



A G E N D A

District 2 Idaho Transportation Investment Program Outreach Workshop
and Regular Meeting of the Idaho Transportation Board

September 18 & 19, 2024

September 18, 2024

District 2 Hells Canyon Grand Hotel

621 21st St.,

Lewiston, ID 83501

District 2 Tour

- 9:30 Pick up board members at Hampton Inn, 2701 Nez Perce Dr.
- 9:45 Pick up board members and staff from airport
- 10:00 Travel to SH-3/US-12 Junction for briefing on fires with Idaho Department of Lands and Idaho State Police
- 11:45 Depart for Board lunch at Hells Canyon Grand Hotel
- 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 2 Priorities
- 2:30 ITD Section Updates: DMV, Aeronautics, Public Transportation and Highway Safety
- 2:50 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
- 4:00 Adjourn (estimated time)



A G E N D A

District 2 Idaho Transportation Investment Program Outreach Workshop
and Regular Meeting of the Idaho Transportation Board

September 19, 2024

District 2 Office
2600 Frontage Road
Lewiston, Idaho

Business

Listen:

Dial 1-415-655-0003 US Toll

a. access code: 2630 877 7681

b. meeting password: 1234

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

		<u>Page #</u>	<u>Time*</u>
Action Item	1. CALL MEETING TO ORDER		8:30
Info Item	2. SAFETY “CLUTCH MOMENT” SHARE: Foreman Strong		
Action Item	3. BOARD MINUTES – August 21 & 22, 2024	5	
Info Item	4. BOARD MEETING DATES Next meeting is October 16 in Boise, Chinden Campus	18	
Action Item	5. CONSENT CALENDAR	19	
HWY	— Contracts to Award.....	20	
HWY	— Contracts to Reject	25	
Info Items	6. INFORMATIONAL CALENDAR		
HWY	— Professional Services Agreements & Term Agreement Work Tasks Report....	30	
ADM	— State Financial Year 2025 Financial Statements	37	
HWY	— Contract Awards and Advertisements	61	
HWY	— Monthly Report of Federal Formula Program Funding through September 5..	66	
	7. ADOPT-A-HIGHWAY PRESENTATION		8:40
	Member Osborn: Idaho Youth Challenge Academy		
	8. BOARD’S SUBCOMMITTEE ON POLICIES REPORT: Member Osborn		8:45
	9. DIRECTOR’S REPORT: Director Stokes		8:50

*All listed times are local 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.



September 19, 2024 Lewiston, Idaho

Page # Time*

10. DISTRICT ENGINEER REPORT: District 2 Engineer Hoff 9:10

11. AGENDA ITEMS

Information Item

ADM _____ Idaho Child Passenger Safety Program and Events 68 9:25
Smith/Rauscher

12. BREAK 9:40

Action Items

HWY _____ FY24 ITD Redistribution & Local Public Agency End of Year Closeout 69 9:55
Wonacott/Wolfinger (Resolution on page 74)

HWY _____ Add SH-6 and SH-3 Culvert Project to FY25 of the Draft FY25-31 Idaho .. 74A 10:10
Hawkins Transportation Investment Program (Resolution on page 74D)

Information Item

ADM _____ FY2025-31 Draft Idaho Transportation Investment Program Public
Jahns Outreach Summary 75 10:15

Action Item

HWY _____ Recommended FY25- 31 Idaho Transportation Investment Program 76 10:25
Wonacott (Resolution on page 78)

Information Items

ADM _____ Potential American Rescue Plan Act Funding for Highway Projects 79 10:35
Tolman

HWY _____ Early 2025 Bond Sale and Market Update 80 10:45
Schroeder/Tolman

Action Item

HWY _____ Idaho's National Electric Vehicle Charging Infrastructure Program 81 11:00
Luekenga (Resolution on page 83)

Information Item

HWY _____ Workforce Development Update..... 86 11:15
Doglietto

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Page # Time*

Action Items

DMV McClellan	___	DMV Policy Revision for the Dealer Advisory Board (4040 and 4050) (Resolution on page 97)	88	11:25
DMV McClellan	___	DMV Policy Revision for the Trucking Advisory Council (4042 and 4052) ... (Resolution on page 105)	98	11:30
DMV McClellan	___	Policy Revision for the DMV/ County Automated System Policy (5068) (Resolution on page 118)	106	11:35
HWY Bowen	___	Request for Exception to Board Policy 4001 for Upcoming Transportation Expansion & Congestion Mitigation (Resolution on page 120)	119	11:40
HWY Crider	___	Request to Approve Consultant Agreements (Resolution on page 126)	121	11:50
HWY Hoff	___	Board Unallocated Funds Request for Gwen Fire Recovery Costs..... (Resolution on page 129)	127	11:55
HWY Yearsley/Brinkman	___	Board Unallocated Funds Request for SH-21 Wapiti Fire and Request to Establish Project in the Idaho Transportation Investment Program (Resolution on page 129C)	129A	12:00
ADM Tolman	___	ITD State Street Campus..... (Resolution on page 131)	130	12:10

Action Items

- 13. EXECUTIVE SESSION** (Lochsa Conference Room) 12:20
PERSONNEL ISSUES [SECTION 74-206(a), (b)]
LEGAL ISSUES [SECTION 74-206(c), (d), (f)]

HWY Pond	___	Administrative Settlement over \$200,000 (Resolution on page 133)	132	1:20
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- 14. ADJOURNMENT** (estimated time) 1:30

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The meeting is open to the public, except for the executive session.
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REGULAR MEETING
IDAHO TRANSPORTATION BOARD
August 21 - 22, 2024

The Idaho Transportation Board met at 10:00 AM on Wednesday, August 21, 2024, in Idaho Falls, Idaho. The following principals were present:

William (Bill) H. Moad, Chairman
James R. Thompson, Member – District 1
Gary Osborn, Member – 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 6 Tour and Outreach Workshop. The Board met at the District 6 Idaho Falls maintenance yard for a briefing on innovations implemented and local projects and a hands-on tour of various roadway equipment. Following the tour, the Board convened at the Hilton Garden Inn for the Outreach Workshop with local transportation officials.

Chairman Moad welcomed participants of the Idaho Transportation Investment Program (ITIP) Outreach Workshop. Director Stokes gave opening remarks outlining the meaning of investing with purpose and highlighted ITD's 50-year anniversary. District 6 Engineer Jason Minzghor facilitated the workshop. Participants had time to view project and program display boards and interact with executive staff, the Board and district staff. They reconvened to hear presentations from ITD staff and the Local Highway Technical Assistance Council (LHTAC). CD/COO McElhinney presented a statewide project delivery update and shared an ITD produced video 'Behind the Cones' that emphasizes work zone safety. DE-6 Minzghor presented a program update and District 6 priority projects information. Communications Manager John Tomlinson gave an update on DMV, Aeronautics Administrator Tom Mahoney presented information on aeronautics, Public Transportation Manager Duran provided an overview on Public Transportation, and Highway Safety Manager Josephine Middleton shared information on the Office of Highway Safety. Chief Administrative Officer Dave Tolman presented an update on ITD funding and distribution to Locals, and LHTAC Administrator Laila Kral provided an overview on LHTAC's programs and funding. The Workshop included an open forum for local transportation officials to ask questions and share comments and then concluded with closing remarks from Director Stokes.

WHEREUPON, the Idaho Transportation Board's tour and workshop recessed at 3:22 PM.

August 22, 2024

The Idaho Transportation Board convened the business meeting at 8:00 AM on Thursday, August 22, 2024, at the District 6 Office in Rigby, Idaho. Members and principals from previous day were present. Lead Deputy Attorney General Tim Thomas joined.

Safety Share. Fleet Manager Dalton Rice reported on efforts taken by staff to replace brake canisters on 33 of District 6's trucks after discovering a faulty canister. He underscored the importance of critical thinking and being proactive.

Board Minutes. Vice Chair DeLorenzo made a motion to approve the minutes of July 23 & 24, 2024, seconded by Member Osborn, and the motion passed unopposed.

Board Meeting Dates. The next meeting is September 18 & 19 in Lewiston, District 2. The following meeting dates were set for 2025 in Boise: January 15, February 19 and March 20.

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB24-55 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 ITD's FY24 Performance Plan, FY24 uncollectible account write offs, adding the Aquatic Organism Passage Grant project and SH-21 Wildlife Fence Extension project to the ITIP, FY24 Local Agencies' End-of-Year Plan and project list, adding the Traffic Incident Management Plan project to the FY24-FY30 ITIP, and contracts to award.

1) FY24 ITD Performance Report. Idaho Code 67-190 requires all state agencies to submit an annual performance report to the Division of Financial Management by August 30. The required elements include an agency overview, core functions, revenue and expenditures, key services and performance measures. The final FY24 Performance Report will be submitted to the Division of Financial Management (DFM) by August 30.

2) FY24 uncollectible account write offs. Department policy requires all uncollected accounts exceeding \$1,000 be reviewed and approved for write off by the Board, shown as Exhibit 579, which is made a part hereof with like effect. In FY24, there were four accounts totaling \$17,308.04 over that threshold and three under \$1,000 totaling \$631.45.

3) Add Aquatic Organism Passages Grant to the Idaho Transportation Investment Program (ITIP). ITD has been awarded funds from the U.S. Department of Transportation

Federal Highway Department, FY2022 National Culvert Removal, Replacement and Restoration Grant, Aquatic Organism Passages (AOP) for SH-14 and US-12 Big Smith and Swede Creeks AOP replacements. The total project cost for the SH-14 culvert replacement is \$3.9 million (ITD's portion is \$789,338), and the US-12 AOP replacements is \$3.1 million (ITD's portion is \$624,663). The projects will be added to the FY24-30 ITIP and draft FY25-FY31 ITIP.

4) Add SH-21 Wildlife Fence Extension project to FY24-30 ITIP. Approval is to add the SH-21 Wildlife Fence Extension project to FY24 of the FY24-FY30 ITIP. The project leverages US Department of Agriculture Farm Bill EQIP funding to construct wildlife funnel fences to existing under and overpasses. There is no match required for the \$2 million USDA/Natural Resources Conservation Service grant.

5) FY24 Local Agencies' End-of-Year Plan and project list. Approval is to modify FY24 of the Federal-Aid Local Highway Program based on upon project readiness and funding. Currently, Idaho has received 88% of annual obligation authority. Of that amount, Local Public Agencies/Programs have remaining federal funding available (with match) for the various 13 programs. If FY24 Redistribution is made, ITD will obligate the list of prioritized projects submitted contingent on delivery and cost estimating.

6) Add Traffic Incident Management Plan project to the FY24-30 ITIP. The request is approval to establish Key #24740 for the Traffic Incident Management Plan and add it to FY24 of the Approved FY24-30 ITIP. The key number will be used to pay for planning and development consultants services for the Traffic Incident Management Plan. Funding comes from the PROTECT program planning fund of \$486,900.

7) Contract to 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 #24243, District 4, signal upgrades to low bidder Electric One West for \$2,077,400. The District does not believe re-advertising the project would result in lower bid.

Informational Items.

1) Contract awards and advertisements. There were five ITD and one Local contract awarded that did not require Board approval from July 1 - 31, 2024. From October 1, 2023 to July 31, 2024, 85 ITD and 18 Local contracts were bid.

The list of projects currently under advertisement was provided.

2) Professional services agreements and term agreement work tasks report. From July 1 – July 31, 2024, 32 new professional services agreements and work tasks were processed, totaling \$8,701,416. Nine supplemental agreements to existing professional services agreements were processed during this period for \$993,588.

3) Monthly report of federal formula program funding through August 5. Idaho received obligation authority (OA) of \$421.6 million through September 30, 2024. Additional apportionments were allocated via the Appropriations Act. Idaho received apportionments of \$477.6 million. FY24 OA through September 30, 2024 is 88.3% of apportionments. Allotted program funding is \$444.5 million with \$48.1 million remaining.

4) Draft FY25-FY31 ITIP outreach comments. Each year as part of the Idaho Transportation Investment Program (ITIP) update, the department hosts a public outreach and comment period to solicit feedback from the public regarding the projects and funding. The public comment period is the month of July. A total of 446 comments were received.

5) Non-construction professional service agreement report. Board Policy 4001 requires reporting non-construction professional service agreements executed in the previous month. There were no agreements executed.

6) FY24 return check report. There were 160 returned checks in FY24 valuing \$91,824 out of the total value of \$36.2 million. ITD recouped \$69,731 or 75.9% of the returned checks. In comparison to last year's total value of checks, there was a decrease of 36% processed based on more online credit card transactions.

Adopt-A-Highway (AAH) Award. Member Hoff presented the AAH award to the JustServe community representatives Nikki and Eric Andreasen. The group serves the Rexburg, Sugar City, Terreton, and Mud Lake areas on US-20 and SH-33. The representatives thanked its community volunteers, ITD and the Board for the award.

Board's Subcommittee on State Highway System Adjustments Report. Vice Chair DeLorenzo reported on the Adjustments Subcommittee held on August 7. The subcommittee supported staff's recommendation for the Urban Area Boundary adjustments that is being presented later today for Board approval.

Director's Monthly Report. In continuance of recognizing ITD's 50-year anniversary, Director Stokes highlighted some employee activities that took place at Heise in 1974.

Traffic Operations Engineer Bryan Young reported on the response to the Teton Pass Wyoming (WYDOT) SH-22 failure that occurred in June. (Young was the Acting District Engineer over the summer who led the coordination efforts for the district.) Some highlights included staff mobilized immediately to help WYDOT removing 130 dump truck loads and 1,300 yards of material from the two major mudslides that occurred June 7 and 9. The road was reopened on June 28. Staff assisted with the installation of 1,600 feet of guardrail and shoofly from Rigby to Teton Pass. They also provided support on the detour route from Victor to Jackson ensuring that two roadway lanes were opened at all times. The event marked an incredible effort taken amongst local governmental entities, Idaho State Police and WYDOT.

Director Stokes and CD McElhinney recognized several staff, both at the district and HQ office, who contributed to the landslide repair effort and presented them with an ITD safety coin and certificate. Director Stokes stated the Governor's office approached ITD regarding the certificate of recognition awards because he wanted to thank staff for their excellence and serving as a great example of Idaho service.

District Engineer Report. District 6 Engineer Jason Minzghor presented his annual district update reporting on ongoing planning projects, construction, and an award. Some highlights included an update on the two alternatives (E3 and H2) for the I-15/US-20 connector Planning and Environmental Linkages (PEL) study and NEPA process. Staff anticipates publishing the draft Environmental Impact Statement (EIS) by summer 2025 and the final in spring 2026. The US-20 Ashton to SH-87 PEL study is wrapping up the public meetings and draft phases. They plan to finalize the study in spring 2025, seek Board approval, and then move to the 2 – 5 year NEPA process where projects are identified, prioritized and funded. DE-6 Minzghor recognized Bryan Young who received ITD's Impact Award for Engineer of the Year and thanked him and other staff for providing coverage in his absence over the summer.

State Fiscal Year 2024 Year-End Financial Statement Summary. Controller Robbie Swajkoski reported on ITD's FY24 fiscal year-end financials. He reviewed revenue trend actuals to forecasts and expenditures for the State Highway Account, Highway Distribution Account, Aeronautics (AERO) Fund, Transportation Expansion & Congestion Mitigation (TECM), and Strategic Initiatives Program Fund (SIPF). Some highlights included the forecast for SHA revenues Federal Aid was above actuals about 5% - \$536.9M to \$508.4M respectively. HDA revenue to ITD was \$250.8M - \$7M over forecast. Expenditure for the State Highway Fund were just over \$900M. Total revenue to the AERO Fund was greater than forecasted and expenditures were lower than FY23 due to Leading Idaho funds not expended. TECM revenue gained about \$12M over the expected \$80M due to interest and cigarette tax revenue. Expenditures were about \$75M. The SIPF balance at June 30, 2024 was \$223M with expenditures of \$109.9M. GARVEE project expenses were \$43.9M and \$245.4M for TECM projects.

August 2024 Revenue Forecast and Proposed FY26 Appropriation Request. Economic Research Manager Bob Thompson reviewed ITD's August 1, 2024 forecast for FY25 and FY26 summary of revenues (history and forecast) for the SHA, SIPF, TECM and AERO and provided select highlights on the revenue and funding outlook. Some highlights included FY25 federal funding estimates are based on apportionment levels of the current Transportation Act (IIJA). Growth rates overall for state funds are a moderate increase of 0.7% in FY25 and 1% in FY26 respectively. The SIPF (\$502.8M General Fund transfers) forecasts are \$181.7M in FY25 and \$187.1M in FY26. TECM (sales tax), in addition to the \$80M, forecasts \$10M in FY25 and \$9M in FY26, not including interests. AERO forecasted revenue is \$5.79M in FY25 and \$5.82M in FY26. The grand total for the FY25 forecast is \$1.21 billion and \$1.16 billion for FY26.

Financial Manager Kirk Weiskircher provided an overview of the agency's draft FY26 budget request changes since June 2024, which includes FY25 supplementals, 12 FY26 line

items, replacement equipment and an appropriation summary review. Highlights included there are four FY25 Supplementals that were not previously included totaling \$65.5M to align spending authority with prior year unspent obligations of which, \$50M is for federal contract construction to regain spending authority lost over the years. At the Division of Financial Management's request, staff anticipates one more supplemental of \$75M for American Rescue Plan Act (ARPA) funds that are required to be spent by September 2026. The following highlights some changes to the division's budgets Line Items since the June board meeting: Administration – increase of \$679,400 for new equipment, Aeronautics – increase of \$28,000 for salary enhancements, and Contract Construction & Right of Way (CC ROW) Funds – increase \$5.4M for Idaho First funding. The budget includes Idaho First funding for CC ROW, road and bridge maintenance - \$212.2M and CC ROW transportation safety and capacity - \$99.7M. The total FY26 line items request is \$299.3M. Funding was added for projected health insurance increase of \$170,000. The total program funding request with debt service is \$1.3 billion - up by \$13.9M with changes since June. Some potential impacts to the budget request include final review and adjustments for personnel costs and Statewide Cost Allocation Plan fees.

In response to Member Bulger's question about expending AERO's FY24 Federal funds actual revenue (\$256.2M) compared to the forecast (\$668.5M), ERM Thompson replied that federal funds are based on apportionments. The funds are not forecasted, but rather stem from reimbursements.

Chairman Moad inquired about impacts with electric vehicles - how total gallons of fuel consumed is forecasted and raised question about the adequacy and sustainability of revenue and potential of needing to raise the fuel tax.

In response to Member Osborn's question regarding if the FY25 supplemental request reflects an increase from last year, Chief Administrative Officer Dave Tolman stated there is a minor increase for operating costs. The \$50 million for federal contract authority addresses the trend of increased payouts and the need to retain that spending authority. The ARPA funding for infrastructure projects is a matter of timing. With the requirement to spend those funds by September 2026, the authority is needed in FY25 to begin contract work.

Director Stokes commented on Member Osborn's question. Confirming the supplemental is not a request for more money – the department has the funds. Legislative appropriations are based on projects per year, but many are multi-year projects and have multi-year contracts. It is a request for that spending authority.

In response to Member Watkins question regarding the status of the additional 53 full-time positions (FTP) the legislature approved and funding, CAO Tolman stated the FTPs are fully funded with dedicated funds and on track with hiring. They have about 45 hired or being recruited. ITD addresses turnover as a regular hiring occurrence that nets some salary savings. When applicable, they can expend savings through one-time retention bonuses to advance personnel funds.

Member Bulger commented on the inequity of employee raises (1%) that are not keeping pace with inflation and asked if there was any effort amongst other state agency directors to address it. Director Stokes clarified that agency budgets are submitted to the Governor's office through DFM and the Legislative Services Office (LSO). Multiple meetings are held with them along with engagement with the Division of Human Resources (DHR) and outreach with the contracting community. ITD is working with DFM on a pay proposal for the engineering classification that the legislature did not fund last session, along with conversations with the Senate Transportation Committee and the Joint Finance Appropriation Committee regarding additional FTPs.

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

RES. NO. WHEREAS, the FY2026 Department Budget Request will be prepared in
ITB24-56 accordance with instructions in the Division of Financial Management's Budget Development Manual; and

WHEREAS, the Board has reviewed the Proposed FY2026 Budget Request Summary.

NOW THEREFORE BE IT RESOLVED, that the Transportation Board has reviewed the budget request estimates reflected in the Department Summary and Certification, submitted for approval August 22, 2024, shown as Exhibit 580, which is made a part hereof with like effect, and authorizes the estimates and guidance provided to serve as the basis for the FY2026 budget request submitted to the Division of Financial Management and Legislative Services Office.

ITD Annual Administrative Rules Review Update. Transportation Policy Specialist Brendan Floyd provided an update on the rules process and next steps. Some highlights included four of the five rules reviewed are under the governor's Zero-Based Regulation executive order to remove unnecessary language and restrictions. Two negotiated rulemaking meetings were held – one for DMV related to names on driver licenses and requirements for vehicle dealers and the other to cover three highway rules. The highway rules pertain to the federal Manual on Uniform Traffic Control Devices. The MUTCD was updated in January 2024. States have two years to comply. A new rule is needed this year to meet that federal compliance. Staff will bring the final draft rules to the Board for review in October and seek approval in November.

Request to Approve Consultant Agreements. Highway Division Administrator Amy Schroeder presented the request for consultant agreement authorization for Engineer of Record (EOR) services. The two TECM projects, as shown in the resolution, are SH-55 Farmway Road to Middleton Road, Canyon County by Horrocks Engineers and I-15, Northgate to Fort Hall – South & I-15, Northgate to Fort Hall – North (two separate agreements), Bannock County by David Evans and Associates. HDA Schroeder reviewed the project background and justifications and outlined the requested authorization for each project.

In response to Member Watkins' inquiry about the frequency contractors are called upon for EOR services, HDA Schroeder stated nearly every contract uses this service but it varies as to how much, this could be used to review shop drawings or answer questions about the consultant's design. CD McElhinney clarified that ITD provides the contract oversight and these services are for on-call technical support by the consultant and is not a lump sum contract.

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

RES. NO. WHEREAS, Board Policy 4001 requires the Idaho Transportation Board (Board)
ITB24-57 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/ SERVICES	PROJECT NAME	DISTRICT	TOTAL PREVIOUS AGREEMENTS	PREVIOUS AUTHORIZATION	THIS AUTHORIZATION REQUEST	TOTAL AUTHORIZATION
22715 ¹ / Engineer of Record	SH-55, Farmway Rd to Middleton Rd, Canyon County	3	-	-	\$1,926,911	\$1,926,911
24307, 24308 ¹ / Engineer of Record	I-15, Northgate to Fort Hall – South & I- 15, Northgate to Fort Hall – North, Bannock County	5	-	-	\$1,342,000	\$1,342,000

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

Urban Area Boundary (UAB) Adjustments. Planning & Development Manager Scott Luekenga reviewed the Urban Area Boundary adjustments process and the proposed adjustments for the 26 urban areas. Some highlights included the U.S. Census Bureau revises urban areas every 10 years based on population counts from the decennial census. FHWA gives state DOTs the opportunity to adjust and revise these boundaries to be more consistent with land use and transportation planning needs. Designations are critical to many federal transportation and funding programs and support the determination of federal-aid eligibility for roadways, bridge, and transit funding. This applies to urban areas with populations 5,000 or greater. Several stakeholders participated, or were consulted, in the review process such as LHTAC, the MPOs, Washington and Oregon. The draft recommended adjustments were also reviewed by FHWA and the Board's Subcommittee on Adjustments to the State Highway System. One notable change to the UAB adjustments, is the inclusion of the City of Shelley who became a newly designated urban area with a population of 5,109.

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

RES. NO. WHEREAS, the Idaho Transportation Board supports the ITD mission of safety,
ITB24-58 mobility, and economic opportunity; and

WHEREAS, the Idaho Transportation Board has established a Subcommittee to manage requests for adjustments to the State Highway System, which include adjustments to Idaho's urban boundaries; and

WHEREAS, the U.S. Census Bureau released the 2020 census which designates urban boundaries as an urban area with a population greater than 5,000; and

WHEREAS; 23 U.S.C 101(a) allows states to adjust urban boundaries for transportation planning purposes related to a need for consistency or geographic continuity; and

WHEREAS; ITD coordinated with the state's MPOs, designated urban areas, and the States of Washington and Oregon to adjust urban area boundaries.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the 2024 urban area boundaries adjustments as reflected by the maps in the board packet, shown as Exhibit 581, which is made a part hereof with like effect.

ITD's 2024 Carbon Reduction Strategy (CRS). Planning & Development Manager Scott Luekenga provided background on the Carbon Reduction Program, the department's three carbon reduction strategy categories, funding allocations, and the CRS development process. Some highlights included the Bipartisan Infrastructure Law requires state DOTs to develop a

CRS that identifies projects that will reduce transportation emissions of carbon dioxide. ITD's three CRS categories are truck parking and freight amenities, traffic operations and technology and other potential strategies such as zero emission vehicles, transit, sidewalks and walk/bike facilities. Idaho's 5-year (FY22 – FY26) funding apportionments average \$9 million per year with 65% to urban and rural jurisdictions and 35% to ITD based on regional population density. As part of the development process, and in consultation with the MPOs, feasibility was based on Idaho context and a cost benefit analysis reinforced ITD's top three project category selections.

CD McElhinney reviewed some sections of ITD's CRS Plan that included the executive summary, the CRS priorities and strategy areas, and carbon emissions data. Some highlights included Idaho's air quality overall is good, and partly because more than half of its power is generated from renewable resources. Of the three CRS priority categories, truck parking is number one and Idaho is the only state in the nation who has it as its top priority. In comparison to the national average and six other neighboring states, Idaho's carbon emissions is the lowest. Idaho is 25% less than the national average for 2021.

Vice Chair DeLorenzo commented on the difficulties of measuring progress on CR when our state already has good air quality. Emissions in relationship to freight movement was a significant topic at the recent Western Association of State Highway Transportation Officials (WASHTO) Annual conference.

In response to Chairman Moad's question regarding truck emissions requirements and weigh in motion (WIM) status, PDM Luekenga stated he has not seen any timelines about California switching fleets to electric vehicles. In respect to WIM, they will use CRP funds and highlighted the Declo Port of Entry where a tire anomaly detection system was installed, improvements being planned for the Marsing POE, and relocation of the southbound POE on US-93 to Hollister.

Chairman Moad inquired about payloads (weight restrictions) for truckers and if there is a uniform effort on a prescribed weight. PDM Luekenga replied he did not believe all states would come to a consensus but will follow up with more information.

Candidate Conservation Agreement with Assurances (CCAA) for the Monarch Butterfly. Environmental Services Manager Wendy Terlizzi presented the background on the Monarch Butterfly and the CCAA, risk management strategies, benefits for ITD, parameters for enrollment, the implementation plan, and monitoring and tracking requirements. Some highlights included the Western Monarch's summer breeding range is throughout Idaho and its host plant is milkweed. The US Fish and Wildlife (USFWS) is expected to make a listing decision under the Endangered Species Act by December 2024. From an assessment conducted in 2021, milkweed was observed along I-84, I-86 and I-15. Since the 1980s, the Monarch's population has decreased 99% due to habitat loss - primarily milkweed. The CCAA is voluntary (it can be cancelled at any time), flexible in defining conservation measures and activities, provides certainty, and assurances from USFWS that no other measures will be required. Having a CCAA will limit potential delays on projects and incorporates practices already being performed such

as reduced mowing and herbicides spraying practices. An implementation plan would be submitted to and in consultation with the University of Illinois. If implemented, staff would track, conduct sampling and report annually.

In response to Chairman Moad's inquiry about impacts to project environmental documents, ESM Terlizzi replied the assessments have been updated and will work with the districts to include it upfront and early in the process.

Member Osborn commented on the intermingling between invasive weeds and milkweed and challenges with thistle. He recommended involving the legislature to consider the potential conflict. CD McElhinney stated ITD is awaiting feedback from other resource agencies and that they will do additional research and provide an update.

Board Unallocated Fund Request for a Traffic Signal at Intersection of US-20 and Elk Creek. District 6 Engineer Jason Minzghor reviewed the request to install a traffic signal at the intersection of US-20 and Elk Creek (MP 389.2) in Fremont County. As this section of US-20 is been studied from Ashton to SH-87, safety concerns were raised due to an increase in congestion from growth coupled with the continued increase of tourism in and around Island Park. They will need to address some challenges at the location concerning wetland work and a neighboring gas station. The proposed project is estimated at \$2 million using FY25 Board Unallocated funding.

In response to Member Watkins' question regarding vetting the project with local officials, DE-6 Minzghor affirmed they have as part of public outreach. They have full support from the local governmental entities and residence.

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

RES. NO. WHEREAS, the Idaho Transportation Board supports the Idaho Transportation
ITB24-59 Department (ITD) mission of safety, mobility, and economic opportunity; and

WHEREAS, it is in the public's interest for ITD to fund the installation of a Traffic Signal at US-20 and Elk Creek intersection, MP 389.245.

WHEREAS, ITD is prepared to incorporate this project into the approved FY24 – FY30 Idaho Transportation Investment Program (ITIP).

NOW THEREFORE BE IT RESOLVED, that Board approves adding the Elk Creek Intersection Improvement project, Fremont County to the approved FY24 – FY30 ITIP and draft FY25-31 ITIP at a cost of approximately \$2 million using FY25 Board Unallocated Funds.

BE IT FURTHER RESOLVED, that the Board approves staff to adjust the Program and amend the FY24 – FY30 ITIP accordingly.

Executive Session on Legal and Personnel Issues. Vice Chair DeLorenzo made a motion to meet in executive session at 11:20 AM to discuss issues as authorized in Idaho Code Section 74-206 (b) and in Idaho Code Section 74-206 (f). Member Hoff seconded the motion and it passed unanimously by roll call vote.

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

The Board ended executive session at 12:25 PM.

Administrative settlement over \$200,000. Right of Way Manager Justin Pond presented an administrative settlement for KN22715, Project No. A022(715) SH-55, Farmway Road to Middleton Road, Canyon County for Parcel 61.

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

RES. NO. WHEREAS, the Idaho Transportation Department is acquiring right-of-way along
ITB24-60 SH-55, Farmway Rd. to Middleton Rd., for Project No. A022(715); and

WHEREAS, the Idaho Transportation Department and the property owner have engaged in good faith negotiations; and

WHEREAS, both parties agree that additional payment is justified in order for the Idaho Transportation Department to fairly compensate the property owner of Parcel 61.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves an Administrative Settlement over \$200,000 for the right-of-way acquisition along SH-55, Farmway Rd. to Middleton Rd., for Project No. A022(715), KN 22715, Parcel 61.

WHEREUPON, the Idaho Transportation Board adjourned its regular monthly meeting at 12:29 PM.

WILLIAM H. MOAD, CHAIRMAN
Idaho Transportation Board

Read and Approved
_____, 2024
_____, Idaho

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BOARD MEETING DATES

2024: October 16 – Boise

November 13 – Boise

December 11 - Boise

2025: January 15 – Boise

February 19 – Boise

March 20 - 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

2025

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 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	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- 29

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 contracts to
award and contracts to reject.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 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 Contract to Award

Key Number	District	Route Number
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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 08/31/24					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
92	19	16	7	3	1

ACTION

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

The following table summarizes the contract requiring Board approval to award since the last Board Agenda Report.

Contract requiring Board Approval to Award - Justification received 08/01/24 to 08/31/24	
ITD	Local
1	0

Recommendations *(Action items require a resolution)*

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

Monthly Status Report to the Board

CONTRACT(S) FOR BOARD APPROVAL TO AWARD

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
24255c							
4	SIA	Various	8/20/2024	2	\$99,922.00	\$116,120.00	\$16,198.00
D4 Signal Communication Upgrade							116%
Contractor: Electric 1 West DBA Balanced					State		
Rock Electric							

DATE OF BID OPENING – AUGUST 20, 2024

IDAHO STATE PROJECT
D4 SIGNAL COMMUNICATION UPGRADE
Various Counties
Key No. 24255c

DESCRIPTION: The work on this project consists of installing remote network systems for signals in various counties. This will include a high speed 4G LTE cellular modem with GPS for communicating, monitoring, and controlling the system remotely

BIDDERS:	Electric One West dba Balanced Rock Electric Twin Falls, ID	\$116,120.00
	Arco Electric Idaho, Inc. Idaho Falls, ID	\$163,700.08

2 BIDS ACCEPTED

Engineer's Estimate - \$99,922.00

NET +/- OF EE \$16,198.00

LOW BID -116 %

(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: 2024.08.28
16:06:43 -06'00'

Karen Hanna
Contracts Manager

Department Memorandum

Idaho Transportation Department

**DATE:** August 26, 2024**Program Number(s)** E249690
TO: Monica Crider, PE *MC*
 State Design Engineer
Key Number(s) KN24255c
FROM: Jesse Barrus *Jesse Barrus*
 D4 District Engineer

Digitally signed by Jesse Barrus
 Date: 2024.09.06 07:52:19
 -06'00'
Program ID, County, Etc. D4 Signal
 Communication
 Upgrade
RE: Justification for Award of Bid

Bids were opened on August 20, 2024 for the above referenced project. Two bids were received. The low responsive bid was 16% higher than the Engineer's estimate.

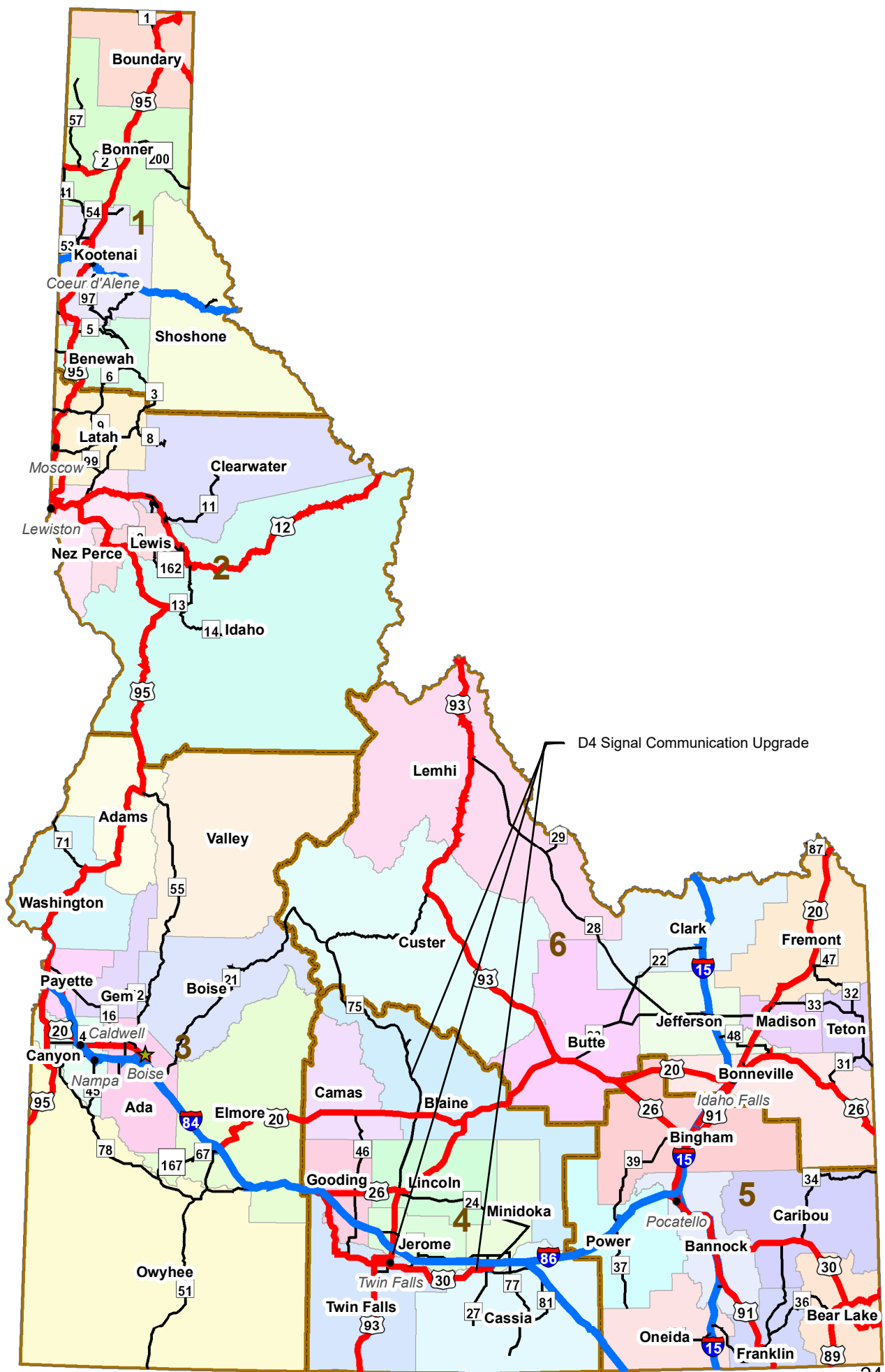
The following items account for most of the difference between the low bid and the Engineer's Estimate:

Item	Description	Quantity	Unit	Estimated Unit Price	Bid Unit Price	\$ Difference
S904-05A	SP Remote Network Devices	14	EA	\$6923.00	\$7790.00	\$12,138
Z624-05A	Mobilization	1	LS	\$3,000.00	\$7,060.00	\$4,060
Total Difference from these Items						\$ 16,198

The Engineer's Estimate was based on a previous project with similar items and on observation of past projects. This is specialty work and we estimated based on the best information available to us at the time.

This project addresses a shortcoming in our traffic operations by adding communications to our high priority signals in our District to help us better respond and maximize our limited resources. This project needs to be to be awarded in the 2024 construction season.

The district has obtained additional funds through the Supporting Infrastructure Asset program. The district does not believe that re-advertisement will result in lower estimates. The district recommends award of this contract.





Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 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 Contract to Reject

Key Number	District	Route Number
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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 08/31/24					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
92	19	16	7	3	1

ACTION

In accordance with board policy 4001, the construction contract 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 contract requiring Board approval to reject since the last Board Agenda Report.

Contract requiring Board Approval to Reject - Justification received 08/01/24 to 08/31/24	
ITD	Local
1	0

Recommendations *(Action items require a resolution)*

In accordance with board policy 4001, the construction contract 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
2	24248 SIA	US-95	8/20/2024	2	\$472,673.60	\$747,910.00	\$275,236.40
US-95, Roadway Repair, Riggins Contractor: C.R. Contracting LLC							158%
					State		

DATE OF BID OPENING – AUGUST 20, 2024

IDAHO STATE PROJECT
US-95 ROADWAY REPAIRS RIGGINS
Idaho County
Key No. 24248

DESCRIPTION: The work on this project consists of replacing and repairing existing manhole covers, soft spots, and cracks within the traveled way of US-95 in the town of Riggins, Idaho.

BIDDERS: C.R. Contracting LLC \$747,910.00
Bend, OR

1 BIDS ACCEPTED 1-Irregular

Engineer's Estimate - \$ \$472,673.60

NET +/- OF EE \$275,236.40

LOW BID -158 %

(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:
2024.08.29
08:50:46 -06'00'

Karen Hanna
Contracts Manager

Department Memorandum

Idaho Transportation Department

**DATE:** August 29, 2024**Program Number(s)** A024(248)
TO: Monica Crider, PE *MC*
 State Design Engineer
Key Number(s) 24248
FROM: Doral J. Hoff, P.E. *DJH*
 District 2 Engineer

Program ID, County, Etc. US 95 ROADWAY
 REPAIR, RIGGINS
RE: Justification for Rejection of Bid

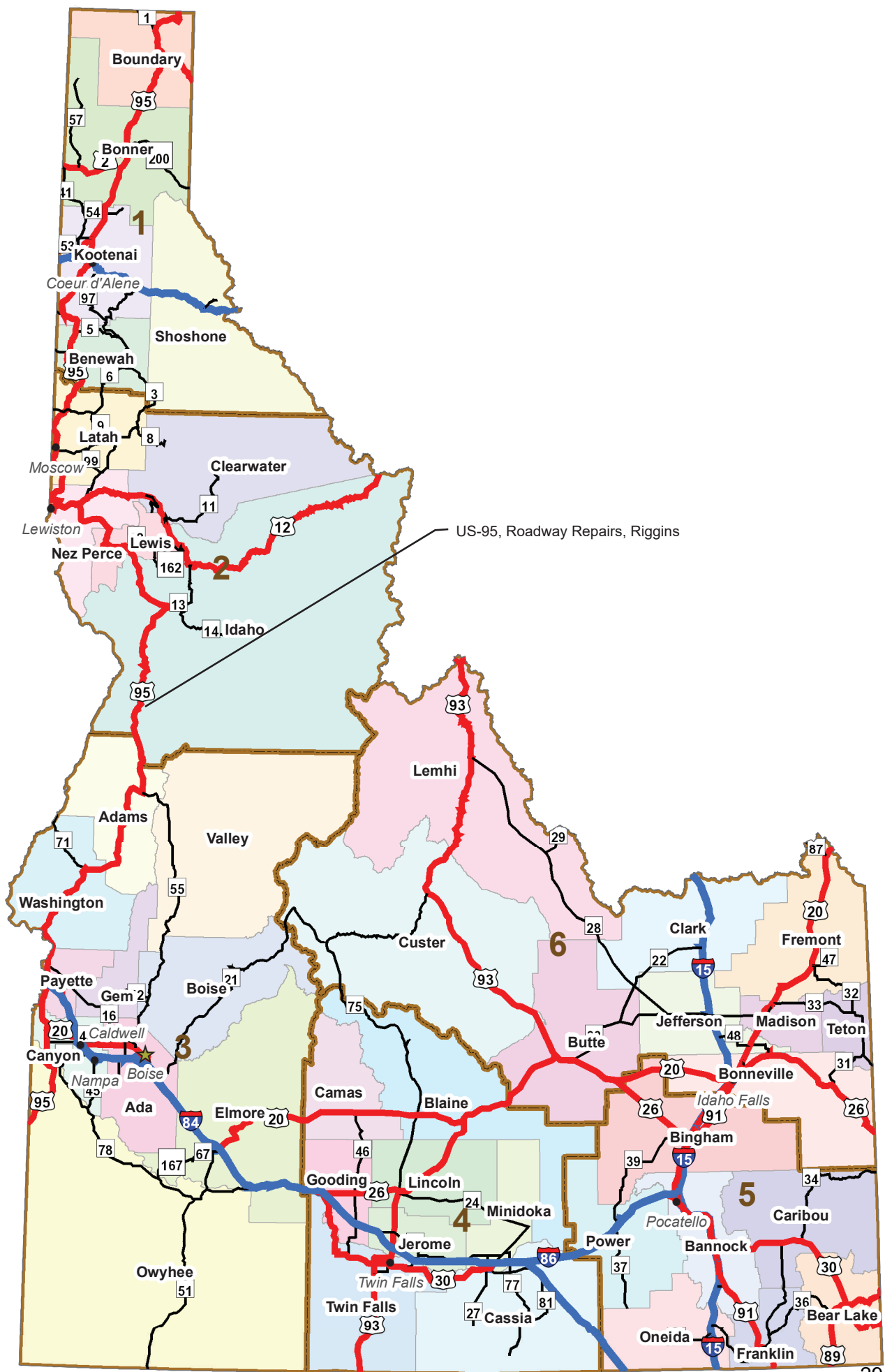
Bids were opened on August 20, 2024 for the above referenced project. Two bids, one irregular, were received. The low responsive bid was 58% higher than the Engineer's estimate.

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

Item	Description	Quantity	Unit	Estimated Unit Price	Bid Unit Price	\$ Difference
605-645A	Replace Manhole	30	EA	\$1,350.00	\$3,000.00	\$49,500.00
S913-05A	Soft Spot Repair	904.00	CY	\$160.00	\$400.00	\$216,960.00
Total Difference from these Items						\$ 266,460.00

The low bid was deemed irregular, leaving just one viable bidder. The estimator failed to take into account the lack of contractor resources this far from any sources of material or manpower. The average unit prices did not reflect this. We had not adjusted the unit price for each of the above items appropriately and this accounted for the large difference.

Given the significant discrepancy (58%) between the low bid and the Engineer's estimate, it is in the best interest of the project and the public to reject the bids and re-evaluate our approach.





Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 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 31 new professional services agreements and work tasks totaling **\$16,762,728** and 4 supplemental agreements to existing professional services agreements totaling **\$256,058** from August 01, 2024 through August 31, 2024.

New Professional Services Agreements and Work Tasks

<i>Reason Consultant Needed</i>	<i>District</i>									<i>Total</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>HQ</i>	<i>MGMT</i>	<i>AERO</i>	
Resources not Available										
Roadway Design	1	4			2					7
Materials/Geotechnical		2	1		2		1			6
Environmental		1		1						2
Surveying		1								1
Bridge Design	1			1	1					3
Bridge Inspection							2			2
Planning			1				1			2
Engineer of Record					1					1
Local Public Agency Projects		1	1	4			1			7
Total	2	9	3	6	6	0	5			31



Board Agenda Item

ITD 2210 (Rev. 12-23)

For ITD District Projects:

24 new professional services agreements and work tasks were processed during this period totaling **\$8,823,924**. 3 supplemental agreements totaling **\$111,874** were processed.

District 1

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US 2, MOYIE RIVER GORGE BR, MOYIE SPRINGS	Resources not Available Bridge Design	Bridge Design Services	Individual Project Solicitation	David Evans and Associates, Inc. (DEA)	\$927,685
SH 53, WA STATE LINE TO HAUSER LAKE RD, KOOTENAI CO	Resources not Available Roadway Design	Roadway Design Services	Individual Project Solicitation	Keller Associates, Inc.	\$728,693

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 Roadway Design	Roadway Design Services	Direct from Term Agreement	JUB Engineers, Inc.	\$97,706
US 95, SHEEP CREEK REST AREA TURNBAY, IDAHO CO	Resources not Available Roadway Design	Feasibility/Planning, Roadway Design, Public Involvement, Materials/Geotechnical, Survey, and Environmental Services	Individual Project Solicitation	HMH, LLC	\$302,164
SH 13, SALLY ANN CR RD CULVERT, IDAHO CO	Resources not Available Environmental	Environmental Services	Direct from Term Agreement	Anderson Environmental Consulting, LLC (AEC)	\$73,782
US 95, FREEZE RD TO BEPLATE RD PASSING LNS, LATAH CO	Resources not Available Surveying	Survey, ROW Assistance, and Utility Services	Direct from Term Agreement	Welch Comer and Associates, Inc.	Prev: \$59,070 This: \$40,680 Agreement Total to Date: \$99,750
US 95, CROOKS HILL, LATAH CO	Resources not Available Roadway Design	Roadway Design Services	Individual Project Solicitation	Horrocks Engineers, Inc.	\$696,331



Board Agenda Item

ITD 2210 (Rev. 12-23)

US 95, COTTONWOOD CONCRETE SECTION SHOULDER REHAB	Resources not Available Materials / Geotechnical	Materials/Geotechnical Services	Direct from Term Agreement	Geoprofessional Innovation Corporation (GPI)	Prev: \$74,803 This: \$12,520 Agreement Total to Date: \$87,323
US 12, VALLEY VIEW DR TO KOOSKIA WIDENING, IDAHO CO	Resources not Available Roadway Design	Feasibility/Planning, Roadway Design, Public Involvement, Materials/Geotechnical, Survey, and Environmental Services	Individual Project Solicitation	CONSOR North America, Inc.	\$696,146
STATE, FY23 D2 PLANNING & SCOPING	Resources not Available Materials / Geotechnical	Materials/Geotechnical Services	Direct from Term Agreement	Terracon Consultants, Inc.	\$49,299

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH 55, RAINBOW BR REPAIRS, VALLEY CO	Resources not Available Planning	Traffic Control plan Services	RFI from Term Agreement	Forsgren Associates, Inc.	Prev: \$407,367 This: \$58,345 Agreement Total to Date: \$465,712
SH 19, SIMPLOT BLVD TO I84, CANYON CO	Resources not Available Materials / Geotechnical	Materials/Geotechnical Services	Direct from Term Agreement	Strata, Inc.	\$36,146

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US 93, HOTSPRINGS TO FISH CREEK RD, BLAINE CO	Resources not Available Bridge Design	Bridge Design Services	Direct from Term Agreement	Jacobs Engineering Group, Inc.	\$49,929
I 84, HEYBURN IC, MINIDOKA CO	Resources not Available Environmental	Environmental Services	Direct from Term Agreement	Alta Science & Engineering, Inc.	\$40,937

District 5

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
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Board Agenda Item

ITD 2210 (Rev. 12-23)

STATE, FY26 D5 BRIDGE REPAIR	Resources not Available Bridge Design	Bridge Design Services	Individual Project Solicitation	Forsgren Associates, Inc.	\$295,451
US 91, ONEIDA CANAL PIPELINE, FRANKLIN CO	Resources not Available Materials / Geotechnical	Materials/Geotechnical Services	Direct from Term Agreement	Shannon & Wilson, Inc.	\$49,965
US 91, SIPHON TO RESERVATION RD, BANNOCK CO	Resources not Available Roadway Design	Roadway Design, Traffic Design, Public Involvement, Survey, ROW Assistance, and Environmental Services	Individual Project Solicitation	Horrocks Engineers, Inc.	\$797,370
I 15, US 26 IC NBL & SBL, BLACKFOOT; I 15, UPRR BRIDGE ST NBL & SBL, BLACKFOOT	Resources not Available Roadway Design	Phase 2: Intermediate Design	Individual Project Solicitation	David Evans and Associates, Inc. (DEA)	Prev: \$4,555,664 This: \$1,497,289 Agreement Total to Date: \$6,052,953 Board Approved: \$10,109,431 On: 6/5/2024
SH 36, ONEIDA CO LN TO 2200 S, FRANKLIN CO	Resources not Available Materials / Geotechnical	Material/Geotechnical Services	Direct from Term Agreement	Atlas Technical Consultants LLC	Prev: \$40,664 This: \$5,368 Agreement Total to Date: \$46,032
I 15, NORTHGATE TO FORT HALL - SOUTH, BANNOCK CO; I 15, NORTHGATE TO FORT HALL - NORTH, BANNOCK CO	Resources not Available Engineer of Record Services	EOR Services	Individual Project Solicitation	David Evans and Associates, Inc. (DEA)	\$1,341,836 Board Approved: \$1,342,000 On: 8/14/2024

Headquarters

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
STATE, FY24 SHS BRIDGE INSPECTION	Resources not Available Bridge Inspection	Bridge Load Rating Services	RFI from Term Agreement	Wiss, Janney, Elstner Associates, Inc.	\$198,189



Board Agenda Item

ITD 2210 (Rev. 12-23)

STATE, FY24 STRATEGIC MGT AGREEMENT	Resources not Available Materials / Geotechnical	Strategic Management Services - Side Study	Individual Project Solicitation	David Evans and Associates, Inc. (DEA)	\$633,569
STATE, FY24 STATEWIDE PLANNING	Resources not Available Planning	Pavement Asset Management Services	Direct from Term Agreement	Infrasense, Inc.	\$90,416
STATE, FY24 SHS BRIDGE INSPECTION	Resources not Available Bridge Inspection	Bridge Load Rating Services	RFI from Term Agreement	Jacobs Engineering Group, Inc.	\$104,108

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>
2	US 95, AHT'WY INTERCHANGE AND PLAZA, NEZ PERCE CO	JUB Engineers, Inc.	3/14/2023, Engineer of Record Services	Additional EOR Services	Prev: \$81,012 This: \$15,224 Agreement Total to Date: \$96,236
5	I 15, MAIN ST GS NBL & SBL, INKOM	HDR Engineering, Inc.	4/24/2019, Roadway Design Services through PS&E	Continue the system of project management tools, reports, and controls to monitor budget, schedule, and deliverables	Prev: \$907,341 This: \$46,893 Agreement Total to Date: \$954,234
HQ	STATE, FY23 SHS BRIDGE INSPECTION	Strinteg Corporation	12/8/2023, Bridge Data Report Services	Provide guidance documents for transitioning FHWA Coding Guide data to the new SNBI format and associated collection of inspection data following the SNBI as directed	Prev: \$49,826 This: \$49,757 Agreement Total to Date: \$99,583

For Local Public Agency Projects:

7 new professional services agreements totaling **\$7,938,804** were processed during this period. 1 supplemental agreement totaling **\$144,184** was processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
LOCAL, FY21 TRANSPORTATION PLAN CITY OF BELLEVUE	City of Bellevue	Feasibility/Planning Services	Direct from Term Agreement	Forsgren Associates, Inc.	\$83,309



Board Agenda Item

ITD 2210 (Rev. 12-23)

LOCAL, ACCESS TO OPPORTUNITY, ACHD	ADA COUNTY HIGHWAY DISTRICT	Access to Opportunity Project Services	Individual Project Solicitation	Parametrix, Inc.	\$5,716,466 Board Approved: \$6,459,500 On: 4/29/2024
LOCAL, IDAHOME RD, CASSIA CO	RAFT RIVER HIGHWAY DISTRICT	Roadway Design Services	Individual Project Solicitation	Keller Associates, Inc.	\$612,896
STC-2793, CRESTVIEW RD REHABILITATION PH 1, HILLSDALE HD	Hillsdale Highway District	CE&I Services	RFI from Term Agreement	Salaber Associates, Inc.	\$262,077
SMA-7072, INT WASHINGTON ST AND FILER AVE, TWIN FALLS	CITY OF TWIN FALLS	Roadway Design Services	Individual Project Solicitation	Civil Science, Inc.	\$263,461
STC-2775, HAGERMAN HWY & RITCHIE RD, GOODING CO	HAGERMAN HIGHWAY DISTRICT	Roadway Design Services	Individual Project Solicitation	Forsgren Associates, Inc.	\$539,994
OFFSYS, MAIN ST S CROSSING OVER JIM FORDS CREEK, WEIPPE	CITY OF WEIPPE	Bridge Design Services	Individual Project Solicitation	JUB Engineers, Inc.	\$460,601

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>
1	NHS-7045, PRAIRIE TRAIL UNDERPASS; STC-5734, HAYDEN AVE & MEYER RD INT; NHS-7045, PRAIRIE	JUB Engineers, Inc.	3/28/2023, Roadway Design, Phase II: Final Design and PS&E	Complete the design of the Prairie Trail Underpass	Prev: \$285,143 This: \$144,184 Agreement Total to Date: \$429,327 Board Approved: \$1,340,000



Board Agenda Item

ITD 2210 (Rev. 12-23)

	AVE; MEYER RD TO SH 41, POST FALLS HD				On: 3/23/2023
--	--	--	--	--	---------------

Recommendations *(Action items require a resolution)*

For Information Only



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☒

Presentation: Informational ☐ Action with Resolution ☐ Time Needed: N/A

Presenter's Name Robbie Swajkoski	Presenter's Title Controller
Preparer's Name Robbie Swajkoski	Preparer's Title Controller

Subject

State Fiscal Year 2025 Financial Statements		
Key Number	District	Route Number

Background Information

July 01st, 2024 thru July 31st, 2024, Fiscal Year 2025 Financial Statements

The financial operations of the Department as of July 31st 2024, One month 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 10.3% (this includes Misc. Revenues and Equipment Buy Back). Revenues in the Highway Distribution Account, Fuels/Registration Direct, and Ethanol are also ahead of forecast 9.5%.
- State fuel tax revenues to the State Aeronautics Fund are currently above forecast by 2.13% or \$6.1K. The revenue for both the State Highway Account, and the State Aeronautics Fund will continue to be monitored closely.
- Expenditures are with in planned budgets YTD. The differences after the first month are timing between planned and actual expenditures plus encumbrances. Personnel costs have savings of \$198k or 1.7% is due to vacancies and timing between a position becoming vacant and filled. Management is working diligently to keep vacancies as low as possible and focused on filling the newly approved 53 FTP's for Highways.
- Contract construction cash expenditures in the State Highway Account for July of this fiscal year are \$78.9M. Compared to the last three fiscal years through the first month of the year:
 - FY24= \$68.8M
 - FY23= \$32.4M
 - FY22= \$33.1M

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 month from these funding sources was \$124.2M or \$11.4M higher than the highest point of the previous three years.

- FY24= \$112.7M
- FY23= \$52.9M
- FY22= \$43.5M

The balance of the long-term investments as of the end of July is \$184.5M. These funds are obligated against both construction projects and encumbrances. The long-term investments plus the cash balance of \$113.3M totals \$297.8M.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), for the first month, are \$3.9M. 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 \$799k based on the cash balance.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Deposits into the Transportation Expansion and Congestion Mitigation Fund of \$10.6M in the first month of the sales tax of 4.5%. Initial receipts into this fund for FY25 of \$13.8M is committed to debt service on the TECM Bonds. Expenditures in this fund for construction expenses on projects were \$7.3M.

As part of the CARES Act in 2020, ITD received a federal grant from the Federal Transit Administration of \$27.3M. The expenditures for grant are \$21.7M since awarded. The budget for FY25 is \$5M, there were no expenditures in July towards this grant.

Expenditures from the two active bond programs were \$33.5M for the TECM Capital Projects fund and \$616k for the GARVEE Capital Projects fund. Both programs are very active and advancing as planned.

Recommendations *(Action items require a resolution)*

For Information.

SEPTEMBER
ITD BOARD PACKET

JULY
FY25
FINANCIAL STATEMENTS

User ID: whaszier
 Report ID: AD-FN-GL-010
 Run Date: 29 Aug 2024
 % of Time
 Remaining: 91.67

Idaho Transportation Department

SUMMARY OF RECEIPTS AND DISBURSEMENTS
 STATE HIGHWAY ACCOUNT AND STATE AERONAUTICS FUND
 BUDGET TO ACTUAL
 FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDING 7/31/2024
 (all amounts in '000)

Fiscal Year: 2025

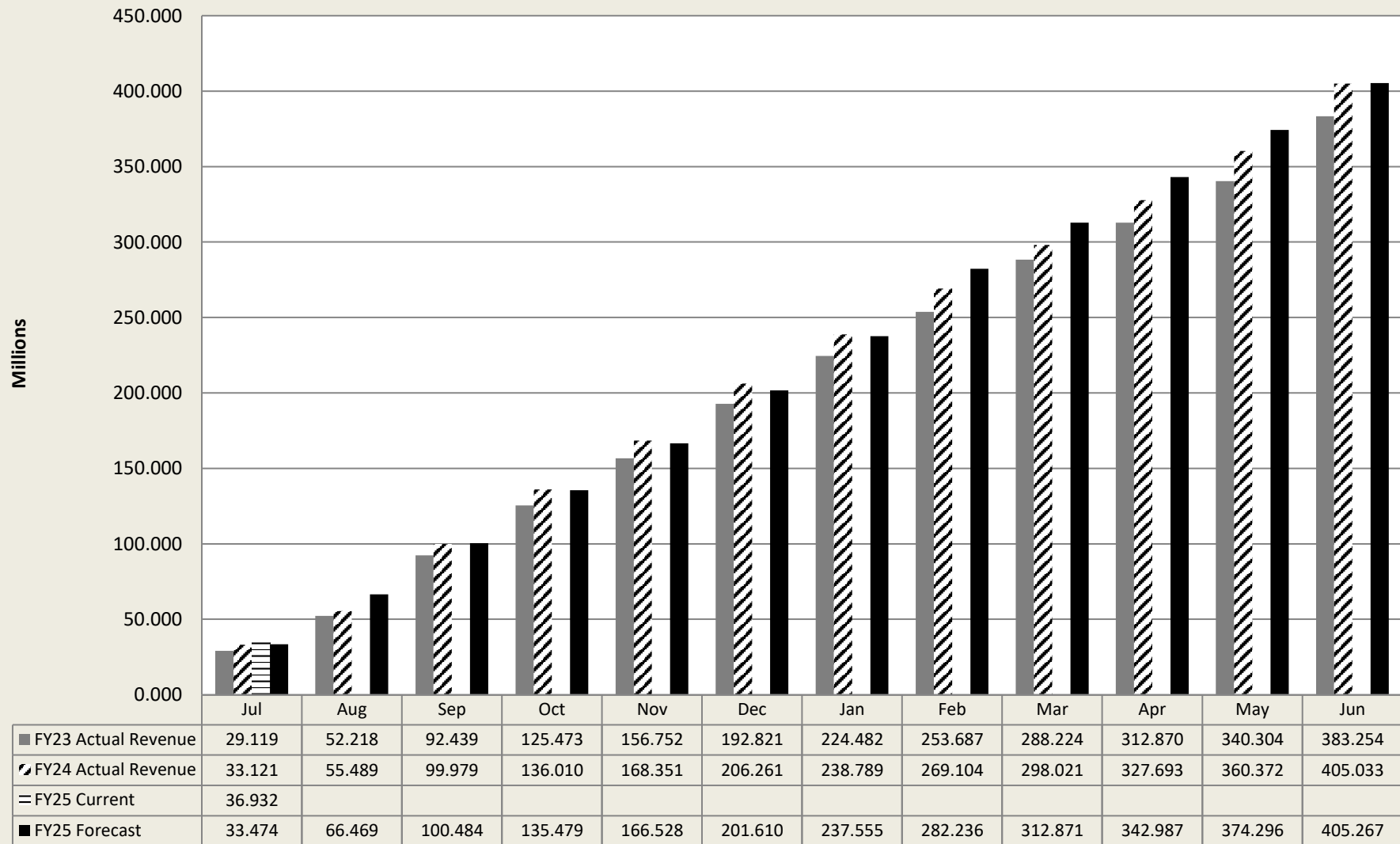
Funds Received					
	FY24 Actual YTD	FY25 Actual YTD	FY25 Forecast YTD	FY25 to FY24 Actual	FY 25 to Forecast
<u>State Highway Account</u>					
Federal Reimbursements	43,946	46,579	51,563	6.0%	-9.7%
State (Inc. H.D.A.)	33,121	36,932	33,474	11.5%	10.3%
Local	592	369	718	-37.7%	-48.7%
Total State Highway Account:	77,659	83,880	85,755	8.0%	-2.2%
<u>State Aeronautics Fund</u>					
Federal Reimbursements	25	24	25	-4.7%	-3.6%
State	371	490	453	32.2%	8.1%
Total State Aeronautics Fund:	396	514	478	29.8%	7.5%
Total Fund Received:	78,054	84,394	86,234	8.1%	-2.1%
Disbursements (includes Encumbrances)					
	FY24 Actual YTD	FY25 Actual YTD	FY25 Budget YTD	FY25 to FY24 Actual	FY 25 to Budget
Construction Payouts	70,850	78,895	62,168	11.4%	26.9%
<u>Operations Expenses</u>					
Highways	31,772	20,378	16,404	-35.9%	24.2%
DMV	3,863	3,151	3,195	-18.4%	-1.4%
Administration	2,514	2,522	1,890	0.3%	33.5%
Facilities	21,752	4,091	3,500	-81.2%	16.9%
Aeronautics	483	477	597	-1.4%	-20.2%
Total Operations Expenses:	60,384	30,619	25,586	-49.3%	19.7%
<u>Transfers</u>					
Debt Service	0	0	0	0.0%	0.0%
Total Transfers:	0	0	0	0.0%	0.0%
Total Disbursements:	131,235	109,514	87,754	-16.6%	24.8%
	FY24 Actual YTD	FY25 Actual YTD	FY25 Budget YTD	FY25 to FY24 Actual	FY 25 to Budget
<u>Expenditures by Type</u>					
Personnel	10,960	11,101	11,315	1.3%	-1.9%
Operating	20,822	11,250	7,437	-46.0%	51.3%
Capital Outlay	21,791	4,826	4,603	-77.9%	4.9%
Sub-Grantee	6,812	3,441	2,231	-49.5%	54.2%
Totals Operations Expenses:	60,384	30,619	25,586	-49.3%	19.7%
Contract Construction	70,850	78,895	62,168	11.4%	26.9%
Totals (excluding Transfers):	131,235	109,514	87,754	-16.6%	24.8%

State Highway Fund 0260

Fiscal Year 2025

State Revenue Source Forecast vs Actual

July - For Period Ending 7/31/2024

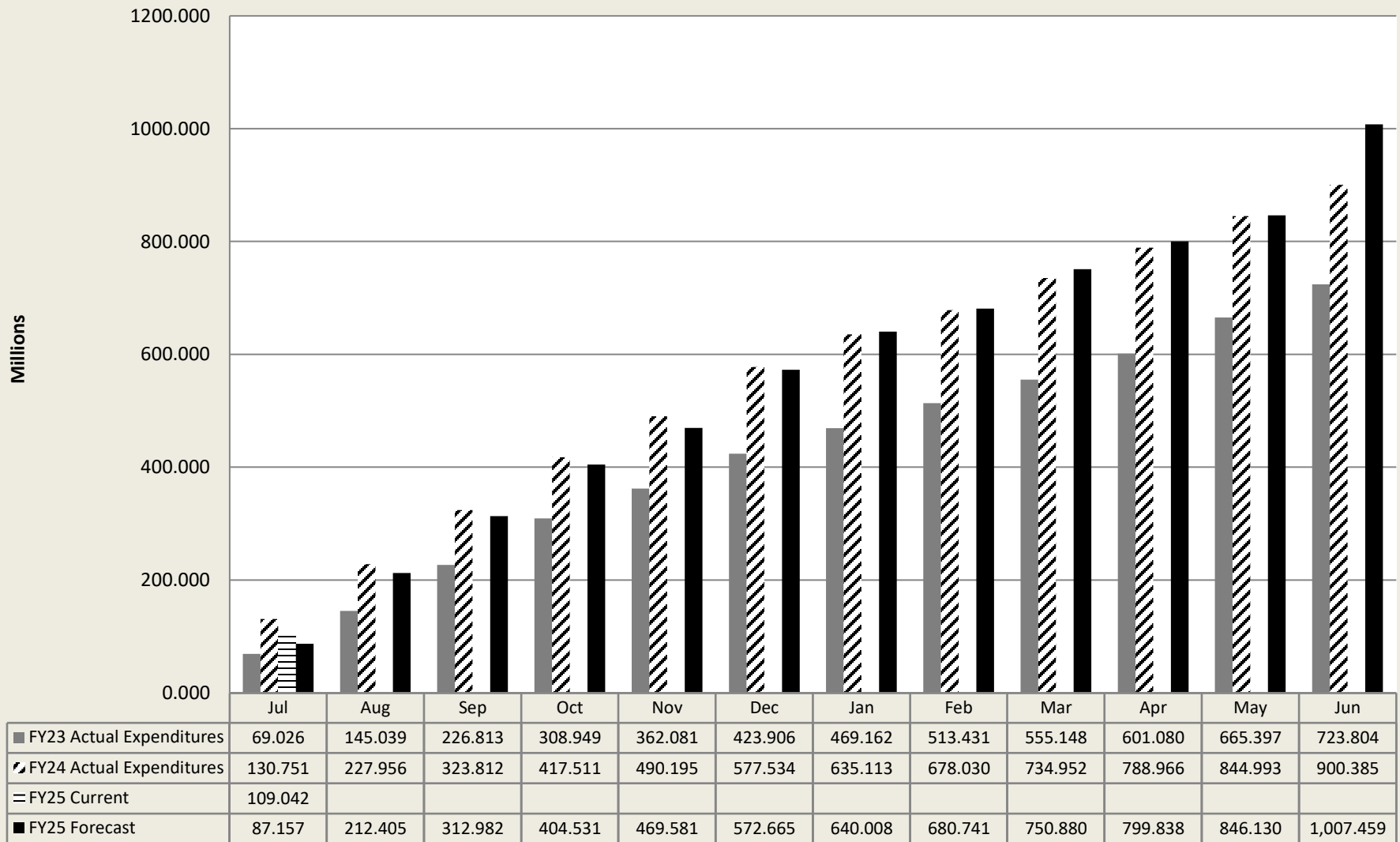


State Highway Fund 0260

Fiscal Year 2025

Expenditures

July - For Period Ending 7/31/2024

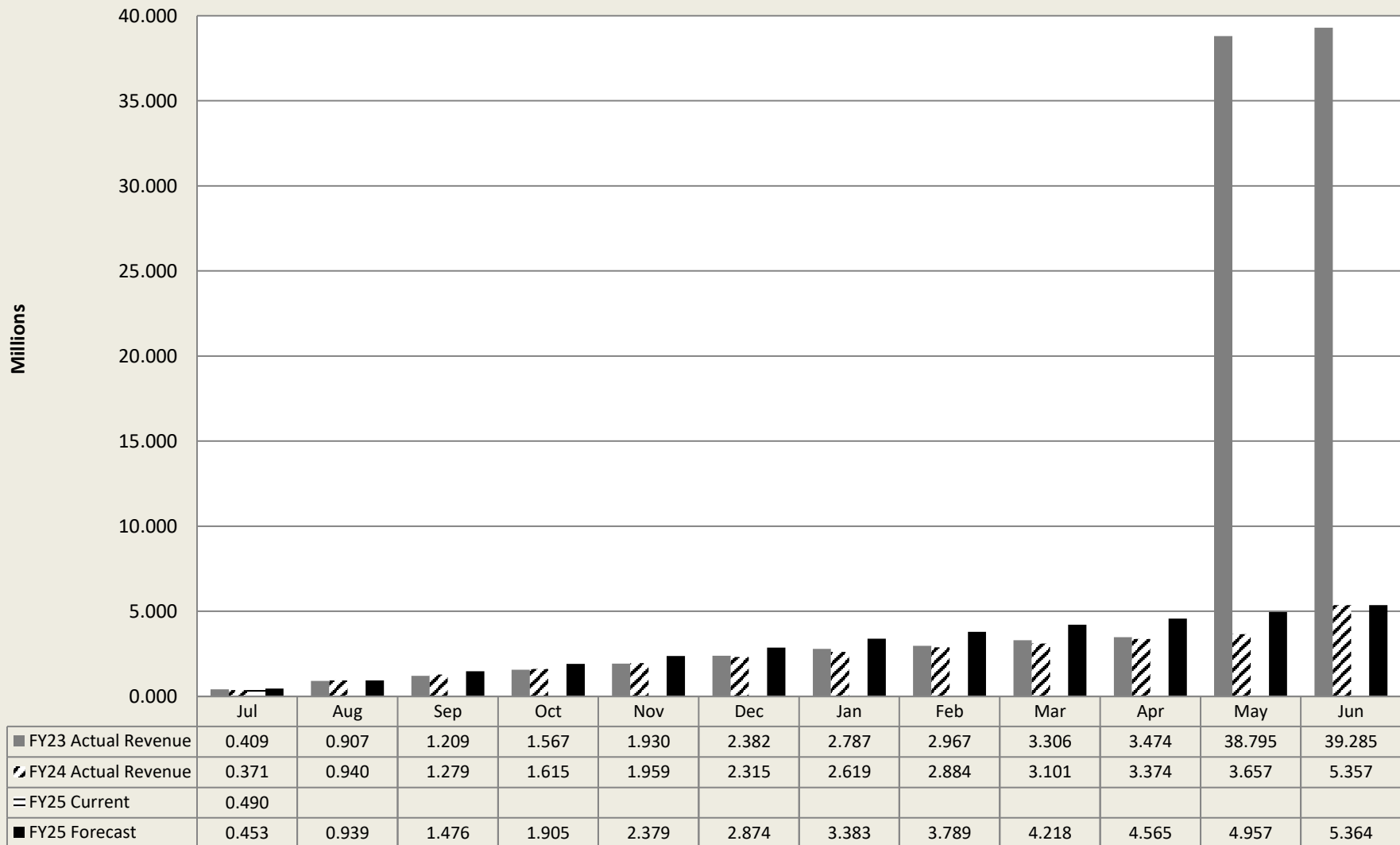


Aeronautics Fund 0221

Fiscal Year 2025

State and Interagency Revenue Sources Forecast vs Actual

July - For Period Ending 7/31/2024

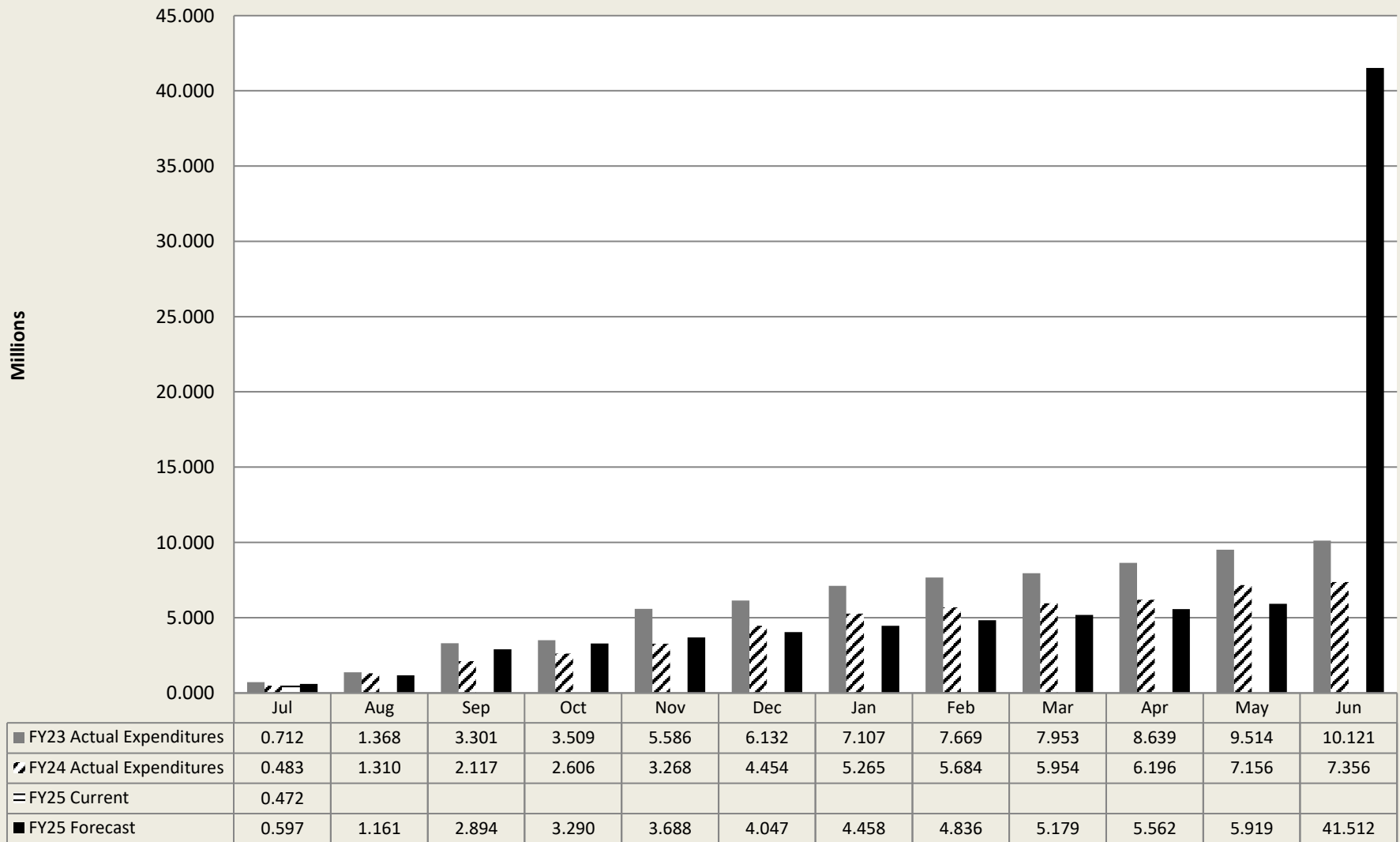


Aeronautics Fund 0221

Fiscal Year 2025

Expenditures

July - For Period Ending 7/31/2024



UserID: whaszier
Report ID: AD-FN-GL-002
Run Date: 29 Aug 2024

Idaho Transportation Department

OPERATING FUND BALANCE SHEET
FOR THE PERIOD ENDED 7/31/2024

	State Aeronautics Fund		State Highway Fund		Transportation Expansion and Congestion Mitigation Fund	
	0221		0260		0269	
	Jun-24	Jul-24	Jun-24	Jul-24	Jun-24	Jul-24
ASSETS						
Cash on Hand (Change Fund)	0	0	4,500	4,500	0	0
Cash in Bank (Daily Operations)	40,595,594	40,588,115	134,922,459	113,294,860	213,655,930	217,677,062
Investments (Long Term: STO - Diversified Bond Fund)	1,998,984	2,004,642	183,935,261	184,458,750	0	0
Total Cash & Investments	42,594,578	42,592,757	318,862,220	297,758,110	213,655,930	217,677,062
Receivables - Other	310	0	1,014,568	1,125,093	0	0
- Due From Locals (Project Overruns)	0	0	1,012,480	578,827	0	0
- Inter Agency	767	12,845	0	24,772	0	0
Total Receivables	1,077	12,845	2,027,048	1,728,692	0	0
Inventory on Hand	0	0	18,882,399	20,092,891	0	0
Total Assets:	42,595,655	42,605,602	339,771,667	319,579,693	213,655,930	217,677,062
LIABILITIES						
Vouchers Payable	0	0	83,532	(125)	0	0
Sales Tax Payable	0	0	15,579	22,581	0	0
Deferred Revenue (Local Projects Match)	0	0	32,339,016	31,537,018	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	150,995	159,819	0	0
Total Liabilities:	0	0	32,589,122	31,719,293	0	0
FUND BALANCE						
Reserve for Encumbrance	78,540	46,443	89,134,419	93,569,630	0	0
Fund Balance	42,517,115	42,559,159	218,048,126	194,290,770	213,655,930	217,677,062
Total Fund Balance:	42,595,655	42,605,602	307,182,545	287,860,400	213,655,930	217,677,062
Total Liabilities and Fund Balance	42,595,655	42,605,602	339,771,667	319,579,693	213,655,930	217,677,062

UserID: whaszier
Report ID: AD-FN-GL-002
Run Date: 29 Aug 2024

Idaho Transportation Department

OPERATING FUND BALANCE SHEET
FOR THE PERIOD ENDED 7/31/2024

	Strategic Initiatives Fund (Dedicated) 0270.02		Strategic Initiatives Fund (Local) 0270.05		Strategic Initiatives Fund (Local Grant) 0270.06		Total Strategic Initiatives Fund 0270	
	Jun-24	Jul-24	Jun-24	Jul-24	Jun-24	Jul-24	Jun-24	Jul-24
ASSETS								
Cash on Hand (Change Fund)	0	0	0	0	0	0	0	0
Cash in Bank (Daily Operations)	222,957,550	401,577,398	229,855,715	430,668,538	30,095,442	30,208,197	482,908,707	862,454,134
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0	0	0
Total Cash & Investments	222,957,550	401,577,398	229,855,715	430,668,538	30,095,442	30,208,197	482,908,707	862,454,134
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:	222,957,550	401,577,398	229,855,715	430,668,538	30,095,442	30,208,197	482,908,707	862,454,134
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	325,492	466,758	0	0	0	0	325,492	466,758
Fund Balance	222,632,058	401,110,640	229,855,715	430,668,538	30,095,442	30,208,197	482,583,215	861,987,376
Total Fund Balance:	222,957,550	401,110,640	229,855,715	430,668,538	30,095,442	30,208,197	482,908,707	861,987,376
Total Liabilities and Fund Balance	222,957,550	401,577,398	229,855,715	430,668,538	30,095,442	30,208,197	482,908,707	862,454,134

UserID: whaszier
Report ID: AD-FN-GL-002
Run Date: 29 Aug 2024

Idaho Transportation Department

OPERATING FUND BALANCE SHEET
FOR THE PERIOD ENDED 7/31/2024

	CARES Act Covid-19 0345	
	Jun-24	Jul-24
ASSETS		
Cash on Hand (Change Fund)	0	0
Cash in Bank (Daily Operations)	(405,513)	(95,870)
Investments (Long Term: STO - Diversified Bond Fund)	0	0
Total Cash & Investments	(405,513)	(95,870)
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:	(405,513)	(95,870)
LIABILITIES		
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
FUND BALANCE		
Reserve for Encumbrance	3,501,815	3,477,164
Fund Balance	(3,907,328)	(3,573,034)
Total Fund Balance:	(405,513)	(95,870)
Total Liabilities and Fund Balance	(405,513)	(95,870)

User ID: whaszier
 Report ID: AD-FN-GL-003
 Run Date: 29 Aug 2024
 % of Time
 Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0260 State Highway Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Fiscal Year: 2025						
Budget Fiscal Year: 2025						
REVENUES						
Federal Sources						
FHWA - Highway	47,283,200	42,582,366	42,582,366	(4,700,834)	-9.94%	452,886,900
FHWA - COVID Relief	1,500,000	1,279,840	1,279,840	(220,160)	-14.68%	5,000,000
FHWA - Indirect Cost	0	(60)	(60)	(60)	0.00 %	0
Federal Transit Authority	2,000,000	2,062,577	2,062,577	62,577	3.13 %	20,000,000
NHTSA - Highway Safety	750,000	630,223	630,223	(119,777)	-15.97%	6,430,400
Other Federal Aid	30,000	24,181	24,181	(5,819)	-19.40%	830,000
Total Federal Sources:	51,563,200	46,579,127	46,579,127	(4,984,073)	-9.67%	485,147,300
State Sources						
Equipment Buy Back	0	0	0	0	0.00 %	12,406,000
Miscellaneous	3,533,952	4,151,393	4,151,393	617,441	17.47 %	39,931,000
Total State Sources:	3,533,952	4,151,393	4,151,393	617,441	17.47 %	52,337,000
Local Sources						
Match For Local Projects	718,413	361,223	361,223	(357,190)	-49.72%	10,500,000
Other Local Sources	0	7,500	7,500	7,500	0.00 %	0
Total Local Sources:	718,413	368,723	368,723	(349,690)	-48.68%	10,500,000
TOTAL REVENUES:	55,815,565	51,099,242	51,099,242	(4,716,322)	-8.45%	547,984,300
TRANSFERS-IN						
Highway Distribution	21,735,500	23,294,818	23,294,818	1,559,318	7.17 %	255,934,000
Fuel/Registration Direct	6,375,552	7,467,025	7,467,025	1,091,473	17.12 %	76,696,200
Ethanol Fuels Tax	1,828,800	2,019,181	2,019,181	190,381	10.41 %	20,300,000
TOTAL TRANSFERS-IN:	29,939,852	32,781,024	32,781,024	2,841,172	9.49 %	352,930,200
TOTAL REV AND TRANSFERS-IN:	85,755,417	83,880,266	83,880,266	(1,875,150)	-2.19%	900,914,500

User ID: whaszier
Report ID: AD-FN-GL-003
Run Date: 29 Aug 2024
% of Time
Remaining: 91.7

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 7/31/2024

	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
Fiscal Year: 2025	(A)	(B)	(C)	(D)	(E = A - B -	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Operations Expense									
Permanent Staff Salaries	7,550,357	7,426,683	7,426,683	0	123,674	1.64 %	99,879,958	92,453,275	92.56 %
Board, Hourly, OT, Shift	159,951	153,539	153,539	0	6,412	4.01 %	11,350,725	11,197,187	98.65 %
Fringe Benefits	3,476,527	3,408,324	3,408,324	0	68,203	1.96 %	45,196,816	41,788,492	92.46 %
Travel Expense	228,092	177,958	177,958	0	50,134	21.98 %	2,492,243	2,314,285	92.86 %
Operating Expense	6,960,251	2,287,352	2,287,352	8,754,157	(4,081,258)	-58.64%	144,516,053	133,474,543	92.36 %
Capital Equipment Expense	1,102,616	0	0	726,259	376,357	34.13 %	56,273,600	55,547,341	98.71 %
Capital Facilities Expense	3,500,000	1,466,139	1,466,139	2,624,654	(590,793)	-16.88%	44,930,499	40,839,706	90.90 %
Trustee & Benefit Payments	2,010,752	3,121,686	3,121,686	0	(1,110,934)	-55.25%	26,730,600	23,608,914	88.32 %
Total Operations Expense:	24,988,546	18,041,681	18,041,681	12,105,070	(5,158,205)	(0)	431,370,495	401,223,743	93.01 %
Contract Construction									
Operating Expense	446,428	743,329	743,329	4,694	(301,596)	-67.56%	11,625,205	10,877,181	93.57 %
Capital Projects	61,623,099	78,077,594	78,077,594	0	(16,454,494)	-26.70%	562,362,824	484,285,231	86.12 %
Trustee & Benefit Payments	98,815	69,873	69,873	0	28,942	29.29 %	2,100,000	2,030,127	96.67 %
Total Contract	62,168,342	78,890,797	78,890,797	4,694	(16,727,149)	(0)	576,088,029	497,192,539	86.30 %
TOTAL EXPENDITURES:	87,156,888	96,932,477	96,932,477	12,109,764	(21,885,353)	-25.11%	1,007,458,524	898,416,282	89.18 %
TRANSFERS OUT									
Operating	0	0	0	0	0	0.00 %	58,528,901	58,528,901	100.00 %
TOTAL TRANSFERS OUT:	0	0	0	0	0	0.00 %	58,528,901	58,528,901	100.00 %
TOTAL EXPD AND TRANSFERS OUT:	87,156,888	96,932,477	96,932,477	12,109,764	(21,885,353)	-25.11%	1,065,987,425	956,945,183	89.77 %

User ID: whaszier
Report ID: AD-FN-GL-003
Run Date: 29 Aug 2024
% of Time
Remaining: 91.7

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 7/31/2024

		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:	2025									
Budget Fiscal Year:	2025									
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	107,900	274,652	274,652	34,603	(201,355)	-186.61%	2,500,000	2,190,745	87.63 %
Operating Expenditures	Federal	336,700	468,659	468,659	-29,908	(102,051)	-30.31%	9,025,205	8,586,454	95.14 %
Operating Expenditures	Local	1,828	18	18	0	1,810	99.02 %	100,000	99,982	99.98 %
Total Operating Expenditures		446,428	743,329	743,329	4,695	(301,596)	-67.56%	11,625,205	10,877,181	93.57 %
Capital Outlay										
Capital Outlay	Dedicated	12,743,600	26,425,252	26,425,252	0	(13,681,652)	-107.36%	172,276,957	145,851,705	84.66 %
Capital Outlay	Federal	47,283,200	51,079,689	51,079,689	0	(3,796,489)	-8.03%	382,562,668	331,482,979	86.65 %
Capital Outlay	Local	1,596,300	572,653	572,653	0	1,023,647	64.13 %	7,523,200	6,950,547	92.39 %
Total Capital Outlay		61,623,099	78,077,594	78,077,594	0	(16,454,494)	-26.70%	562,362,824	484,285,231	86.12 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	13,943	105	105	0	13,838	99.25 %	500,000	499,895	99.98 %
Trustee & Benefit Payments	Federal	81,543	69,769	69,769	0	11,774	14.44 %	1,500,000	1,430,231	95.35 %
Trustee & Benefit Payments	Local	3,329	0	0	0	3,329	100.00 %	100,000	100,000	100.00 %
Total Trustee & Benefit Payments		98,815	69,873	69,873	0	28,942	29.29 %	2,100,000	2,030,127	96.67 %
Total Contract Construction:		62,168,342	78,890,797	78,890,797	4,695	(16,727,149)	-26.91%	576,088,029	497,192,538	86.30 %

User ID: whaszier
 Report ID: AD-FN-GL-003
 Run Date: 29 Aug 2024
 % of Time
 Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

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 Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	800,000	755,985	755,985	(44,015)	-5.50%	7,500,000
TOTAL REVENUES:	800,000	755,985	755,985	(44,015)	-5.50%	7,500,000
TRANSFERS-IN						
Cigarette Tax	0	0	0	0	0.00 %	10,090,100
Sales Tax	10,800,000	10,586,581	10,586,581	(213,419)	-1.98%	80,000,000
TOTAL TRANSFERS-IN:	10,800,000	10,586,581	10,586,581	(213,419)	-1.98%	90,090,100
TOTAL REV AND TRANSFERS-IN:	11,600,000	11,342,566	11,342,566	(257,434)	-2.22%	97,590,100

	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: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Contract Construction - Capital Projects	13,821,339	7,321,435	7,321,435	0	6,499,904	47.03 %	165,856,077	158,534,642	95.59 %
TOTAL EXPENDITURES:	13,821,339	7,321,435	7,321,435	0	6,499,904	47.03 %	165,856,077	158,534,642	95.59 %
TRANSFERS OUT									
Operating	0	0	0	0	0	0.00 %	60,180,733	60,180,733	100.00 %
TOTAL TRANSFERS OUT:	0	0	0	0	0	0.00 %	60,180,733	60,180,733	100.00 %
TOTAL EXPD AND TRANSFERS OUT:	13,821,339	7,321,435	7,321,435	0	6,499,904	47.03 %	226,036,810	218,715,375	96.76 %

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% of Time
Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0270 Strategic Initiatives Program Fund

Sub Fund: 0270 02 Dedicated (60%)

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	1,000,000	798,900	798,900	(201,100)	-20.11%	8,000,000
TOTAL REVENUES:	1,000,000	798,900	798,900	(201,100)	-20.11%	8,000,000
TRANSFERS-IN						
Statutory	181,680,000	181,680,000	181,680,000	0	0.00 %	181,680,000
TOTAL TRANSFERS-IN:	181,680,000	181,680,000	181,680,000	0	0.00 %	181,680,000
TOTAL REV AND TRANSFERS-IN:	182,680,000	182,478,900	182,478,900	(201,100)	-0.11%	189,680,000

	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: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Capital Projects	21,179,991	3,859,053	3,859,053	141,266	17,179,672	81.11 %	254,159,894	250,159,576	98.43 %
TOTAL EXPENDITURES:	21,179,991	3,859,053	3,859,053	141,266	17,179,672	81.11 %	254,159,894	250,159,576	98.43 %
TOTAL EXPD AND TRANSFERS OUT:	21,179,991	3,859,053	3,859,053	141,266	17,179,672	81.11 %	254,159,894	250,159,576	98.43 %

User ID: whaszier
Report ID: AD-FN-GL-003
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% of Time
Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0270 Strategic Initiatives Program Fund

Sub Fund: 0270 05 Local (40%)

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	1,000,000	812,823	812,823	(187,177)	-18.72%	10,000,000
TOTAL REVENUES:	1,000,000	812,823	812,823	(187,177)	-18.72%	10,000,000
TRANSFERS-IN						
Statutory	200,000,000	200,000,000	200,000,000	0	0.00 %	200,000,000
TOTAL TRANSFERS-IN:	200,000,000	200,000,000	200,000,000	0	0.00 %	200,000,000
TOTAL REV AND TRANSFERS-IN:	201,000,000	200,812,823	200,812,823	(187,177)	-0.09%	210,000,000

	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: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Trustee & Benefit Payments	16,666,666	0	0	0	16,666,666	100.00 %	200,000,000	200,000,000	100.00 %
TOTAL EXPENDITURES:	16,666,666	0	0	0	16,666,666	100.00 %	200,000,000	200,000,000	100.00 %
TOTAL EXPD AND TRANSFERS OUT:	16,666,666	0	0	0	16,666,666	100.00 %	200,000,000	200,000,000	100.00 %

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Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0270 Strategic Initiatives Program Fund

Sub Fund: 0270 06 Local Grant

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	0	112,756	112,756	112,756	0.00 %	0
TOTAL REVENUES:	0	112,756	112,756	112,756	0.00 %	0
TOTAL REV AND TRANSFERS-IN:	0	112,756	112,756	112,756	0.00 %	0

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Continuous Appropriation Forecast	Appropriation Forecast Balance	Percent Remaining
Fiscal Year: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Trustee & Benefit Payments	4,826,000	0	0	0	4,826,000	100.00 %	27,162,907	27,162,907	100.00 %
TOTAL EXPENDITURES:	4,826,000	0	0	0	4,826,000	100.00 %	27,162,907	27,162,907	100.00 %
TOTAL EXPD AND TRANSFERS OUT:	4,826,000	0	0	0	4,826,000	100.00 %	27,162,907	27,162,907	100.00 %

Note: Continuous Appropriations are statutory appropriations that are not set by annual legislative action. Actual expenditures are based on program needs and cash availability.

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 % of Time
 Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0345 CARES Act Covid-19

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
Federal Sources - Federal Transit Authority	350,000	334,294	334,294	(15,706)	-4.49%	8,500,000
TOTAL REVENUES:	350,000	334,294	334,294	(15,706)	-4.49%	8,500,000
TOTAL REV AND TRANSFERS-IN:	350,000	334,294	334,294	(15,706)	-4.49%	8,500,000

	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: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Trustee & Benefit Payments	416,666	0	0	0	416,666	100.00 %	5,000,000	5,000,000	100.00 %
TOTAL EXPENDITURES:	416,666	0	0	0	416,666	100.00 %	5,000,000	5,000,000	100.00 %
TOTAL EXPD AND TRANSFERS OUT:	416,666	0	0	0	416,666	100.00 %	5,000,000	5,000,000	100.00 %

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Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0372 TECM Debt Service Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	0	34,415	34,415	34,415	0.00 %	0
TOTAL REVENUES:	0	34,415	34,415	34,415	0.00 %	0
TOTAL REV AND TRANSFERS-IN:	0	34,415	34,415	34,415	0.00 %	0

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Continuous Appropriation Forecast	Appropriation Forecast Balance	Percent Remaining
Fiscal Year: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Bond Principal / Interest	4,406,002	4,406,001	4,406,001	0	1	0.00 %	58,933,028	54,527,027	92.52 %
TOTAL EXPENDITURES:	4,406,002	4,406,001	4,406,001	0	1	0.00 %	58,933,028	54,527,027	92.52 %
TOTAL EXPD AND TRANSFERS OUT:	4,406,002	4,406,001	4,406,001	0	1	0.00 %	58,933,028	54,527,027	92.52 %

Note: Continuous Appropriations are statutory appropriations that are not set by annual legislative action. Actual expenditures are based on program needs and cash availability.

User ID: whaszier
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% of Time
Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0373 TECM Capital Project Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	40,000,000	39,784,017	39,784,017	(215,983)	-0.54%	230,000,000
TOTAL REVENUES:	40,000,000	39,784,017	39,784,017	(215,983)	-0.54%	230,000,000
TOTAL REV AND TRANSFERS-IN:	40,000,000	39,784,017	39,784,017	(215,983)	-0.54%	230,000,000

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Continuous Appropriation Forecast	Appropriation Forecast Balance	Percent Remaining
Fiscal Year: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Capital Projects	41,257,211	33,534,103	33,534,103	0	7,723,108	18.72 %	268,768,121	235,234,018	87.52 %
TOTAL EXPENDITURES:	41,257,211	33,534,103	33,534,103	0	7,723,108	18.72 %	268,768,121	235,234,018	87.52 %
TOTAL EXPD AND TRANSFERS OUT:	41,257,211	33,534,103	33,534,103	0	7,723,108	18.72 %	268,768,121	235,234,018	87.52 %

Note: Continuous Appropriations are statutory appropriations that are not set by annual legislative action. Actual expenditures are based on program needs and cash availability.

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% of Time
Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0374 GARVEE Capital Project Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	1,000,000	598,977	598,977	(401,023)	-40.10%	7,000,000
TOTAL REVENUES:	1,000,000	598,977	598,977	(401,023)	-40.10%	7,000,000
TOTAL REV AND TRANSFERS-IN:	1,000,000	598,977	598,977	(401,023)	-40.10%	7,000,000

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Continuous Appropriation Forecast	Appropriation Forecast Balance	Percent Remaining
Fiscal Year: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Capital Projects	1,000,000	616,217	616,217	0	383,783	38.38 %	7,000,000	6,383,783	91.20 %
TOTAL EXPENDITURES:	1,000,000	616,217	616,217	0	383,783	38.38 %	7,000,000	6,383,783	91.20 %
TOTAL EXPD AND TRANSFERS OUT:	1,000,000	616,217	616,217	0	383,783	38.38 %	7,000,000	6,383,783	91.20 %

Note: Continuous Appropriations are statutory appropriations that are not set by annual legislative action. Actual expenditures are based on program needs and cash availability.

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% of Time
Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0375 GARVEE Debt Service Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
State Sources - Misc	0	31,870	31,870	31,870	0.00 %	0
TOTAL REVENUES:	0	31,870	31,870	31,870	0.00 %	0
TRANSFERS-IN						
Operating	0	1,109,159	1,109,159	1,109,159	0.00 %	0
State Sources - Operating	0	0	0	0	0.00 %	58,528,901
TOTAL TRANSFERS-IN:	0	1,109,159	1,109,159	1,109,159	0.00 %	58,528,901
TOTAL REV AND TRANSFERS-IN:	0	1,141,029	1,141,029	1,141,029	0.00 %	58,528,901

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Continuous Appropriation Forecast	Appropriation Forecast Balance	Percent Remaining
Fiscal Year: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Bond Principal / Interest	47,351,926	47,351,926	47,351,926	0	0	0.00 %	62,448,832	15,096,906	24.17 %
TOTAL EXPENDITURES:	47,351,926	47,351,926	47,351,926	0	0	0.00 %	62,448,832	15,096,906	24.17 %
TOTAL EXPD AND TRANSFERS OUT:	47,351,926	47,351,926	47,351,926	0	0	0.00 %	62,448,832	15,096,906	24.17 %

Note: Continuous Appropriations are statutory appropriations that are not set by annual legislative action. Actual expenditures are based on program needs and cash availability.

User ID: whaszier
 Report ID: AD-FN-GL-003
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 % of Time
 Remaining: 91.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 7/31/2024

Fund: 0221 State Aeronautics Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Variance Favorable / Unfavorable	Percent Variance	Annual Revenue Forecast
Fiscal Year: 2025	(A)	(B)	(C)	(D = B - A)	(E = D / A)	(F)
Budget Fiscal Year: 2025						
REVENUES						
Federal Sources - FAA	25,000	24,102	24,102	(898)	-3.59%	668,500
State Sources - Misc	138,753	168,702	168,702	29,949	21.58 %	1,823,500
Interagency Sources - Misc	25,000	25,433	25,433	433	1.73 %	300,000
TOTAL REVENUES:	188,753	218,237	218,237	29,484	15.62 %	2,792,000
TRANSFERS-IN						
Operating	289,529	295,684	295,684	6,155	2.13 %	3,240,000
TOTAL TRANSFERS-IN:	289,529	295,684	295,684	6,155	2.13 %	3,240,000
TOTAL REV AND TRANSFERS-IN:	478,282	513,920	513,920	35,639	7.45 %	6,032,000

	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: 2025	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2025									
EXPENDITURES									
Permanent Staff Salaries	77,840	68,070	68,070	0	9,770	12.55 %	1,011,920	943,850	93.27 %
Board, Hourly, OT, Shift Diff	16,216	16,099	16,099	0	117	0.72 %	154,841	138,742	89.60 %
Fringe Benefits	33,888	28,503	28,503	0	5,385	15.89 %	420,639	392,136	93.22 %
Travel Expense	7,300	1,655	1,655	0	5,645	77.33 %	74,175	72,520	97.77 %
Operating Expenditures	241,812	29,250	29,250	0	212,562	87.90 %	2,244,225	2,214,975	98.70 %
Capital Equipment Expense	0	0	0	9,391	(9,391)	0.00 %	133,300	123,909	92.95 %
Capital Facilities Expense	0	0	0	0	0	0.00 %	1,785,005	1,785,005	100.00 %
Trustee & Benefit Payments	220,000	318,909	318,909	0	(98,909)	-44.96%	35,688,143	35,369,234	99.11 %
TOTAL EXPENDITURES:	597,056	462,486	462,486	9,391	125,179	20.97 %	41,512,248	41,040,371	98.86 %
TOTAL EXPD AND TRANSFERS OUT:	597,056	462,486	462,486	9,391	125,179	20.97 %	41,512,248	41,040,371	98.86 %



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 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 08/31/24					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
92	19	16	7	3	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 08/01/24 to 08/31/24	
ITD	Local
5	1

FUTURE ACTIONS

The Current Advertisement Report is attached.

Recommendations *(Action items require a resolution)*

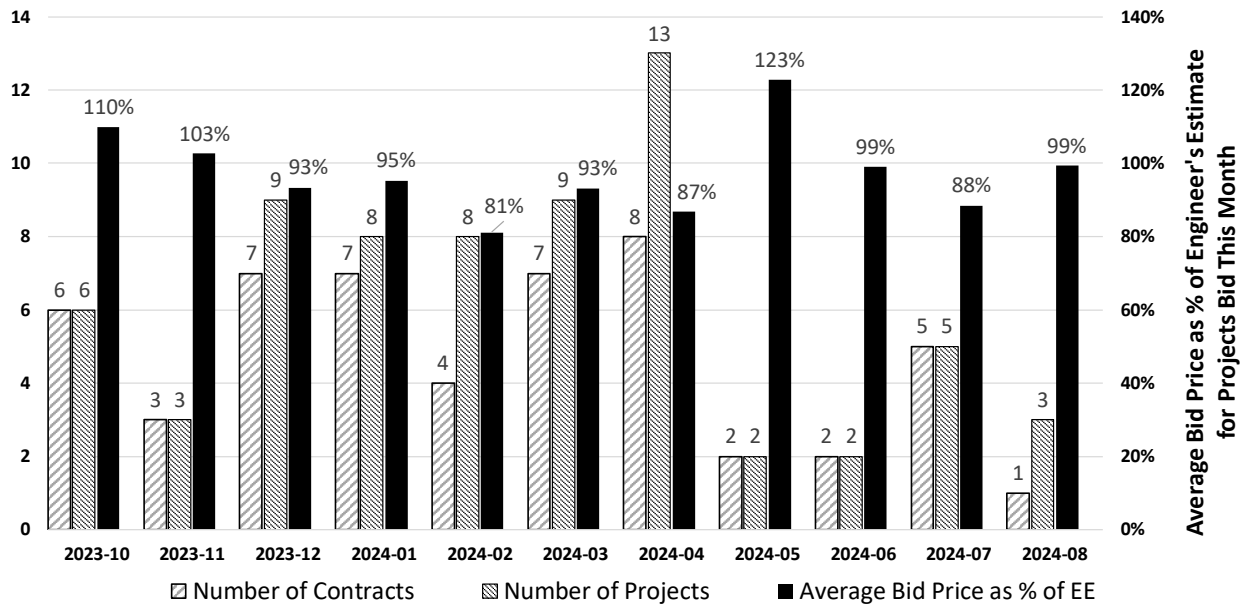
For Information Only.

FFY24 State Infrastructure Project Bid Results: YTD Summary By Cost

68 Projects YTD through August 31, 2024

YTD Total for all 68 projects:

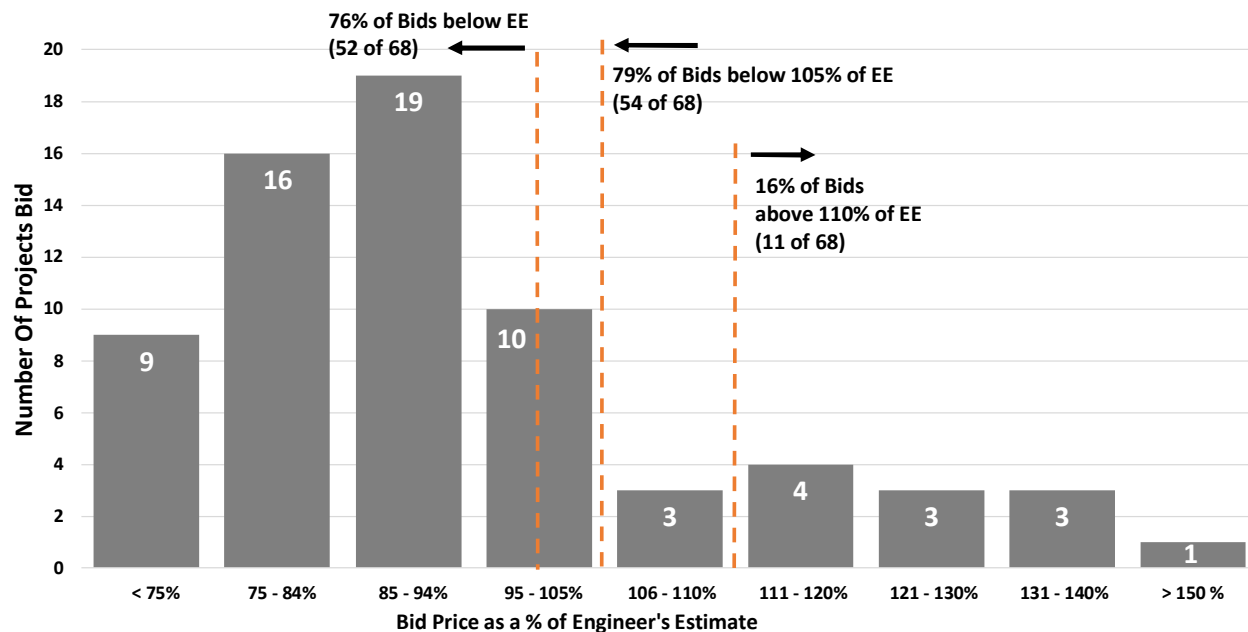
Ratio of Bid Costs / Engineer's Estimates = \$812.1 / \$850.4M = 95%



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

68 Projects YTD through August 31, 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
4	24255f SIA	I-84	8/6/2024	3	\$2,194,209.44	\$1,134,894.17	(\$1,059,315.27) 52%
I-84, MP 211.00 to 216.00 Pavement Repair Contractor: Kloepper Inc					State		

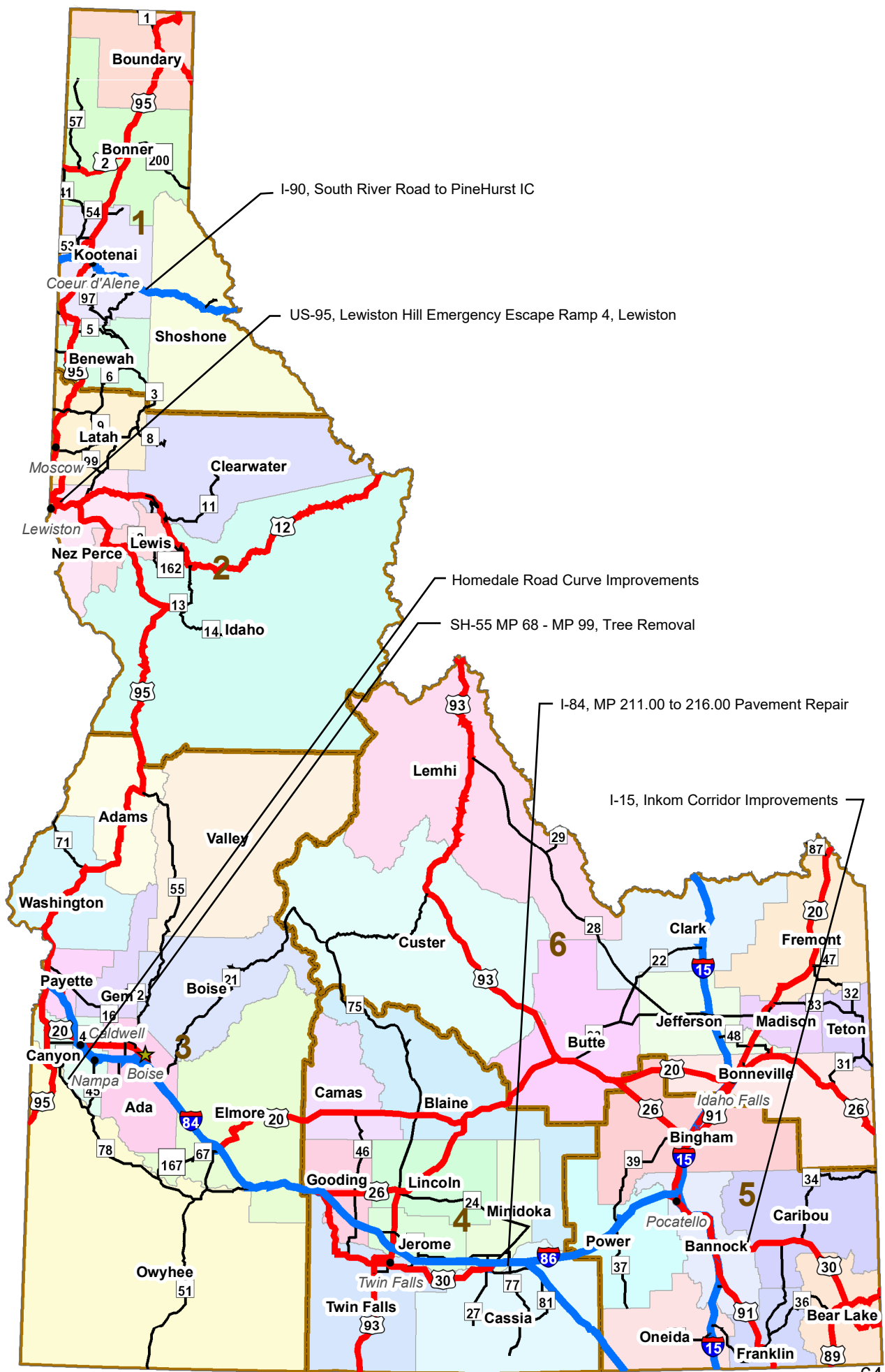
District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
2	23226 SIA	US-95	8/6/2024	5	\$485,714.00	\$384,046.60	(\$101,667.40) 79%
US-95, Lewiston Hill Emergency Escape Ramp 4, Lewiston Contractor: M. L. Albright & Sons LLC					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
5	20547/21872 /20186	I-15	8/13/2024	4	\$71,099,128.69	\$70,545,557.43	(\$553,571.26) 99%
I-15, Inkom Corridor Improvements Contractor: Wadsworth Brothers Construction Company					Federal		

District	Key No.	Route	Opening Date	No. of Bids Received	Eng. Est.	Low Bid	Net +/- % of EE
LHTAC(3)	22878	OFF SYS	8/13/2024	5	\$976,088.25	\$695,117.50	(\$280,970.75) 71%
Homedale Road Curve Improvements Contractor: Sunroc Corporation					Federal		

District	Key No.	Route	Opening Date	No. of Bids Received	Estimate Quantity	Fixed Price	Quantity Bid
1	24660 SIA	I-90	8/13/2024	2	174,113.92 SY	\$4,000,000.00	235,970 SY
I-90, South River Road to Pinehurst IC Contractor: Poe Asphalt Paving Inc					State		

District	Key No.	Route	Opening Date	No. of Bids Received	Estimate Quantity	Fixed Price	Quantity Bid
3	24336 SIA	SH-55	8/27/2024	4	377.14 EA	\$330,000.00	1000 EA
SH-55 MP 68 - MP 99, Tree Removal Contractor: Two Rivers Trees & Hardscapes					State		



Monthly Contract Advertisement As of 8-31-2024

District	Key No.	Route	Bid Opening Date
1	24254c SIA	US-95, SH-8, SH-3 & SH-99	9/10/2024
US-95, SH-8, SH-3 & SH-99 Tree Clearing & Mastication			
\$100,000 to \$250.000			

District	Key No.	Route	Bid Opening Date
4	24668 SIA	SH-75	9/10/2024
SH-75, Bellevue City Pavement Repair			
\$1,000,000 to \$2,500.000			

District	Key No.	Route	Bid Opening Date
5	24672 SIA	SH-36	9/10/2024
SH-36, MP 13.5 to Strawberry Spring			
\$1,000,000 to \$2,500.000			

District	Key No.	Route	Bid Opening Date
3	24667 SIA	I-84	9/10/2024
I-84, Interstate MP 89-90			
\$1,000,000 to \$2,500.000			

District	Key No.	Route	Bid Opening Date
1	24254c SIA	I-90, US-95, SH-3, SH-97 & SH-200	9/10/2024
I-90, US-95, SH-3, SH-97 & SH-200 Bridge Joint repairs			
\$250,000 to \$500.000			

District	Key No.	Route	Bid Opening Date
6	23581 SIA	US-20	9/24/2024
US-20, D6 Mill & Inlay			
\$500,000 to \$1,000.000			

District	Key No.	Route	Bid Opening Date
3	22715	SH-55	10/1/2024
SH-55, Farmway Rd. to Middleton Road			
\$25,000,000 or Greater			



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 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 September 5, 2024.		
Key Number N/A	District N/A	Route Number N/A

Background Information

The Infrastructure Investment and Jobs Act (IIJA) was signed on November 15, 2021. Additional apportionments were allocated via the Appropriations Act. Idaho received FY24 apportionments of \$478.0 million.

Idaho received full-year FY24 obligation authority of \$422.1 million through 9/30/24 via the consolidated appropriations act.

An additional \$54.1 million Redistribution of Obligation Authority Not Used by Other States was received on 8/27/24. Total FY24 obligation authority through 9/30/24 is 99.6% of apportionments.

Exhibit 1: Formula Funding for FY2024

IIJA FY2024	
Apportionments + COVID + Hwy Infra.	
Federal Aid Only	\$478,040
Including Match	\$515,908
Obligation Limits through 9/30/2024	
Federal Aid Only	\$476,183
Including Match	\$513,903

- 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 9/5/24.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Exhibit 2:

Allotments of Available Formula Funding w/Match and Amount Remaining

Program	Allotted Program Funding through 9/30/24	Program Funding Remaining as of 9/5/24
All Other SHS Programs	\$317,848	\$32,588
GARVEE Formula Debt Service*	\$63,316	\$0
State Planning and Research*	\$8,715	\$0
Metropolitan Planning*	\$3,203	\$181
Freight	\$10,961	\$7,481
Railroad Crossings	\$2,241	\$580
Recreational Trails	\$1,857	\$0
STBG - Transportation Mgt. Area	\$13,231	\$2,461
Transportation Alternatives (TMA)*	\$2,513	\$1,118
Carbon - TMA	\$2,659	\$180
STBG - Local Large Urban	\$10,495	\$1,912
Carbon - Large Urban	\$2,031	\$1,585
STBG - Local Small Urban	\$4,898	\$365
STBG – Local Rural	\$18,502	\$8,006
Transportation Alternatives (Urban/Rural)*	\$8,275	\$3,880
Local Bridge*	\$13,407	\$8,690
Off System Bridge*	\$6,747	\$0
Local Safety	\$11,455	\$6,170
Total	\$502,353	\$75,197

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 September 5th.
- * 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 September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Tabitha Smith / Brian Rauscher	Presenter's Title ITD Grants Officer / Director of Operations, Safe Start
Preparer's Name Tabitha Smith	Preparer's Title Grants/Contracts Officer

Subject

Idaho Child Passenger Safety Program and Events		
Key Number	District	Route Number

Background Information

National Child Passenger Safety Week is September 15 – September 21, 2024. Currently, Idaho has 87 Car Seat Check Sites across the state, as well as 320 Child Passenger Safety Technicians and 25 Technician Instructors. Safe Start Director of Operations and Child Passenger Safety Technician Instructor Brian Rauscher will provide an overview of the events occurring in Idaho during this nationally celebrated week, as well as overall program updates and plans.

Recommendations *(Action items require a resolution)*

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Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

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

Subject

FFY 2024 ITD Redistribution and Local Public Agency End of Year Closeout.		
Key Number N/A	District N/A	Route Number N/A

Background Information

The purpose of this item is to inform the Board of the final Federal Fiscal Year 2024 Federal Formula Obligation Authority (OA) received from the Federal Highway Administration (FHWA) through redistribution, and how it was distributed. This item also provides information to the Board on how the redistribution funds were used and information on the End Of Year (EOY) closeout for Local Public Agencies (LPA's).

ITD received FY 2024 redistribution funds on August 27, 2024 and it was distributed as shown on Exhibit #1.

ITD received a total of \$54,123,505 Federal Formula Funds. The \$54,123,505 redistribution brought total FY24 OA to 99.6% of apportionments

- Unprogrammed apportionments in the Local Bridge and Transportation Alternatives programs allowed those programs to exceed 100% of the programmed levels.
- \$3.5M CMAQ 2.5 apportionment cannot be used, so programs using that apportionment did not reach 100% OA.

The "To 100% OA" distribution shown on Exhibit #1 is based on Board Policy 4028 and federal regulations.

The "Above 100% OA" distribution shown on Exhibit #1 is based on remaining balances of apportionments.

Exhibit #2 shows the projects that were obligated with ITD's share of redistribution and with other Federal Aid funds that were available to ITD at the end of FY24 to closeout the end of year.

Exhibit #3 shows the FY24 Local Public Agencies End of Year Plan and Prioritized Project List for Redistribution Obligation Authority. Based on priority, projects were obligated using the local share of OA to closeout the year.

Exhibit #4 lists the proposed changes to the Recommended FY25-31 ITIP.

Recommendations *(Action items require a resolution)*

Approval of the attached resolution on page 74.

Exhibit #1
FFY 2024 REDISTRIBUTION TABLE

Program	TO 100% OA			ABOVE 100% OA			*	TOTAL REDISTRIBUTION		
	FEDERAL FORMULA	MATCH	TOTAL FUNDING	FEDERAL FORMULA	MATCH	TOTAL FUNDING		FEDERAL FORMULA	MATCH	TOTAL FUNDING
1 All Other SHS Programs	29,712,216	2,353,633	32,065,849	(3,622,003)	(275,322)	(3,897,325)	*	26,090,213	2,078,311	28,168,524
2 GARVEE Formula Debt Service								-	-	-
3 State Planning & Research								-	-	-
4 Metropolitan Planning								-	-	-
5 Freight	3,390,218	268,554	3,658,772					3,390,218	268,554	3,658,772
6 Railroad Crossings	701,836	55,595	757,431					701,836	55,595	757,431
7 Recreational Trails	535,746	42,439	578,185	146,338	-	146,338		682,084	42,439	724,523
8 Local Transportation Mgt Area	4,106,129	325,264	4,431,393					4,106,129	325,264	4,431,393
9 TAP - TMA	-	-		1,323,069	97,113	1,323,069		1,323,069	97,113	1,420,182
10 Carbon - TMA	703,596	55,735	759,331					703,596	55,735	759,331
11 Local Large Urban	3,287,132	260,388	3,547,520					3,287,132	260,388	3,547,520
12 Carbon Reduction Program	158,100	12,524	170,624					158,100	12,524	170,624
13 Local Small Urban	1,533,995	121,514	1,655,509					1,533,995	121,514	1,655,509
14 Local Rural	5,721,639	453,236	6,174,875					5,721,639	453,236	6,174,875
15 Transportation Alternatives	-	-		900,068	66,065	900,068		900,068	66,065	966,133
16 Local Bridge	-	-		1,527,850	112,144	1,527,850		1,527,850	112,144	1,639,994
17 Off System Bridge	-	-						-	-	-
18 Local Safety	3,572,898	283,025	3,855,923					3,572,898	283,025	3,855,923
Total	53,423,505	4,231,907	57,655,412					53,423,505	4,231,907	57,655,412

notes:

\$54,123,505 Redistribution of Obligation Authority notice was received from FHWA on August 27, 2024

*We are not able to use \$3.6M CMAQ 2.5 apportionments (EPA/FHWA determination on maintenance areas)

September 2024 Board Item: FFY 2024 ITD Redistribution and End of Year Closeout

Exhibit #2

FFY 2024 ITD REDISTRIBUTION & END OF YEAR CLOSEOUT

District	KN	Name	Program	\$	Phase	Description of Change
1	22770	SH 41 TO GREYSTONE LANE, KOOTENAI CO	Pavement Preservation	\$4,000	CN	Obligate Scheduled FY24 Funds
9	23781	FY24 BEHAVIORAL SAFETY	Safety & Capacity	\$1,000	CN/PC	Obligate Scheduled FY24 Funds
				\$5,000	Subtotal Obligation of Scheduled Funds	
2	23650	RAPID RV BR TO RIGGINS, IDAHO CO	Safety	\$450	PC	Increase
2	23651	VALLEY VIEW DR TO KOOSKIA WIDENING, IDAHO CO	Safety	\$350	PC	Increase
2	23652	DOWN RV RD INTERSECTION IMPROVEMENT, LEWISTON	Safety	\$150	PC	Increase
2	23653	SHEEP CREEK REST AREA TURNBAY, IDAHO CO	Safety	\$75	PC	Increase
2	23221	JOHNSTON RD TO CONCRETE SECTION, IDAHO CO	Pavement Restoration	\$50	PC	Increase
5	23171	SIPHON TO RESERVATION RD, BANNOCK CO	Safety & Capacity	\$275	PC	Increase
4	21811	D4 REGIONAL PLANNING	Planning, Scoping, Studies	\$470	PC	Increase
3	23311	CHINDEN DRAINAGE AND DESIGN PLAN, GARDEN CITY	Capacity	\$78	PC	Increase
1	20453	MCGHEE TO KOOTENAI ST, BONNER CO	Safety	\$80	CE	Increase
6	20726	FY24 D6 BRIDGE REPAIR	Bridge Preservation	\$40	CE	Increase
6	22349	S FK TETON RV BRIDGE REPAIR, MADISON CO	Bridge Preservatoin	\$30	CE	Increase
				\$2,048	Subtotal PC & CE Increases	
6	21799	JCT UNIVERSITY BLVD (IC 332), REXBURG	Capacity	\$700	CN	Increase - Change Order
6	20726	FY24 D6 BRIDGE REPAIR	Bridge Preservation	\$200	CN	Increase - Change Order
5	20083	FORT HALL IC# 80, BANNOCK CO	Bridge Restoration	\$2,800	CN	Increase - Change Order
4	21824	FY25 D4 #5 SEAL COATS	Pavement Preservation	\$600	CN	Increase - Change Order
1	20484	JCT US 95 TO MONTANA ST LN, BOUNDARY CO	Pavement Restoration	\$975	CN	Increase - Change Order
1	19133	KINGSTON IC # 43, SHOSHONE CO	Bridge Restoration	\$20	CN	Increase - Change Order
3	23629	ROUND VALLEY TO CLEAR CR SEALCOAT, VALLEY CO	Pavement Preservation	\$80	CN	Increase - Change Order
3	23625	DONNELLY TO DEINHARD SEALCOAT, VALLEY CO	Pavement Preservation	\$10	CN	Increase - Change Order
3	23164	USFS TO ROUND VALLEY, VALLEY CO	Pavement Preservation	\$170	CN	Increase - Change Order
3	22701	GOOSE CR TO NEW MEADOWS, ADAMS CO	Pavement Preservation	\$200	CN	Increase - Change Order
				\$5,755	Subtotal Construction Change Orders	
3	21969	RAINBOW BR REPAIRS, VALLEY CO	Bridge Preservation	\$3,372	CN/CE/CC	Advance Project from FY29
2	20570	MP 210 SLIDE TO WHITEBIRD BR, IDAHO CO	Pavement Restoration	\$4,750	CN	Advance Funding - AC Convert
2	9294	THORN CR RD TO MOSCOW, PH 1	Capacity	\$9,000	CN	Advance Funding - AC Convert
5	20229	INKOM SOUTH IC TO PORTNEUF IC, BANNOCK CO	Pavement Restoration	\$3,091	CN	Advance Funding - AC Convert
1	21935	CD'A RV BR EBL & WBL, KOOTENAI CO	Bridge Restoration	\$6,153	CN	Advance Funding - AC Convert
1	23243	WOLF LODGE TO CEDARS MTC SITE, KOOTENAI CO	Pavement Preservation	\$1,000	CN	Advance Funding - AC Convert
5	20186	UPRR INKOM OPASS, BANNOCK CO**	Bridge Restoration	\$3,500	CN	**Advance Funding - AC Convert
				\$30,866	Subtotal Advanced Funding - AC Conversions	
				\$43,669	Total End of Year Obligations	

PC Preliminary Engineering by Consultant
CE/CC Construction Inspection by ITD/Consultant
CN Construction Funding
AC Advance Construction Obligation
** End of Year Balancer. Will Change

Exhibit #3
FFY 2024 LOCAL PUBLIC AGENCY REDISTRIBUTION & END OF YEAR CLOSEOUT

District	KN	Name	\$	Change
Local Rural				
3	13964	PECKHAM RD, GOLDEN GATE HD	\$ 50,000	increased UT
3	21981	SIMCO RD REHABILITATION, ELMORE CO	\$ 2,239,684	scheduled
4	20666	SHOE STRING RD REHABILITATION, GOODING HD	\$ 300,000	scheduled
4	24352	1500 W RD REHAB; 800 S TO 975 S, CASSIA CO	\$ 500,000	advanced from FY26
6	21983	N 500 W RECONSTRUCTION, TETON CO	\$ 4,993,922	advanced from FY25
9	22433	FY24 LHTAC PLANNING & SCOPING	\$ 153,000	scheduled
Local Safety				
2	22402	PUBLIC AVE CORRIDOR SAFETY IMPROVEMENTS, MOSCOW	\$ 1,484,000	scheduled
3	22879	SIMCO RD SAFETY IMPV, MT HOME HD	\$ 2,040,000	scheduled
3	24280	NORTH SIMCO RD SAFETY IMPROVEMENT, ELMORE CO	\$ 1,500,000	scheduled
4	22003	SHOE STRING RD SAFETY, GOODING HD	\$ 100,000	scheduled
4	24344	100 EAST BR WIDENING AT 137 NORTH, JEROME CO	\$ 132,006	increased PC
6	23300	ARCHER HWY CURVE IMPRV, MADISON CO	\$ 976,644	advanced from FY26
6	24285	INT 15TH E AND 49TH S SAFETY IMPRV, IDAHO FALLS	\$ 276,000	scheduled
9	22433	FY24 LHTAC PLANNING & SCOPING	\$ 50,000	scheduled
Local Bridge				
1	19292	MAIN ST/SILVER VALLEY RD BRIDGE, PINEHURST	\$ 1,625,610	scheduled
2	22638	CHERRYLANE BR, NEZ PERCE CO (CONSTRUCTION)	\$ 1,580,000	increase
6	21984	MOODY RD BR, MADISON CO	\$ 4,176,119	scheduled
9	22728	FY25 LOCAL/OFF-SYSTEM BRIDGE INSPECTION	\$ 2,887,901	advanced from FY25
Small Urban				
3	22441	WEISER TRANSPORTATION PLAN	\$ 293,200	scheduled
5	24257	PENDLEBURY LN IMPRV, CHRISTENSEN DR TO ALICE ST	\$ 72,000	increase
Transportation Alternatives				
1	23898	ST MARIES SIDEWALK IMPROVEMENTS, PH 2	\$ 100,000	increase
2	23891	US HWY 12 SIDEWALK PROJECT, PH 1 & 2	\$ 2,000	increase
2	23897	17TH ST SIDEWALK INFILL; 13TH AVE TO 15TH AVE	\$ 450,000	scheduled
3	22950	1ST STREET, PHASE 3B SURFACE IMPROVEMENTS, MCCALL	\$ 500	increase
4	23892	SOLDIER RD SIDEWALKS; SAGE TO PONDEROSA	\$ 696,000	scheduled / increase
5	23697	MONTE VISTA TO POCATELLO CR RD PATHWAY	\$ 1,936,141	scheduled / increase
6	23894	TETON COUNTY HWY 33 MULTI-MODAL PATHWAY	\$ 1,111,000	scheduled
9	23872	FY24 TAP TECHNICAL ASSISTANCE	\$ 100,000	scheduled

District	KN	Name	\$	Change
Local Transportation Management Area				
3	20006	FY22 PAVEMENT PRESERVATION AND ADA, ACHD	\$ 2,058,047	increase
3	22386	FY25/FY26 ACHD COMMUTERIDE	\$ 220,000	advanced from FY25
3	22387	FY25/FY26 COMPASS PLANNING	\$ 209,876	advanced from FY25
3	23311	CHINDEN DRAINAGE AND DESIGN PLAN, GARDEN CITY	\$ 184,141	increase
Transportation Alternatives - TMA				
3	20006	FY22 PAVEMENT PRESERVATION AND ADA, ACHD	\$ 193,062	increase
3	23307	FEDERAL WAY AND BROADWAY AVE PATHWAY, BOISE	\$ 305,029	increase
3	23833	ACCESS TO OPPORTUNITY, ACHD	\$ 618,978	increase
3	23943	FY25 ADA COUNTY SR2S, VRT	\$ 206,000	advanced from FY25
Carbon Reduction - TMA				
3	24233	CARBON REDUCTION STRATEGY STUDY, COMPASS	\$ 180,000	scheduled
Local Large Urban				
1	23028	PRAIRIE AVE; MEYER RD TO SH 41, POST FALLS HD	\$ 720,000	scheduled
2	13443	SNAKE RV AVE; SOUTHWAY BR TO 11TH AVE, LEWISTON	\$ 100,000	increase
3	22386	FY25/FY26 ACHD COMMUTERIDE	\$ 97,379	advanced from FY25
6	20461	INT 5TH & HOLMES SIGNAL, IDAHO FALLS	\$ 160,000	increase
6	23023	ELM ST; YELLOWSTONE TO SOUTH BLVD, IDAHO FALLS	\$ 150,000	increase
Carbon Reduction Program				
2	24379	BURRELL AVE SIDEWALK INFILL, THAIN RD TO 14TH ST	\$ 122,000	scheduled
3	23025	GRIMES CITY PATHWAY EXTENSION, NAMPA	\$ 1,061,000	scheduled
3	24337	ORR MULTI-USE CITY PATHWAY, NAMPA	\$ 294,000	scheduled
3	24739	ORR MULTI-USE CITY SIDEWALKS, PHASE 2, NAMPA	\$ 108,000	scheduled
Freight Program				
3	23746	SIMCO RD, MP 116 TO MP 119.8	3,384,000	scheduled
3	21981	SIMCO RD REHABILITATION, ELMORE CO	2,760,000	scheduled
4	23740	1500 W / 4900 E RD, TWIN FALLS CO	704,000	advance from FY26
4	23739	IDAHOME RD, CASSIA CO	100,000	increase
4	23741	100 WEST RD, MINIDOKA HD	125,000	increase
3	21981	SIMCO RD REHABILITATION, ELMORE CO	290,432	increase
4	23740	1500 W / 4900 E RD, TWIN FALLS CO	71,000	increase

Exhibit #4
FF 2025-2031 ITIP CHANGES

Removed Projects

District	KeyNo	Location	Cost	Description of Change
3	24238	LOCAL, SH 45 REALIGN NEPA STUDY, NAMPA	600	Removed at the request of the City of Nampa
5	23906	CHUBBUCK CANAL TRAIL; PHILBIN TO HAWTHORNE	449	Removed due to City not owning the necessary Right-Of-Way

Other Changes Since June Draft Program

District	KeyNo	Location	Cost	Description of Change
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LOCAL PROGRAMS/PROJECTS

1	23282	CURVE & RDWY SAFETY IMPRV, BENEWAH CO	564	Rescheduled to FY25 - July Board
2	24278	LOCAL, D2 CURVE NEGOTIATION SAFETY IMPROVEMENT	70	Rescheduled from FY24 to FY25
2	24279	LOCAL, NEGOTIATION OF CURVES SAFETY IMPROVEMENT	43	Rescheduled from FY24 to FY25
2	24712	LEWISTON ELECTRIC VEHICLE INFRASTRUCTURE PH I	3,000	New Project - Sept. Board
3	22386	FY25/FY26 ACHD COMMUTERIDE	(97)	Advanced FY24 year-end
3	23896	LOCAL, STRAND TRAIL PAVING AND PED/CYCLIST SAFETY PROJECT	344	Rescheduled from FY24 to FY26
3	23943	FY25-FY31 SR2S, ADA & CANYON COS	(206)	Advanced FY24 year-end
4	23740	1500 W / 4900 E RD, TWIN FALLS CO	(704)	Advanced PE FY24 year-end
4	24352	1500 W RD REHAB; 800 S TO 975 S, CASSIA CO	(500)	Advanced PE FY24 year-end
4	24713	BLISS ELECTRIC VEHICLE INFRASTRUCTURE PH I	3,000	New Project - Sept. Board
5	23297	LOCAL, FLASHING STOP SIGNS, BINGHAM CO	168	Rescheduled from FY24 to FY25
5	24714	POCATELLO ELECTRIC VEHICLE INFRASTRUCTURE PH I	3,000	New Project - Sept. Board
6	21983	N 500 W RECONSTRUCTION, TETON CO	(4,994)	Advanced FY24 year-end
6	23300	ARCHER HWY CURVE IMPRV, MADISON CO	(977)	Advanced FY24 year-end
6	23391	US 20B, E ANDERSON & HOLMES, EIRR RRX 811927P, IDAHO FALLS	400	Rescheduled from FY24 to FY25
6	24284	LOCAL, RETROREFLECTIVE SIGNAL BACKPLATE, AMMON	29	Rescheduled from FY24 to FY25
6	24285	INT 15TH E AND 49TH S SAFETY IMPRV, IDAHO FALLS	(276)	Advanced to FY24 - July Board
9	22728	FY25 LOCAL/OFF-SYSTEM BRIDGE INSPECTION	(2,888)	Advanced FY24 year-end

STATE PROGRAMS/PROJECTS

1	10005	SH 53, PLEASANT VIEW IC, KOOTENAI CO	(4,600)	Reduced total cost due to low bid
1	21935	I 90, CD'A RV BR EBL & WBL, KOOTENAI CO	(6,153)	Advanced FY24 year-end
1	23243	I 90, WOLF LODGE TO CEDARS MTC SITE, KOOTENAI CO	(1,000)	Advanced FY24 year-end
1	24306	I 90, SH 41 TO US 95 - EAST, KOOTENAI CO	35,600	Increased and added to Early Development Program
1	24747	SH 3 & SH 6 EMERGENCY CULVERT REPLACEMENT	275	New Project - Sept. Board
2	9294	US 95, THORN CR RD TO MOSCOW, PH 1	(9,000)	Advanced FY24 year-end
2	19861	SH 13, CURVE IMPROVEMENT, NR KOOSKIA	2,550	Rescheduled from FY26 to FY27
2	20570	US 95, MP 210 SLIDE TO WHITEBIRD BR, IDAHO CO	(4,750)	Advanced FY24 year-end
2	24708	SH 162, D2 FLOOD REPAIR, IDAHO CO	850	New Project - July Board
2	24742	SH 14, AOP CULVERT REPLACEMENTS, IDAHO CO	3,947	New Project - Aug. Board
2	24743	US 12, BIG SMITH CR & SWEDE CR AOP REPLACEMENTS, IDAHO CO	3,124	New Project - Aug. Board
3	21969	SH 55, RAINBOW BR REPAIRS, VALLEY CO	(1,975)	Advanced FY24 year-end
3	22715	SH 55, FARMWAY RD TO MIDDLETON RD, CANYON CO	4,670	Increased and moved from Early Development Program
3	22717	SH 45, LOCUST LANE INTERSECTION, NAMPA	2,611	Advanced from FY31 to FY25
3	23456	I 84, MERIDIAN RD IC TO EAGLE RD IC, DESIGN, MERIDIAN	14,500	Rescheduled to FY31-Mobility study to re-prioritize needed improvements
4	20033	SH 75, ELKHORN RD TO RIVER ST, KETCHUM	6,000	Increased
4	24005	US 93, FY25 HOLLISTER POE IMPROVEMENTS	3,633	Increased
5	20229	I 15, INKOM SOUTH IC TO PORTNEUF IC, BANNOCK CO	(3,350)	Advanced FY24 year-end
6	21923	US 26, JCT HITT ROAD (25TH E), BONNEVILLE CO	11,812	Advanced to FY25



Board Agenda Item

ITD 2210 (Rev. 12-23)

RESOLUTION

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, Redistribution of Federal Formula Funds were received by ITD on August 27, 2024 and other Federal Formula Funds were available for the end of year obligation; and

WHEREAS, FY 2024 Federal Formula Funds have to be obligated and approved by FHWA by September 25, 2024; and

WHEREAS, the attached Exhibits were executed to meet the required obligation dates; and

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

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the allocation of obligation authority received through Redistribution of Federal Formula Funds, and the lists of projects presented for advancement, cost changes or advance construction conversion to FY2024 as shown in Exhibits #1 and #2.

BE IT FURTHER RESOLVED, that the Board approves the additions or changes to projects in the Recommended FY25-31 ITIP as shown in Exhibit #3.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Ryan Hawkins	Presenter's Title D1 Operations Manager
Preparer's Name Marvin Fenn	Preparer's Title D1 Engineering Manager

Subject

Add SH-6 and SH-3 Culvert Project to FY25 of the Draft FY25-31 ITIP		
Key Number N/A	District 1	Route Number SH 3 & SH 6

Background Information

District 1 is requesting a project be added to the program, the proposed project is to perform emergency culvert replacements on SH 6 at mileposts 25.4 and 25.5, and SH 3 at milepost 110.2.

As SH-6 and SH-3 were recently used as a detour for a multi-vehicle accident and hazardous material clean-up on US 95, state forces noticed the increased traffic volumes accelerated the failure of several culvert crossing along sections of the highway. There were several culvert locations experiencing failures in which state forces were able to make repairs. At the locations in this request, state forces have attempted repairs such as cut and weld new bottoms to the two culverts and concurrent asphalt repairs. Both measures have since failed and the culverts are continuing to undermine the road.

The proposed repair locations would be prohibitive for state forces to perform, the culverts to be replaced are at a steep angle and the outlet is approximately 30' below the pavement surface. However, state forces will be performing associated ditch restoration and repairing the asphalt when the project is complete.

The district requests to contract out a culvert replacement project to jack new pipes adjacent to the existing and abandon the old culverts by grouting them in place.

Recommendations *(Action items require a resolution)*

Approve expenditure of \$275,000.00 with FY25 state funds, and add a project to FY25 of the Draft FY25-31 ITIP to fund the project. Resolution on page 74D.



Highways Emergency Procurement Justification

ITD 2360 (Rev. 2/2024)
itd.idaho.gov

Note: Highway Emergency

The Chief Engineer may declare a Highways Emergency Procurement is justified when there is a situation that creates an immediate or imminent threat to the health, welfare and safety of the public, the environment, or Department resources. The Emergency Process is defined on the next page.

Request Date 9/03/2024	Requestor Ryan Hawkins	Section or District D1 Operations	Contract or Requisition Number (if applicable)
District Engineer or Delegate Damon Allen		District Engineer's Signature (or Delegate) APPROVED By Marvin Fenn at 8:07 am, Sep 04, 2024	
Chief Engineer Dave Kuisti		Request Approved By (Chief Engineer or Delegate)	

Estimated Costs

Quantity	Description	Price
1	Bore new cross culvert SH-6 MP 25.4	\$65,000
1	Bore new cross culvert SH-6 MP 25.5	\$70,000
1	Line cross culvert SH-3 MP 101	\$140,000
Total Estimated Cost - Right click on the total field at right and select "Update Field"		\$275,000

Justification (Why is this a threat to public health, welfare, or safety?)

SH-6 and SH-3 were recently used as a detour for a multi vehicle accident and hazardous material clean-up. Almost immediately a culvert along SH-6 failed and needed to be repaired. Shortly after this repair was completed two of the other culverts began to show signs of distress. We tried to formulate a plan for repairing the two other culverts. First we had our welder cut and weld new bottoms to the two culverts. We also did a concurrent asphalt repair, both measures have since failed and the culverts are continuing to undermine the road. Currently our plan is to jack two pipes next to the existing locations, construct two slope drains and repair the driving surface. The old pipes will be grouted full, as well as any voids under the road where it has undermined. Our crews will be constructing the slope drains and ditch improvements necessary to complete the work. On SH-3 we noticed a very large void just off the shoulder of the northbound lane. This void was roughly a 5' x3' rectangular area that had been eroded away at the top of the intake to the culvert. We did an assessment of the culvert and it needs to be immediately lined to stop the migration of fines and grouted where the underlying soil has been piped away. This culvert would be prohibitive for our crews to repair, it falls at a fairly steep angle and the outlet is approximately 30' below the pavement surface. Our crews are performing associated ditch restoration and repairing the asphalt when the project is complete. I proposed both projects be added to the SIA program, but after consultation with Steve Spoor and Ty Winther it was determined that our project was urgent enough to warrant special consideration as an emergency. The district has a proposed offset for the money and would like to begin the solicitation project immediately in order to avoid the rainy season.

Highways Emergency Procurement Process

The Chief Engineer may declare a Highways Emergency (non-governor declared) when there is a situation that creates an immediate or imminent threat to the health, welfare and safety of the public, the environment, or Department resources. Examples may include landslides, floods, road wash-out, culvert failure, etc. If there is additional work to be done to correct the problem after the immediate or imminent threat is mitigated, it must follow the non-emergency process as defined by Advertisement & Award.

The Requestor will complete the ITD-2360 form, including obtaining signature of the District Engineer, prior to sending the document to the Chief Engineer for review & approval.

Projects from \$0 to under \$15,000

- The District may directly select a qualified contractor to perform the work with the most immediate availability after approval by the Chief Engineer.

Projects greater than \$150,000

- The District must have a discussion with the Chief Engineer or delegate to determine the best path forward.
- The District must check with Environmental to determine if there are any special requirements prior to commencement of activities.
- The Chief Engineer may either:
 - Delegate authority to the District to award to the lowest bidder with the most immediate availability;
 - Call for special advertisement;
 - Specify another method, as deemed appropriate by the Department.

All awarded contractors must sign the “Highways Related Small Works Contractual Agreement ITD-2350” and provide documentation of insurance prior to commencement of work.

- The Contractor must provide proof of a valid public works license for projects \$50,000 or greater.

****All documents should be put into ProjectWise. Advertisement & Award can set up the folders in ProjectWise, at the request of the District, for management of the contract****

RESOLUTION

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

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

NOW THEREFORE BE IT RESOLVED, that the Board approves adding the SH-3 and SH-6 Emergency Culvert Replacement project to FY25 of the Recommended FY25-FY31 Idaho Transportation Investment Program (ITIP) at a cost of \$275,000 using state funds.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Megan Jahns/ Abby Peterson	Presenter's Title Senior Public Information Officer/ Planner
Preparer's Name Abby Peterson	Preparer's Title Transportation Planner

Subject

FY25-FY31 Draft ITIP Public Outreach Summary		
Key Number	District	Route Number

Background Information

Each year as part of the Idaho Transportation Investment Program (ITIP) update, the department hosts a public outreach and comment period to solicit feedback from the public regarding the projects and funding.

The public comment period for this year accepted comments from July 1 to July 31, 2024. The department provided various avenues to distribute information and collect responses. To advertise the comment period, the department published press releases, sent emails and ran ads on social media, the radio, and in newspapers. Interested parties had the option to submit a comment through email, phone call, writing a letter, and submitting comments through the web application. This year ITD received 432 comments. ITD staff responded to over 98% of comments received.

The Transportation Board was provided the raw comments at the August 2024 board meeting for review. The full list of comments and responses will be provided as a supplemental document for the Board's review. ITD staff will present a summary of the outreach campaign and responses to the comments received during this month's board meeting.

ITIP Comments 2024	
District	Total Number of comments
1	136
2	18
3	154
4	25
5	37
6	48
Statewide	14
Total	432

Recommendations *(Action items require a resolution)*

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Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

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

Recommended FY 2025 - 2031 Idaho Transportation Investment Program.

Key Number N/A	District N/A	Route Number N/A
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Background Information

The Recommended FY 2025 - 2031 Idaho Transportation Investment Program (ITIP) is provided for the Board's review and approval. The ITIP includes Highways, Public Transportation, and Aeronautics Programs as of September 2024 and displays summarized preliminary engineering, right-of-way acquisition, and construction costs for each project.

Public comments and requests were considered and incorporated into the Recommended ITIP by the Districts when appropriate. Additional changes to the program are expected due to *Redistribution of Obligation Authority* received at the end of August along with resulting end-of-year actions.

Changes made to the ITIP since the June Workshop are provided, and include fiscally constrained changes requested by stakeholders and technical corrections.

Recommendations *(Action items require a resolution)*

Approval of the resolution on page 78.



RESOLUTION

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, local, and private capital investment funding; and

WHEREAS, the Infrastructure Investments and Jobs Act (IIJA) transportation act requires that a fiscally constrained list of projects covering a 4-year minimum be provided in a statewide transportation improvement program; and

WHEREAS, Highways, Public Transit, and Aeronautics have recommended new projects and updated the costs and schedules for projects in the Recommended FY 2025 - 2031 ITIP; and

WHEREAS, the Recommended FY 2025 – 2031 ITIP was developed in accordance with all applicable federal, state, and policy requirements including adequate opportunity for public involvement and comment; and

WHEREAS, the Recommended FY 2025 - 2031 ITIP incorporated public involvement and comment whenever appropriate while maintaining a fiscally constrained Program; and

WHEREAS, it is understood that continued development and construction of improvements are entirely dependent upon the availability of future federal and state capital investment funding in comparison to the scope and costs of needed improvements;

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the Recommended FY 2025 - 2031 Idaho Transportation Investment Program (ITIP).

BE IT FURTHER RESOLVED, that staff is authorized to submit the federal version of the ITIP (the Statewide Transportation Improvement Program; or STIP) for federal approval in accordance with the provisions of IIJA.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name David Tolman	Presenter's Title Chief Administrative Officer
Preparer's Name David Tolman	Preparer's Title Chief Administrative Officer

Subject

Potential American Rescue Plan Act Funding for Highway Projects		
Key Number	District	Route Number

Background Information

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), established by the American Rescue Plan Act (ARPA), provided \$195.3B to State governments to support their response to and recovery from the COVID-19 public health emergency.

Surface transportation projects are eligible for ARPA funding under a number of surface transportation programs administered by the Federal Highway Administration. The Division of Financial Management has requested that ITD prepare for and identify projects that could utilize some of this funding. This presentation will outline some of the requirements and identify some potential projects that could benefit from this source of money.

Recommendations *(Action items require a resolution)*

Information only.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Amy Schroeder Dave Tolman	Presenter's Title Division Administrator Chief Administrative Officer
Preparer's Name Eric Staats	Preparer's Title Bonding Program Manager

Subject

Early 2025 Bond Sale and Market Update		
Key Number	District	Route Number

Background Information

The Idaho Transportation Board will be provided information about the projects and phases that are being considered for the 2025 bond sale. Information that will be presented includes:

- Project readiness and projects proposed for inclusion in the next bond sale
- A bond market update and discussion about interest rates
- Future actions needed by the Transportation Board for the 2025 bond sale

Recommendations *(Action items require a resolution)*

Informational item only.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Scott Luekenga	Presenter's Title Planning Manager
Preparer's Name Scott Luekenga	Preparer's Title Planning Manager

Subject

National Electric Vehicle Infrastructure (NEVI)		
Key Number 23981	District N/A	Route Number N/A

Background Information

This item is a follow up to the Board information item provided at the July 2022 Board meeting. Today's Board item is to provide an update on the combined team work of the Idaho Transportation Department (ITD), Office of Energy and Mineral Resources (OEMR), and Department of Environmental Quality (DEQ).

The National Electric Vehicle Infrastructure Formula Program (NEVI) is a new funding program required by the Infrastructure Investment and Jobs Act (IIJA). NEVI is a formula funding program allocating up to \$5 billion nationwide between 2022 and 2026 to states for deployment of Electric Vehicle Supply Equipment (EVSE) for the purpose of building a national network of EV charging infrastructure. Idaho's appropriation is \$47,507,000.00, which includes Federal funds, state match for the planning phase, and private match investment for the implementation phase.

NEVI funds can be utilized for:

- Planning, administration, and development activities related to acquisition or installation
- Acquisition, installation, operations, and maintenance costs of EVSE infrastructure for up to five years
- Data sharing of EV infrastructure to ensure long-term success of equipment installed under the formula program

In 2022, the Idaho NEVI Interagency Working Group (IAWG) as established. The IAWG consists of ITD, OEMR, and DEQ with OEMR as Idaho's lead agency. The IAWG is overseeing the use of Federal funds to buildout Idaho's EVSE network along with private industry efforts to buildout the national network.

To date, the IAWG has accomplished the following:

- Conducted extensive public engagement to determine stakeholder's needs
- Established a State NEVI Advisory Committee
- Completed Idaho's Baseline NEVI Plan in 2022, after receiving Federal funding
- Completed the 2023 update to Idaho's NEVI Plan
- Completed the 2024 update to Idaho's NEVI Plan
- Completed the Siting, Feasibility, and Access Study (SFAS)



Board Agenda Item

ITD 2210 (Rev. 12-23)

The IAWG contemplated the options for contracting and awarding contracts for installation, operations, and maintenance of NEVI sites, and recommended utilization of a best-value, design-build process that considers proposer's qualifications, technical aspects, and price component. This meets both Federal (23 CFR) and Idaho Code and is the most cost effective and efficient means for the State to meet NEVI program requirements.

Idaho Code § 40-904 states ITD may select design-build firms and award contracts for design-build projects, if the Transportation Board determines that the projects are of appropriate size and scope, that awarding a design-build contract will serve the public interest.

Administratively, the simplest method to track each contract involves establishing a new project (key number) for each site being contracted for. This request includes establishing new projects for each initial round of sites and each subsequent round of sites.

Next steps:

- Selection of a NEVI Program Consultant to assist the State with program administration
- Advertise for the installation of the first three NEVI sites using the design-build process this fall/winter
- Update the Idaho NEVI Plan in summer 2025
- Advertise for the installation of the subsequent NEVI sites using the design-build process
- Ongoing reporting
- Ongoing operations and maintenance of installed sites for a period of five years
- Install three Round 1 NEVI sites in summer 2025 (Pocatello, Bliss, and Lewiston)
- Prepare for Round 2 and 3 NEVI site installation
 - Round 2
 - I-15 (2 sites)
 - I-84 (2 sites)
 - I-86 (1 site)
 - I-90 is pending FHWA compliant approval
 - Round 3
 - US-95 (12 sites)
 - SH-55 (3 sites)

Subsequent sites will be evaluated after the initial solicitation rounds depending on the remaining funding available. Prioritization will be given to US-93 and US-12 as follows:

- US-93 (8 sites)
- US-12 (4 sites)

The most rural routes, such as US-20, US-30, and SH-1, would be the last priority for EV charging installations.

- US-20 (2 sites)
- US-30 (1 site)
- SH-1, but does not require a new site because of the short length

Recommendations (*Action items require a resolution*)

Board approves the establishment of individual projects for each NEVI site to be awarded for installation, and the use of the design-build procurement method to select NEVI site developers per the attached resolution.

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA) established a National Electric Vehicle Infrastructure (NEVI) Formula Program to provide funding to States for the purpose of strategically deploying electric vehicle (EV) charging infrastructure and to establish an interconnected network to facilitate data collection, access, and reliability; and

WHEREAS, formula funds from this program are dedicated to planning, program administration, equipment installation, operations, and maintenance; and

WHEREAS, ITD has entered into a Memorandum of Understanding with the Office of Energy and Mineral Resources and Idaho Department of Environmental Quality, together referred to as the Interagency Working Group (IAWG), to develop and deliver the NEVI Program as required by IIJA; and

WHEREAS, the 2022 Baseline Plan and annual updates have been completed as well as a Sighting, Feasibility, and Access Study; and

WHEREAS, public outreach has been conducted throughout the initiation of the Program; and

WHEREAS, the IAWG is preparing procurement documents for the implementation of the site installations and a 5-year operations and maintenance period; and

WHEREAS, individual projects (key numbers) will be established for each NEVI-funded EV site that is selected for award of a contract; and

WHEREAS, the FY25-31 ITIP includes new projects for each Round 1 site, which includes Lewiston, Bliss and Pocatello; and

WHEREAS, Idaho Code § 40-904 states the department, through the Transportation Board, may select design-build firms and award contracts for design-build projects based on the suitability of project characteristics such as size and scope, and that awarding a design-build contract will best serve the public interest; and

WHEREAS, utilization of a best-value, design-build process that considers proposer's qualifications, technical aspects and a price component meets both Federal (23 CFR § 630) and Idaho Code and is the most cost effective and efficient mean for the State to meet NEVI program requirements; and

WHEREAS, a presentation has been made to the Board that explain the status of the Program, the procurement process, and the benefits of using the design-build procurement method on NEVI projects.

NOW THEREFORE BE IT RESOLVED, that the Board approves the establishment of individual projects for each future NEVI site to be awarded for installation, and also the use of the design-build procurement method to select NEVI site developers.

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Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Jessika Doglietto	Presenter's Title Workforce Development Program Manager
Preparer's Name Jessika Doglietto	Preparer's Title Workforce Development Program Manager

Subject

Workforce Development Update		
Key Number	District	Route Number

Background Information

Provide an update on the FY24 workforce development efforts, including the additional funding approved by the Idaho Transportation Board and the FY25 workforce development plan.

The additional allocated funds have been instrumental in the development of our ITD employees, significantly enhancing their skills and expertise. Moreover, these funds have equipped the students externally with the necessary skills to excel in the heavy highway construction and aviation industry. This investment has enhanced our workforce and fostered a growing interest in STEM careers.

During the FY24 Federal Fiscal Year, \$632,088.86 was spent in federal funds for workforce training. This breaks down as:

- \$386,019.57 of IIJA funding and \$186,980.23 in other federal awarded grants

External Outreach Programs:

- Two adult and one youth ITD Idaho Career Opportunities Next in Construction (ICONIC) programs, and a National Flight Academy program

Internal ITD Training:

- Five National Highway Institute courses - plus seven more this calendar year; 420 technical training classes and 10 Crane and Digger Derrick courses were delivered

FY25 Workforce Development Programs (all program funds have been identified in the ITIP):

- \$700,000 Federal Program Funds:
 - o \$400,000 for external workforce development
 - o \$300,000 for ITD employment development
- Additional \$125,000 in State Transportation Innovation Council (STIC) to put towards the ICONIC program

Additional Workforce Development Plans:

- Two diesel mechanic training courses; four female corrections workforce training cohorts; and 12 engineering students for summer internship

Recommendations *(Action items require a resolution)*



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 09/19/2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Lisa McClellan	Presenter's Title DMV Administrator
Preparer's Name Heather Fleck	Preparer's Title Policy Engagement Specialist

Subject

DMV Policy Revision for the Dealer Advisory Board (4040 and 5040)

Key Number	District HQ	Route Number
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Background Information

ITD divisions were tasked with revising the Dealer Advisory Board (DAB) policy to align with strategic goals, eliminate scope of uncertainty for DAB members, and describe processes. DMV has revised the Dealer Advisory Board policies. All DAB members have reviewed the revisions and all are in agreement and support of edits. The Transportation Board's Policy Subcommittee reviewed the policies on August 29, 2024.

Recommendations *(Action items require a resolution)*

Resolution on page 97.



DEALER ADVISORY BOARD

Purpose

The Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the Dealer Advisory Board ~~this policy~~ is to ~~document that provide~~ the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the department's decision-making processes. ~~can ask the assistance of the Dealer Advisory Board regarding vehicle dealer and salesmen administrative procedures.~~

Legal Authority

Idaho Code 49-1602(7) – Idaho Transportation Department shall provide regular meetings of the Dealer Advisory Board.

Idaho Code 49-1602(9) – Idaho Transportation Department shall seek and consider the Dealer Advisory Board's recommendations and comments regarding proposed rules promulgated for the administration of the provisions of this chapter ~~of the advisory board concerning the licensing of motor vehicle dealers and salespersons.~~

Idaho Code 49-1602(10) – Idaho Transportation Department shall require the attendance of 1 to 3 members of the Dealer Advisory Board at hearings conducted under the dealers and salesmen licensing provisions.

Idaho Code 49-1603 – Establishment of Dealer Advisory Board – number of members, terms, compensation and meeting dates.

Idaho Code 49-1608~~BE~~ – Establishes creation of the Idaho Consumer Asset Recovery (ICAR) fund and authorization and guidelines for setting fees.

Idaho Code 49-1610 – Establishes a right of action for persons who are defrauded by a dealer or one of the dealer's salespersons.

Idaho Code 49-1618 – Denial or revocation of a license requires a hearing.

~~Idaho Code authorizes~~ The Idaho Transportation Department ~~to request~~s the advice and assistance of the Dealer Advisory Board in the administration of matters concerning vehicle dealers and automotive industry in Idaho. ~~all vehicle dealer and salesmen regulations, vehicle titling policies, and other such procedures that may affect the orderly operation of all vehicle dealerships regulated by the Department.~~ This advice may take place in the form of candid and robust conversations or specific recommendations.

Recommendations or ideas about policy changes that may require legislative action may be made to the Idaho Transportation Department. The Idaho Transportation Department will consider the

50 recommendations internally and determine if further review is warranted. If approved by the
51 Idaho Transportation Board, the idea will be advanced to the executive branch process for further
52 consideration.

53
54 The Governor's Office and the Division of Financial Management, working with Idaho
55 Transportation Department staff, act as clearinghouses to ensure a cohesive executive branch
56 position on all legislative issues. While members are free to share their opinions on various
57 topics, they shall not individually represent the Dealer Advisory Board to external stakeholders
58 or legislators about a potential legislative issue until the Idaho Transportation Department
59 confirms alignment with the Governor's Office.

60
61 The Dealer Advisory Board will meet at least twice a year and as necessary as determined by the
62 Division of Motor Vehicles Administrator. The Dealer Advisory Board Chairman, or his
63 designee, will present annually to the Idaho Transportation Board a summary of its activities.

64
65
66 ~~The Department Director or a designee is authorized to determine which items must be reviewed~~
67 ~~by the Dealer Advisory Board and shall schedule regular meetings accordingly.~~

68
69 Approved by the Board on:

70
71
72 Signed _____
73 ~~Jerry Whitehead~~ Bill Moad
74 Board Chairman

Date: ~~October 24, 2013~~ _____



DEALER ADVISORY BOARD

Purpose

The Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the Dealer Advisory Board is to provide the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the department's decision-making processes.

Legal Authority

- Idaho Code 49-1602(7) – Idaho Transportation Department shall provide regular meetings of the Dealer Advisory Board.
- Idaho Code 49-1602(9) – Idaho Transportation Department shall seek and consider the Dealer Advisory Board's recommendations and comments regarding proposed rules promulgated for the administration of the provisions of this chapter.
- Idaho Code 49-1602(10) – Idaho Transportation Department shall require the attendance of 1 to 3 members of the Dealer Advisory Board at hearings conducted under the dealers and salesmen licensing provisions.
- Idaho Code 49-1603 – Establishment of Dealer Advisory Board – number of members, terms, compensation and meeting dates.
- Idaho Code 49-1608B – Establishes creation of the Idaho Consumer Asset Recovery (ICAR) fund and authorization and guidelines for setting fees.
- Idaho Code 49-1610 – Establishes a right of action for persons who are defrauded by a dealer or one of the dealer's salespersons.
- Idaho Code 49-1618 – Denial or revocation of a license requires a hearing.

The Idaho Transportation Department requests the advice and assistance of the Dealer Advisory Board in the administration of matters concerning vehicle dealers and automotive industry in Idaho. This advice may take place in the form of candid and robust conversations or specific recommendations.

Recommendations or ideas about policy changes that may require legislative action may be made to the Idaho Transportation Department. The Idaho Transportation Department will consider the recommendations internally and determine if further review is warranted. If approved by the Idaho Transportation Board, the idea will be advanced to the executive branch process for further consideration.

The Governor's Office and the Division of Financial Management, working with Idaho Transportation Department staff, act as clearinghouses to ensure a cohesive executive branch position on all legislative issues. While members are free to share their opinions on various topics, they shall not individually represent the Dealer Advisory Board to external stakeholders or legislators about a potential legislative issue until the Idaho Transportation Department confirms alignment with the Governor's Office.



The Dealer Advisory Board will meet at least twice a year and as necessary as determined by the Division of Motor Vehicles Administrator. The Dealer Advisory Board Chairman, or his designee, will present annually to the Idaho Transportation Board a summary of its activities.

Approved by the Board on:

Date: _____

Bill Moad
Idaho Transportation Board Chairman



DEALER ADVISORY BOARD ACTIVITIES

Purpose

This policy implements Board Policy 4040 concerning the activities of the Dealer Advisory Board.

Legal Authority

Idaho Code 49-1602(7) – Idaho Transportation Department shall provide regular meetings of the Dealer Advisory Board.

Idaho Code 49-1602(9) – Idaho Transportation Department shall seek and consider the dealer advisory board's recommendations and comments regarding proposed rules promulgated for the administration of the provisions of this chapter. ~~consider recommendations of the advisory board concerning regarding the licensing of motor vehicle dealers and salespersons.~~

Idaho Code 49-1602(10) – Idaho Transportation Department shall require the attendance of 1 to 3 members of the dealer advisory board at hearings conducted under the dealers and salesmen licensing provisions.

Idaho Code 49-1603 – Establishment of dealer advisory board – number of members, terms, compensation, and meeting dates.

Idaho Code 49-1608C – Establishes the “board” which administers the Idaho Consumer Asset Recovery (ICAR) fund and is comprised of the director of the Idaho Transportation Department and Dealer Advisory Board or their designee (s).

Idaho Code 49-1608D, E, F- Establishes authority of the Idaho Consumer Asset Recovery Board to distribute funds for claims and to set annual Idaho Consumer Asset Recovery fee amounts as prescribed in these sections.

Idaho Code 49-1610 – Establishes a right of action for persons who are defrauded by a dealer or one of the dealer's salespersons.

Idaho Code 49-1618 – Denial or revocation of a license requires a hearing.

On behalf of the Director all Idaho Transportation Department activities concerning the Dealer Advisory Board shall be the responsibility of the Division of Motor Vehicles Administrator or a designee.

In order to give proper consideration ~~to items~~ to matters concerning dealers and salesmen licensing activities in the state of Idaho, the Idaho Transportation Department requests the Dealer Advisory Board to function in the following manner:

- Provide industry perspective and advice to Review Department policies and regulations affecting Title 49, Chapter 16, Idaho Code, as they affect Idaho vehicle dealerships and the licensing of vehicle salesmen and make recommendations for the Division of Motor Vehicles regarding matters concerning the licensing of dealers and salesmen dealer and automotive industry in Idaho. ~~Administrator to consider in adopting Board and/or Administrative Policies and regulations.~~

- ~~• Advise the Division of Motor Vehicles concerning needs for activities involving Title 49, Chapter 16, Idaho Code.~~
- Advise the Division of Motor Vehicles ~~Administrator concerning~~ regarding proposed rules and legislation concerning the dealer and automotive industry in Idaho ~~pertaining to Title 49, Chapters 5 and 16, Idaho Code, regarding dealers and salesmen regulated activities.~~
- ~~• Inform the Division of Motor Vehicles Administrator about issues and problems relating to the licensing of vehicle dealers and salesmen.~~
- ~~• Address issues or problems brought before the board by the Division of Motor Vehicles, or as requested by members of the dealership community or who have a valid interest in the dealer and salesman business, policies or regulations.~~
- ~~• Report annually to the Idaho Transportation Board on activities, accomplishments, needs and problems faced by Idaho licensed vehicle dealers and salesmen.~~
- Attend administrative hearings on dealer and salesmen revocation, suspension, cancellation, or denial activities as requested.
- ~~• Review the findings of the Department Hearing Officer on all vehicle license revocation hearings and make recommendation to the Director or a designee regarding appropriate action as requested.~~
- Act as the Idaho Consumer Asset Recovery Fund Control Board to administer payouts of claims to the Idaho Consumer Asset Recovery fund per Idaho Code 49-1608F. The Idaho Consumer Asset Recovery Fund Control Board sets the fee amount for dealers to remit to the fund annually.

Dealer Advisory Board Membership

Selection and appointment shall be made solely with regard to the best interests of the various functions of the dealer advisory board. Each member at the time of his/her appointment shall be a citizen and resident taxpayer of the state of Idaho.

The dealer advisory board shall be composed of eleven members. All members shall be knowledgeable and have experience in dealer and salesmen licensing. Five (5) members shall be appointed from licensed dealers selling new vehicles, four (4) members appointed from licensed dealers selling used vehicles, one (1) member shall be appointed from licensed dealers selling new recreational vehicles and one (1) member shall be appointed to represent new and used motorcycle and ATV dealers.

The Governor shall appoint the dealer advisory board members for terms of three years. The term of each member shall begin immediately upon his appointment and qualification.

~~Meetings of the Dealer Advisory Board may be called by the Transportation Board, Department Director, or the Division of Motor Vehicles Administrator.~~

Signed _____
Brian W. Ness L. Scott Stokes
Director

Date November 15, 2013



DEALER ADVISORY BOARD

Purpose

This policy implements Board Policy 4040 concerning the activities of the Dealer Advisory Board.

Legal Authority

- Idaho Code 49-1602(7) – Idaho Transportation Department shall provide regular meetings of the Dealer Advisory Board.
- Idaho Code 49-1602(9) – Idaho Transportation Department shall seek and consider the Dealer Advisory Board's recommendations and comments regarding proposed rules promulgated for the administration of the provisions of this chapter.
- Idaho Code 49-1602(10) – Idaho Transportation Department shall require the attendance of 1 to 3 members of the Dealer Advisory Board at hearings conducted under the dealers and salesmen licensing provisions.
- Idaho Code 49-1603 – Establishment of dealer advisory board – number of members, terms, compensation, and meeting dates.
- Idaho Code 49-1608C – Establishes the "board" which administers the Idaho Consumer Asset Recovery (ICAR) fund and is comprised of the director of the Idaho Transportation Department and Dealer Advisory Board or their designee(s).
- Idaho Code 49-1608D, E, F- Establishes authority of the Idaho Consumer Asset Recovery Board to distribute funds for claims and to set annual Idaho Consumer Asset Recovery fee amounts as prescribed in these sections.
- Idaho Code 49-1610 – Establishes a right of action for persons who are defrauded by a dealer or one of the dealer's salespersons.
- Idaho Code 49-1618 – Denial or revocation of a license requires a hearing.

On behalf of the Director, all Idaho Transportation Department activities concerning the Dealer Advisory Board shall be the responsibility of the Division of Motor Vehicles Administrator or a designee.

In order to give proper consideration to matters concerning dealers and salesmen licensing activities in the state of Idaho, the Idaho Transportation Department requests the Dealer Advisory Board to function in the following manner:

- Provide industry perspective and advice to the Division of Motor Vehicles regarding matters concerning the dealer and automotive industry in Idaho.
- Advise the Division of Motor Vehicles regarding proposed rules and legislation concerning the dealer and automotive industry in Idaho.
- Attend administrative hearings on dealer and salesmen revocation, suspension, cancellation, or denial activities as requested.
- Act as the Idaho Consumer Asset Recovery Fund Control Board to administer payouts of claims to the



Idaho Consumer Asset Recovery fund per Idaho Code 49-1608F. The Idaho Consumer Asset Recovery Fund Control Board sets the fee amount for dealers to remit to the fund annually.

Dealer Advisory Board Membership

Selection and appointment shall be made solely with regard to the best interests of the various functions of the Dealer Advisory Board. Each member at the time of his/her appointment shall be a citizen and resident taxpayer of the state of Idaho.

The Dealer Advisory Board shall be composed of eleven members. All members shall be knowledgeable and have experience in dealer and salesmen licensing. Five (5) members shall be appointed from licensed dealers selling new vehicles, four (4) members appointed from licensed dealers selling used vehicles, one (1) member shall be appointed from licensed dealers selling new recreational vehicles and one (1) member shall be appointed to represent new and used motorcycle and ATV dealers.

The Governor shall appoint the Dealer Advisory Board members for terms of three years. The term of each member shall begin immediately upon his appointment and qualification.

L. Scott Stokes
Director

Date

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

WHEREAS, Board Policy 4040, Dealer Advisory Board, was revised to include a brief explanation of the advisory board's responsibilities and purpose; and

WHEREAS, Administrative Policy 5040, Dealer Advisory Board, was revised to update language for legal authority, added authority for the Idaho Consumer Asset Recovery (ICAR) references, accurately reflect the Dealer Advisory Board's responsibilities, added language to provide a guideline for memberships; and

WHEREAS, the Transportation Board's Subcommittee on Policies concurred with staff's recommendations, with additional subcommittee amendments, at its August 29, 2024 meeting.

NOW THEREFORE BE IT RESOLVED, that the Board approves the revisions to Board Policy 4040, Dealer Advisory Board.

BE IT FURTHER RESOLVED, that the Board concurs with revisions to the corresponding Administrative Policy 5040, Dealer Advisory Board.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 09/19/2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Lisa McClellan	Presenter's Title DMV Administrator
Preparer's Name Heather Fleck	Preparer's Title Policy Engagement Specialist

Subject

DMV Policy Revision for the Trucking Advisory Council (4042 and 5042)		
Key Number	District HQ	Route Number

Background Information

ITD divisions were tasked with revising advisory council policies to align with strategic goals, eliminate scope of uncertainty for council members, and describe processes. In this effort, DMV has revised the Trucking Advisory Council policies. All council members have reviewed the revisions and all are in agreement and support of the edits. The Transportation Board's Policy Subcommittee reviewed the policies on August 29, 2024.

Recommendations *(Action items require a resolution)*

Resolution on page 105.



BOARD POLICY 4042

Page 1 of 2

TRUCKING ADVISORY COUNCIL (TAC)

Purpose

The Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the ~~This policy establishes a~~ Trucking Advisory Council (TAC) ~~to assist the Board with issues in the trucking industry.~~ is to provide the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the Idaho Transportation Department's decision-making processes.

Legal Authority

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

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

~~Coordination/Communication with the Board~~

~~Idaho Code authorizes~~ The Idaho Transportation ~~Board~~ Department requests the advice and assistance of the Trucking Advisory Council in the administration of matters concerning the trucking industry in Idaho. This advice may take the form of candid and robust conversations or specific recommendations. ~~to establish internal structures deemed necessary for the administration of its duties. Under this authority, the Idaho Transportation Board shall create a Trucking Advisory Council (TAC) to assist and advise the Board on issues of safety, mobility, and economic vitality of the trucking industry. The Trucking Advisory Council shall advise the Board on issues and policies concerning freight transportation, trucking safety, and services in Idaho.~~

Recommendations or ideas about policy changes that may require legislative action may be made to the Idaho Transportation Department. The Idaho Transportation Department will consider the recommendations internally and determine if further review is warranted. If approved by the Idaho Transportation Board, the idea will be advanced to the executive branch process for further consideration.

The Governor's Office and the Division of Financial Management, working with Idaho Transportation Department staff, act as clearinghouses to ensure a cohesive executive branch

43 position on all legislative issues. While members are free to share their opinions on various
44 topics, they shall not

45 BOARD POLICY 4042

46 Page 2 of 2

47
48
49
50 individually represent the Trucking Advisory Council to external stakeholders or legislators
51 about a potential legislative issue, until the Idaho Transportation Department confirms alignment
52 with the Governor's Office.

53
54 The Trucking Advisory Council will meet regularly and as necessary as determined by the
55 Director or Division of Motor Vehicles Administrator. The Trucking Advisory Council
56 Chairman, or his designee, will present annually to the Idaho Transportation Board a summary of
57 its activities.

58
59 The Idaho Transportation Department Board shall appoint Trucking Advisory Council ~~AC~~
60 members from recommendations submitted by the Motor Vehicle Administrator in consultation
61 with the trucking industry.

62
63 At least once a year, the Trucking Advisory Council ~~AC~~ shall formally present to the Idaho
64 Transportation Board a report on Council ~~TAC~~ recommendations, activities, goals, and
65 objectives.

66
67 Approved by the Board on:

68
69
70 Signed
71 Jerry Whitehead Bill Moad
72 Board Chairman

Date: October 24, 2013



TRUCKING ADVISORY COUNCIL

Purpose

The Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the Trucking Advisory Council is to provide the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the Idaho Transportation Department's decision-making processes.

Legal Authority

- Idaho Code 40-307 – For the administration of their function, the Idaho Transportation Board may employ such persons as are deemed necessary.
- Idaho Code 40-314(3) – Authority of Idaho Transportation Board to exercise powers necessary to implement the provisions of Title 40.

The Idaho Transportation Department requests the advice and assistance of the Trucking Advisory Council in the administration of matters concerning the trucking industry in Idaho. This advice may take the form of candid and robust conversations or specific recommendations.

Recommendations or ideas about policy changes that may require legislative action may be made to the Idaho Transportation Department. The Idaho Transportation Department will consider the recommendations internally and determine if further review is warranted. If approved by the Idaho Transportation Board, the idea will be advanced to the executive branch process for further consideration.

The Governor's Office and the Division of Financial Management, working with Idaho Transportation Department staff, act as clearinghouses to ensure a cohesive executive branch position on all legislative issues. While members are free to share their opinions on various topics, they shall not individually represent the Trucking Advisory Council to external stakeholders or legislators about a potential legislative issue, until the Idaho Transportation Department confirms alignment with the Governor's Office.

The Trucking Advisory Council will meet regularly and as necessary as determined by the Director or Division of Motor Vehicles Administrator. The Trucking Advisory Council Chairman, or his designee, will present annually to the Idaho Transportation Board a summary of its activities.

The Idaho Transportation Board shall appoint Trucking Advisory Council members from recommendations submitted by the DMV Administrator in consultation with the trucking industry.

At least once a year, the Trucking Advisory Council shall formally present to the Idaho Transportation Board a report on Trucking Advisory Council recommendations, activities, goals, and objectives.

Approved by the Board on:

Bill Moad
Idaho Transportation Board Chairman

Date:



TRUCKING ADVISORY COUNCIL ~~(TAC)~~

Purpose

This policy implements Board Policy 4042 concerning the activities of the Trucking Advisory Council.

Legal Authority

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

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

Coordination/Communication with the Board

~~Idaho Code authorizes the Idaho Transportation Board to establish internal structures deemed necessary for the administration of its duties. Under this authority, the Idaho Transportation Board utilizes the Trucking Advisory Council (TAC) to assist and advise the Board on issues of safety, mobility, and economic vitality.~~

~~The Trucking Advisory Council shall advise the Board on issues and policies concerning freight transportation, trucking safety, and services in Idaho. Such advice shall include laws, rules, regulations, policies, and procedures affecting motor carrier operations within the State of Idaho. The TAC shall provide leadership, recommend law, administrative rule, and/or procedural changes to improve customer service, promote safe trucking practices, identify transportation needs, recommend highway safety improvements, and promote coordinated freight transportation systems.~~

~~Proposals for recommended legislation shall be prepared and submitted to the Board, within the Department's schedules. Pending Board approval, such proposals may be included in the Department's legislative package.~~

~~Bylaws of the TAC outlining procedures and meeting attendance guidelines shall be drafted by the members and submitted to the Transportation Board for approval within six months of the first meeting.~~

~~The TAC shall develop partnerships and coordination efforts with the Idaho State Police, Federal Motor Carrier Safety Administration, State Tax Commission, statewide trucking organizations, other organizations with trucking members and interests, and safety coalitions.~~

~~The Department's Division of Motor Vehicles shall provide administrative support to the TAC. At least once a year, the TAC shall formally present to the Board an update/report on TAC recommendations, activities, goals, and objectives.~~

On behalf of the Director, all Idaho Transportation Department activities concerning the Trucking Advisory Council shall be the responsibility of the Division of Motor Vehicle Administrator or designee.

In order to give proper consideration to matters concerning the trucking industry in the state of Idaho, the Idaho Transportation Department requests the Trucking Advisory Council to function in the following manner:

- Provide industry perspective and advice to the Division of Motor Vehicles regarding matters concerning trucking in Idaho.
- Advise the Division of Motor Vehicles regarding proposed rules and legislation concerning trucking in Idaho.

Trucking Advisory Board Council Membership ~~TAC Membership~~

The ~~Bboard~~ Trucking Advisory Council shall be composed of ~~appoint~~ seven members. All members shall be knowledgeable and have experience in the trucking industry. ~~One~~ member shall serve from each of the six Transportation Department districts plus one member to serve as Chair. ~~for an initial three year term. After this initial appointment expires, the subsequent~~ At the expiration of the Chair's term, a new Chair shall be elected by the six remaining council members to a three-year term. In the event that the election of a Chair creates a vacancy, the Idaho Transportation Department Board shall then appoint a replacement Council member from the elected Chair's district, so that the Council has full representation for each of the six districts.

The Idaho Transportation Department Board shall appoint ~~TAC~~ Trucking Advisory Council members from recommendations submitted by the Motor Vehicles Administrator in consultation with the trucking industry. The Motor Vehicles Administrator shall solicit and accept recommendations from the general trucking industry as well as statewide trucking organizations, ~~organizations with trucking members and interests, and safety coalitions.~~

Each member shall serve a three-year term, except that the initial appointment may be for one to three years, structured to allow two members to be appointed or reappointed each year. All appointments shall expire on December 31, after their respective one, ~~two,~~ ~~or three-year~~ appointment. ~~The TAC shall meet a minimum of two times per year, with additional meetings as needed. The members shall be reimbursed for attending the TAC meetings according to the provisions of Section 59-509 (m), Idaho Code. The TAC members shall also be reimbursed by the Department for travel and expenses according to the limits specified in Section 67-2008, I.C.~~ The term of each member shall begin upon their appointment.

Signed _____

Date: November 15, 2013

Brian W. Ness L. Scott Stokes

Director



TRUCKING ADVISORY COUNCIL

Purpose

This policy implements Board Policy 4042 concerning the activities of the Trucking Advisory Council.

Legal Authority

- Idaho Code 40-307 – For the administration of their function, the Idaho Transportation Board may employ such persons as are deemed necessary.
- Idaho Code 40-314(3) – Authority of Idaho Transportation Board to exercise powers necessary to implement the provisions of Title 40.

On behalf of the Director, all Idaho Transportation Department activities concerning the Trucking Advisory Council shall be the responsibility of the Division of Motor Vehicle Administrator or designee.

In order to give proper consideration to matters concerning the trucking industry in the state of Idaho, the Idaho Transportation Department requests the Trucking Advisory Council to function in the following manner:

- Provide industry perspective and advice to the Division of Motor Vehicles regarding matters concerning trucking in Idaho.
- Advise the Division of Motor Vehicles regarding proposed rules and legislation concerning trucking in Idaho.

Trucking Advisory Council Membership

The Trucking Advisory Council shall be composed of seven members. All members shall be knowledgeable and have experience in the trucking industry. One member shall serve from each of the six Transportation Department districts plus one member to serve as Chair. At the expiration of the Chair's term, a new Chair shall be elected by the six remaining council members to a three-year term. In the event that the election of a Chair creates a vacancy, the Idaho Transportation Board shall then appoint a replacement Trucking Advisory Council member from the elected Chair's district, so that the Trucking Advisory Council has full representation for each of the six districts.

The Idaho Transportation Board shall appoint Trucking Advisory Council members from recommendations submitted by the Motor Vehicles Administrator in consultation with the trucking industry. The Motor Vehicles Administrator shall solicit and accept recommendations from the general trucking industry as well as statewide trucking organizations.

Each member shall serve a three-year term, except that the initial appointment may be for one to three years structured to allow two members to be appointed or reappointed each year. All appointments shall expire on December 31, after their respective one, two, or three-year appointment. The term of each member shall begin upon their appointment.

L. Scott Stokes
Director

Date:

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

WHEREAS, Board Policy 4042, Trucking Advisory Council, was revised to include a brief explanation of the advisory council's purpose and responsibilities, described ITD as an executive agency, activities for legislation, described members role as it relates to legislative issues; and

WHEREAS, Administrative Policy 5042, Trucking Advisory Council, was revised to more accurately reflect the Trucking Advisory Council's responsibilities, added language to describe the members eligibility, geographical representation, term of membership; and

WHEREAS, the Idaho Transportation Board's Subcommittee on Policies concurred with staff's recommendations, with additional subcommittee amendments at its August 29, 2024 meeting.

NOW THEREFORE BE IT RESOLVED, that the Board approves the revisions to Board Policy 4042, Trucking Advisory Council.

BE IT FURTHER RESOLVED, that the Board concurs with revisions to the corresponding Administrative Policy 5042, Trucking Advisory Council.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 09/19/2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Lisa McClellan	Presenter's Title DMV Administrator
Preparer's Name Heather Fleck	Preparer's Title Stakeholder Engagment Specialist

Subject

Policy Revision for DMV/County Automated System Policy 5068		
Key Number	District HQ	Route Number

Background Information

DMV has revised the DMV/County Automated System policy 5068 to reflect changes in the DMV over the last 12 months to include more specificity for transaction counts for hybrid offices and how equipment decisions are made using those counts as more counties express desire for hybrid offices. Hybrid offices can complete driver's license and motor vehicle transactions by the same agents.

Included in this policy edit is the requirement for background checks for DMV agents who access DMV data, as required by the Department of Homeland Security REAL ID Act.

The Transportation Board's Policies Subcommittee reviewed the policy on August 29, 2024.

Recommendations *(Action items require a resolution)*

Resolution on page 118.



DIVISION OF MOTOR VEHICLE/COUNTY AUTOMATED SYSTEMS

Purpose

The purpose of this policy is to implement Board Policy 4068 defining the responsibilities of the Idaho Transportation Department and County offices regarding sharing motor vehicle and driver's license information.

Legal Authority

Idaho Code 49-201(I) - The Idaho Transportation Board may enter into agreements with private companies or public entities as may be necessary to carry out the provisions of this title.

Idaho Code 49-202 - Duties of Idaho Transportation Department regarding motor vehicles.

Idaho Code 49-205 - Duties of local officers - assessors to perform such vehicle registration, titles and licenses are required by Title 49, local peace officers shall enforce the provisions of Title 49.

Idaho Code 49-314 - Appointment of local examiners to administer driving tests.

Idaho Code 49-105(3) - Department means the Idaho Transportation Department which includes the Division of Motor Vehicles.

Responsibilities

In the spirit of the above-mentioned code sections, the Department shall:

- Provide each eCounty, at a minimum, workstations automated equipment for one Assessor office to perform motor vehicle licensing and one Sheriff office to perform driver's licensing. The number of workstations terminals that are installed in each office will primarily be based on the per workstation monthly transaction thresholds of shall be monitored to maintain uniformity in customer service and availability across the state. Factors that may be considered include past transaction volumes and rates of increase (four hundred and ninety (490) transactions for driver's license, eight hundred and forty (840) transactions for motor vehicles, or six hundred and sixty-five (665) transactions for hybrid offices. monthly thresholds per computer is 350 for driver's license and 850 for motor vehicle, but the Department reserves the right to update these thresholds as automated systems and software provide user efficiencies), county/region population growth, and public accessibility.
- Provide printers to print all material relevant to motor vehicles and driver licenses. The printers provided will be dependent upon office size and layout. The Department will provide, at most, one (1) printer for every two (2) workstations in an office.
- Provide computers to allow citizens to complete driver license knowledge testing. The number of knowledge testing stations that are installed in each office will be dependent upon the number of tests administered by the County. Each County will receive a minimum of two (2) testing stations, additional testing stations will be provided for every one hundred (100) tests administered per month above the two hundred (200) test threshold covered by the minimum testing stations provided to each County.
- Monitor equipment usage to maintain uniformity in customer service and availability across the state. The need for additional equipment or replacement of existing equipment shall be determined based primarily on historical transaction volumes; however, the Department may also consider rate of change in transaction volumes, county/regional population growth, and public accessibility. The Department reserves the right to update any thresholds in this policy at any time as systems and software allow for greater efficiencies.
- Provide and pay for data communication lines, routers, switches, and other communications equipment.
- Maintain all Department-owned equipment. All equipment provided under this policy will be considered Department-owned equipment.
- Develop and maintain all application software. County personnel shall be consulted when new application development is necessary.
- Supply all required forms, printer toner, cameras, scanners lamination, etc and any other equipment or supplies the Department deems necessary. Any use of these supplies or equipment provided under this policy by the eCounty for purposes not related to motor vehicles or driver licenses shall be approved by the

Department. The eCounty shall reimburse the Department for supplies or equipment used for purposes not related to motor vehicles or driver licenses. The Department reserves the right to change or modify any equipment and/or types of equipment as it sees fit to accommodate system enhancements or changes in technology.

- Budget for and purchase the Department-required equipment when upgrades are needed to maintain compatibility and/or uniformity with the rest of the automated system.
- Provide annual training, recertification training modules, and initial training modules to eCounty personnel in the issuance-processing of driver's licenses, identification cards, registrations, and/or title transactions applications. Attendance or completion of these trainings are mandatory for all County personnel to receive and maintain access to Department systems.
- Assign and manage User IDs and Passwords for County DMV automated systems.
- Remove user access from Department systems if they fail to comply with the provisions of this policy, or any other Department policy.
- Provide policy and procedure guidance to the County in order to carry out the provisions of Title 49 Idaho Code and IDAPA 39.

In Partnership with the Department, the County shall:

- Provide office space to conduct motor vehicle and driver related activities. Any building modifications that are required to operate the equipment, including any additional power circuits or outlets, are the responsibility of the eCounty.
- Provide eCounty training and allow only properly trained personnel to operate the equipment and work within the automated system. Any eCounty allowed access to the automated driver and/or motor vehicle records shall maintain the security of the records at all times.
- Obtain access to Department computer systems by providing a USER ID/PASSWORD combination. The USER ID identifies the individual user and the security level of that user, and the **PASSWORD** verifies the user's identity. County shall sign on to a computer using only their **USER ID/PASSWORD** combination. A password shall be known only to the user and not divulged to anyone else. If access to Department systems is needed and the user is unavailable, access may be granted by contacting the Department's County IT Support team. Passwords will expire every ninety (90) days and cannot be re-used.
- Notify the Department when an employee leaves or a new employee is hired within ten (10) days.
- Use supplied equipment for motor vehicle or driver's licensing business only. Other use shall be approved by the Department.
- Budget for and purchase any equipment for which the eCounty is responsible when upgrades are required; e.g., cash registers, fax machines, copiers, shredders, and customer queuing systems.
- Protect Department equipment from hazard and theft. Protection should be no less than for eCounty- owned equipment.
- Require new employees to complete the Department's mandatory training within the first week of hire before user access is provided. All County personnel shall also be required to attend annual training, complete recertification modules, and complete annual policy reviews to maintain user access.
- Protect Department network and database from inappropriate access.
- Not allow agents or others to insert USBs, download applications, or use Department equipment for personal or non-Department use.
- Follow the guidance provided by the Department to allow for a consistent citizen experience everywhere in the state.

All County employees must pass an FBI NCIC IAFIS fingerprint background check before gaining access to Department systems and data. All County employees must also pass the same background check every five (5) years. Counties are able to submit fingerprint cards to the Department, the Department will run the background check, the Department will pay the cost of the background check, and Department will review the results of the background check for passage. County employees will be disqualified from gaining or maintaining access to Department systems if any of the following appear on the background check:

Interim Disqualifying Criminal Offenses

An employee is disqualified if convicted in a civilian or military jurisdiction or admits to having committed any of the criminal offenses referenced in 49 CFR 1572.103(b) within the seven (7) years preceding the date of employment, or the employee was released from incarceration for the crime within the five (5) years preceding the date of employment.

Under Want or Warrant

An employee who is wanted or under indictment in any civilian or military jurisdiction for a felony referenced in this section is disqualified until the want or warrant is released.

Permanently Disqualifying Criminal Offenses

An employee is permanently disqualified if convicted, or found not guilty by reason of insanity, in a civilian or military jurisdiction, of any of the felonies set forth in 49 CFR 1572.103(a).

Cybersecurity

The Department shall require Multi-factor Authentication (MFA) or other security measures for all users to access DMV systems. The Department will make available options besides mobile phone usage for MFA. The Department will not provide mobile phones or reimbursement to users to meet this purpose.

Office Relocation or Remodel

The Department shall pay all equipment re-installation expenses when a Motor Vehicle or Driver's Licensing office is relocated or remodeled.

The eCounty is responsible for notifying the Department at least ninety (90) days before an office is relocated or remodeled if the remodel requires any Department equipment to be moved to new locations. The Department cannot guarantee that the communications equipment, terminals, and printers can be relocated and re-installed if this advance notification is not made. Notifications shall be provided in writing and identify the new location or describe the remodeling being done and give the expected date of the relocation or remodel.

The Department shall assist the eCounty in arranging to have the communications lines relocated, if necessary, and moving and reinstalling Department equipment. If the communications equipment was previously shared with another office, relocation to separate offices may require the purchase of additional communications equipment and installation of new data circuits which could add thirty to sixty (30-60) days to the timeframe. When an office moves to a new location, the eCounty is responsible for providing necessary network cabling/connections from the Department equipment (terminals/printers) to where the Department's communication equipment will be installed. This would normally be installed by the eCounty contractor/builder at the same time as the electrical work is performed. The Department shall provide network specifications and technical assistance to the eCounty as needed.

Permanent Office Closure

The County shall notify the Department in writing at least sixty (60) days in advance of the scheduled closure. Within thirty (30) days after the closure, the County shall coordinate with the Department to pick up all Department-owned equipment.

Additional (Satellite) Offices

The Department may pay for additional (satellite) offices within a county provided that:

- The Department is notified in writing of the plan to open a satellite office before June 30th of the state fiscal year (July-June), two (2) fiscal years prior to when the move is scheduled to take place.
- The eCounty submits written justification as to why the office is needed; how customer service is improved, and/or how access to services is improved, and that eCounty transaction thresholds are ~~not being exceeded~~ at existing main locations. The need for additional offices will be dependent upon the existing office(s) exceeding the following per workstation monthly transaction thresholds of four hundred and ninety (490) transactions for driver's license, eight hundred and forty (840) transactions for motor vehicles, or six hundred and sixty-five (665) transactions for hybrid offices. (Monthly thresholds per computer is 350 for driver's license and 850 for motor vehicle, but The Department reserves the right to update these thresholds as automated systems and software provide user efficiencies.)
- Counties should immediately notify the Department any time a satellite office is, or may be, considered.
- The eCounty's justification for satellite operation shall be reviewed by the Department and a determination made as to whether or not the Department ~~shall~~ will pay for a new communication line and equipment (including installation and maintenance) at the proposed satellite office.
- When justification is acceptable, the Department shall arrange for equipment installation at the satellite office. If the Department determines that there is adequate justification, but the request is not within the required notification time frame, the opening of the satellite office may be delayed until funding becomes available.

Additional Terminals

Additional terminals or printers in excess of the number initially assessed for each eCounty may be requested when a written justification is submitted indicating why the additional terminal is needed, how the terminal will be used, and how customer service and public access to services may be improved.

- ~~made in writing, and a justification is submitted indicating why the additional terminal is needed, how the terminal will be used, and how customer service and public access to services may be improved.~~

~~When~~ If an additional terminal is approved, the equipment shall be installed when it is available. If an adequate number of spares are not available, the request may not be fulfilled until the next state fiscal year when the expenses can be budgeted by the Department.

Any software development or programming revisions that may be required due to the addition of equipment shall be provided by the Department.

Credit Card Readers on Department Computers

If a eCounty elects to use a credit card reader device on a Department computer, the eCounty will provide the following Department Standards to the prospective third-party vendor to ensure their solution meets these minimum requirements.

A credit card solution is acceptable to the Department, when ~~all of~~ the following standards are met:

- a) The application must be compliant with the Department's County Desktop Standard, Windows 10 or later, Intel Based: <https://ita.idaho.gov/psg/s2100.pdf> (the Department has adopted ITA standards).
- b) Any internet traffic required by the system must comply with the Department's Internet Browser Standard: Current vendor supported versions of MS Edge and Google Chrome: <https://ita.idaho.gov/psg/s3110.pdf> (the Department has adopted ITA standards).
- c) There is no PCI-DSS responsibility created for the Department by the use of the provided solution on the Department computer.
- d) The transaction must be fully encrypted from origin to destination.
- e) The transactions must follow PCI-DSS encryption standards <https://www.pcisecuritystandards.org>.
- f) The credit card device must be encrypted for swiping, inserting the card, or keying in card information.

- g) At no time should card data be allowed to be entered on the desktop using a keyboard. Card data can only be entered through the vendor provided device.
- h) The system must not require changes to existing network configuration and architecture. It should flow with normal traffic, not requiring specialized firewall rules or IP Addresses.
- i) Any application required to be installed on the Department computers must be reviewed and approved by the Department prior to execution of the vendor contract to ensure the software meets the Department's security standards.
- j) Any breach of data caused by eCounty agent or vendor shall be the sole financial responsibility of the eCounty or entity. The Department shall not be held responsible in any way.

If a vendor's solution does not meet the above criteria, a eCounty can still elect to use the processor; however, the eCounty computer must be used to process credit card payments.

Other Software on Department Computers

Any other software accessed or installed on Department ecomputers is expected to adhere to the same security requirements stated above to protect **Personal Identifiable Information** (PII) and Department property. All non-Department supported software applications must be reviewed and pre-approved prior to installation on a Department computer. The Department reserves the right to request removal of non-Department programs or equipment in the event support requirements provide undue burden on the Department for a non-Department product.

Effective Date and Disclaimer

After the effective date of this policy, all equipment and/or maintenance for motor vehicle and driver's licensing functions shall be handled according to the above-mentioned policy.

Previous agreements between the Department and the Counties that are still in effect are not superseded by this policy. No refunds for eCounty expenses that have incurred prior to this policy shall be considered.

L. Scott Stokes
Director

3/29/2023

Date



DIVISION OF MOTOR VEHICLE/COUNTY AUTOMATED SYSTEMS

Purpose

The purpose of this policy is to implement Board Policy 4068 defining the responsibilities of the Idaho Transportation Department and County offices regarding sharing motor vehicle and driver's license information.

Legal Authority

- Idaho Code 49-20 I(I) - The Idaho Transportation Board may enter into agreements with private companies or public entities as may be necessary to carry out the provisions of this title.
- Idaho Code 49-202 - Duties of Idaho Transportation Department regarding motor vehicles.
- Idaho Code 49-205 - Duties of local officers - assessors to perform such vehicle registration, titles and licenses are required by Title 49, local peace officers shall enforce the provisions of Title 49.
- Idaho Code 49-314 - Appointment of local examiners to administer driving tests.
- Idaho Code 49-105(3) - Department means the Idaho Transportation Department which includes the Division of Motor Vehicles.

Responsibilities

In the spirit of the above-mentioned code sections, the Department shall:

- Provide each County, at a minimum, workstations for one Assessor office to perform motor vehicle licensing and one Sheriff office to perform driver's licensing. The number of workstations that are installed in each office will primarily be based on the per workstation monthly transaction thresholds of four hundred and ninety (490) transactions for driver's license, eight hundred and forty (840) transactions for motor vehicles, or six hundred and sixty-five (665) transactions for hybrid offices.
- Provide printers to print all material relevant to motor vehicles and driver licenses. The printers provided will be dependent upon office size and layout. The Department will provide, at most, one (1) printer for every two (2) workstations in an office.
- Provide computers to allow citizens to complete driver license knowledge testing. The number of knowledge testing stations that are installed in each office will be dependent upon the number of tests administered by the County. Each County will receive a minimum of two (2) testing stations, additional testing stations will be provided for every one hundred (100) tests administered per month above the two hundred (200) test threshold covered by the minimum testing stations provided to each County.
- Monitor equipment usage to maintain uniformity in customer service and availability across the state. The need for additional equipment or replacement of existing equipment shall be determined based primarily on historical transaction volumes; however, the Department may also consider rate of change in transaction volumes, county/regional population growth, and public accessibility. The Department reserves the right to update any thresholds in this policy at any time as systems and software allow for greater efficiencies.
- Provide and pay for data communication lines, routers, switches, and other communications equipment.
- Maintain all Department-owned equipment. All equipment provided under this policy will be considered Department-owned equipment.



- Develop and maintain all application software. County personnel shall be consulted when new application development is necessary.
- Supply all required forms, printer toner, cameras, scanners, and any other equipment or supplies the Department deems necessary. Any use of supplies or equipment provided under this policy by the County for purposes not related to motor vehicles or driver licenses shall be approved by the Department. The County shall reimburse the Department for supplies or equipment used for purposes not related to motor vehicles or driver licenses. The Department reserves the right to change or modify any equipment and/or types of equipment as it sees fit to accommodate system enhancements or changes in technology.
- Budget for and purchase the Department-required equipment when upgrades are needed to maintain compatibility and/or uniformity with the rest of the automated system.
- Provide annual training, recertification training modules, and initial training modules to County personnel in the processing of driver's licenses, identification cards, registrations, and/or title transactions. Attendance or completion of these trainings are mandatory for all County personnel to receive and maintain access to Department systems.
- Assign and manage User IDs and Passwords for County DMV automated systems.
- Remove user access from Department systems if they fail to comply with the provisions of this policy, or any other Department policy.
- Provide policy and procedure guidance to the County in order to carry out the provisions of Title 49 Idaho Code and IDAPA 39.

In Partnership with the Department, the County shall:

- Provide office space to conduct motor vehicle and driver related activities. Any building modifications that are required to operate the equipment, including any additional power circuits or outlets, are the responsibility of the County.
 - Provide County training and allow only properly trained personnel to operate the equipment and work within the automated system. Any County allowed access to the automated driver and/or motor vehicle records shall maintain the security of the records at all times.
 - Obtain access to Department computer systems by providing a USER ID/PASSWORD combination. The USER ID identifies the individual user and the security level of that user, and the PASSWORD verifies the user's identity. County shall sign on to a computer using only their USER ID/PASSWORD combination. A password shall be known only to the user and not divulged to anyone else. If access to Department systems is needed and the user is unavailable, access may be granted by contacting the Department's County IT Support team. Passwords will expire every ninety (90) days and cannot be re-used.
 - Notify the Department when an employee leaves or a new employee is hired within ten (10) days.
 - Use supplied equipment for motor vehicle or driver's licensing business only. Other use shall be approved by the Department.
 - Budget for and purchase any equipment for which the County is responsible when upgrades are required, e.g., cash registers, fax machines, copiers, shredders, and customer queuing systems.
- Protect Department equipment from hazard and theft. Protection should be no less than for County- owned equipment.
- Require new employees to complete the Department's mandatory training within the first week of hire before user access is provided. All County personnel shall also be required to attend annual



training, complete recertification modules, and complete annual policy reviews to maintain user access.

- Protect Department network and database from inappropriate access.
- Not allow agents or others to insert USBs, download applications, or use Department equipment for personal or non-Department use.
- Follow the guidance provided by the Department to allow for a consistent citizen experience everywhere in the state.

Background Checks

All County employees must pass an FBI NCIC IAFIS fingerprint background check before gaining access to Department systems and data. All County employees must also pass the same background check every five (5) years. Counties are able to submit fingerprint cards to the Department, the Department will run the background check, the Department will pay the cost of the background check, and Department will review the results of the background check for passage. County employees will be disqualified from gaining or maintaining access to Department systems if any of the following appear on the background check:

- Interim Disqualifying Criminal Offenses: An employee is disqualified if convicted in a civilian or military jurisdiction or admits to having committed any of the criminal offenses referenced in 49 CFR 1572.103(b) within the seven (7) years preceding the date of employment, or the employee was released from incarceration for the crime within the five (5) years preceding the date of employment.
- Under Want or Warrant: An employee who is wanted or under indictment in any civilian or military jurisdiction for a felony referenced in this section is disqualified until the want or warrant is released.
- Permanently Disqualifying Criminal Offenses: An employee is permanently disqualified if convicted, or found not guilty by reason of insanity, in a civilian or military jurisdiction, of any of the felonies set forth in 49 CFR 1572.103(a).

Cybersecurity

The Department shall require Multi-factor Authentication (MFA) or other security measures for all users to access DMV systems. The Department will make available options besides mobile phone usage for MFA. The Department will not provide mobile phones or reimbursement to users to meet this purpose.

Office Relocation or Remodel

The Department shall pay all equipment re-installation expenses when a Motor Vehicle or Driver's Licensing office is relocated or remodeled.

The County is responsible for notifying the Department at least ninety (90) days before an office is relocated or remodeled if the remodel requires any Department equipment to be moved to new locations. The Department cannot guarantee that the communications equipment, terminals, and printers can be relocated and re-installed if this advance notification is not made. Notifications shall be provided in writing and identify the new location or describe the remodeling being done and give the expected date of the relocation or remodel.



The Department shall assist the County in arranging to have the communications lines relocated, if necessary, and moving and reinstalling Department equipment. If the communications equipment was previously shared with another office, relocation to separate offices may require the purchase of additional communications equipment and installation of new data circuits which could add thirty to sixty (30-60) days to the timeframe. When an office moves to a new location, the County is responsible for providing necessary network cabling/connections from the Department equipment (terminals/printers) to where the Department's communication equipment will be installed. This would normally be installed by the County contractor/builder at the same time as the electrical work is performed. The Department shall provide network specifications and technical assistance to the County as needed.

Permanent Office Closure

The County shall notify the Department in writing at least sixty (60) days in advance of the scheduled closure. Within thirty (30) days after the closure, the County shall coordinate with the Department to pick up all Department-owned equipment.

Additional (Satellite) Offices

The Department may pay for additional (satellite) offices within a county provided that:

- The Department is notified in writing of the plan to open a satellite office before June 30th of the state fiscal year (July-June), two (2) fiscal years prior to when the move is scheduled to take place.
- The County submits written justification as to why the office is needed; how customer service is improved, and/or how access to services is improved, and that County transaction thresholds are being exceeded at existing locations. The need for additional offices will be dependent upon the existing office(s) exceeding the following per workstation monthly transaction thresholds of four hundred and ninety (490) transactions for driver's license, eight hundred and forty (840) transactions for motor vehicles, or six hundred and sixty-five (665) transactions for hybrid offices. The Department reserves the right to update these thresholds as automated systems and software provide user efficiencies.)
- Counties should immediately notify the Department any time a satellite office is, or may be, considered.
- The County's justification for satellite operation shall be reviewed by the Department and a determination made as to whether or not the Department will pay for a new communication line and equipment (including installation and maintenance) at the proposed satellite office.
- When justification is acceptable, the Department shall arrange for equipment installation at the satellite office. If the Department determines that there is adequate justification, but the request is not within the required notification time frame, the opening of the satellite office may be delayed until funding becomes available.

Additional Terminals

Additional terminals or printers in excess of the number initially assessed for each County may be requested when a written justification is submitted indicating why the additional terminal is needed, how the terminal will be used, and how customer service and public access to services may be improved.

If an additional terminal is approved, the equipment shall be installed when it is available. If an adequate number of spares are not available, the request may not be fulfilled until the next state fiscal year when the expenses can be budgeted by the Department.



Any software development or programming revisions that may be required due to the addition of equipment shall be provided by the Department.

Credit Card Readers on Department Computers

If a County elects to use a credit card reader device on a Department computer, the County will provide the following Department Standards to the prospective third-party vendor to ensure their solution meets these minimum requirements.

A credit card solution is acceptable to the Department, when the following standards are met:

- a) The application must be compliant with the Department's County Desktop Standard, Windows 10 or later, Intel Based: <https://ita.idaho.gov/psg/s2100.pdf> (the Department has adopted ITA standards).
- b) Any internet traffic required by the system must comply with the Department's Internet Browser Standard: Current vendor supported versions of MS Edge and Google Chrome: <https://ita.idaho.gov/psg/s3110.pdf> (the Department has adopted ITA standards).
- c) There is no PCI-DSS responsibility created for the Department by the use of the provided solution on the Department computer.
- d) The transaction must be fully encrypted from origin to destination.
- e) The transactions must follow PCI-DSS encryption standards <https://www.pcisecuritystandards.org>.
- f) The credit card device must be encrypted for swiping, inserting the card, or keying in card information.
- g) At no time should card data be allowed to be entered on the desktop using a keyboard. Card data can only be entered through the vendor provided device.
- h) The system must not require changes to existing network configuration and architecture. It should flow with normal traffic, not requiring specialized firewall rules or IP Addresses.
- i) Any application required to be installed on the Department computers must be reviewed and approved by the Department prior to execution of the vendor contract to ensure the software meets the Department's security standards.
- j) Any breach of data caused by County agent or vendor shall be the sole financial responsibility of the County or entity. The Department shall not be held responsible in any way.

If a vendor's solution does not meet the above criteria, a County can still elect to use the processor; however, the County computer must be used to process credit card payments.

Other Software on Department Computers

Any other software accessed or installed on Department computers is expected to adhere to the same security requirements stated above to protect Personal Identifiable Information (PII) and Department property. All non-Department supported software applications must be reviewed and pre-approved prior to installation on a Department computer. The Department reserves the right to request removal of non-Department programs or equipment in the event support requirements provide undue burden on the Department for a non-Department product.

Effective Date and Disclaimer

After the effective date of this policy, all equipment and/or maintenance for motor vehicle and driver's licensing functions shall be handled according to the above-mentioned policy.



Previous agreements between the Department and the Counties that are still in effect are not superseded by this policy. No refunds for County expenses that have incurred prior to this policy shall be considered.

L. Scott Stokes
Director

Date _____

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

WHEREAS, Board Policy 5068, DMV/County Automated Systems was revised to refine language for standard and hybrid offices regarding equipment, annual training, following department guidelines for consistent citizen experiences, background checks for all agents who access ITD/DMV network and systems, and mandatory multi-factor authentication; and

WHEREAS, the Transportation Board's Subcommittee on Policies concurred with staff's recommendations, with additional subcommittee amendments, at its August 29, 2024 meeting.

NOW THEREFORE BE IT RESOLVED, that the Board concurs with the revisions to Administrative Policy, 5068 DMV/County Automated Systems.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Erika Bowen	Presenter's Title TECM Project Manager
Preparer's Name Eric Staats	Preparer's Title Bonding Program Manager

Subject

Request for Exception to Board Policy 4001 for Upcoming TECM Construction Projects		
Key Number n/a	District Multiple	Route Number Multiple

Background Information

Board Policy 4001 indicates the Board shall approve the justification for award or rejection of contracts when the bid exceeds the engineer's estimate by more than ten percent (10%) or for bids that exceed the engineer's estimate by more than \$2 million.

This request is to maintain the 110% of engineer's estimate threshold for Board approval but not apply the additional qualifier of needing Board approval for a bid that is more than \$2 million above the engineer's estimate.

The upcoming Transportation Expansion & Congestion Mitigation (TECM) construction projects the approximate construction costs, and the advertisement dates are:

Key 22715, SH-55, Farmway to Middleton	~\$120-\$130 million	September 2024
Key 23956, SH-16, I-84 System Interchange	~\$75-\$85 million	October 2024
Key 24305, I-90, SH-41 to US-95 – West	~\$90-\$100 million	January 2025
Key 24306, I-90, SH-41 to US-95 – East	~\$80-\$90 million	January 2025

Any bids that exceed 110% of the engineer's estimate will be presented to the Board for approval/rejection.

Bid results of these projects will be included on the Department's regular monthly report.

Recommendations *(Action items require a resolution)*

Approval of resolution on page 120.

WHEREAS, Board Policy 4001 indicates the Board shall approve the justification for award or rejection of contracts when the bid exceeds the engineer's estimate by more than ten percent (10%) or for bids that exceed the engineer's estimate by more than \$2 million; and

WHEREAS, four Transportation Expansion and Congestion Mitigation (TECM) projects will be advertised for construction, with bids opened fall 2024/winter 2024/2025; and

WHEREAS, the estimated cost of these TECM projects are substantial, ranging between \$75 million and \$130 million; and

WHEREAS, it is in the interest of the Department to expedite award of these construction projects; and

WHEREAS, this requested exception to Board Policy 4001 allows flexibility to expedite the award process while providing adequate controls for presenting approve or reject justifications to the Board if the bids are greater than 110% of the engineer's construction estimate.

NOW THEREFORE BE IT RESOLVED, that the Board allows an exception to Board Policy 4001 to remove the \$2 million justification threshold amount for the following four TECM-funded projects:

Key No. 22715, SH-55, Farmway to Middleton

Key No 23956, SH-16, I-84 System Interchange

Key No. 24305, I-90, SH-41 to US-95 – West

Key No. 24306, I-90, SH-41 to US-95 – East



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 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, 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 is 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 services 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/ SERVICES	PROJECT NAME	DISTRICT	TOTAL PREVIOUS AGREEMENTS	PREVIOUS AUTHORIZATION	THIS AUTHORIZATION REQUEST	TOTAL AUTHORIZATION
22232 ¹ / Design	US-95, Fruitland to Payette NCL	3	\$783,500	-	\$447,490	\$1,230,990
22435 23028 24398 ¹ / Design	STC-5734, Hayden Ave & Meyer Rd Int, Post Falls HD; NHS-7045, Prairie Ave, Meyer Rd to SH-41, Post Falls HD; NHS-7045, Prairie Trail Underpass, Post Falls HD	1	\$1,184,619	\$1,340,000	\$139,803*	\$1,479,803
24307 24308 ¹ / CE&I	I-15, Northgate to Fort Hall – South & I-15, Northgate to Fort Hall – North, Bannock County	5	\$983,307	-	\$5,229,715	\$6,213,022
24394 ¹ / Design	US-20, Arco to Idaho Falls, Design	6	\$956,940	-	\$4,590,978	\$5,547,918

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: \$295,184

Recommendations (Action items require a resolution)

Approval of resolution on page 126.



DATE: September 6, 2024

Program Number(s) A022(232)

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

Key Number(s) 22232

FROM: Jason Brinkman, PE
for District 3 Division Administrator

Program ID, County, Etc. US-95, FRUITLAND
TO PAYETTE NCL, PAYETTE COUNTY

RE: Request to approve professional services agreement authorization to greater than \$1,000,000 on the Jacobs Engineering Group Inc. professional services agreement for the US-95, Fruitland to Payette NCL, Payette County

The purpose of this project is to reconstruct the pavement on US-95 from MP 64.96 to MP 70.28.. The scope includes reconstruction numerous drainage structures, ADA ramps, and a full new ballast section.

In March 2024, through a Request for Proposals (RFP), Jacobs Engineering Group Inv. was selected to provide project development services from concept through Plans Specifications & Estimate (PS&E) for the project.

These services were planned and negotiated in phases. In July 2024 a Phase One agreement for project development, concept through Intermediate design was written for \$783,500.00. These services are nearly complete. A Phase 2 agreement for design services from Intermediate design through PS&E has been negotiated for \$447,489.52, bringing the total agreement amount to \$1,230,989.52.

Currently, there is \$1,300,000.00 obligated in the project for all design services by consultants.



DATE: August 30, 2024

Program Number(s) A022(435), A023(028), A024(398)

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

Key Number(s) 22435, 23028,
24398

FROM: Laila Kral, PE *LK*
LHTAC Administrator

Program ID, County, Etc. STC-5734, HAYDEN
AVE & MEYER RD INT, POST FALLS HD; NHS-
7045, PRAIRIE AVE, MEYER RD TO SH-41,
POST FALLS HD; NHS-7045, PRAIRIE TRAIL
UNDERPASS, POST FALLS HD

RE: Request to approve professional services agreement authorization to greater than \$1,000,000 on J-U-B Engineers, Inc. for the STC-5734, Hayden Ave & Meyer Rd Int, Post Falls HD; NHS-7045, Prairie Ave, Meyer Rd to SH-41, Post Falls HD; NHS-7045, Prairie Trail Underpass, Post Falls HD

The purpose of the project, administered by LHTAC, is to widen Prairie Avenue to 5 lanes (KN 23028) from Meyer Road to SH-41, include a roundabout at Hayden Ave & Meyer Rd intersection (KN 22435) and constructing the Prairie Pedestrian/Bike underpass (KN 24398).

In July 2022, through Request for Proposal (RFP), J-U-B Engineer's, Inc. was selected to provide design services. The project design services were split into two phases. Phase I was for roadway design from preliminary to intermediate design. Phase II was for final design and PS&E.

In March 2023, the board authorized the agreement amount for design services by J-U-B Engineers, Inc. to \$1,340,000. Phase I and II were negotiated at \$899,476 and \$285,143, respectively. These brought the total agreement amount to \$1,184,619.

As a continuation of services to the Phase II Agreement, the design services for a pedestrian/Bike underpass beneath Prairie Avenue along a former railroad alignment is negotiated at \$144,184. Also, the negotiated right-of-way (ROW) acquisition services cost for KN 22435 is \$49,000 and for KN 23028 is \$102,000. These services will bring the total agreement amount to \$1,479,803. This is approximately 20% of the programmed construction funding.

Currently, there is \$1,544,000 scheduled for design services by consultants.



DATE: August 19, 2024

Program Number: A024(307) & A024(308)

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

Key Number: 24307 & 24308

FROM: Eric Staats, P.E. *ES*
TECM Program Manager

Program ID, County, Etc.: I-15, NORTHGATE
TO FORT HALL – NORTH & SOUTH, BANNOCK
COUNTY

RE: Request to approve professional services agreement authorization to greater than \$1,000,000 on Atlas Technical Consultants LLC professional services agreement for the I-15, Northgate to Fort Hall –North & South, Bannock County

The purpose of this project is to improve safety and capacity on I-15 corridor by widening the interstate to three lanes in both directions including replacement of structures, drainage facilities, geometrics, and interchange merge/diverge improvements. The 6.5-mile segment of I-15 between the Northgate Interchange (IC) and the Fort Hall IC was identified as the highest priority segment within the corridor. The scope includes reconstruction of the entire interstate, replacement of 2 ½ Mile Road, Machine Pass #1-4, and Fort Hall Main Canal NB & SB structures, several irrigation crossings, and a joint trench along the east side of the interstate right of way.

In March 2024, through Request for Proposal (RFP), Atlas Technical Consultants LLC was selected to provide Construction Engineering and Inspection (CE&I) services. The initial CE&I agreement has been written in the amount of \$983,307 covering the initial startup of the project and construction inspection, sampling, testing, and documentation control for the start of construction.

The supplemental agreement will cover from October 2024 through March 2025. The negotiated cost of this supplemental agreement is \$5,229,715, bringing the total agreement amount to \$6,213,022. This is approximately 3% of the programmed construction funding.

Currently, there is \$17,640,000 obligated for construction services by consultants.



DATE: September 10, 2024

Program Number(s) A024(394)

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

Key Number(s) 24394

FROM: Jason Minzghor, PE
District 6 Engineer

Program ID, County, Etc. US-20, ARCO TO
IDAHO FALLS, DESIGN

RE: Request to approve professional services agreement authorization to greater than \$1,000,000 on the Horrocks Engineers, Inc. professional services agreement for the US-20, Arco to Idaho Falls, Design

The purpose of this project is to provide planning, conceptual design, environmental services, final design, and PS&E delivery for six projects on US-20 west of Idaho Falls between milepost 249 and milepost 301.4.

In April 2024, through a Request for Proposal (RFP), Horrocks Engineers, Inc. was selected to provide planning, design, and environmental services.

The first phase was negotiated for work to be completed in the summer of 2024. The first phase of the Services Agreement totaled \$956,940. Phase 2 is negotiated at \$4,590,978. The first two phases will bring the total cost of services to approximately \$5,547,918.

Phase 2 will use all the funds currently scheduled for this project. District 6 will identify if additional scope for this project is needed after the completion of the Value Planning Workshop that is part of the first phase of this project. District 6 will be making additional requests as the needs of the corridor are identified through the Value Planning Workshop.



Board Agenda Item

ITD 2210 (Rev. 12-23)

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/ SERVICES	PROJECT NAME	DISTRICT	TOTAL PREVIOUS AGREEMENTS	PREVIOUS AUTHORIZATION	THIS AUTHORIZATION REQUEST	TOTAL AUTHORIZATION
22232 ¹ / Design	US-95, Fruitland to Payette NCL	3	\$783,500	-	\$447,490	\$1,230,990
22435 23028 24398 ¹ / Design	STC-5734, Hayden Ave & Meyer Rd Int; NHS- 7045, Prairie Ave, Meyer Rd to SH-41; NHS-7045, Prairie Trail Underpass, Post Falls HD	1	\$1,184,619	\$1,340,000	\$139,803*	\$1,479,803
24307 24308 ¹ / CE&I	I-15, Northgate to Fort Hall – South & I-15, Northgate to Fort Hall – North, Bannock County	5	\$983,307	-	\$5,229,715	\$6,213,022
24394 ¹ / Design	US-20, Arco to Idaho Falls, Design	6	\$956,940	-	\$4,590,978	\$5,547,918

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: \$295,184



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date 9-19-2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Doral Hoff, P.E.	Presenter's Title District Engineer
Preparer's Name Jared Hopkins	Preparer's Title Traffic Operations Engineer Manager

Subject

Gwen Fire Recovery Costs		
Key Number	District 2	Route Number US-12, SH-3

Background Information

District 2 is requesting funds to recover costs from the Gwen fire that occurred alongside US-12 and SH-3 in July. The fire resulted in highway closures of SH-3 from July 25th to July 28th and US-12 from July 25th to July 29th.

ITD had direct costs associated with traffic control to keep the highways closed and the public safe. There were also signs and guardrail that were damaged directly from the fire. This event has been included in the State Disaster Declaration for wildfires.

The estimated project cost is \$111,000 and proposed to use FY25 Board Unallocated Funds.

Recommendations *(Action items require a resolution)*

Add Gwen Fire Recovery Costs project to the approved FY24-FY30 ITIP and draft FY25-31 ITIP at a cost of approximately \$111,000 using FY25 Board Unallocated Funds. Resolution on page 129.

IDAHO TRANSPORTATION BOARD
STATE FUNDED UNALLOCATED ACCOUNT

State Fiscal Year 2025

as of 9/11/2024 following Board approval

					Beginning Balance		\$ 10,000,000
<u>Date</u>	<u>District</u>	<u>Key No.</u>	<u>Project Route, Name</u>		<u>Cost</u>		
08/22/24	6	24745	US 20, ELK CREEK INTERSECTION SIGNAL IMPROVEMENTS		\$ 2,000,000		
REQUEST	2	24749	US 12 & SH 3, GWEN FIRE RECOVERY		\$ 111,000		
					Total	\$	2,111,000
					Ending Balance		\$ 7,889,000

RESOLUTION

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

WHEREAS, it is in the public's interest for ITD to fund the Gwen Fire Recovery Costs along US-12 and SH-3.

WHEREAS, ITD is prepared to incorporate this project into the approved FY24-FY30 and draft FY25-31 Idaho Transportation Investment Program (ITIP).

NOW THEREFORE BE IT RESOLVED, that the Board approves adding the Gwen Fire Recovery Costs project to the approved FY24-FY30 ITIP and draft FY25-31 ITIP at a cost of approximately \$111,000 using FY25 Board Unallocated Funds.

BE IT FURTHER RESOLVED, that the Board approves staff to adjust the Program and amend the FY24-FY30 ITIP accordingly.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Doug Yearsley / Jason Brinkman	Presenter's Title District 4 Engineering Manager / District 3 Engineer
Preparer's Name Aaron S. Bauges	Preparer's Title District 3 Planning Manager

Subject

SH-21 Wapiti Fire Update and Request to Establish Project in the ITIP		
Key Number	District 3	Route Number SH-21

Background Information

District 4 will detail the emergency response, including the evacuation of the Stanley shed and coordination with the Fire Incident Management Team. District 3 will provide an overview of the damage between Lowman and Banner Summit and the need for repairs funds.

On July 24, 2024, a lightning strike ignited the Wapiti fire approximately 2 miles southwest of Grandjean, ID. As of September 10, 2024, the fire has burned over 122,000 acres and is 12% contained. The fire has caused significant damage along State Highway 21, from Mile Post 82 to Mile Post 106. This includes the destruction of several thousand feet of guardrail, hundreds of burnt hazardous trees near the roadway, extensive pavement damage, approximately 50 destroyed signs, and compromised slope stability. The intense and prolonged fire has led to the total failure of the guardrails, which pose severe safety hazards for motorists.

Additionally, District 4 employees had to evacuate the Stanley shed and surrounding ITD-owned housing due to smoke damage. Mitigation efforts are required to ensure the safe return of employees.

Repair work must be completed by October 30, 2024, to meet safety standards and maintain road usability. The urgency of this project requires expedited procurement processes to address safety risks, minimize traffic disruptions, protect the environment, and uphold public health. Timely intervention is crucial for mitigating these hazards and ensuring community safety.

Repair funds are needed for hazard tree removal, guardrail replacement, sign replacement, and pavement repairs. Addressing these repairs promptly is essential to reopening Highway 21.

Recommendation is to use \$2,000,000 Board Unallocated funding to expedite these emergency repairs.

Recommendations *(Action items require a resolution)*

Approve the resolution on page 129C.

IDAHO TRANSPORTATION BOARD
STATE FUNDED UNALLOCATED ACCOUNT

State Fiscal Year 2025

as of 9/11/2024 following Board approval

				<i>Beginning Balance</i>	\$ 10,000,000
<u>Date</u>	<u>District</u>	<u>Key No.</u>	<u>Project Route, Name</u>	<u>Cost</u>	
08/22/24	6	24745	US 20, ELK CREEK INTERSECTION SIGNAL IMPROVEMENTS	\$ 2,000,000	
REQUEST	2	24749	US 12 & SH 3, GWEN FIRE RECOVERY	\$ 111,000	
REQUEST	3	24750	SH 21, WAPITI FIRE REPAIR	\$ 2,000,000	
				Total	\$ 4,111,000
				<i>Ending Balance</i>	\$ 5,889,000

RESOLUTION

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

WHEREAS, it is in the public's interest for ITD to fund the hazard tree mitigation, replacement of guardrail, replacement of signs, and pavement repair along SH-21 from Mile Post 82-106.

WHEREAS, ITD is prepared to incorporate this project into the approved FY24-FY30 and draft FY25-31 Idaho Transportation Investment Program (ITIP).

NOW THEREFORE BE IT RESOLVED, that Board approves adding the SH-21 Wapiti Fire Repair, Boise County, project to the approved FY24-FY30 ITIP and draft FY25-31 ITIP for \$2.0 million using FY25 Board Unallocated Funds.

BE IT FURTHER RESOLVED, that the Board approves staff to adjust the Program and amend the FY24-FY30 ITIP accordingly.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name David Tolman	Presenter's Title Chief Administrative Officer
Preparer's Name David Tolman	Preparer's Title Chief Administrative Officer

Subject

ITD State Street Campus		
Key Number	District	Route Number

Background Information

The Idaho Transportation Board passed a resolution on August 5, 2022 declaring the Idaho Transportation Department (ITD) campus at 3311 W. State Street, along with its 44 acres and other improvements as surplus property. This action began the administrative process as outlined in Idaho Code § 67-5709A to sell the property. During the 2024 Legislative Session, the Legislature passed House Bill 770 which became law. In this bill, Section 7 states that the authority for the Department of Administration to sell the property is revoked and that custody and control shall be transferred to the Idaho Transportation Board.

To align HB770 and Idaho Code § 67-5709A and to advance forward toward the future ITD Headquarters location, it is proposed to rescind the August 5, 2022 resolution.

Recommendations *(Action items require a resolution)*

Resolution on page 131.

WHEREAS, the Idaho Transportation Department (ITD) Campus on State Street located at 3311 W State Street, Boise, Idaho consists of over 44 acres of property, one large building, and other improvements (collectively the “State Street Campus”) and was previously the site of ITD’s administrative headquarters; and

WHEREAS, the January 2, 2022 flood event displaced all employees working in the largest building on that campus; and

WHEREAS, the 2022 Idaho Legislature passed House Bill 779 appropriating \$37M to the Department of Administration with intent language stating “*The Idaho Transportation Department’s Boise headquarters will occupy space at the Chinden Campus as campus tenants.*” The Idaho Transportation Board passed resolution ITB22-52 on August 5, 2022 declaring the State Street Campus to be surplus administrative property because it was unsuitable for ITD’s use, and transferring the property to the Department of Administration for the purpose of facilitating a sale of the property; and

WHEREAS, the 2024 Idaho Legislature passed House Bill 770, which became law, changed the direction for ITD from the 2022 Legislature (House Bill 779) and the 2023 Legislature (Senate Bill 1189) appropriating funds for a Central Operations Complex headquarters on the Chinden Campus; and

WHEREAS, House Bill 770 revokes the authority of the Department of Administration to sell the State Street Campus and directs that custody and control of the property be transferred back to the Idaho Transportation Board; and

WHEREAS, House Bill 770 states that the appropriation provided to rehabilitate the administrative facility on the State Street Campus is contingent upon custody and control of that property returning to the Idaho Transportation Board.

NOW, THEREFORE BE IT RESOLVED, that the Idaho Transportation Board hereby rescinds Board resolution ITB22-52 and takes back custody and control of the State Street Campus property.

BE IT FURTHER RESOLVED, that the Idaho Transportation Board directs staff to work with the Division of Public Works to develop cost estimates to make the property suitable for ITD’s occupation and to report back to the Board when such cost estimates have been completed.



Board Agenda Item

ITD 2210 (Rev. 12-23)

Meeting Date September 19, 2024

No Presentation: Consent Item ☐ Informational Calendar Item ☐

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

Presenter's Name Justin Pond	Presenter's Title Right of Way Agent, Sr.
Preparer's Name Justin Pond	Preparer's Title Right of Way Manager

Subject

Administrative Settlement over \$200,000.00		
Key Number 23337	District 3	Route Number US-20/26

Background Information

As per Board Policy 4005, the Director or a delegate may authorize an administrative settlement for up to \$200,000 over the reviewed fair market value of properties appraised up to \$1,000,000. Proposed settlements exceeding \$200,000 shall come before the Board for approval. An administrative settlement is a settlement, authorized by the responsible official, in excess of the approved just compensation. Under appropriate circumstances, an administrative settlement may be made to motivate amicable settlement with an owner and thus avoid recourse to legal proceedings.

Recommendations *(Action items require a resolution)*

Approve:

KN 23337, Project No. A023(337) US 20/26, Middleton Rd. to Star Rd., Ada and Canyon Counties, Parcel 26, an administrative settlement over \$200,000.00. Resolution on page 133.

RES. NO. WHEREAS, the Idaho Transportation Department is acquiring right-
ITB _____ of-way along US 20/26, Middleton Rd. to Star Rd., for Project No. A023(337);
and

WHEREAS, the Idaho Transportation Department and the property owner have engaged in good faith negotiations; and

WHEREAS, both parties agree that additional payment is justified in order for the Idaho Transportation Department to fairly compensate the property owner of Parcel 26.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves an Administrative Settlement over \$200,000.00 for the right-of-way acquisition along US 20/26, Middleton Rd. to Star Rd., for Project No. A023(337), KN 23337, Parcel 26.