



# A G E N D A

## Idaho Transportation Board Policies Subcommittee Remote Meeting

**February 25, 2025**

Idaho Chinden Campus  
11331 Chinden Blvd., Building 8  
Canyon Creek Conference Room, 1<sup>st</sup> Floor  
Boise, Idaho

Call in: 1-208-473-7075  
Access code: 611 100 928#

	<u>Page</u>	<u>Time*</u>
<u>Action Items</u>		
1. Call Meeting to Order – Chairman Gary Osborn		<b>9:00</b>
• Formal approval of November 13, 2024 meeting minutes	<b>2</b>	
2. Administrative Policy 5534 Identification of ITD Property and Publications Senior Public Information Officer Megan Jahns	<b>4</b>	<b>9:05</b>
3. Administrative Policy 5057 Release of Department Information to the Media Senior Public Information Officer Megan Jahns	<b>7</b>	<b>9:10</b>
4. Board Policy 4048/Administrative Policy 5048 Freight Advisory Committee Freight Program Manager Caleb Forrey	<b>11</b>	<b>9:15</b>
5. Adjourn (estimated time)		<b>9:30</b>

\*All listed times are local and are estimates only. The Chairman reserves the right to move agenda items and adjust the scheduled time accordingly. The meeting is open to the public, except for an executive session, if held.

Idaho Transportation Board Subcommittee on Policies  
November 13, 2024, Chinden Campus, Long Bridge conference room

Idaho Transportation Board Subcommittee on Policies met on November 13, 2024. Chairman Gary Osborn called the meeting to order at 1:30 PM. Subcommittee members present were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo and District 6 Member Bob Hoff, and Business Executive to the Board Lorraine Dennis.

Key principals staff members advisor Deputy Attorney General (DAG) Tiffany Hales, Director Scott Stokes, Chief Innovation Experience Officer (CIEO) Brenda Williams, Highway Division Administrator Amy Schroeder, Employee Safety & Risk Manager Randy Danner, and Business and Support Manager Michelle Doane were present. Rail-Highway Crossing Program Manager Blaine Schwendiman attended remotely.

Minutes. Member DeLorenzo made a motion to approve the minutes of August 29, 2024. Member Hoff seconded the motion and it passed.

Administrative Policy A-01-11/5516 Hazardous Materials/Waste Activities. ESRM Danner stated this policy's original intent was to address how hazardous waste should be handled and added the department does not generate much waste. Specific roles and responsibilities, along with required hazardous materials training, have been incorporated into either the Safety Operations Manual or HazMat Coordinator Handbook. Because the policy is redundant and no longer warranted, staff recommends deleting it.

In response to Chairman Osborn's question about handling of paint waste, ESRM Danner stated the department recycles its paint and used vehicle oil.

Member DeLorenzo made a motion, seconded by Member Hoff, to concur with staff's recommendation to delete the policy and refer it to the full Transportation Board for approval.

Admin. Policy 5558 Use of Electronic Devices While Driving and Operating ITD Vehicles and Equipment. ESRM Danner reviewed the Division of Human Resources (DHR) Defensive Driving Vehicle Usage training (recently implemented as an online class and a requirement for all state employees) with the corresponding requirement to sign an acknowledgment form upon completion. It was brought to ITD's attention that there is a discrepancy between DHR's acknowledgement form and ITD's Admin. Policy 5558 regarding the use of cell phones. With recent changes, DHR follows state law that allows for hands-free cell phone use whereas ITD policy prohibits any cell phone use.

Director Stokes stated he welcomed the subcommittee's input in consideration prior to making any changes to the department's policy. It is permissible for ITD to have a more restrictive policy. It does, however, present a legal anomaly so decisions need to be considered. Currently, radios are in some state vehicles and available for staff's use. Director Stokes stated the department will continue to review options.

Member DeLorenzo supports the use of hands-free cell phones stating it may be safer than employees having to pull over and potentially putting them in an unsafe situation. Another point, if allowed, it could be safer if it was hands-free versus handling a radio. Member Hoff agreed.

Member Osborn invited Member Thompson to comment. Having had both options when his business was in operation, he does not have any problems with hands-free cell use.

Director Stokes pointed out Policy 5558 was last updated in 2020. As considerations are taken into account, the department would not endorse personal cell phone activity when driving a state vehicle and would encourage employees to use good judgement.

Admin. Policy 5538 Purchase, Inventory and Disposal of Property. BSM Doane reported on the proposed changes for Admin. Policy 5538. The main purpose is to establish who is responsible for managing these activities and delegating specific duties for each – purchasing, payments, and accountability and disposal of personal state property. The Chief Administrative Officer is responsible who then delegates to appropriate managers within the Division of Administration. The statement on the use of state property was also clarified.

Member Hoff made a motion, seconded by Member DeLorenzo, to concur with staff's recommendation to revise the policy and refer it to the full Transportation Board for approval.

Board Policy 4085 and Admin. Policy 5085 Rail-Highway Crossing Program. RHCP Manager Schwendiman reported on the proposed revisions for 4085. Changes are mainly administrative clerical updates and includes a statement about staffing giving an annual RHCP update to the Board. Previously, the annual update was only in 5085. Revisions to 5085 are similar - administrative changes, updates to the Railroad Operation and Safety Team's membership and removes the specific month when the Board receives the RHCP report update.

In response to Member DeLorenzo's question regarding the reason for the percentage change from 2% to 8% of Federal Section 130 funds that may be used for data compilation and analysis, RCHP Manager Schwendiman confirmed that was a federal code change.

Member DeLorenzo made a motion, seconded by Member Hoff, to concur with staff's recommendation to revise the policy and refer it to the full Transportation Board for approval.

The meeting adjourned at 1:58 P.M.

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Respectfully submitted by:

LORRAINE DENNIS

Business Executive, Idaho Transportation Board



IDENTIFICATION OF ITD ~~PROPERTY AND PUBLICATIONS~~ **BRANDING**

Purpose

The purpose of this policy is to standardize the use of the **Idaho Transportation Department (ITD)** brand, ~~which is the ITD logo accompanied by the department's mission statement: Your Safety. Your Mobility. Your Economic Opportunity.~~

Legal Authority

• Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.

• Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

~~• Idaho Code 67-5732A - The Director may sell, transfer, recycle or discard state personal property which is of no further use to the department.~~

~~• Idaho Code 67-5746 - The Director shall maintain an inventory system, and be accountable for the maintenance, security, and efficient economic use of the department's personal property.~~

The official ITD brand ~~is shall be~~ the ITD logo accompanied by the department's mission statement "Your Safety. Your Mobility. Your Economic Opportunity." ~~in a bold sans-serif font~~ **The standard and secondary logos can be used without the mission statement whenever practical or at the discretion of the Office of Communication (OOC). The mission text can be placed left aligned on the right side of the logo or centered below the logo as shown in the three examples below.**



**Your Safety • Your Mobility  
Your Economic Opportunity**



~~Your Safety • Your Mobility,  
Your Economic Opportunity~~



**Your Safety. Your Mobility. Your Economic Opportunity.**

The ITD brand shall be used on all department documents, web pages, presentation slides, forms, brochures, shoulder patches and wherever deemed advisable.

Best practices for use of the brand and logos, as well as sub brands, are documented in the Brand Guide. Contact the OOCffice of Communication to obtain copies of the guide, brand and logos

33 ~~digital copies of the brand. Any person or group interested in developing a brand for a project,~~  
34 ~~awards, group of employees, etc. must first consult with and receive approval from the OOC.~~

35 ~~When using the ITD brand in only one color, it may be the same color as the text in the form, web~~  
36 ~~page, or document.~~

37 ~~All department properties and publications shall be identified with "IDAHO~~  
38 ~~TRANSPORTATION DEPARTMENT" and the division name (section names are optional).~~

39 ~~Office equipment and other small item property shall be identified by a sticker that has "IDAHO~~  
40 ~~TRANSPORTATION DEPARTMENT" printed on it and is attached to the front of the equipment.~~

41 Department vehicles and other large equipment shall be identified with the standard department  
42 logo as noted in the ~~Maintenance manual, subsection 716, Equipment Identification, Licensing,~~  
43 ~~and Registration~~Operations Manual, Chapter 9.

44 Signed

Date: 6/13/2017

45 ~~Brian W. Ness~~L. Scott Stokes

46 Director



## IDENTIFICATION OF ITD BRANDING

### Purpose

The purpose of this policy is to standardize the use of the Idaho Transportation Department (ITD) brand.

### Legal Authority

- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

The official ITD brand is the ITD logo accompanied by the department's mission statement "Your Safety. Your Mobility. Your Economic Opportunity." The standard and secondary logos can be used without the mission statement whenever practical or at the discretion of the Office of Communication (OOC).

The ITD brand shall be used on all department documents, web pages, presentation slides, forms, brochures, shoulder patches and wherever deemed advisable.

Best practices for use of the brand and logos, as well as sub brands, are documented in the Brand Guide. Contact the OOC to obtain copies of the guide, brand and logos. Any person or group interested in developing a brand for a project, awards, group of employees, etc. must first consult with and receive approval from the OOC.

Department vehicles and other large equipment shall be identified with the standard department logo as noted in the Operations Manual, Chapter 9.

\_\_\_\_\_  
L. Scott Stokes  
Director

Date: \_\_\_\_\_



## RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA

### Purpose

The purpose of this policy is to implement Board Policy 4057 directing the Director to establish rules governing the release of information to the news media.

### Legal Authority

- Idaho Code 40-314(1) - The Board ~~shall~~ may establish the departmental internal structure deemed necessary for the full and efficient administration of Title 40.
- Idaho Code 40-314(3) - The Board ~~shall~~ may exercise any power or duty deemed necessary to carry out the provisions of Title 40.

The Office of Communication (OOC) is responsible for disseminating information to the news media and building relationships within that community to inform the public. Informing the public builds trust. While the OOC maintains many channels to directly communicate with the public, news media remain a traditional source of information with quick and transparent access to a greater number of Idahoans. Inquiries from the news media shall be answered in a timely and cooperative manner. Release of information to the media shall follow these guidelines:

### News Releases

~~Any news releases issued in the name of the Idaho Transportation Board shall be approved by the Board Chairman and Director prior to release.~~

News releases are the primary means of communicating with news media and shall be approved by the appropriate Operating Officer, Division Administrator, District Engineer, Section or Unit Supervisor, or higher authority. The ~~Office of Communications~~ OOC shall have responsibility for reviewing and publishing all Department news releases, including those written by consultants. Copies of published news releases shall be forwarded the day of the release to the appropriate subject matter expert, Executive Leadership Team, division administrators and/or district engineers, as appropriate ~~and the Chief Highway Engineer Operating Officer, Division Administrator, Chief Deputy Director, and Director~~ the day of the release.

Any news releases issued in the name of the Idaho Transportation Board or on their behalf shall be approved by the Board Chairman and Director prior to release.

### Interacting with the Media

The OOC serves as the point of contact for all media inquiries. All requests for information or media interviews shall be answered promptly and objectively. Facts, not opinions or speculation, are the only acceptable response for department employees. Some requests may be directed through the public records process if appropriate.

If employees outside of the OOC are contacted by news media or are asked to conduct an interview on behalf of the department in an official capacity, they should notify the division administrator or district engineer and the OOC and work with both parties to handle the request.

50 If they can, they should provide the reporter's name, organization, contact information, requested  
51 information and deadline. Employees may interview or engage directly with the news media with  
52 support from the OOC. Media training is available upon request.

53  
54 ~~If the information desired is within the employee's area of expertise, he or she should give the~~  
55 ~~information and then report this contact to the Office of Communications.~~

56  
57 ~~Requests for information that are outside the employee's area of expertise, or about which the~~  
58 ~~employee lacks adequate information should be referred to the Media Awareness Hotline, at 334-~~  
59 ~~8005, after these steps are taken:~~

- 60  
61 ~~• Identify the reporter by name and organization, get the reporter's phone number, determine~~  
62 ~~what information the reporter is looking for and determine the reporter's deadline.~~
- 63  
64 ~~• Advise the reporter that the information shall be gathered and someone from the~~  
65 ~~Department shall contact them as soon as possible. This is done to gather the correct facts~~  
66 ~~and organize our answers.~~
- 67  
68 ~~• Inform your supervisor of the call and contact the Office of Communications for advice on~~  
69 ~~how to best handle the call.~~
- 70  
71 ~~• The Office of Communications shall suggest who should return the reporter's call and what~~  
72 ~~additional information may be required to answer the reporter's questions. The Office of~~  
73 ~~Communications shall assist the appointed individual in answering the questions,~~  
74 ~~developing talking points and preparing for the interview.~~
- 75  
76 ~~• The media call shall be returned and an interview conducted.~~
- 77  
78 ~~• The Office of Communications shall be advised of the elements of the conversation and the~~  
79 ~~publication or broadcast dates and log the information for future follow-up.~~

80  
81  
82 Signed  
83 Brian W. Ness L. Scott Stokes  
84 Director

Date March 26, 2014





## RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA

### **Purpose**

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### **Legal Authority**

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- Idaho Code 40-314(3) - The Board shall exercise any power or duty deemed necessary to carry out the provisions of Title 40.

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### **News Releases**

News releases are the primary means of communicating with news media and shall be approved by the appropriate Operating Officer, Division Administrator, District Engineer, Section or Unit Supervisor, or higher authority. The OOC shall have responsibility for reviewing and publishing all Department news releases, including those written by consultants. Copies of published news releases shall be forwarded the day of the release to the subject matter expert, Executive Leadership Team, division administrators or district engineers, as appropriate.

Any news releases issued in the name of the Idaho Transportation Board or on their behalf shall be approved by the Board Chairman and Director prior to release.

### **Interacting with the Media**

The OOC serves as the point of contact for all media inquiries. All requests for information or media interviews shall be answered promptly and objectively. Facts, not opinions or speculation, are the only acceptable response for department employees. Some requests may be directed through the public records process if appropriate.

If employees outside of the OOC are contacted by news media or are asked to conduct an interview on behalf of the department in an official capacity, they should notify the division administrator or district engineer and the OOC and work with both parties to handle the request.

If they can, they should provide the reporter's name, organization, contact information, requested information and deadline. Employees may interview or engage directly with the news media with support from the OOC. Media training is available upon request.

\_\_\_\_\_  
L. Scott Stokes  
Director

Date: \_\_\_\_\_



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Your Economic Opportunity**

**Board Policy 4048  
Page 1 of 4**

## **FREIGHT ADVISORY COMMITTEE**

### **Purpose**

The Freight Advisory Committee (FAC) will serve as a forum for freight stakeholders, the private sector and government agencies to advise the Idaho Transportation Department (ITD) on freight transportation needs, transportation policy, transportation projects and project funding in developing a safe, efficient and connected freight transportation system supporting the economic vitality of Idaho.

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

The purpose of the Freight Advisory Committee 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 40-307** - For the administration of their function, the Board may employ such persons as are deemed necessary.

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

**Idaho Code 74-203** -Open Meeting Requirements.

Federal Code 49 U.S. Code, Subtitle IX, Chapter 702, 70201 - State Freight Advisory Committees.

### **FAC Purpose**

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 (Board) has created the FAC to advise and assist ITO on issues related to the movement of freight in, out, and through the state of Idaho. The FAC shall:

Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho  
Advise ITO on freight related issues, priorities, projects and funding needs

Educate freight stakeholders, the public and decision makers on the importance of freight, its connection to the economy and its reliance on the transportation system

38 Collaborate with other agencies and organizations on data and information sharing to promote informed  
39 decision making

40

41 Work with ITD to incorporate freight interests into transportation planning to improve freight  
42 infrastructure

43

44 Advise ITD and other public agencies regarding local, regional, statewide and national transportation  
45 planning processes

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47 Promote the cross-sharing of information between private and public sections (e.g. local, state and federal  
48 government agencies) on freight issues

49

### 50 **The Freight Advisory Committee**

51 The FAC shall consist of seven (7) voting members; one (1) Chair and six (6) District Members  
52 representing each one of Idaho's six Transportation Districts. The District representative shall represent  
53 freight industries and stakeholders interests within their appointed District to ITD. The FAC shall be  
54 advised by Idaho's freight industries and partners of the FAC representing state and federal governmental  
55 agencies.

56

#### 57 **Chair**

58 A Chair is appointed by the Board and serves at the pleasure of the Board. The Chair's responsibilities  
59 include:

60 Serving as the group's spokesperson. Working on membership issues as needed. Issuing letters and  
61 notices as appropriate. Participating in agenda development activities on behalf of the group. Other  
62 functions as appropriate.

63

#### 64 **District Members**

65 District Members represent private industry stakeholders who bring a statewide freight perspective from  
66 diverse stakeholder groups such as the rail industry, highway/trucking industry, aeronautics, port/barge  
67 industry, agricultural industry, natural resources, forest industry, mining industry, manufacture, and retail,  
68 carrier/shipping freight logistics /warehousing, ITO Trucking Advisory Committee and Idaho Aeronautics  
69 Advisory Board. Membership interest in the FAC shall be solicited by ITO, and Board shall make final  
70 appointments. FAC members shall receive no salary for their services. Members are reimbursed for  
71 attending meetings according to the provisions of Idaho Code Section 59-509(m). Members are also  
72 reimbursed by the Department for travel and expenses according to the limits specified in Idaho Code  
73 Section 67-2008.

74

#### 75 **Partners of the FAC**

76 Additionally, FAC shall include partners of the FAC from state and federal agencies. Partners may attend  
77 all meetings and contribute to the conversation with consent of the Chair. Partners may participate on

78 committees as directed by the Chair. Partners have no voting privileges. Representation may come from  
79 the following state and federal agencies:

80 Federal Highway Administration

81 Federal Motor Carrier Safety Administration Federal Railroad Administration

82 US Maritime Administration Idaho Public Utilities

83 Idaho Department of Agriculture Idaho Department of Commerce Idaho Department of Labor

84 Idaho Department of Transportation Idaho State Police

85 Metropolitan Planning Organizations

86 Local Highway Technical Assistance Council (LHTAC)

87 •—— ITD Trucking Advisory Committee

88 •—— Idaho Aeronautics Advisory Board

89 •—— Port Authority, Port of Lewiston

90

#### 91 **ITD Liaison**

92

93 The ITD Freight Program Manager shall provide administrative support to the FAC and be ITD's liaison  
94 to the FAC in coordination with the ITD Chief Engineer and Chief Operations Officer.

95

#### 96 **Member Expectations**

97 It is expected that FAC members will:

98 •—— Work collaboratively, helping to ensure that the process and products balance the varied interests  
99 of statewide freight stakeholders

100 •—— Serve as ambassadors for recommendations, disseminating information and collecting feedback  
101 from their networks of industry contacts and affiliated interest groups

102 •—— Review and provide recommendations to ITD on project products and deliverables that best meet  
103 the needs of the state as a whole

#### 104 **Term of Service**

105 FAC members shall serve staggered three (3) year terms to allow up to two (2) members to be appointed  
106 or reappointed each year. The term shall expire on December 31, after the third year of appointment.

107 Initially, two (2) members shall serve until December 31, 2024, two (2) members will serve until  
108 December 31, 2026 and two (2) members will serve until December 31, 2028. At least sixty (60) days  
109 prior to the expiration of a term, the FAC shall make replacement recommendation(s). Each member may  
110 recommend succeeding themselves. Should any member vacate their position, the Board may, within  
111 sixty (60) days, appoint a successor representing the same District to serve for the remainder of the  
112 vacated member's unexpired term. Members may be removed for non-attendance of one-half (50%) of the

113 ~~FAC meetings in a calendar year. Extreme situations shall be reviewed by the FAC. If removed, a~~  
114 ~~member is excluded from reappointment.~~

115 ~~Each December, the FAC Chair shall formally present to the Board an annual report on FAC's activities~~  
116 ~~and recommendations.~~

117

118 The Idaho Transportation Department requests the advice of the Freight Advisory Committee on issues of  
119 safety, mobility, and economic vitality of the freight industry. The Freight Advisory Committee serves as  
120 a forum for freight stakeholders, the private sector and government agencies to advise the Idaho  
121 Transportation Department on freight transportation needs, transportation policy, transportation projects  
122 and project funding in developing a safe, efficient and connected freight transportation system. supporting  
123 the economic vitality of Idaho. This advice may take place in the form of candid and robust conversations  
124 or specific recommendations.

125

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

130

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

137

138 The Idaho Transportation Board shall appoint the Freight Advisory Committee Chairman and the Chair  
139 serves at the pleasure of the Transportation Board.

140

141 The Freight Advisory Committee will meet regularly and as necessary as determined by the Director or  
142 Freight Program Manager. The Freight Advisory Committee Chairman, or his designee, will present  
143 annually to the Idaho Transportation Board a summary of its activities.

144

145 Approved by the Board on:

146

147 Signed \_\_\_\_\_

Date: 4/22/21 \_\_\_\_\_

148 Bill Moad  
149 Board Chairman



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Your Economic Opportunity**

Board Policy 4048  
Page 1 of 2

## **FREIGHT ADVISORY COMMITTEE**

### **Purpose**

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

The purpose of the Freight Advisory Committee 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 40-307** - For the administration of their function, the Board may employ such persons as are deemed necessary.

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

**Idaho Code 74-203** -Open Meeting Requirements.

**49 U.S. Code, Subtitle IX, Chapter 702, 70201** - State Freight Advisory Committees.

The Idaho Transportation Department requests the advice of the Freight Advisory Committee on issues of safety, mobility, and economic vitality of the freight industry. The Freight Advisory Committee serves as a forum for freight stakeholders, the private sector and government agencies to advise the Idaho Transportation Department on freight transportation needs, transportation policy, transportation projects and project funding in developing a safe, efficient, and connected freight transportation system. 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 The 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 advisory committee to external stakeholders or legislators about a potential legislative issue until the Idaho Transportation Department confirms alignment with the Governor's Office.

The Idaho Transportation Board shall appoint the Freight Advisory Committee Chairman and the Chair serves at the pleasure of the Board.

The Freight Advisory Committee will meet regularly and as necessary as determined by the Director or Freight Program Manager. The Freight Advisory Committee 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  
Board Chairman





**FREIGHT ADVISORY COMMITTEE**

**Purpose**

This administrative policy implements Board Policy 4048. This policy sets forth the goals, objectives and expectations concerning the activities of the Idaho Freight Advisory Committee (FAC) and its members.

**Legal Authority**

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

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

Idaho Code 74-203 - Open Meeting Requirements.

Federal Code 49 U.S. Code, Subtitle IX, Chapter 702, 70201 - State Freight Advisory Committees.

**Meetings**

The FAC shall meet at the discretion of the Chair, anticipating that there will be at least two (2) meetings per year. There will be two types of meetings; regular and working. Regular meetings are designated for projects discussion, voting and general information. Working meetings are designated for project development, work plan development and/or amendments and inter/intra agency coordination. The FAC Chair will designate meeting agendas as appropriate.

Notice of regular meetings shall be made at least sixty (60) days prior to the meeting in order to provide members sufficient planning time. Meeting agendas shall be prepared and distributed by the ITD Freight Program Manager (FPM) as determined by the Chair. Special meetings may be called by the FAC Chair and the ITD Director with notice given to FAC members by the ITD FPM.

The first meeting of the calendar year shall establish a work plan for the remainder of the year. Half of each calendar year meeting shall be scheduled in Boise with the other half scheduled in one of Idaho's Transportation Districts. Every effort shall be made to combine one of the meetings with a field trip to a

freight related site (i.e. dry port, railroad, transload facility, etc.). In addition, each December the FAC shall present a report to the Board of the Committee's activities during the preceding year.

Meetings shall be held in accordance with Idaho Code 74-203—Open Meeting Requirements.

The FAC maintains no quorum requirement. Members are expected to provide their contributions during and between meetings. FAC members in attendance shall continue to discuss, work, and make decisions on the work plan according to the meeting agenda and priorities. Members who have not participated are expected to not oppose those decisions or revisit those discussions.

### **Public Engagement**

FAC must partner with Idaho Transportation Districts, Metropolitan Planning Organizations (MPOs), other advisory committees/councils and other stakeholders to promote dialogue and strategy development to address multimodal freight system needs as well as consideration of regional transportation challenges, opportunities and constraints.

### **FAC Work Plan**

The FAC will develop a work plan on a regular and recurring basis to guide the organization, activities and engagement of freight related industries. It is intended to provide clear direction, communication and accountability for the FAC. The FAC work plan shall include;

- Identifying/updating Idaho's Freight Policy and Proposals
- Provide input and monitor the progress of Idaho Freight Plan(s)
- Continually develop/refine a list of freight industry related transportation infrastructure projects for inclusion into the Idaho Transportation Investment Program (ITIP). Projects shall represent all of Idaho's freight related industries
- Develop criteria that guide the FAC in selecting projects that are focused on improving connectivity to industrial lands, rail system transload facilities, marine ports (Port of Lewiston), air connections and other industrial hubs, including first mile/last mile connections
- Provide input to updating/validating Idaho's Critical Rural Freight Corridors (CRFC) and Critical Urban Freight Corridors (CUFC)
- Recommending and monitoring freight studies
  - Monitoring freight and freight related performance measures
  - Make an annual report to the Idaho Transportation Board of FAC business and freight transportation policy recommendations

### **Voting**

FAC members shall have one vote each. Partners of the FAC have no voting authority.

### **Decision-making**

FAC recommendations shall be made using consensus building processes. Consensus means that all members of the group agree to support a group recommendation, having sought to understand all perspectives and generating a recommendation that they think is best for the whole. Members might not completely agree with an action, however, they agree to support it, both within and outside the group. Consensus is not a majority vote.

Members who do not feel comfortable supporting the consensus opinion are individually responsible to disclose their concerns during the discussion. Those concerns shall be reflected in the committee's submitted recommendation.

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**Staff Support**

~~ITD Freight Program Manager is designated as the ITD liaison to the FAC and is responsible for providing administrative support to the FAC.~~

On behalf of the Director, all Idaho Transportation Department activities concerning the Freight Advisory Committee shall be the responsibility of the Freight Program Manager.

In order to give proper consideration to matters concerning the freight industry in the state of Idaho, the Idaho Transportation Department requests the Freight Advisory Committee to function in the following manner:

- Serve as a forum for discussion regarding freight movement and freight infrastructure within Idaho.
- Advise the Idaho Transportation Department on freight-related issues, priorities, and funding needs.
- Educate freight stakeholders, the public and decision-makers on the importance of freight, its connection to the economy and its reliance on the transportation system.
- Collaborate with other agencies and organizations on data and information sharing to promote informed decision-making.

The Freight Advisory Committee shall consist of seven voting members; one Chair and six district members representing each one of Idaho’s six districts serving a 3-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. The district representatives shall represent freight industries and stakeholder interests within their district. The Chair is appointed by the Idaho Transportation Board.

Signed \_\_\_\_\_

7/9/21 \_\_\_\_\_

~~Brian Ness~~  
L. Scott Stokes  
Director

Date



## **FREIGHT ADVISORY COMMITTEE**

### **Purpose**

This policy implements Board Policy 4048 concerning the activities of the Freight Advisory Committee.

### **Legal Authority**

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

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

**Idaho Code 74-203** - Open Meeting Requirements.

**49 U.S. Code, Subtitle IX, Chapter 702, 70201** - State Freight Advisory Committees.

On behalf of the Director, all Idaho Transportation Department activities concerning the Freight Advisory Committee shall be the responsibility of the Freight Program Manager.

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L. Scott Stokes  
Director

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Date