

REGULAR MEETING
IDAHO TRANSPORTATION BOARD
November 13, 2024

The Idaho Transportation Board met at 8:00 AM on Wednesday, November 13, 2024, in Boise, Idaho. The following principals were present:

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
Tim Thomas, Lead Deputy Attorney General

Vice Chair DeLorenzo presided over the meeting in Chairman Moad’s absence.

Safety Share. Workforce Development Manager Mike Stowell reported on the importance of taking time to strategically prepare your team. Shorter frequent meetings allow for better task assessments and organizing staff.

Board Minutes. Member Osborn made a motion to approve the minutes of October 16, 2024, seconded by Member Thompson, and the motion passed unopposed.

Board Meeting Dates. The next meeting is December 11 in Boise.

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB24-81 explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

NOW THEREFORE BE IT RESOLVED, that the Board approves the FY24 certification of receipts and disbursements, 2024-2025 ITD pending administrative rulemakings, the ITD FY24 Annual Report, and removal of Chubbuck Canal Trail from FY25 of the FY25-FY31 ITIP.

1) FY24 certification of receipts and disbursements. Idaho Code, Section 40-708 requires certification of receipts and disbursements. FY24 total receipts are \$928,770,000 and total disbursements are \$937,386,900. With the beginning cash balance of \$143.5 million, the total

ending balance as of June 30, 2024 is \$134.9 million. The statement, shown as Exhibit 577, which is made a part hereof with like effect.

2) 2024-25 ITD zero-based pending administrative rulemakings. For final approval of ITD's five proposed administrative rules as pending rules. Four out of the five were out of the Governor's Zero-Base Regulation that compel agencies to eliminate redundancies and outdated information. The rules were published for a second round of public comment through October 23rd. No additional comments were received.

3) ITD FY24 Annual Report. Final approval of ITD's FY24 Annual Report. The Report includes several suggestions received from the Board at the October 2024 board meeting.

4) Removal of Chubbuck Canal Trail from FY25-FY31 Idaho Transportation Investment Program (ITIP). The Local Highway Technical Assistance Council (LHTAC) requests the Chubbuck Canal Trail – Philbin to Hawthorne, be removed from the ITIP due to insufficient right-of-way. The \$448,000 project costs will be reallocated to Transportation Alternatives Program project funds.

Informational Items.

1) Contract awards and advertisements. There were four ITD and two Local contracts awarded that did not require Board approval for the month of October 2024, which starts the new federal fiscal year, FFY2025.

The list of projects currently under advertisement was provided.

2) Professional services agreements and term agreement work tasks report. From September 30 – October 26, 2024, 22 new professional services agreements and work tasks were processed, totaling \$6,047,175. One supplemental agreement to existing professional services were processed during this period for \$24,574.

In response to Member Hoff's inquiry about a District 6 planning project not shown on the project list, Highway Administrator Schroeder clarified there was an error in the summary agreement table. That specific project was corrected on the list to a Headquarters not District 6 project, but the summary table was not updated.

3) Monthly report of federal formula program funding through October 30. Idaho received obligation authority (OA) of \$130.7 million through December 20, 2024. Additional apportionments were allocated via the Appropriations Act. Idaho received apportionments of \$455.6 million. Allotted program funding is \$146.2 million with \$140.4 million remaining.

Board Report. Member Bulger reported on the American Association of State Highway Transportation Officials (AASHTO) Annual Meeting he attended in October. He highlighted the

department received two President's Transportation Awards and the invaluable experience he had, and for the department, in being able to attend.

CD McElhinney invited staff to give specifics on the two AASHTO awards received. One in the Environmental Planning category for Idaho's First Wildlife Overpass on SH-21 and the other in the Equity category for the US-95, McArthur Lake Cultural Discovery project.

Director's Monthly Report. CD McElhinney provided a summary of his attendance at the AASHTO Annual Meeting in October highlighting issues discussed such as the upcoming federal reauthorization in 2026, restrictions on federal grants funds, project delivery and peer exchange opportunities. He shared Idaho has a prominent presence at these meeting and is highly engaged in dialogue and providing feedback.

Director Stokes reported on winter preparedness. Some activities included District 6 staff hosted counterparts from the Montana Department of Transportation for their annual winter partnering kickoff. The name the snowplow is a new campaign in coordination with the Department of Education that allows Idaho students to submit entries in effort to promote winter safety in young drivers. In collaboration with the Idaho State Police, ITD is partnering with them to offer winter driving safety classes. Executive leadership hosted its all staff virtual town hall meeting last week that drew over 700 attendees from the two sessions.

Chief Innovation Experience Officer (CIEO) Brenda Williams highlighted results from the Division of Human Resources (DHR) Engagement Survey that was sent to all state employees in July 2024. ITD's participation rate from about 50 questions was 80%. CIEO Williams reviewed ITD's 2022 eight-point action plan that included the launch of the digital employee recognition certificate program. Some highlights from the top five survey responses included safety and work-life balance with 84% and 77% ratings respectively. The most significant lowest result was pay and benefits at 52%. Strong results were received for immediate supervisors and ITD's five focus areas. As a result of the survey, the 2024 action plan is under development. One major inclusion is an employee cash recognition program for innovation.

Director Stokes concluded with giving a legislative preview. Legislative outreach for each of the districts is set for the second week in December. Emphasis will be on the expected \$1 billion construction payout this year, the final bond sale and project delivery.

Dealer Advisory Board (DAB) Annual Report. DAB Chairman Jim White reported on DAB elections, policies, the Idaho Consumer Asset Recovery (ICAR) fund, and the dealer portal. Some highlights included there is one outstanding ICAR claim – the maximum payout is \$50,000. The DAB was briefed on the new investigation process for non-compliant vehicle dealers. Phase 1 of the new Dealer Portal was launched in May 2024 that allows dealers to e-file vehicle registrations. The DAB had an opportunity to review and provide feedback on ITD's DAB policies that were revised to clarify roles and responsibilities. Future goals include efforts to increase the ICAR Fund, which has remained static for many years.

In response to Member Hoff's question regarding national dealership internet car sales, DMV Administrator Lisa McClellan stated the issues with Carvana, an Idaho dealer, have been resolved. However, with online sales, the core question is determining where the sale occurs.

ITD/Associated General Contractors (AGC) of Idaho Excellence in Construction Partnering Awards. CD McElhinney announced this is the 5th annual partnering awards recognizing project excellence statewide. He thanked AGC and the judging committee and reviewed the judging criteria. Eligible projects include statewide highways and local road projects for work zone safety, innovative problem solving and efficiency.

Sr. Public Information Officer Ellen Mattila announced there were four Bronze Award winners and 14 Silver Award winners. She presented the top eight Gold Awards describing each project. Representatives from ITD's districts and contractors were present or online to express their appreciation. The Top Gold Award was for US-93 Perrine Bridge Corrosion Protection project.

State FY25 Financial Statements. Controller Robbie Swajkoski presented the department's FY25 quarterly financial statements. Some highlights included actual revenue to the State Highway Fund (SHF) are about \$6 million over forecast, and revenue to the Highway Distribution Account (HDA) is about \$2 million under forecast. Expenditures for the SHF are slightly below forecast, \$304.4 million. Revenue to the Aeronautics Fund are above forecast with expenditures below forecast due to pending projects. Revenue for the TECM Fund are slightly over due to interest and expenditures are about \$1 million over. The Strategic Initiatives Program Fund balance is \$376.2 million. Bond proceed expenses for GARVEE and TECM are \$616,000 and \$123.9 million respectively. Expenses of CARES Act Funding for public transit is \$30,000. The FY26 budget request includes \$500,000 for the CARES Act Funding.

FY2026 Budget Revision #1. Financial Manager Kirk Weiskircher reviewed the FY26 budget revisions since August 2024. Some highlights included there were no changes to the FY25 supplementals. The FY26 Line Item changes were as follows: Administration – decrease of \$843,000, Aeronautics – decrease of \$55,000, Highway Operations – decrease of \$163,000 for a revised grand total of \$353.2 million. Other updates included changes in the Statewide Cost Allocation Plan, replacement equipment, contract inflation, employee compensation and health insurance. With adjustments and debt service, the total program funding request is \$1.35 billion - \$1 million less than the original proposal.

In response to Member Bulger's question regarding why the Aeronautics' Division Salary Enhancement request was not approved (their budget was reduced by \$55,000), FM Weiskircher stated the DHR did not agree with the position's market assessment. Director Stokes added it was a matter of timing. The department did make some previous salary adjustments; however, more is needed and will seek future approval.

SFY 2025 Idaho Airport Aid Program Grant Funding. Aeronautics Administrator Thomas Mahoney provided an overview of the Idaho Airport Aid Program (IAAP) that is primarily funded

through aviation and jet fuel taxes. Funding for SFY25 was established at \$1.25 million and provides funding for 16 general aviation airports, two community and seven primary service airports (includes Pullman-Moscow who receives half the funding of what the others receive). General aviation airports will receive 90% of Federal Aviation Administration (FAA) funding (\$26.4 million). With current funding levels, Aeronautics was able to provide them the maximum 2.5% match rate (\$822,538) of the required 10% sponsor match (\$1.9 million). Community airports received \$282,500 IAAP funding with sponsors contributing \$132,500. Primary service airports receive 93.75% of FAA funding (\$22.4 million). Based on available funding, Aeronautics allocated a flat rate for each totaling \$97,500. Aeronautics will also provide funding for four small emergency projects. The Aeronautics Advisory Board reviewed and recommended the IAAP grant funding at its October 2024 meeting.

In response to Madam Chair's question regarding the 60% required sponsor match for the Midvale Community airport, AA Mahoney stated the \$100,000 did not include an additional in-kind contribution of \$60,000. Aeronautics is funding \$250,000 this year, or approximately 90% of overall program costs over two years, due to the availability of Leading Idaho Funds.

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

RES. NO. WHEREAS, the Idaho Transportation Board (ITB) is charged with determining the
ITB24-82 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, the Idaho Transportation Board has the authority to design, construct, reconstruct, alter, extend, repair and maintain state aeronautical facilities; and

WHEREAS, the Idaho Transportation Board has the authority to expend funds for the construction, maintenance and improvement of public owned aeronautical facilities; and

WHEREAS, the Idaho State Legislature approved \$1,250,000 for airport improvements; and

WHEREAS, the Idaho Aeronautics Advisory Board recommended approval of the proposed funding plan at their meeting on October 30, 2024.

NOW THEREFORE BE IT RESOLVED, that Board approves the Idaho Airport Aid Program for State Fiscal Year 2025 in the amount of \$1,250,000.

BE IT FURTHER RESOLVED, the Board directs the Division of Aeronautics to issue grant offers for SFY 2025.

Request to Approve Consultant Agreements. Consultant Services Engineer Mohsen Amirmojahedi presented the request for consultant agreement authorization for design

services. The two projects, as shown in the resolution, are District 4 regional planning – Magic Valley MPO, by Kittelson & Associates and US-20, Auxiliary Lanes Lewisville Interchange (IC) to S. Rigby IC by Horrocks Engineers. CSE Amirmojahedi reviewed the project background and justifications and outlined the requested authorization for each project.

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

RES. NO. ITB24-83 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
21811 ¹ / Design	D4 Regional Planning	4	\$803,482	-	\$470,430	\$1,273,912
23246, 23254, 24084 ¹ / Design	US-20, Auxiliary Lanes Lewisville IC to S Rigby IC, Rexburg Middle IC to St Anthony IC, and Exit 337 Ramp Extensions	6	-	-	\$2,312,400	\$2,312,400

- 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

Add US-20/26 and SH-44 Pedestrian Ramp Improvements to FY25-FY31 ITIP. District 3 Engineer Jason Brinkman presented the request for pedestrian ramp improvements on US-

20/26 (Broadway), SH-44 (Glenwood) and US-20/26 (Chinden). In 2023, Broadway was seal coated, however, many of the ramps are not in ADA compliance. Some can be repaired but most need to be configured to the specific conditions – grade, slope, landing width, etc. Statute allows for a good faith effort to make the ramps compliant with no condition of right-of-way acquisition required for ramp landing space. Some ramps currently have modern features.

In response to Madame Chairs question regarding change in ramp standards, DE-3 Brinkman replied that the standards did change. The ramps today accommodate multiple users such as pedestrians, wheelchairs, canes and scooters. CD McElhinney shared ITD does have an ADA Transition Plan that will be submitted through FHWA.

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

RES. NO. WHEREAS, the Idaho Transportation Board supports the Idaho Transportation
ITB24-84 Department (ITD) mission of safety, mobility, and economic opportunity; and
 WHEREAS; upgrading pedestrian ramps to conform with the American’s with
 Disabilities Act (ADA) standards to the extent feasible is to be included with
 pavement improvement projects; and

WHEREAS; there are 75 pedestrian ramps within the previous pavement improvement project limits that should meet ADA standards.

NOW THEREFORE BE IT RESOLVED, that the Board approves adding the US-20/26 and SH-44 Pedestrian Ramp Improvements Project to FY26 of the approved FY25-FY31 ITIP at a total cost of \$2,000,000 - with \$400,000 development in FY25 and \$1,600,000 construction in FY26. FY25 Federal Aid funding from statewide balancing will be used for development.

Idaho Rail-Highway Crossing Program (RHCP) Annual Report. Rail-Highway Program Manager Blaine Schwendiman provided an overview of RHCP funding, effectiveness of the program and programmed projects. Some highlights included there are 13 railroad companies operating in Idaho, in addition to one in Malad City that was recently identified. There are over 1,000 at-grade crossings where the road and track are at the same level. The safest is grade separation crossings, which when funding is available, are constructed to eliminate vehicle-train collisions. The RHCP, that provides matching funds, is annually funded by \$2 million federal and \$250,000 of state funds. Improving or eliminating at-grade crossing has been a major focus of the RHCP. Although 5-year average incident statistics for Idaho has historically been low, there has been an increase in the last period. Staff is researching contributing factors. ITD supports Idaho Operation Lifesaver who educates the public on safe use of crossings and funds their state coordinator position. The Rail Operation and Safety Team, comprised of statewide representation and local partners, reviews and selects the projects. In FY23, the RHCP received \$8 million of one-time funds through the Governor’s Leading Idaho Initiative – 14 projects were funded. Currently, there are 28 RCHP projects in the FY25 - FY31 ITIP.

Annual Update on ITD's Research Program. Research Program Manager Ned Parrish provided an overview of the Research Program. Federal statute requires 25% of Statewide Planning and Research (SPR) Funds be used for research, development and technology transfer. The FY25 Program budget is \$2.59 million (11% is state dollars), of which 37% is spent on research projects. ITD's Research Advisory Council reviews requests and sets funding priorities.

Highway Division Administrator Mike Johnson shared details on the precast pier connections bridge research project that has garnered national attention. Some highlights included the concept was developed by ITD's bridge staff. The new precast concrete concept out-performs cast-in-place, and notably, for high seismic regions. The concept was submitted to the AASHTO Innovation Management Program and won AASHTO's High Value Research award.

Roadway Data Manager Margaret Pridmore presented the Local Road Annual Average Daily Traffic (AADT) project. Some highlights included the interactive map application will consider locations where traffic counts are occurring – 12,000 centerline miles on the Federal Aid system. The goal is to include all public roads of approximately 57,000 centerline miles. From a data collection standpoint, the project would assist local entities seeking grant funding. The updated map publishing is anticipated in summer 2025.

Research Analyst Amanda Laib reviewed the five recently completed, 10 current and eight new research projects. Some of the projects were the Idaho Truck Parking Availability Use and Need Study, Geotechnical Asset Management for Rock Slopes and Rockfall Risk and Commercial Motor Vehicle Crash Analysis. Some new projects included Evaluation of Bridge Deck Preservation Strategies and Work Zone Safety and Mobility Process Review.

Research Program Manager Ned Parrish concluded by providing an overview of the 35 Pooled Fund projects, the National Cooperative Highway Research Program and the AASHTO program support. In 2024, ITD provided funding for two additional AASHTO programs.

Employee Safety Program (ESP) Update. Employee Safety Risk Manager Randy Danner gave an update on the ESP that was established in 2016 to build a safety culture at ITD. He reviewed the various actions taken such as implementing training, Critical Incident Stress Management peer support, creating a newsletter and the safety recognition coin and medallion program. In comparison of FY19 to FY24, the total injuries incident rate has declined significantly from 3.43 to 1.43 respectively and is well below the national standard.

SIF Idaho Workers' Compensation Safety Services Consultant Kimberly Tkacs provided data from the 2020 – 2024 Loss Experience Analysis Report for ITD. Some highlights included, currently, ITD's loss ratio is 77% with 11 open claims. She reviewed causes of injuries with overexertion ranking highest (37.8%) and slips, trips and fall second (26.8%). Injuries sustained to the wrist/hands were among the highest. She reviewed the top five key elements of a safety program and culture such as training leaders and employees in safe procedures and job hazards. Better working conditions and higher employee morale are a few of the benefits.

ESRM Danner concluded by reiterating 84% of employees agree ITD has a strong committee to employee safety as noted in DHR's Employee Engagement Survey. As a result, ITD has a strong culture of safety because of the commitment and contribution from everyone.

Board Unallocated Funding Request for SH-41 Between Peasley Creek and Elk City. District 2 Engineer Doral Hoff presented the SH-41 pavement restoration project from Peasley Creek to Elk City, mile post 23 to 33. The project will be bid as a fixed price quantity and will complete as many miles as possible. The project is an ongoing effort to repair the roadway. Staff received a letter from the Idaho County Commissioner in support of a previous roadway project done.

DE-2 Hoff informed the Board of a potential rock fall issue on US-95 at mile post 189. Staff is monitoring rock movement – specifically at the rock spire and surrounding area.

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

RES. NO. WHEREAS, the Idaho Transportation Board is authorized to expend funds
ITB24-85 appropriated for construction, maintenance and improvement of state
 highways; and

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

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

NOW THEREFORE BE IT RESOLVED, that Board approves the SH-14, Mile Post 23 to Mile Post 33, Surface Rehabilitation/Grind and Inlay project, Idaho County be added to FY25 of the FY25-FY31 ITIP using FY25 Board Unallocated Funding for a total project cost of \$2,200,000.

BE IT FURTHER RESOLVED, that the Board authorizes staff to adjust the program and amend the FY25 - 31 ITIP accordingly.

Trucking Advisory Council (TAC) Annual Report. TAC Chairman John Pocock reported on the TAC's membership, activities, policy reviews, and statewide topics. Some highlights included the TAC will be replacing members for Districts 3 and 6 as their terms end December 2024. The pilot program for commercial truck registration processing efficiency went live August 2024. The program enables hourly transaction processing, including payments and credential issuance. In Minnesota, beet juice is being used on roadways as a de-icing alternative to salt and is reported to be less corrosive. In coordination with the Idaho Walk Bike Alliance, a truck/bicycle social media Sharing the Road safety message was created in response to an increase in near incidents between the two on rural roads. The next phase of the drug and alcohol clearinghouse, that requires states to check violations before issuing or renewing Commercial Drivers Licenses (CDL), starts November 18. If a violation is found, the driver's CDL

will be downgraded. According to Great West Insurance, CB radios are not the distraction once thought. There is concern regarding excessive towing fees. Currently, there are no guidelines or controls on those fees and legislation is anticipated to address it.

Executive Session on Legal and Personnel Issues. Member Thompson made a motion to meet in executive session at 11:44 AM to discuss issues as authorized in Idaho Code Section 74-206 (b) and in Idaho Code Section 74-206 (f). Member Osborn seconded the motion and it passed unanimously by roll call vote. Madame Chair stated the meeting will adjourn at the conclusion of executive session.

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

The Board ended executive session at 12:24 PM.

WHEREUPON, the Idaho Transportation Board adjourned its regular monthly meeting at 12:24 PM.

The Board had an informal lunch with Trucking Advisory Council following the meeting.

Read and Approved
December 11, 2024
Boise, Idaho

Signed
JULIE DELORENZO, PRESIDING CHAIR
Idaho Transportation Board