manager
Preparer's Name Caleb Forrey	Preparer's Title Freight Program Manager

## Subject

Truck Parking Research Report		
Key Number	District	Route Number

## Background Information

Since the passing of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) legislation, truck parking has become a nationwide topic of interest among commercial drivers, industry leaders, the Federal government, and States. MAP-21 established eligibility for truck parking funding under different programs. Currently, \$300 million has been identified in the Infrastructure Investment and Job's Act's (IIJA) Infrastructure for the Rebuilding America program nationwide. Also, specified in MAP-21 is the Jason's Law survey that was published in 2015, 2019, and will be forthcoming in the Fall of 2024.

The State Planning and Research (SPR) program funded a 1-year Truck Parking Research Report to look at the availability and need for truck parking in Idaho. ITD hired HDR, Inc. to conduct the year long research report that was completed in November 2023. The presentation to the Idaho Transportation Board will provide the results of the research report and will inform on other plans and strategies developed by ITD.

The report includes key stakeholders input from the Freight Advisory Committee (FAC), the Trucking Advisory Council (TAC), the Idaho Trucking Association (ITA), Idaho State Police (ISP), and the Federal Highway Administration (FHWA). Some of the takeaways included: Idaho has a good mix of public and private parking availability, the data analysis provided feedback on some unauthorized parking locations including on and off ramps, Idaho's peak parking demand hours along with mid-week high demand align with national trends, and Idaho has some opportunities to strategically improve aspects of the truck parking utilization conversation happening nationwide.

The report recommendations are outlined in the attached executive summary and on pages 110-114 of the handout report. The recommendation are in three target areas:

1. Projects – increase truck parking in strategic locations, invest in a Truck Parking Information and Management System (TPIMS), and develop truck parking location in concurrence with existing roadway projects.
2. Programs – Expand the Idaho Oasis Partnership Program, create a statewide rest area improvements plan that includes truck parking expansion, and engaging with truck stop operators.
3. Policy - Develop agreements and policies with surrounding states, assist regional cities and rural towns in accommodating truck parking, and work with local officials to expand parking in brownfield re-use areas, large retail lots, fairgrounds, sports facilities, and park-and-ride locations.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

### **Recommendations** *(Action items require a resolution)*

Approval of the Idaho Truck Parking Report and adoption of the recommendations outlined on pages 110-114 of the Truck Parking Report handout. Resolution on page 112.

## TRUCK PARKING RESEARCH PROJECT

November 2023, HDR, INC.

### Introduction and Challenges

Truck parking has become a nationwide topic stemming from industry leaders, drivers, and as a result of Jason's Law which was part of the 2012 Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). Jason's Law provided a nationwide survey of states parking capacities (inventories), truck volumes, parking locations, and additional metrics. Many of the outcomes presented in the Jason's Law Truck Parking Survey Results and Comparative Analysis were consistent with what was found in the Idaho Truck Parking Research Study. Primarily, *Idaho has sufficient truck parking to meet the demand*. There are, however, a couple of challenges that should be mentioned that were presented in the Study:

- a. Specific corridors within Idaho were identified for meeting demand and, in some instances, demand exceeding capacity: I-90 in North Idaho, I-84 and I-86 in Southwest Idaho, and the I-15 corridor in East Idaho.
- b. ITD should look at working with industry to develop a strategy for adding additional parking and, potentially deploying notification technology into current infrastructure as demand continues to grow.

### Stakeholder Engagement

The study solicited feedback from the Freight Advisory Committee (FAC), the Truck Advisory Council (TAC), Idaho State Police (ISP), Metropolitan Planning Organizations (MPO), the Idaho Trucking Association (ITA), and several trucking firms throughout Idaho. In addition to soliciting feedback, HDR, Inc. met regularly with a Technical Advisory Committee (TAC) throughout the year-long Study. Members represented the Idaho Transportation Department (ITD), ITA, industry, and the Federal Highway Administration (FHWA).

### Utilization and Needs Assessment

The Study relied on five different data sources for the capacity and utilization analysis. Here is Figure 4.1 from the Study:

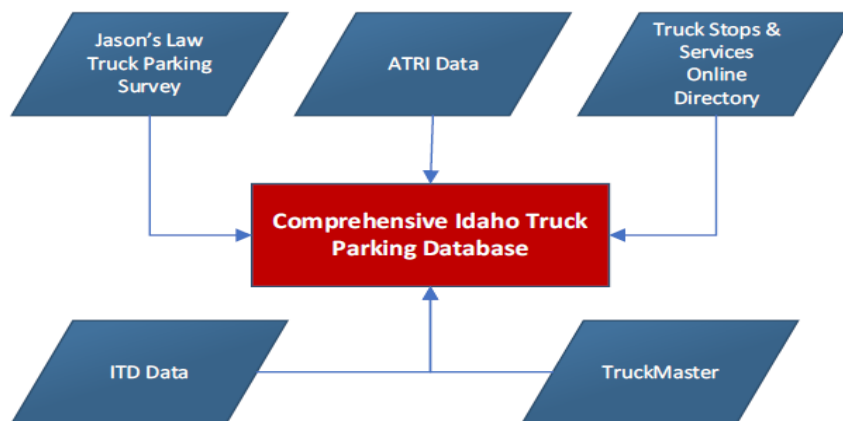


Figure 4.1: Truck Parking Database Data Sources

As a result of the data utilization analysis, the Needs Assessment provided some overall clarity:

- Idaho has a good mix of public and private parking availability that is distributed statewide.
- The analysis provided feedback on unauthorized parking locations in areas that may not be meeting demand. Specifically, highway on and off ramps.
- Unconventional locations like ‘big-box stores’ and empty lot locations may provide parking availability solutions in strategic areas.
- Idaho’s peak parking demand hours align with the national trend (12 p.m. – 12a.m.) along with mid-weekday parking being in high demand.
- Idaho has an opportunity to strategically improve aspects of the truck parking utilization conversation happening nationwide.

### Recommendations

In conjunction with the Needs Assessment, HDR, Inc also provided some recommendations for the Idaho Transportation Department. The research recommended three focus areas:

1. Projects –
  - a. Create or increase parking at strategic locations adjacent to existing rest areas, port-of-entry facilities, or right-of-way owned by ITD.
  - b. Invest in Truck Parking Information and Management Systems (TPIMS) or, more broadly, truck parking technology. This could include mobile alerts when parking spaces become available along with roadside Variable Message Signs (VMS) indicating spaces available and the distance to those locations. In addition to communicating the availability, this technology has the potential to increase the efficiency of truck parking by advertising what is available.
  - c. Consider truck parking when planning and developing new or existing roadway projects.
2. Programs –
  - a. The study states, ‘The objective of programs is to maximize the public benefit of truck parking investments while minimizing risks of monetary loss and time efficiency for drivers.’ Some of those programs include engaging with truck stop operators, creating a statewide rest area improvement plan to include expansion for more truck parking, and public-private partnerships to encourage development in strategic areas.
  - b. Expand the Idaho Oasis Partnership Program.
  - c. Maximize funding opportunities that are made available through Jason’s Law. A few examples are: the Surface Transportation Block Grant Program (STGB), National Highway Freight Program (NHFP), Highway Safety Improvement Plan (HSIP), Carbon Reduction Plan (CRP), Congestion Mitigation and Air Quality Improvement Plan (CMAQ), Innovative Technology Deployment (ITD), etc.
3. Policy –
  - a. Consider developing agreements and policies with surrounding states to coordinate solutions and investments.
  - b. Create model ordinance language to help regional cities and rural towns accommodate truck parking.
  - c. Consider working with local officials to expand parking in brownfield re-use areas, large retail lots, fairgrounds, sports facilities, park-and-ride locations, etc.

## RESOLUTION

WHEREAS, it is in the public interest and truck driver's safety for the Department to adopt enhancements to Idaho's Truck Parking infrastructure; and

WHEREAS, the Moving Ahead for Progress in the 21st Century (MAP-21) legislation, truck parking has become a nationwide topic of interest among commercial drivers, industry leaders, the Federal government, and States; and

WHEREAS, the Idaho Transportation Board is charged with considering the safety and convenience of the highway users; and

WHEREAS; ITD is prepared to implement the recommendation of the 2023 Idaho Truck Parking Report.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the 2023 Idaho Truck Parking Report and directs the Department to implement the Report's truck parking investment recommendations as presented.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 05/16/2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 15 min

Presenter's Name Shauna Miller	Presenter's Title Senior Transportation Planner
Preparer's Name Shauna Miller	Preparer's Title Senior Transportation Planner

### Subject

City of Twin Falls Applicant Eligibility for FTA Urbanized Area		
Key Number	District 4	Route Number

### Background Information

Based on the 2020 Census, the Twin Falls area is now located in a small urbanized area (UZA) (population of 50,000-199,999). This change will impact the City of Twin Falls and any other providers of public transportation in the small UZA, by shifting the eligibility of funding. Such public transit providers will be eligible in FY 2024 to receive funding under the Federal Transit Administration's (FTA) Section 5307 Urbanized Area Formula Program and potentially other urban-focused formula programs. For small UZAs, funding will be apportioned to the State to support the transit needs of the small UZA, as well as other small UZAs in the state.

Per Idaho Code 40-528, Idaho Transportation Department and its director are the designated recipients for the FTA funding for the rural transit program and the small urban transit program within the state of Idaho.

The Idaho Transportation Board serves as the designated body for approving the recognition of eligible applicants for FTA Urbanized Area Funding.

The Magic Valley Metropolitan Planning Organization (MVMPO) was recognized as the official metropolitan planning organization for the Twin Falls urbanized area by Governor Little on December 8, 2023. On April 15, 2024, the MVMPO requested that the City of Twin Falls become the recognized eligible applicant for the FTA urbanized area funding.

### Recommendations *(Action items require a resolution)*

Approval of the recognition of the City of Twin Falls as the eligible applicant for the Federal Transit Administration urbanized area funding in the Twin Falls urbanized area.

Resolution on page 116.



BRAD LITTLE  
GOVERNOR

December 8, 2023

Magic Valley area MPO Stakeholders  
c/o The Honorable Ruth Pierce  
Mayor of the City of Twin Falls  
203 Main Avenue East  
Twin Falls, Idaho 83301

RE: Designation of the Metropolitan Planning Organization for the Twin Falls Urbanized Area

Dear Magic Valley area MPO Stakeholders,

On behalf of the State of Idaho, I hereby designate the Magic Valley Metropolitan Planning Organization (MVMPO) as the official metropolitan planning organization (MPO) for the Twin Falls urbanized area to carry out the transportation planning processes, including 23 USC 134, 49 USC 5303, 23 CFR 450 and any other relevant federal or state law.

Congratulations and thank you for the leadership and teamwork shown by the members of the MVMPO. The City of Kimberly, Hillsdale Highway District, Idaho Transportation Department – District 4, Jerome County, Jerome Highway District, Twin Falls County, Twin Falls Highway District, and the City of Twin Falls are to be commended for the considerable effort to establish the MPO that will provide for the transportation planning needs of the area.

I want to convey my best wishes and high hopes to your organization as it works to successfully undertake the many tasks involved in transportation planning in the area.

Sincerely,

A blue ink signature of Brad Little, written in a cursive style.

Brad Little  
Governor

Cc: Burke Davidson, Mayor, City of Kimberly  
Keith Mills, Director, Hillsdale Highway District  
Jesse Barrus, District Engineer, Idaho Transportation Department - District 4  
Charles Howell, Commissioner, Jerome County  
Bud Rasmussen, Director of Highways, Jerome Highway District  
Don Hall, Commissioner, Twin Falls County  
David Burgess, Commissioner, Twin Falls Highway District  
Scott Stokes, Director, Idaho Transportation Department  
Dan McElhinney, Chief Deputy Director, Idaho Transportation Department  
Amy Schroeder, Division Administrator, Idaho Transportation Department  
Peter Hartman, Division Administrator, Federal Highway Administration  
Susan Fletcher, Regional Administrator, Federal Transit Administration



April 15, 2024

Ron Duran  
Idaho Department of Transportation - Public Transportation  
P.O. Box 7129  
Boise, Idaho 83707-1129

Dear Ron,

As the federally designated Metropolitan Planning Organization for the Twin Falls urbanized area, the Magic Valley Metropolitan Planning Organization requests that the City of Twin Falls be the designated recipient of FTA Section 5307 funds in accordance with the Federal Transit Act [49 USC Section 5307(a)(2)].

Sincerely,

A handwritten signature in black ink that reads 'Ruth Pierce'. The signature is fluid and cursive, with the first and last names clearly distinguishable.

Ruth Pierce, Policy Board Chair  
Magic Valley Metropolitan Planning Organization

Cc: Mandi Thompson, Assistant to the City Manager, City of Twin Falls  
Maxine Durand, Transit Coordinator, City of Twin Falls

WHEREAS, Idaho Transportation Department and its director are the designated recipients for the federal transit administration funding for the rural transit program and the small urban transit program within the state of Idaho; and

WHEREAS, the Idaho Transportation Board serves as the designated body for approving the recognition of eligible applicants for Federal Transit Administration Urbanized Area Funding; and

WHEREAS, the Magic Valley Metropolitan Planning Organization has chosen the City of Twin Falls to become the eligible applicant for the Federal Transit Administration Urbanized Area Funding in the District 4 Small Urban Area.

*NOW THEREFORE BE IT RESOLVED*, that the Board approves the recognition of the City of Twin Falls as the eligible applicant for Federal Transit Administration Urbanized Area Funding for District 4.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 15

Presenter's Name Shauna Miller	Presenter's Title Senior Transportation Planner
Preparer's Name Shauna Miller	Preparer's Title Senior Transportation Planner

### Subject

Public Transportation 2024-2026 Congressional Application Funding Recommendations		
Key Number N/A	District STATEWIDE	Route Number N/A

### Background Information

ITD-Public Transportation Office issued a Congressional competitive application process for the following programs:

5310 Enhanced Mobility of Seniors and Individuals with Disabilities, 5311 Formula Grant for Rural Areas, 5339 Bus and Bus Facilities, and the Vehicle Investment Program (VIP).

Using Federal Transit Administration scope eligibility and priorities, ITD-PT staff made funding recommendations for the applications.

On April 25, 2024, the ITD-PT staff presented subrecipient grant applications to the Public Transportation Advisory Council (PTAC), and asked for their comments and concurrence on funding recommendations.

ITD-PT seeks approval from the Idaho Transportation Board on the two-year awards for the applications, which will become available upon approval from the Federal Transit Administration. All funding agreements will begin October 1, 2024.

Per Board Policy 4038, the Public Transportation Officer hereby brings forth the aforementioned funding recommendations and requests the Idaho Transportation Board's approval of proposed recommendations.

### Recommendations *(Action items require a resolution)*

Approval of public transportation funding recommendations in the amount of \$26,602,536 for the 2024-2026 rural awards.

Resolution on page 120.

### 5310 Elderly & Disabled Program

District	Applicant	Score	Scope	Federal Request	Recommendation	Notes
1	Kootenai County	89	Purchase of Service	\$160,000	\$160,000	
2	Interlink	0	Operations	\$217,682	\$0	Ineligible Project
2	DAC	90	Purchase of Service	\$197,568	\$188,721	
3	Kuna Senior Center	78	Operations	\$53,032	\$38,242	
3	Parma Sr Ctr	73	Operations	\$50,000	\$0	No previous operating funds
3	TVT	92	Purchase of Service	\$450,000	\$256,000	
3	VRT (Late)	85	Purchase of Service	\$315,070	\$140,346	Late submission allowed due to extenuating circumstances Will use \$35,508 of previous unspent funds
4	LINC	92	Purchase of Service	\$334,820	\$334,820	
6	AVOT	64	Operations	\$3,255,140	\$232,463	

<b>Total Available</b>	\$1,315,084
<b>Total Recommended</b>	\$1,350,592
<b>Remaining Balance</b>	-\$35,508

### 5311 Rural Area Formula Program

District	Applicant	Score	Scope	Federal Request	Recommendation	Notes
1	Shoshone County	89	Operations	\$284,136	\$284,136	
1	SPOT	90	Operations	\$1,715,739	\$1,715,739	
2	NPT	84.6	Operations	\$297,413	\$297,413	
2	SMART (Late)	84	Operations	\$1,599,290	\$1,599,290	Late submission allowed due to extenuating circumstances
3	TVT	87.6	Operations	\$6,717,513	\$4,487,405	
4	MRTA	93.2	Operations	\$6,227,419	\$5,192,749	
5	PRT	89.6	Operations	\$1,582,789	\$1,582,789	
6	Lemhi Ride	91.6	Operations	\$395,590	\$395,590	
6	START	87	Operations	\$1,099,838	\$1,099,838	
6	START GTR	86.6	Operations	\$532,557	\$532,557	

<b>Total Available</b>	\$17,187,506
<b>Total Recommended</b>	\$17,187,506
<b>Remaining Balance</b>	\$0

5339 Bus & Bus Facilities						
District	Applicant	Score	Scope	Federal Request	Recommendation	Notes
1	Kootenai County	92	Replace 3 Buses	\$420,750	\$396,000	Difference due to corrected match rate
1	SPOT	90	Replace 2 Buses	\$414,251	\$414,251	
2	LTS	93	Replace 2 ADA Buses	\$284,240	\$284,240	
2	LTS (Late)	81	Community Center	\$513,600	\$513,600	Late submission allowed due to extenuating circumstances
3	ACHD	81	Replace 15 Vans	\$785,040	\$785,040	
3	City of McCall	83	Facility Construction	\$1,255,768	\$1,255,768	
3	TVT	89	CNG Tanks	\$30,000	\$30,000	
3	TVT	90	Powerline Facility	\$2,384,440	\$2,384,440	
3	TVT	89	Purchase Tablets	\$21,496	\$21,496	
3	TVT	94	Purchase Van	\$124,470	\$34,448	Recommend funding difference through One-Time CARES Application
3	TVT	91	Replace 4 ADA Vans	\$530,755	\$530,755	
3	TVT	95	Replace 9 Buses	\$2,213,169	\$0	Recommend funding through One-Time CARES Application
4	MRTA	95	4 Electric Buses	\$640,000	\$640,000	
5	PRT	94	Replace 5 Buses	\$587,200	\$587,200	
6	City of Driggs	82	Purchase 1 Bus	\$88,000	\$88,000	

Total Available	\$8,000,000
Total Recommended	\$7,965,238
Remaining Balance	\$34,762

Vehicle Investment Program (VIP)						
District	Applicant	Score	Scope	Federal Request	Recommendation	Notes
5	Franklin County Medical Center	75	15 Passenger Bus	\$99,200	\$99,200	
6	AVOT	0	5 ADA Vehicles	\$339,200	\$0	Incomplete application, unable to score

Total Available	\$612,000
Total Recommended	\$99,200
Remaining Balance	\$512,800

Summary of Awards	
Recommended 5310	\$1,350,592
Recommended 5311	\$17,187,506
Recommended 5339	\$7,965,238
Recommended VIP	\$99,200
<b>Total Recommended</b>	<b>\$26,602,536</b>

WHEREAS, the Public Transportation Office is charged with soliciting, 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 Federal Transit Administration grants, the 5310 Elderly and Persons with Disabilities Program, 5311 Rural Formula Program, and 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 with comment from the Public Transportation Advisory Council on the proposed projects.

*NOW THEREFORE BE IT RESOLVED*, that the Board acknowledges the projects proposed as submitted, and approves the rural funding amount of \$26,602,536 for submittal to the Federal Transit Administration for final approval.

*BE IT FURTHER RESOLVED*, that these projects are submitted for inclusion in the FY24-30 Idaho Transportation Investment Program and programmed in FY25.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 5

Presenter's Name Shauna Miller	Presenter's Title Senior Transportation Planner
Preparer's Name Shauna Miller	Preparer's Title Senior Transportation Planner

### Subject

Public Transportation 2024-2026 CARES One-Time Application Funding Recommendations		
Key Number N/A	District STATEWIDE	Route Number N/A

### Background Information

ITD-Public Transportation Office issued a one-time competitive application process for the 5311 CARES Relief Funding program.

Using Federal Transit Administration scope eligibility and priorities, ITD-PT staff made funding recommendations for the applications.

On April 25, 2024, the ITD-PT staff presented subrecipient grant applications to the Public Transportation Advisory Council (PTAC), and asked for their comments and concurrence on funding recommendations made by ITD-PT staff.

ITD-PT seeks approval from the Idaho Transportation Board on the two-year awards for the applications, which will become available upon approval from the Federal Transit Administration. All funding agreements will begin October 1, 2024.

Per Board Policy 4038, the Public Transportation Officer hereby brings forth the aforementioned funding recommendations and requests the Idaho Transportation Board's approval of proposed recommendations.

### Recommendations *(Action items require a resolution)*

Approval of public transportation funding recommendations in the amount of \$5,681,872 for the 2024-2026 CARES One-Time funding awards.

Resolution on page 123.

5311 CARES Relief Program						
District	Applicant	Score	Scope	Federal Request	Recommendation	Notes
1	SPOT	89	Comm. Equip.	\$29,404	\$29,404	
1	SPOT	89	Office Equipment	\$29,449	\$29,449	
1	SPOT	89	Replace 4 Buses	\$679,046	\$679,046	
3	TVT	88	Facility Construction	\$2,980,550	\$0	Recommend funding through Congressional Application
3	TVT	88	Ops	\$1,714,985	\$1,714,985	
3	TVT	88	Purchase CNG Tanks	\$37,500	\$0	Recommend funding through Congressional Application
3	TVT	88	Purchase Tablets	\$26,870	\$0	Recommend funding through Congressional Application
3	TVT	94	Purchase Van	\$155,588	\$112,527	Recommend funding difference through Congressional Application
3	TVT	89	Replace 4 ADA Vans	\$663,444	\$0	Recommend funding through Congressional Application
3	TVT	94	Replace 9 Buses	\$2,766,461	\$2,766,461	
4	MRTA	93	NEMT Ops	\$350,000	\$350,000	

Total Available	\$5,681,872
Total Recommended	\$5,681,872
Remaining Balance	\$0

WHEREAS, the Public Transportation Office is charged with soliciting, 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 the FTA 5311 CARES Relief funds; 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 submitted and approves the rural funding amount of \$5,681,872, for submittal to the FTA for final approval.

*BE IT FURTHER RESOLVED*, that these projects are submitted for inclusion in the FY24-30 Idaho Transportation Investment Program and programmed in FY25.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 5 mins

Presenter's Name Shauna Miller	Presenter's Title Senior Transportation Planner
Preparer's Name Shauna Miller	Preparer's Title Senior Transportation Planner

### Subject

Public Transportation Advisory Council (PTAC) District 1 Appointment		
Key Number N/A	District 1	Route Number N/A

### Background Information

Background: The Public Transportation Advisory Council (PTAC) created per Idaho Code 40-514 to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho. The council shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the council shall seek pertinent information, facts and data from local governments, agencies, and providers regarding rural public transportation issues.

The current PTAC District 1 member's three-year term will end June 30, 2024, who is also the presiding chair. In order to fill the position, the Public Transportation (PT) Office solicited applications in early 2024. PT received one application - from the current member to reappoint. The application was reviewed by the PT Office and the remaining PTAC members.

At the April 25, 2024 meeting, the PTAC moved by unanimous consensus that the applicant meets qualifications to serve on the PTAC.

The applicant appointed will serve a term of July 1, 2024 through June 30, 2027.

**ACTION:** The Public Transportation Office hereby requests the Idaho Transportation Board reviews and selects the District 1 position.

### Recommendations *(Action items require a resolution)*

Board approval of the attached resolution on page 134.

**RYAN J. LUTTMANN, P.E.**

607 W. Superior St.  
Sandpoint, ID 83864  
208-627-7775  
rluttmann@centurywest.com

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ITD – Public Transportation  
Attn: Shauna Miller  
2600 Frontage Road  
Lewiston, ID 83501

January 25, 2024

**RE: ITD Public Transportation Advisory Council (PTAC) Application – District 1**

Dear Ms. Miller,

I am pleased to submit my application for reappointment to the ITD Public Transportation Advisory Council for District 1. I was appointed to PTAC by the ITD Board on April 18, 2019, served as Vice Chair from 2020 to 2023, and I was nominated by the members of PTAC to serve as Chair in 2023. As an active member of PTAC I look forward to this opportunity to continue to advise ITD on issues and policies regarding public transportation in Idaho.

My career as a civil engineer has been devoted to District 1 and I appreciate the relationships that have been developed through my service in the public and private sectors. As a representative of PTAC, I have worked with the District 1 Public Transportation providers and I have an understanding of the challenges and needs they face as they work to provide safe and efficient public transportation.

It is a pleasure to work with the ITD Public Transportation Manager, Ron Duran, his staff, and the other members of PTAC. Together, we have developed goals and actions for PTAC that align with ITD's mission for safety, mobility, and economic opportunity. The strategic use of the CARES funding has greatly improved the financial sustainability of Public Transportation in Idaho and I am proud to have been a part of this process.

I have included letters of reference with my application which reflect my dedication to service on this council that is working to ensure the public transportation program is safe, financially stable, and capable to adjust to the changing transportation landscape in Idaho. Thank you for this opportunity and consideration of my application.

Respectfully,



Ryan J. Luttmann, PE



## **Public Transportation Advisory Committee (PTAC) Application Form**

### **Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

### **Contact Information**

Full Name: Ryan Luttmann

Street Address: 607 W. Superior St. City/State/Zip: Sandpoint, ID 83864

Phone: (208) 627-7775 Email: rluttmann@centurywest.com

### **Organization Affiliation (if any):**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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### **District you are applying for:**

District 1 X District 2     District 3     District 4     District 5 X District 6



## Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Ryan Luttmann

Digitally signed by Ryan J. Luttmann, PE  
Date: 2024.01.25 15:29:46-08'00'

Print Name

Signature

January 25, 2024

Date

## **RYAN J. LUTTMANN, P.E.**

607 W. Superior St.

Sandpoint, ID 83864

208-627-7775

rluttmann@centurywest.com

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### **ABOUT:**

Ryan brings 26 years of experience in planning, design and review of public infrastructure and transportation facilities. His career includes working in both private and public sectors giving him a broad range of experience. He has the ability to cooperate with multiple organizations to balance various perspectives and achieve an end result that benefits the communities that he serves. Ryan values the relationships he has developed over his career and emphasizes out-of-the-box thinking and the creation of a long-term solution that accounts for the best use of funds and resources.

### **EDUCATION:**

UNIVERSITY OF IDAHO - MOSCOW, IDAHO, 1997  
Bachelor of Science Degree in Civil Engineering

BOISE STATE UNIVERSITY - BOISE, IDAHO, 1992-1996  
Undergraduate studies in Civil Engineering

### **PROFESSIONAL REGISTRATIONS:**

Idaho Professional Civil Engineer, No. 10390

### **COMMUNITY INVOLVEMENT:**

Public Transportation Advisory Council D1, Vice Chair, 2019-2023, Chair 2023-current

Rotary Club of Sandpoint, Past President 2004 & 2018, Member, 2016-current

Post Falls Community Volunteers, Member, 2015

Rotary Club of Post Falls, President Elect 2015, Member, 2013-2016

Leadership Coeur d' Alene, Member, 2013

Sandpoint Community Star Award, Recipient, 2004

Bonner County Area Transportation Team, Member, 2004-2012, 2016-2018

Idaho Association of County Engineers and Road Supervisors, 2004-2012

Bonner County Historical Society, Board Member, 2003-2005

Bonner County Local Emergency Planning Committee, Member, 2004-2012

Leadership Sandpoint, Member 2004

## **CAREER SUMMARY:**

### **CENTURY WEST ENGINEERING, SANDPOINT, IDAHO**

**Idaho Office Supervisor/Senior Project Manager**, February 2018 – Current

Works with municipal clients within District 1 as a consulting civil engineer and serves as the contract City Engineer for the City of Kootenai, City of Clark Fork, and the District Engineer for the Independent Highway District. As a Senior Project Manager, Ryan works with clients to determine the goals of engineering projects, develop project schedules, and determine the resources needed to accomplish the goals within the available project funds. Creating a detailed plan to achieve each stage of the project and leading a project team in the development of plans, specifications and estimates as well as various technical reports for public agency projects. Manages project schedules, budgets, and invoicing for engineering services. Reports regularly on the progress of the projects and presents at public meetings.

### **CITY OF SANDPOINT, SANDPOINT, IDAHO**

**Public Works Director/City Engineer**, February 2016 – February 2018

Provided administrative and management duties over the Public Works Department, including water and wastewater systems and treatment facilities, street construction and maintenance, building services, street lighting, stormwater management, equipment fleet management, contract and grant administration, and department budgeting and capital improvement planning. Perform professional engineering duties, including project and plan review and approval, project design and management, and providing technical support to other City departments. Lead the solicitation and selection process for consulting engineering services, negotiate contracts and change orders, and coordinate engineering activities, work with other public agencies. Supervise the Water and Wastewater Supervisors, the Building Official and Street Supervisor and recruit, interview and select public works staff.

### **J-U-B ENGINEERS, INC., COUER D'ALENE, IDAHO**

**Area Transportation Manager/Senior Project Manager**, April 2012 – February 2016

Performed business development and relationship building with municipal and private sector clients, proposal writing and interviewing for potential projects, and attending city council and planning and zoning commission meetings. Lead and managed a team of ground transportation engineers and support staff in the development of plans, specifications and estimates as well as various technical reports for public agency transportation projects. Management of project schedules, budgets, and invoicing for engineering services. Assigned tasks, projects and monitored assigned personnel. Recruited, interviewed, selected, trained, coached and motivated transportation professionals.

### **BONNER COUNTY, SANDPOINT, IDAHO**

**Director of Road and Bridge/County Engineer**, July 2004 – April 2012

Assumed full management and leadership responsibility for Road and Bridge services, staff, facilities, and activities. Managed and participated in the development and administration of the annual operating budget for staffing, equipment, materials and supplies for approximately 685 centerline miles of roadway; directed, monitored, and approved expenditures; directed the preparation of and implemented budgetary adjustments as necessary. Managed the development and implementation of Road and Bridge goals, objectives, policies, and priorities; established appropriate service and staffing levels; allocated resources accordingly. Selected, trained, motivated, and evaluated personnel; provided and coordinated staff training; worked with employees to correct

deficiencies; implemented discipline or termination procedures. Developed and scheduled equipment purchase and replacement. Responded to and resolved difficult and sensitive inquiries and complaints. Maintained a cooperative working relationship with other agency staff in a similar field of service. Prepared and presented staff reports and other necessary correspondence. Represented Road and Bridge to other County departments, elected officials and outside agencies; interpreted and explained County policies, programs, and activities; negotiated and resolved sensitive, significant, and controversial issues. Met with staff to identify and resolve problems; assigned projects and areas of responsibility; reviewed and evaluated work methods and procedures. Prepared and updated policy and procedure manuals. Adhered to safe work practices and procedures. Directed, attended, and participated in meetings, attended workshops, conferences and classes to increase professional knowledge; served on committees as assigned.

Performed engineering duties relative to Bonner County Public Works. Developed stormwater management plans, traffic impact studies, construction plans and documents for agency approval for Bonner County projects. Worked with Idaho Department of Environmental Quality and other agencies to ensure compliance with site closure requirements. Reviewed conditional use permits, stormwater management plans, zone changes, subdivisions, traffic impact studies and other planning and zoning applications for compliance with existing codes. Researched and identified right-of-way locations and descriptions and served as expert witness for Bonner County in right-of-way disputes. Worked with consulting engineering firms in the development of contract documents and construction plans for road projects, standard drawings, and transportation studies.

#### **J-U-B ENGINEERS, INC., SANDPOINT, IDAHO**

**Project Manager/Sandpoint Office Manager, May 2000 – July 2004**

Office management which included assisting in the development of the company strategic plan and serving as a performance coach for employees in the Coeur d'Alene Office. Managing the development team through the design and construction of municipal water, wastewater, and transportation projects. Duties included client management, planning and design, administration, public presentation, permitting and agency approvals, contract documents and plans, competitive bidding and awards, construction management, preparing partial pay estimates and change orders, problem resolution and negotiation, and project monitoring.

#### **RUEN-YEAGER & ASSOCIATES, INC., SANDPOINT, IDAHO**

**Engineer-in-Training, June 1997 – May 2000**

Design Engineer - performed analysis, design and construction observation for water, wastewater, and transportation facilities for municipal and private clients in Bonner, Boundary and Kootenai Counties and designed stormwater and erosion control plans in Bonner and Kootenai County. Worked with project engineers to perform planning and design, permitting and agency approvals, contract documents and plans, competitive bidding and awards, construction management, preparing partial pay estimates and change orders, LID's, problem resolution and negotiation, and project monitoring.

#### **REFERENCES:**

**Letters of reference included.**

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# KOOTENAI COUNTY

## PUBLIC TRANSPORTATION

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Idaho Transportation Board

11331 W. Chinden Blvd.

Boise, Idaho

RE: Letter of Support - Ryan Luttmann  
Public Transportation Advisory Council (PTAC)

Dear Idaho Transportation Board Members:

I am writing to express my strong support of Ryan Luttmann, who has demonstrated exceptional commitment and dedication to serve as the District 1 Representative on the Public Transportation Advisory Council. Mr. Luttmann's dedication to serve is demonstrated by his exemplary commitment to public transportation and community within the district.

Mr. Luttmann's professional experience, knowledge, and understanding of public transportation and his drive to ensure the public transportation program is safe, financially stable, and proactive in adjusting to the changing transportation landscape in Idaho is a testimony to his service to date. I am confident that Mr. Luttmann will continue to make a significant impact on public transportation and the community within the district, positively influencing the lives of those he serves. Mr. Luttmann's dedication, passion, and expertise make him an invaluable asset to the PTAC team.

As the Program Manager of Public Transportation for Kootenai County, I sincerely believe Mr. Luttmann will continue to be an excellent contributing member of PTAC. We are truly fortunate to have a professional of his caliber and dedication.

Chad Ingle, Program Manager  
Kootenai County Public Transportation



**Selkirks-Pend Oreille Transit Authority**  
**31656 Hwy 200, St. 102, Box 8, Ponderay, Idaho 83852**  
**208-263-3774**

January 23, 2024

Attn: Shauna Miller  
ITD – Public Transportation Office  
2600 Frontage RD  
Lewiston, ID 83501

[shauna.miller@itd.idaho.gov](mailto:shauna.miller@itd.idaho.gov)

RE: District 1 PTAC Application

Dear Shauna:

Selkirks Pend Oreille Transit Authority provides public transportation in Boundary and Bonner Counties in northern Idaho. The SPOT Board strongly supports the reappointment of Ryan Luttmann as District One member on the Public Transportation Advisory Council.

Ryan has done an outstanding job as our District One PTAC member. Ryan continues to seek pertinent information, facts and data from the SPOT Board and staff as well as local governments and agencies, regarding our rural public transportation issues. Ryan reaches out to the providers in District One on a regular basis to see what our needs and concerns are. His excellent communication skills, ability to think of innovative solutions, and ability to work constructively with others make him an ideal District 1 PTAC representative.

Ryan is truly dedicated to public transportation and has a passion to make public transportation successful in Idaho. Ryan's experience as an engineer in both the public and private sectors gives him a unique and thoughtful perspective on public transportation. We strongly encourage his reappointment so he can continue his fine work for public transportation.

Sincerely,

Nancy Lewis  
Mayor of Kootenai, Idaho and SPOT Board Chair

January 23, 2024

To Whom It May Concern

I am pleased to write a Letter of Recommendation for Ryan Luttmann, P.E. as a continuing member of the Public Transportation Advisory Council. I have known Ryan both professionally and personally for over 25 years. Ryan has proven to be a man of exceptional character with high standards in his profession. He is highly respected throughout the engineering and public transportation communities. Ryan's background in PTAC and all phases and aspects of municipal engineering are an asset to the board. He is familiar with the processes of ITD and PTAC and has taken an active role in State of Idaho public transportation. Ryan is a very good communicator and will continue to be an effective member of the board.

I strongly recommend Ryan Luttmann for this position.



Sincerely,

Charlie Gay, P.E.  
Manager  
Silver Express Bus Service  
Operated by: Northwest Medical Transport, LLC

WHEREAS, Idaho Statute 40-514 establishes the Public Transportation Advisory Council (PTAC); and

WHEREAS, the PTAC shall be comprised of six (6) members representing the six (6) Idaho Transportation Department Districts to be appointed by the Idaho Transportation Board; and

WHEREAS, the term of each member shall be three (3) years and the initial appointments to the council shall be such that two (2) members shall be appointed each year thereafter; and

WHEREAS, applications were solicited from interested parties to fill the position in District 1 with one submitted application; and

WHEREAS, the Public Transportation Office solicited public comment on the submitted applications from March 22, 2024 to April 21, 2024; and

WHEREAS, the submitted application was reviewed by the PTAC at their April 25, 2024 meeting where the council determined the applicant meets qualifications to serve.

NOW THEREFORE BE IT RESOLVED that the Transportation Board has determined to reappoint \_\_\_\_\_ for the District 1 PTAC position for the term of July 1, 2024 through June 30, 2027.



## Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date May 16, 2024

**No Presentation:** Consent Item ☐ Informational Calendar Item ☐

**Presentation:** Informational ☐ Action with Resolution ☒ Time Needed: 5

Presenter's Name Shauna Miller	Presenter's Title Senior Transportation Planner
Preparer's Name Shauna Miller	Preparer's Title Senior Transportation Planner

### Subject

Public Transportation Advisory Council (PTAC) District 4 Appointment		
Key Number N/A	District 4	Route Number N/A

### Background Information

Background: The Public Transportation Advisory Council (PTAC) created per Idaho Code 40-514 to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho. The council shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the council shall seek pertinent information, facts and data from local governments, agencies, and providers regarding rural public transportation issues.

The current PTAC District 4 member's three-year term will end June 30, 2024. In order to fill the position, the Public Transportation (PT) Office solicited applications in early 2024. PT received three applications, which included the current member's for reappointment. The applications were reviewed by the PT Office and the remaining PTAC members.

At the April 25, 2024 meeting, the PTAC moved by unanimous consensus that the applicants are qualified to serve on the PTAC.

The applicant appointed will serve a term of July 1, 2024 through June 30, 2027.

**ACTION:** The Public Transportation Office hereby requests the Idaho Transportation Board review the applications and make a selection to fill the District 4 position.

### Recommendations *(Action items require a resolution)*

Board approval of the attached resolution on page 171.

# *Jeffrey C. McCurdy*

**2957 Sunlight Road, Twin Falls, Idaho 83301**

**Cell Phone: (208) 731-5938**

[jmccurdy@csi.edu](mailto:jmccurdy@csi.edu)

March 5, 2024

Idaho Transportation Department – Public Transportation Office

P.O. Box 7129

Boise, ID 83707

Re: Application for Public Transportation Advisory Council (PTAC) – District 4 Appointment

Dear Idaho Transportation Department:

I am pleased to submit this application for your consideration of my request for the reappointment to the Idaho Transportation Department's – Public Transportation Advisory Council (PTAC) – District 4 seat. Public transportation is a vital service used by thousands of Idahoans every year. Providing public transportation in both the large urban areas and small rural communities across the State of Idaho is challenging and requires strong leadership to help develop practical, affordable, and innovative solutions. ITD's Public Transportation Office (PTO) mission is to "grow Idaho's mobility network by providing exceptional customer service and leverage emerging technology". I feel my involvement will help the PTO achieve its mission, provide guidance on critical public transportation issues and policies, while representing the communities, providers, and citizens in South-central Idaho.

I am currently serving as the President of Region IV Development Association, Inc., a non-profit organization that specializes in regional planning, connecting community and business leaders with financial resources, and fostering public-private collaboration. If reappointed, I will bring to PTAC my experience and collaboration networks that I hope will enhance public transportation services in District 4.

I served as the Chief Financial Officer/Treasurer for the City of Rupert for over 5 years. In this role, I learned of the many challenges community leaders face with providing quality and useful amenities while dealing with budgetary constraints. My time serving as a public official will allow me to bring a unique perspective to PTAC discussions and decision making.

Since my appointed to serve as the PTAC Representative for District 4 in April 2020, I have gained a tremendous appreciation for the PTO staff and the public transportation providers that serve our great State. I feel I have a great amount to offer, if reappointed, to fill the District 4 seat. Thank you for your time and consideration of my application request.

Sincerely,



Jeffrey C. McCurdy



## Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

\_\_\_\_\_  
Jeffrey C. McCurdy

Print Name

\_\_\_\_\_  
Jeffrey C. McCurdy

Signature

\_\_\_\_\_  
March 5, 2024

Date



## **Public Transportation Advisory Committee (PTAC) Application Form**

### **Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

### **Contact Information**

Full Name: \_\_\_\_\_ Jeffrey C. McCurdy \_\_\_\_\_

Street Address: \_\_\_\_\_ 2957 Sunlight Road \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Twin Falls, ID 83301 \_\_\_\_\_

Phone: \_\_\_\_\_ (208) 731-5938 \_\_\_\_\_ Email: \_\_\_\_\_ [jmccurdy@csi.edu](mailto:jmccurdy@csi.edu) \_\_\_\_\_

### **Organization Affiliation (if any):**

Name: \_\_\_\_\_ Region IV Development Association, Inc. \_\_\_\_\_

Street Address: \_\_\_\_\_ 202 Falls Avenue \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Twin Falls, Idaho 83301 \_\_\_\_\_

---

### **District you are applying for:**

District 1 \_\_\_\_ District 2 \_\_\_\_ District 3 \_\_\_\_ District 4 X District 5 \_\_\_\_ District 6 \_\_\_\_

# Jeffrey C. McCurdy

202 Falls Ave, P.O. Box 5079, Twin Falls, Idaho 83303-5079  
Work Phone: (208) 732-5727 ext. 3010 Cell: (208) 731-5938  
[jmccurdy@csi.edu](mailto:jmccurdy@csi.edu)

## OBJECTIVE

Serve as a member of the Public Transportation Advisory Council (PTAC) to represent the communities in South-central Idaho (District 4) and advise the Idaho Transportation Department on issues and policies regarding public transportation.

## WORK EXPERIENCE

### **Region IV Development Association, Inc.**

(December 2019 – Present)

**Title:** President and Chief Executive Officer

**Responsibilities Included:** Assist public and private partners in planning, developing, financing, and implementing economic development and job creation projects.

### **City of Rupert (March 2014 – December 2019)**

**Title:** Chief Financial Officer/Treasurer, Human Resource Manager, Economic Development Specialist, Rupert Urban Renewal Agency Financial Officer

**Responsibilities Include:** Manage all financial transactions and records, reconcile monthly bank statements, prepare annual operating budgets (12 Departments and \$15 million annually), assist in preparing the annual financial audit, oversee and process bi-weekly payroll, maintain and renew property leases and insurance coverages, coordinate and maintain working relationships with vendors, advise City employees on human resource issues, assist with business recruitment, grant writing, and project development/implementation.

### **Region IV Development Association, Inc.**

(August 2004 – March 2014)

**Title:** Community Development Planner, Grant Administration Specialist, and Loan Closing Officer

**Responsibilities Included:** Assist public and private partners' in developing, planning, financing, and implementing public infrastructure and economic development projects, prepare grant and loan applications to various funding agencies for local, State, Federal, and private funding programs, and coordinate with regulatory agencies to oversee compliance with funding program rules and regulations.

## EDUCATION

Idaho State University – Bachelor of Business Administration – Marketing – May 2004

The National Development Council (NDC) – Economic Development Finance Professional Certification Program – May 2009

The Effective Facilitator Training Course – Leadership Strategies, Inc. – October 2010

Mini-Cassia Chamber of Commerce – Leadership (2016-2017)

ToP Facilitation Training – September 2019

ICDBG/RCIF Certified Grant Administrator – Idaho Department of Commerce – September 2004 - 2024



## **SKILLS**

Finance and Budgeting  
Project Development/Grant Writing  
Project Administration  
Communication  
Public Speaking  
Human Resources  
Facilitation  
Microsoft Office Suite Programs

## **COMMUNITY INVOLVEMENT**

Idaho Transportation Department's – Public Transportation Advisory Council (PTAC) – (June 2020 to Present)

Idaho Rural Partnership Board Member – (January 2021 to Present)

Economic Development Districts of Idaho – (December 2019 to Present)

Mini-Cassia Chamber of Commerce – Leadership Group (2016-2017)

Idaho City Clerks, Treasurers, and Financial Officers Association (2014 – 2019)

Southern Idaho Economic Development (SIED) – Board Member (2014 to Present)  
Executive Board Member (July 2017 to November 2019)

Twin Falls School District – Facilities Planning Committee Member (2013)

City of Twin Falls – Wastewater Citizen Advisory Committee Member (2012 – 2013)

Youth Sports Coach (Basketball and Soccer) (2011 to 2023)

# *Jeffrey C. McCurdy*

2957 Sunlight Road, Twin Falls, Idaho 83301

Cell Phone: (208) 731-5938

[jmccurdy@csi.edu](mailto:jmccurdy@csi.edu)

## REFERENCES

Senator Kelly Anthon, Idaho State  
Legislator and City Administrator  
City of Rupert  
624 F Street  
P.O. Box 426  
Rupert, Idaho 83350  
Phone: (208) 436-9600  
[kelly.anthon@rupert.id.us](mailto:kelly.anthon@rupert.id.us)

The Honorable Tammy Jones, Mayor  
City of Rupert  
624 F Street  
P.O. Box 426  
Rupert, Idaho 83350  
Phone: (208) 436-9600

Travis Rothweiler, City Manger  
City of Twin Falls  
203 Main Avenue East  
Twin Falls, Idaho 83303-1907  
(208) 735-7271  
[trothweiler@tfid.org](mailto:trothweiler@tfid.org)

Rebecca Wildman, Executive Director  
Business Plus, Inc.  
P.O. Box 929  
Twin Falls, ID 83303-0929  
Phone: (208) 539-6470  
[Rebecca@BusinessPlusInc.org](mailto:Rebecca@BusinessPlusInc.org)

Bryan Matsuoka, Regional Director  
Idaho Small Business Development Center  
College of Southern Idaho  
202 Falls Ave.  
Twin Falls, ID 83301  
(208) 732-6451  
[bmatsuoka@csi.edu](mailto:bmatsuoka@csi.edu)

Dennis Porter, Community Development  
Manager  
Idaho Department of Commerce  
700 State Street  
P.O. Box 83720  
Boise, ID 83720-0093  
(208) 287-0782  
[Dennis.Porter@commerce.idaho.gov](mailto:Dennis.Porter@commerce.idaho.gov)

The Honorable Michel Tribe, District Court  
Judge  
Cassia County Judicial Center  
1559 Overland Ave.  
Burley, ID 83318  
Phone: (208) 878-7152

Sherry Olsen-Frank, CPA  
Certified Public Accountant  
Twin Falls, ID 83301  
(208) 734-4708  
[solsenfrank@gmail.com](mailto:solsenfrank@gmail.com)

Brady Workman, CPA and Owner  
Workman & Company  
2190 Village Park Ave., Suite 300  
Twin Falls, ID 83301  
Phone: (208) 733-1161  
[bworkman@dennisbrownncpa.com](mailto:bworkman@dennisbrownncpa.com)

Jan Rogers, Executive Director  
Southern Idaho Economic Development  
Organization  
P.O. Box 5502  
Twin Falls, ID 83303-5502  
Phone: (208) 732-6459  
[janr@southernidaho.org](mailto:janr@southernidaho.org)



**203 Main Ave. E, Twin Falls, ID 83301**

**Idaho Transportation Department  
Public Transportation Office  
Attn: Shauna Miller  
2600 Frontage RD, Lewiston, ID 83501**

Dear Members of PTAC and the Idaho Transportation Board,

I am writing to express my enthusiastic interest in joining the Public Transportation Advisory Council (PTAC) representing District 4. As the Transit Coordinator for the City of Twin Falls and a lifelong resident of District 4, I have not only witnessed but have also actively participated in addressing the evolving transportation needs of our rapidly growing region.

My role in public transit began in the summer of 2023, when the City of Twin Falls launched its first public transit program, "Ride TFT". Under my leadership, Ride TFT has had great success and secured itself as a fixture within our community – we have been featured in multiple media spotlights, participated in two research studies, and grown our service through community partnerships to procure more rolling stock and expand service at an incredible rate. In a short span, we have scaled to approximately 6,000 rides and 7,000 passengers per month, marking us as potentially the nation's most successful microtransit initiative. Ride TFT's success underscores the critical demand for accessible public transit in Twin Falls, catering primarily to our disabled, elderly, and economically disadvantaged residents.

However, our success also highlights the glaring transportation void beyond our city limits, affecting tens of thousands who travel to Twin Falls for various needs but lack public transit options. My commitment to extending transit services is evidenced through collaborations with key organizations like LINC, the Idaho Walk Bike Alliance, the Twin Falls Chamber of Commerce, and more, aiming to weave a more interconnected and robust transportation fabric for our entire district, not just for Twin Falls residents.

I have also done my best to partner with other transit providers in District 4, including Mountain Rides, Lincoln County Connections, and LK Transportation, all in hopes of interlinking our services and making a collaborative plan to build more transit infrastructure in the future. The inaugural transit summit I am spearheading, scheduled for May 22nd this year, represents a strategic effort to elevate the discourse on regional transit, inviting stakeholders from across the

Magic Valley and District 4 to envision a comprehensive transit future. This initiative, along with my extensive network and partnerships with other transit providers, underlines my proactive approach to building sustainable transit solutions.

Lastly, I want to mention that I am deeply connected to District 4, having grown up in Richfield in Lincoln County and spent most of my life in the district -- I know the needs of this area in the way only a local can, and I am not simply "plugged in" to the goings on of the communities here, but an active part of them. The growth and development of both urban and rural communities in District 4 is extremely dear to my heart, and I have chosen to continue my public service career here, as a transit industry professional, because I believe public transit is the best, most vital, and most pressing matter facing our communities.

If selected to serve on PTAC, I am committed to being the best possible representative for my district, and leveraging my experiences, insights, and relationships to advance the council's objectives and support Idaho's broader transit goals. I am eager to contribute my knowledge, energy, and passion for public transit to PTAC, driving forward the mission to develop safe, sustainable, and inclusive transportation options for all Idahoans.

Thank you for considering my application. I look forward to the opportunity to serve our community and state in this vital capacity.

Sincerely,



Maxine Durand  
Transit Coordinator  
City of Twin Falls  
[mdurand@tfid.org](mailto:mdurand@tfid.org)  
208-735-7347

-or-

[maxinedurand@proton.me](mailto:maxinedurand@proton.me)  
208-420-2251



# Public Transportation Advisory Council (PTAC) Application

## District 4 Appointment

### Application Contact:

Shauna Miller, Grants & Contracts Officer

Shauna.Miller@ITD.Idaho.gov

208 334-8533

### PTAC Application Process

1. January 19, 2024: Application Released
2. March 19, 2024: Application Close
3. March 22, 2024 – April 21, 2024: Public Comment
4. Applications sent to:
  - ITD – Public Transportation, Attn: Shauna Miller, 2600 Frontage RD, Lewiston, ID 83501
  - Or email to: [Shauna.Miller@itd.idaho.gov](mailto:Shauna.Miller@itd.idaho.gov)
5. April 25, 2024: PTAC will meet to discuss applications and qualification
6. May 2024: Idaho Transportation Department selects member



## **Designation/Authority**

The authority for the Public Transportation Advisory Council (PTAC) is established and outlined in Idaho Code 40-514 and ITD Board Policy 4039.

Idaho Code 40-514 created the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department (ITD) on issues and policies regarding public transportation in Idaho.

## **Purpose**

As outlined in Idaho Code, the Public Transportation Advisory Council (PTAC) to advise the Idaho Transportation Department (ITD) on issues and policies regarding public transportation in Idaho.

The council shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the council shall seek pertinent information, facts and data from local governments, agencies and providers regarding rural public transportation issues.

PTAC shall work to ensure the public transportation program is safe, financially sustainable within the current funding constraints, and is capable of appropriately adjusting to the changing transportation landscape. PTAC activities should include promoting coordinated transportation system, engaging in planning activities, and identifying transportation needs.

## **Composition and Representation**

The advisory council shall be composed of six members appointed by the Idaho Transportation Board. Appointed members shall be representatives of local governments and agencies, private organizations, citizen groups and private providers that have an interest in public transportation, and people with disabilities and the elderly who utilize public transportation. The board shall appoint said members from recommendations submitted by said organizations, groups, providers, users and state agencies in each district. One member shall be appointed from each of the six transportation department director districts as provided in section 40-303, Idaho Code. The term of each member shall be three years and the initial appointments to the council shall be such that two members shall be appointed each year thereafter. The members shall be reimbursed for attending the meetings according to the provisions of Section 59-509(g), Idaho Code. The PTAC members shall be reimbursed by ITD-PT for travel expenses according to the limits specified in Section 67-2008, Idaho Code.

PTAC member terms go from July 1 through June 30. Below is the schedule of expirations along with counties served.

- ITD District 1: June 30, 2024
  - Counties: Bonner, Boundary, Shoshone, Kootenai, and Benewah
- ITD District 2: June 30, 2025
  - Counties: Latah, Clearwater, Nez Perce, Lewis, and Idaho



- ITD District 3: June 30, 2026
  - Counties: Valley, Adams, Washington, Payette, Ada, Boise, Canyon, Gem, Elmore, and Owyhee
- ITD District 4: June 30, 2024
  - Counties: Blaine, Camas, Lincoln, Twin Falls, Jerome, Gooding, Cassia, and Minidoka
- ITD District 5: June 30, 2026
  - Counties: Bingham, Caribou, Bear Lake, Franklin, Power, Bannock, and Oneida
- ITD District 6: June 30, 2025
  - Counties: Lemhi, Custer, Clark, Butte, Jefferson, Madison, Teton, Bonneville, and Fremont

At the conclusion of each PTAC member term, a full application process is required. While there is no provision for an automatic renewal of PTAC membership, it is allowable for members to receive consecutive appointments as a result of the application process.

Applications to serve on PTAC are coordinated by the ITD-PT Office. A call for applications must remain open for at least 30 calendar days, and applications received must be posted for public comment for at least 30 calendar days. Applications will then be reviewed by the seated members of the PTAC and a final appointment will be made by the Idaho Transportation Board.

### **Committee Role and Responsibility**

The PTAC shall:

- Meet at least three times per year; and
- Discuss agenda items relevant to our purpose and scope; and
- Provide meeting notices and agendas in accordance with the Idaho Open Meeting Laws; and
- Annually elect a chair from among its representatives.

### **Chair**

Candidates for the position of Chair shall be nominated by members of PTAC. They shall be elected by nomination and a simple majority of those voting in person. The term shall be for a one year period, and is eligible to serve consecutive terms.

The Chair's responsibilities include:

- Serving as the group's spokesperson,
- Partnering with the ITD-PT Office to assist in program recommendations
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.



## **Committee Representatives Roles and Responsibilities**

It is the role of the PTAC members to represent their constituent base, and to participate in the functions of the PTAC in a manner that represents the program's statewide interest. PTAC members are expected to participate in the meetings.

PTAC members are responsible for participating in scheduled meetings, serving on ad hoc committees as assigned, and committing to the terms they are designated to fill. Each committee member will make a good faith effort to attend each full advisory committee session. Attendance in person is preferred, but if that is not possible, attendance may be by teleconference or videoconference.

All members of PTAC shall be voting members. Fifty one percent of the regular members will constitute a quorum for purposes of conducting PTAC business. PTAC decisions will be made by utilizing consensus-building processes to reach as much agreement as possible, with a voting option to conclude a process where consensus can't be clearly established in the time available. PTAC can call for a simple majority of those voting.

In the event a representative reaches three absences, the Chair will approach the PTAC member and discuss with them their continued commitment and proposed action per the absences. Members will be expected to vacate their seat on PTAC after having missed three consecutive meetings and are nonresponsive to the Chair's attempts to contact them after having missed two consecutive meetings.

Members of the advisory council shall be reimbursed according to the provisions of section 59-509(g), Idaho Code.

## **Meetings**

PTAC shall meet three times per year. The PTAC meetings shall have a:

- Spring Meeting
- Summer Meeting
- Fall Meeting

Meetings shall be open and shall be noticed consistent with ITD Open Meeting Requirements.

The PTAC Chair or delegate will issue a call for agenda items approximately four weeks prior to a meeting. Subsequent to that, ITD-PT will work with the Chair to develop the agenda, which will be issued to the representatives with supporting background materials approximately two weeks prior to the meeting. PTAC will discuss all agenda items submitted to it by any member of the group.

Additionally, a PTAC member will present an annual update to the Idaho Transportation Board at the December meeting. Per Board Policy 4039 PTAC shall highlight district PTAC activities, system improvements and issues, and goals/objectives for the next 12 months.



## Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.


Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Maxine Durand  
Print Name

  
Signature

3/19/2024  
Date



## **Public Transportation Advisory Committee (PTAC) Application Form**

### **Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

### **Contact Information**

Full Name: Maxine Durand

Street Address: 1300 N 1250 E City/State/Zip: Richfield, ID 83349

Phone: 208-420-2251 Email: maxinedurand@proton.me

### **Organization Affiliation (if any):**

Name: City of Twin Falls -- Twin Falls Transit, aka "Ride TFT"

Street Address: 203 Main Ave East City/State/Zip: Twin Falls, ID 83301

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### **District you are applying for:**

District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☒ District 5 ☐ District 6 ☐

# Maxine Durand

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Twin Falls, ID 83301 • maxinedurand@proton.me • (208) 420-2251

## Experience

### **CITY OF TWIN FALLS** **Transit Coordinator**

Twin Falls, ID  
June 2023 - Present

- Manage \$3 million public transit program for the City of Twin Falls, serving 7,000 passengers per month, many of whom belong to marginalized, disabled, and senior citizen communities
- Manage federal, state, and private grants, and created a nonprofit fundraising campaign in partnership with the Twin Falls Community Foundation and the Twin Falls Chamber of Commerce
- Led community engagement and created partnerships with local businesses and service providers, including LINC, St. Luke's, and the College of Southern Idaho; building partnerships for regional transit in ITD District 4

### **UNIVERSITY OF IDAHO, OFFICE OF THE PRESIDENT** **Executive Projects Intern**

Moscow, ID  
December 2022 - June 2023

- Assisting in strategic planning for executive projects, including the McCall Outdoor Science School (MOSS), cybersecurity education via the Idaho Digital Range, and Idaho incarcerated education
- Handle confidential and highly sensitive administrative questions and issues for the Office of the President, including matters related to the Idaho Legislature and Idaho State Board of Education
- Delegated authorized organizational representative, serving as a liaison for administrative questions and issues; tracking progress for goals and initiatives

### **WASHINGTON STATE UNIVERSITY FOUNDATION** **Fiscal Technician II**

Pullman, WA  
April 2019 - November 2021

- Managed over \$20 million in outside trust and endowment contracts, requiring regular communication with fund managers and tracking of fund disbursement to ensure timely release of distributions, and verifying funds were used in compliance with trust/endowment agreement obligations.
- Accounting functions included journal entries and corrections, maintenance of accounting ledger, bank reconciliation, invoice and account processing, and preparation of monthly operating budget; processed over \$5 million of incoming checks, bank card, and EFT donations using AccuFund, WorkDay, and WSU proprietary software.
- Conducted independent review of annual fiscal audit materials, collaborated with the finance team to analyze and verify data, and prepared final audit documents for review by outside auditors.

### **WASHINGTON STATE UNIVERSITY** **PR Liaison; Subcommittee Chair**

Pullman, WA  
August 2019 - May 2021

- Served as executive committee officer, public relations liaison, and subcommittee chair for the WSU President's Commission on Gender Identity, Expression, and Sexual Orientation (GIESO).
- Subcommittee for Visibility, Programming, and Recognition duties included coordination of production schedules with WSU media outlets, overseeing awards and events for MLK day and Pride month, and proposing the annual subcommittee budget to the Executive Committee and WSU President.

### **MOSCOW FOOD CO-OP** **Board of Directors**

Moscow, ID  
August 2020 - March 2021

- Served alongside other members of the Board to oversee managerial staff and provide stewardship in the interest of Co-op member owners, as outlined in the Board's charter.
- Active member of multiple Board committees, including Board-Owner Communication, Policy and Bylaws, and Strategic Planning. Also liaised with the Board Finance Committee and General Manager to advise on compliance and fiscal integrity.

**BOISE STATE UNIVERSITY, SCHOOL OF SOCIAL WORK**  
**Administrative Assistant II**

Boise, ID  
October 2016 - April 2019

- Prepared grant proposals with faculty members for academic research funding prior to submission, and assisted with applications for professional development such as the Fulbright Scholarship.
- Wrote documentation for the School of Social Work's reaccreditation application with CSWE.
- Generated multimedia content for SSW website and social media channels using WordPress, FaceBook, Instagram, LinkedIn, and content management software.
- Managed department budgets, travel expenses, invoices and supply orders via Oracle Financial Cloud and PeopleSoft.

**IDAHO DEPARTMENT OF HEALTH AND WELFARE, MEDICAID**  
**Technical Records Specialist II**

Boise, ID  
November 2015 - March 2016

- Wrote and copyedited the contract between Idaho Medicaid and Optum in tandem with medical clinicians and department legal counsel; contract serves as the main regulatory agreement between Idaho Medicaid and Optum, renewed in 2021.
- Executed completion of least restrictive determinations (LRDs) within a five-day turnaround for Medicaid-covered mental health services, in compliance with HIPAA and federal and state laws.

**DISCOVERY RESEARCH GROUP**  
**Manager, Editor**

Twin Falls, ID and Remote  
June 2011 - October 2016

- Edited data samples from market research surveys (minimum 30,000 to 50,000 words per day) for spelling, grammar, style, and compliance with client contracts.
- Coordinated workloads and schedules; collaborated with management via email and conference meetings to report back errors and establish training to promote better compliance with quality requirements among call floor staff.
- Key stakeholder for live communication on continuous improvement projects; coordinated with contracted project directors and change managers with Pew, GfK, KPMG, AP, Qualtrics, Nielsen, Forrester Research, and others.

**Education**

**UNIVERSITY OF IDAHO**  
Master of Public Administration  
Bachelor of Science in Journalism

Moscow, ID  
June 2025  
May 2018

**COLLEGE OF SOUTHERN IDAHO**  
Associate of Arts in Liberal Arts  
Associate of Arts in Geography  
Associate of Arts in Political Science

Twin Falls, ID  
May 2013

### Professional Certificates

Data Analytics  
*Google, 2023*

IT Support  
*Google, 2023*

Business Intelligence  
*Google, 2023*

Project Management

*Google, 2023*  
Data Engineering  
*IBM, 2023*

AI Engineering  
*IBM, 2023*

Data Science  
*IBM, 2023*

Applied AI  
*IBM, 2023*  
Cybersecurity  
*Palo Alto Networks, 2023*

TESOL (Teaching English to Speakers  
of Other Languages)  
*Arizona State University, 2023*

SAP Technology Consultant  
*SAP, 2023*

### Other Training, Accomplishments, and Certifications

- Guest speaker, Southern Idaho Pride 2023
- First Aid Certification, January 2022
- Mental Health First Aid, National Council for Mental Wellbeing, February 2020
- Washington State University Mentorship Program, 2019-2020
- Candidate Search and Hiring Workshop, Boise State University, 2017
- WordPress Bootcamp, Boise State University, 2016
- Idaho Science and Aerospace Scholars (ISAS), 2009

### Memberships and Affiliations

- Blue Lakes Rotary Club, September 2023 - Present
- Twin Falls Chamber of Commerce Ambassador, September 2023 - Present
- CASA Volunteer, July 2023 - Present
- Southern Idaho Pride Board of Directors, January 2024 - Present
- Lincoln County Connections Project Steering Committee, 2023

## References

**Sunny Wallace**

Director of Executive Projects  
*University of Idaho*  
(208) 885-6266  
[sunnywallace@uidaho.edu](mailto:sunnywallace@uidaho.edu)

**Shawn O'Neal**

Senior Regional Media Advocacy Manager  
*American Cancer Society Action Network*  
(208) 596-1314  
[shawn.oneal@cancer.org](mailto:shawn.oneal@cancer.org)

**Zach Mansee**

Fiscal Analyst II  
*Washington State University Foundation*  
(763) 647-9528

**Jason Roesler**

Director, Prospect Research  
*Washington State University Foundation*  
(509) 335-8115  
[jroesler@wsu.edu](mailto:jroesler@wsu.edu)

**Sophia Hutton, MA**

Grant Manager  
*Washington State University, CAHNRS*  
(509) 335-2885  
[sophia.hutton@wsu.edu](mailto:sophia.hutton@wsu.edu)

**Kraig Hill**

Director of Phone Center Operations (former)  
*Discovery Research Group*  
(435) 881-0788

**Mark Thorne**

Board of Directors  
*Moscow Food Co-op*  
509-335-7484  
[mthorne@wsu.edu](mailto:mthorne@wsu.edu)



Joslin Field, Magic Valley Regional Airport  
PO Box 1907  
Twin Falls, ID 83303  
208-733-5215

March 10, 2024

Attn: Shauna Miller  
ITD-Public Transportation  
2600 Frontage Rd  
Lewiston, ID 83501

To the Chairpersons of PTAC & the ITD Board:

I am writing to recommend Maxine Durand for the open District 4 PTAC seat. I have gotten to know Maxine through our mutual interests in transportation, I being the Airport Manager, and she the Public Transit Coordinator for the City of Twin Falls.

Maxine has built the extremely successful Twin Falls public transit program (Ride TFT) from the bottom up, displaying knowledge of community needs and a passion for helping people by creating new transportation opportunities for them previously out of reach.

I also commend Maxine for her efforts to organize a regional public transportation summit later this spring, aimed at her desire to help educate public policy makers and expand possibilities for our citizens regionally.

In closing, I strongly recommend Maxine Durand for the District 4 PTAC open seat. I feel her interests and background make her uniquely qualified and a good fit for the ITD Public Transportation Advisory Council.

Thank you for your consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Bill Carberry', written in a cursive, flowing style.

Bill Carberry  
Airport Manager  
Magic Valley Regional Airport  
Twin Falls, Idaho



**208-360-4647**

Larry Standfield  
640 S State St  
Shelley, ID, 83274  
Larry@Lktrans208.com

3/6/2024

Dear Members of PTAC

I am writing to highly recommend Maxine Durand for the open seat on the Public Transportation Advisory Council (PTAC) to represent our district. Maxine has shown exceptional dedication and passion for transportation and community service in their role as transit coordinator for Twin Falls. Their dependability and commitment to improving public transportation make them an ideal candidate for this position.

Maxine will bring valuable industry expertise and a strong desire to serve the community. Their experience and knowledge will be invaluable in providing insights and recommendations to improve public transportation services in the district.

I have no doubt that Maxine will excel in this role and make significant contributions to the PTAC. I wholeheartedly endorse their candidacy and believe they will represent the district with integrity and dedication.

Sincerely,

Larry Standfield

A handwritten signature in cursive script that reads 'Larry Standfield'.

President LK Transportation



Dear PTAC selection committee,

I enthusiastically recommend Maxine Durand for the Public Transportation Advisory Council District 4 seat. I've worked closely with Maxine over the last year, and I've consistently been impressed with her dedication to transportation and her impact in our community.

Maxine demonstrates a deep commitment to public service. She's spearheaded projects like the micro transit contract for Twin Falls and completely standing up Twin Falls Transit from pilot project to now a dedicated service, positively affecting the lives of countless individuals. Her willingness to go the extra mile, even outside her typical responsibilities, reflects her genuine desire to improve transportation for all.

Beyond her expertise, Maxine is a fantastic team player. Her collaborative spirit and ability to motivate others make her a valuable asset. She has a talent for building strong relationships and finding common ground in high-pressure situations.

I'm confident Maxine will thrive in this role. Her passion for transportation, commitment to service, and collaborative nature make her an outstanding candidate. Please don't hesitate to contact me for further information.

Sincerely,  
Kade Marquez  
City of Idaho Falls Transit Coordinator

A handwritten signature in black ink that reads "Kade Marquez". The signature is written in a cursive, flowing style.



January 23, 2024

Idaho Transportation Department  
11331 West Chinden Blvd  
Boise, Idaho 83714

**RE: Recommendation Letter for Maxine Durand to the District 4 PTAC**

To Whom It May Concern,

Please accept this letter of recommendation for Maxine Durand to represent District 4 on the Idaho Transportation Department Public Transportation Advisory Council (PTAC). LINC operates a 5310 rural transportation program for seniors and people with disabilities in District 4 and we have worked closely with Maxine during the implementation of Twin Falls Transit.

Maxine is a consummate professional who has both attention to detail, as well as the ability to see the bigger picture in terms of transportation planning and resources. She is collaborative in her approach and has been an invaluable partner to our program. The success of Twin Falls Transit is the direct result of Maxine's investment and commitment of her time, energy, and thoughtfulness.

Maxine also understands the rural communities in District 4. As a former resident of Richfield, Maxine bridges the gap between very small towns and the largest city in District 4. This perspective and personal experience is invaluable for someone representing District 4 on the PTAC.

I highly recommend Maxine to serve on PTAC representing District 4 and am confident that she will bring the transportation needs and concerns of all people in District 4 to the table.

If you have questions, please contact me at (208) 391-8988 or [jmaxand@lincidaho.org](mailto:jmaxand@lincidaho.org).

Sincerely,

Jeremy M. Maxand  
Executive Director



Shauna Miller

Idaho Transportation Department

Public Transportation Office

11331 W. Chinden Boulevard

Boise, ID 83714

03/04/2024

RE: PTAC, District 4

Please consider my candidacy to sit on the Idaho Transportation Department District 4 Public Transportation Advisory Council (PTAC). I do so with the support of the Blaine County Board of Commissioners (BOCC), leadership from Mountain Rides Regional Transit Authority (MRTA), and the administrator of Blaine County's government. I am passionate about transportation design and functionality, bringing to the table significant experience working on grants, strategy and implementation.

**Background:** An Idaho native and former transportation planner (ACHD, 2005 – 2007), I have nearly 20 years of policy, leadership, strategy and implementation experience, mostly in Idaho. In my current role as Sustainability Manager for Blaine County, I work with ITD, municipalities and our local road and public works departments in or around transportation / infrastructure topics. I hold a Master of Public Administration degree from Boise State University and am currently in the public policy and administration doctoral program (also at Boise State).

Current relevant initiatives:

- Blaine County Regional Transportation Committee (BCRTC) member.
- LHTAC Thriving Communities participant (anticipated start, Fall 2024).
- Highway 75 coordination with ITD, municipalities and Mountain Rides.
- Safe Streets for All (SS4A)—Federal Highway Administration (FHWA) project lead, planning grant execution.
- Blaine County Sustainability Plan (adoption, Spring 2024—including transportation programming elements).
- Region 4 Economic Development (RIVDA) Comprehensive Economic Development Strategy (CEDS) reviewer (2023).

Prior project experience:

- Advisory member: Governor's Rural 'A' Broadband Taskforce (rural right-of-way considerations).

- Valley-Adams Planning Partnership (VAPP) co-lead for LHTAC project funding prioritization (motorized and non-motorized).
- Executive Director, West Central Mountains Economic Development Council—worked on expanded transit service in Valley County and added bus kiosks.
- Policy Analyst, Governor’s Office of Energy and Mineral Resources—primarily working on NEPA coordination between and among state agencies (including ITD and DEQ on the NEVI program).

If my skillset and interests might be a good fit for the Council, I would welcome your consideration.

Gratefully,

Andrew Mentzer

Blaine County Sustainability Manager



## Public Transportation Advisory Committee (PTAC) Application Form

### **Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

### Contact Information

Full Name: Andrew Mentzer

Street Address: 1940 Copper Ranch Ln. City/State/Zip: Hailey, ID 83333

Phone: 208-277-7964 Email: amentzer@co.blaine.id.us

### Organization Affiliation (if any):

Name: Blaine County

Street Address: 201 S. 2<sup>nd</sup> Avenue #106 City/State/Zip: Hailey, ID 83333

### District you are applying for:

District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☒ District 5 ☒ District 6 ☐



## Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

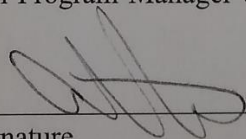
Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Andrew Mentzer  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Signature

01/31/2024  
\_\_\_\_\_  
Date

## **ANDREW MENTZER, MPA**

### **PROFESSIONAL SUMMARY**

Professional government and nonprofit administrator with considerable real-world experience in research, strategic planning, organizational assessment, budgeting, public policy, public relations, communications and working with and for numerous client and stakeholder types.

### **CORE COMPETENCIES**

- Policy development (city/county)
- Strategic communications
- Emergency mgmt. support (ESF-12)
- Public/nonprofit budgeting
- Strategic planning
  - Strategic assessment
  - Feasibility analysis
  - Implementation
- Survey research/data analysis
- Program development
- Partnership coordination
- Presenting to elected officials
- Technical writing
- Grant writing
- Administration/project management
- Legislative coordination

### **WORK EXPERIENCE**

*Sustainability Manager, Blaine County Government: May 2023 – present*

Facilitates cross-departmental and cross-jurisdictional initiatives and planning associated with Sustainability.

#### **KEY ACCOMPLISHMENTS:**

- Day-to-day management of the Blaine County Recycle Center at Ohio Gulch
- Development of the Blaine County Climate Action Plan (adoption, Spring 2024)
- Successful 2024 Energy Efficiency Conservation Block Grant (EECBG) application
- Administration of successful Safe Streets for All (SS4A) grant
- Administration of four local task forces related to Sustainability (stakeholder engagement)
- Administration of regional solid waste and recycling strategic initiatives
- Ketchum Sustainability Advisory Committee (KSAC) board member
- Hazard Mitigation Grant Program micro-grid coordination with FEMA and national labs
- Electric Vehicle Supply Equipment (EVSE) coordination with state, local and federal partners
- Cross jurisdictional planning and energy code coordination
- Highway 75 coordination between agencies

*Policy Consultant, Idaho Bureau of EMS and Preparedness: January 2023 – December 2023 (Contract)*

12-month contract to assess the state of emergency medical services (EMS) in the state of Idaho. Worked alongside 5 other consultants—responsible for the North Central Area of Responsibility (AOR): Payette, Washington, Adams, Valley, Idaho, Lewis, and Nez Perce Counties. Developed project methodology and co-authored 846-page assessment for the Idaho EMS Bureau and Idaho State Legislature.

**KEY ACCOMPLISHMENTS:**

- Methodology development (January 2023)
- Survey development (February 2023)
- Site visits, environmental scan, and survey deployment (March-April 2023)
- Draft/revisions (May 2023)
- Final Report (December 2023) [Emergency Medical Services in Idaho Report](#)
- After Action Report (December 2023)

*Policy Analyst, Idaho Governor's Office of Energy and Mineral Resources: February 2022 – March 2023*

Technical expert on energy, climate, and mineral policy topics for the state of Idaho. Additional duties include performing FEMA ESF-12 emergency management support for fuels and energy, and NEPA certified project review (energy and minerals). Secondary roles include state and federal grant administration, policy development, energy sector workforce development coordination, strategic partnership/tribal and interagency coordination, coordination with the Idaho Land Board and Oil and Gas Conservation Commission, and coordination of Capitol for a Day.

**KEY ACCOMPLISHMENTS:**

- Built an inter-agency communications plan for NEPA project review
- Coordinated/co-authored an advanced energy workforce development framework for Idaho
- Authored Idaho's energy economic development framework
- Authored Idaho's Emergency Fuels framework
- Assisted with organizational chart updates, strategic partnerships and coalition building across the energy sector
- Idaho Fire Board delegate
- Project lead on statewide grid resilience task force and grant program

**ON SABBATICAL 07/01/2021 - 02/01/2022**

*Executive Director, West Central Mountains Economic Development: September 2016 - June 2021*

Administrator of day-to-day activities for a rural economic development nonprofit in McCall, Idaho and the surrounding region. Oversight of grants, partnerships, programs and projects, cradle to grave. Duties also included assisting clients with navigating Idaho Commerce's incentive programs, as well as administering various complex regional community development projects.

**KEY ACCOMPLISHMENTS:**

- Alongside city, county, state and chamber partners, management of a \$2 billion capital expenditure pipeline
- Part of the team that activated the Boise State University Community Impact Program (CIP), bringing undergraduate opportunities to the local community
- Expansive survey research and program development in housing, broadband, workforce development, early childhood industry sector development and rural business retention, alongside state agency staff
- Co-lead on establishment of Idaho's first Creative District
- Co-lead for the America's Best Communities competition, with a top 8 finish out of over 300 applicant communities nationally
- Wrote/administered over \$300,000 in state, federal and foundation grants for local projects
- Served as the conduit for regional strategic partnerships between the cities of Cascade, Donnelly, McCall and New Meadows
- Primary architect and author of Valley County's Singletrack Sidewalks pathways ordinance
- Administrator of the Payette River National Scenic Byway committee
- Designed and built out an industry leading website and resource portal that has been mirrored statewide

*Apprenticeship Idaho Program Coordinator, College of Western Idaho: April 2017 - August 2018*

Part time, grant funded program coordinator for the Workforce Development division's business partnership initiative. Assisted the Idaho Dept. of Labor and U.S. Dept. of Labor with setting up industry led registered apprenticeships and training programs throughout Southwest Idaho.

**KEY ACCOMPLISHMENTS:**

- Set up the statewide Kenworth Truck diesel technician apprenticeship program
- Set up the renovation technician apprenticeship for Restoration North
- Assisted leadership in the college's workforce development division with internal strategic planning and external partnership expansion for its technical advisory committees (TAC's) in plumbing, electrical and HVAC

*Statewide Operations Manager, Idaho STAR Motorcycle Safety Program: June 2015 - August 2016*

Managed 11 motorcycle training facilities and staff for Idaho's motorcycle licensure entity, a subsidiary of the College of Southern Idaho. Co-managed a part time staff of 64 and a full-time office staff of 3, plus assisted with program budgeting. I also ran all organizational marketing and public relations, and taught motorcycle safety classes on weekends as a licensed instructor.

**KEY ACCOMPLISHMENTS:**

- Established a new training facility in McCall, Idaho
- Assisted with master scheduling and converting legacy systems to paperless
- Daily administration of a substantial statewide training program with zero major loss or safety incidents
- Partnership development with Idaho Transportation Dept., other state training agencies and industry partners

*Freelance Journalist, Boise Weekly: November 2010 - September 2018*

Created print and digital content for the Boise Weekly, and regional syndicates. KEY

ACCOMPLISHMENTS:

- Authored over 150 pieces
- Recipient of the 2012 Idaho Press Club recreation feature of the year award (1st place)

*Account Coordinator, Stoltz Marketing Group: April 2014 - May 2015*

Managed business and nonprofit accounts for an award-winning marketing and branding team, including creation/administration of project budgets, tracking of billable hours, and managing advertising performance metrics. Also performed public relations, copywriting, and social media management for numerous clients in healthcare, rec-tech, and manufacturing.

KEY ACCOMPLISHMENTS:

- Part of the creative/visioning team for myriad website, collateral, packaging, social media, guerilla, and print campaigns
- External marketing lead for the Boise Twilight Criterium
- Copywriting/editing lead for the 2015 Kryptek Outdoor Group national catalog
- Branding co-lead for the Discovery Center of Idaho's 2015 exhibition portfolio
- Managed social media for Blue Cross of Idaho

*Idaho Global Entrepreneurial Mission (IGEM) Interim Project Analyst, Idaho Department of Commerce: December 2013 - April 2014*

Administered the IGEM technology transfer program on an interim basis as a graduate (MPA) student after completing an internship with the Commerce Tourism Division. Assembled meeting agendas, reviewed grant applications, and worked closely with university and industry partners on funding timeframes and grant rubrics.

KEY ACCOMPLISHMENTS:

- Authored the annual report to the Idaho State Legislature
- Reviewed/processed over \$1 million in grant applications for projects ranging from veterinary prosthetics to agricultural logistics

*Founder/Owner, Idahostel, LLC: January 2010 - September 2013*

Founded and operated downtown Boise's first international traveler's hostel.

KEY ACCOMPLISHMENTS:

- Built a moderately successful business from scratch
- Made it into the black within 15 months of opening, despite the Great Recession
- Executed a year-long due diligence process and sold the business

*Director of Real Estate Development, Whispering Hills Resort: June 2008 - December 2008*

6-month contract position to stabilize, redevelop and make marketable a 5,200-acre property in Boone, North Carolina with 1,000,000sf of mixed use and residential space. Managed 6 staff and numerous construction subcontractors and consultants.

KEY ACCOMPLISHMENTS:

- Completed renovation of four multi-million-dollar view homes
- Completed construction of a private water treatment facility
- Completed renovation of one hotel and two restaurants
- Brought the property to market but the owner decided to retain the asset

*Planner I/II, Ada County Highway District: October 2005 - August 2007*

Performed staff level review and analysis of land development applications from Ada County and the cities of Boise, Garden City, Meridian, Kuna, Star and Eagle. Included right-of-way analysis and access analysis. Was eligible for Planner II status when I left this position for the private sector.

**KEY ACCOMPLISHMENTS:**

- Processed land use applications abutting over 30 miles of new development roads (policy implementation)
- Performed right-of-way and design analysis alongside other municipal and county planning jurisdictions

**PROFESSIONAL AFFILIATIONS**

- Idaho Real Estate Commission license (current/inactive)
- Valley County Pathways board member (former)
- West Central Mountains Leadership Academy graduate and presenter (former)
- Idaho Knowledge Report contributor (2020)
- Idaho Community Foundation Southwest Regional Council member (former)
- FEMA ESF-12 (former)
- Shipley Group NEPA certification

**EDUCATION**

- Boise State University-PhD Public Policy & Administration (anticipated 2027)
- Boise State University-Master of Public Administration (2014)
- Boise State University-Graduate Cert. Community & Regional Planning (2007)
- Boise State University-Bachelor of Science, Political Science (2005)



Mountain Rides Transportation Authority  
P.O. Box 3091  
800 1<sup>st</sup> Avenue North  
Ketchum, Idaho 83340

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January 30, 2024

Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
11331 West Chinden Boulevard  
Boise, Idaho 83714

Re: Andrew Mentzer as District 4 Representative on the ITD's PTAC

Dear Shauna,

Please accept this letter supporting Andrew Mentzer's candidacy for District 4 Representative to the ITD's Public Transportation Advisory Council (PTAC). Mountain Rides strongly supports and endorses Andrew's candidacy and encourages you to view it favorably.

Andrew is Blaine County's Sustainability Manager. As such, he has spearheaded and engaged in a variety of important regional transportation-facing initiatives that are vital to the long-term functionality of Region 4's roadways and public transportation, including:

- Blaine County Regional Transportation Committee (BCRTC) member.
- LHTAC Thriving Communities participant (anticipated start, Fall 2024).
- Highway 75 coordination with ITD, municipalities, and Mountain Rides.
- Safe Streets for All (SS4A): Federal Highway Administration (FHWA) project lead, planning grant execution.
- Blaine County Sustainability Plan (Spring 2024; includes transportation programming).
- Region 4 Economic Development (RIVDA) Comprehensive Economic Development Strategy (CEDS) reviewer (2023).

Andrew brings significant expertise in strategic planning and implementation to the table and has a background in right-of-way administration at the local level. He has a good working relationship with our friends at LHTAC, our municipal partners, and our ITD District office. He is knowledgeable about public policy and grants, and brings a grounded, rational, and pragmatic thought process to his work. He is also completing his doctoral degree in public policy and administration through BSU – illuminating his enthusiasm and experience in policy research and technical writing.

Mountain Rides heartily supports Andrew's candidacy for District 4 Representative to PTAC. Public transit providers, the ITD, and grant programs will surely benefit from his engagement and counsel.

Thank you for your continuing and unwavering support for the sustainability and growth of public transportation, not only in District 4, but all across the State of Idaho.

Very truly yours,

Wally Morgus  
Executive Director



## BLAINE COUNTY ADMINISTRATOR

206 1<sup>ST</sup> AVENUE SOUTH, SUITE 305

HAILEY, IDAHO 83333

PHONE: (208) 788-5547

Mandy Pomeroy  
County Administrator

February 29, 2024

Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
11331 W. Chinden Boulevard  
Boise, ID 83714

RE: Andrew Mentzer Candidacy on PTAC, District 4

I am writing in support of Andrew Mentzer joining Idaho Transportation Department's Public Transportation Advisory Council (PTAC), Region 4. As Blaine County's Sustainability Manager, Andrew has spearheaded or participated in various important regional transportation-facing initiatives that are vital to the long-term functionality of Region 4's roadways. Some examples of these initiatives include the following:

- Blaine County Regional Transportation Committee (BCRTC) member.
- LHTAC Thriving Communities participant (anticipated start, Fall 2024).
- Highway 75 coordination with ITD, municipalities and Mountain Rides.
- Safe Streets for All (SS4A)—Federal Highway Administration (FHWA) project lead, planning grant execution.
- Blaine County Sustainability Plan (adoption, Spring 2024—including transportation programming elements).
- Region 4 Economic Development (RIVDA) Comprehensive Economic Development Strategy (CEDs) reviewer (2023).

Andrew brings significant expertise and experience in strategic planning and implementation to the table and has a background in right-of-way administration at the local level. He has developed strong working relationships with LHTAC, our municipal partners and our ITD District office. He is knowledgeable about public policy and grants and brings a comprehensive thought process to his work. He is also completing his doctoral degree in public policy and administration through Boise State University—demonstrating his enthusiasm and experience in policy, research, and administration.

I am pleased to submit this letter of support for Andrew to join Idaho Transportation Department's Public Transportation Advisor Council for Region 4 and I am confident he would be a valuable addition to the Council. Please reach out with any questions.

Sincerely,

Mandy M. Pomeroy  
Blaine County Administrator



# THE BOARD OF BLAINE COUNTY COMMISSIONERS

206 FIRST AVENUE SOUTH, SUITE 300

HAILEY, IDAHO 83333

PHONE: (208) 788-5500 FAX: (208) 788-5569

[www.blainecounty.org](http://www.blainecounty.org) [bcc@co.blaine.id.us](mailto:bcc@co.blaine.id.us)

Muffy Davis, Chair \* Angenie McCleary, Vice-Chair \* Lindsay Mollineaux, Commissioner

February 20, 2024

Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
11331 W. Chinden Boulevard  
Boise, ID 83714

RE: Andrew Mentzer Candidacy on PTAC, District 4

The Blaine County Board of Commissioners fully supports Andrew Mentzer, Blaine County's Sustainability Manager, joining Idaho Transportation Department's Public Transportation Advisory Council (PTAC), Region 4. Andrew has demonstrated a strong ability to coordinate partnerships and bring together strategic elements in a productive manner, for the benefit of Blaine County and our Southern Idaho neighbors. He is currently engaged with a handful of mission-critical projects that further demonstrate his capability in transportation planning and implementation:

- Blaine County Regional Transportation Committee (BCRTC) member.
- LHTAC Thriving Communities participant (anticipated start, Fall 2024).
- Highway 75 coordination with ITD, municipalities and Mountain Rides.
- Safe Streets for All (SS4A)— Federal Highway Administration (FHWA) project lead, planning grant execution.
- Blaine County Sustainability Plan (adoption, Spring 2024— including transportation programming elements).
- Region 4 Economic Development (RIVDA) Comprehensive Economic Development Strategy (CEDS) reviewer (2023).

Andrew has a good working relationship with LHTAC, our municipal partners and our ITD District office. He is knowledgeable about public policy and grants and is thoughtful and intentional in his work product. We appreciate your consideration of his candidacy.

Sincerely,

Muffy Davis  
Chair

Angenie McCleary  
Vice-Chair

Lindsay Mollineaux  
Commissioner

## Shauna Miller

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**From:** Wally Morgus <Wally@mountainrides.org>  
**Sent:** Monday, March 25, 2024 9:36 AM  
**To:** Shauna Miller  
**Subject:** Re: ITD's Public Transportation Office PTAC Representative Applications OPEN for Public Comment

**CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.**

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Shauna,

- Jeff has done a commendable job as D-4 PTAC rep; he deserves another term.
- Maxine would appear to have a tangible conflict-of-interest in serving as D-4 PTAC rep, given her role as TFT's leader. Otherwise, her credentials are impressive, and she seems well-qualified for the role.
- Andrew, given his broad experience in government affairs at the state and local levels, and the fact that he resides somewhere other than Twin Falls/The Magic Valley, has my full-throated support to be D-4's PTAC rep. I have worked with Andrew and know him to be fair, thoughtful, creative, and energetic.

Thank you for considering my comments.  
Take care,  
Wally

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### Wally Morgus

Executive Director  
Mountain Rides Transportation Authority  
208.410.4618

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**From:** Shauna Miller <Shauna.Miller@itd.idaho.gov>  
**Sent:** Monday, March 25, 2024 10:08 AM  
**To:** Shauna Miller <Shauna.Miller@itd.idaho.gov>  
**Cc:** Ben Schumacker <Ben.Schumacker@itd.idaho.gov>; Connie Edwards <Connie.Edwards@itd.idaho.gov>; Ron Duran <Ron.Duran@itd.idaho.gov>; Sam Carroll <Sam.Carroll@itd.idaho.gov>  
**Subject:** ITD's Public Transportation Office PTAC Representative Applications OPEN for Public Comment

## ITD's Public Transportation Office PTAC Representative Applications OPEN for Public Comment

The Public Transportation Advisory Council (PTAC) is seeking public comment on the applications received for representatives for District 3 and District 5 to serve on the advisory council.

Public comment is open until April 21, 2024.

The individual selected for District 1 will represent Bonner, Boundary, Shoshone, Kootenai, and Benewah counties.

The individual selected for District 4 will represent Blaine, Camas, Lincoln, Twin Falls, Jerome, Gooding, Cassia, and Minidoka counties.

PTAC was created to advise the transportation department on issues related to public transportation in Idaho. It is composed of six members, one representing each of ITD's administrative districts.

The PTAC district applications can be viewed at: <https://itd.idaho.gov/pt/?target=Advisory>

To submit comments, please send an email to: [Shauna.Miller@ITD.Idaho.gov](mailto:Shauna.Miller@ITD.Idaho.gov) or by mail at: ITD – Public Transportation Office, Attn: Shauna Miller, 2600 Frontage RD, Lewiston, ID 83501



**Application**

<https://itd.idaho.gov/pt/?target=advisory>

WHEREAS, Idaho Statute 40-514 establishes the Public Transportation Advisory Council (PTAC); and

WHEREAS, the PTAC shall be comprised of six (6) members representing the six (6) Idaho Transportation Department Districts to be appointed by the Idaho Transportation Board; and

WHEREAS, the term of each member shall be three (3) years and the initial appointments to the council shall be such that two (2) members shall be appointed each year thereafter; and

WHEREAS, applications were solicited from interested parties to fill the position in District    with three submitted applications; and

WHEREAS, the Public Transportation Office solicited public comment on the submitted applications from March 22, 2024 to April 21, 2024; and

WHEREAS, the submitted applications and associated public comments were reviewed by the PTAC at their April 25, 2024 meeting where the council determined the applicants are qualified to fill the District 4 position.

NOW THEREFORE BE IT RESOLVED that the Transportation Board has determined to appoint \_\_\_\_\_ for the District 4 PTAC position for the term of July 1, 2024 through June 30, 2027.