

Idaho Transportation Board Subcommittee on Policies
June 18, 2025, Chinden Campus

Idaho Transportation Board Subcommittee on Policies held a remote meeting on June 18, 2025. Subcommittee members in attendance were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo, and Business Executive to the Board Lorraine Dennis. District 5 Member John Bulger was unable to attend.

Key principals present were Deputy Attorney General Tiffany Hales, Chief Administrative Officer Dave Tolman, Chief External Affairs Officer Mollie McCarty, Chief Engineer Dave Kuisti, Business and Support Management Manager Michelle Doane, and Public Transportation Manager Ron Duran. Highway Division Administrator Amy Schroeder and LHTAC Administrator Laila Kral participated remotely.

Chairman Osborn called the meeting to order at 9:04 AM.

Minutes. Member DeLorenzo made a motion to approve the minutes of April 2, 2025. Chairman Osborn seconded the motion and it passed.

Administrative Policy 5001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts. BSM Doane stated the main purpose of the policy update is to add the appendix signature authority matrix that outlines delegated signature authority for the various contracts. The matrix was originally created in 2019 and was part of a Director's Memo; however, that memo expired in 2022. There are two other revisions update an ITD section name reference under "Railroad and Utility Agreements," and better defines who ITD can enter into memorandum of understandings or memorandum of agreements.

Member DeLorenzo made a motion, second by Chairman Osborn, to support staff's recommendation and refer it to the full Transportation Board for its consideration.

Board Policy 4039/Administrative Policy 5039 Public Transportation Advisory Council. PM Duran reviewed the proposed policy changes stating the revisions are to align these board and administrative policies with the department's effort to clarify expectations for the various ITD advisory groups. PM Duran also shared staff is updating the Interagency Working Group policies that are forthcoming.

Member DeLorenzo made a motion, second by Chairman Osborn, to support staff's recommendations and refer it to the full Transportation Board for its consideration.

The meeting adjourned at 9:15 A.M.

Respectfully submitted by:

LORRAINE DENNIS
Business Executive, Idaho Transportation Board