



A G E N D A

Idaho Transportation Board Policies Subcommittee Remote Meeting

November 18, 2025

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

Call in: 1-208-473-7075

Access code: 270 416 037#

	<u>Page</u>	<u>Time*</u>
<u>Action Items</u>		
1. Call Meeting to Order – Chairman Gary Osborn		9:00
• Approval of June 18, 2025 meeting minutes	2	
2. Board Policy 4089/Admin. Policy 5089 Public Transportation Interagency Working Group (new)	3	9:05
Public Transportation Manager Ron Duran		
3. Board Policy 4043/Admin. Policy 5043 The Idaho Traffic Safety Commission	9	9:10
Highway Safety Manager Jo Middleton		
4. Adjourn (estimated time)		9:20

*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
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



PUBLIC TRANSPORTATION INTERAGENCY WORKING GROUP

Purpose

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

The purpose of the Public Transportation Interagency Working Group is to advise and assist the Idaho Transportation Department in ways to streamline processes and effectively coordinate with agencies that expend public transportation funding.

Legal Authority

- Idaho Code 40-514 – Public Transportation Services Council and Interagency Working Group created
- Idaho Code 40-312(6) – The Board shall establish a statewide comprehensive plan for public transportation.
- Idaho Code 40-528 – ITD and the Director are the designated recipients of the FTA funds for distribution within the State of Idaho.

The Idaho Transportation Department requests the advice and assistance of the Public Transportation Interagency Working Group in the administration of matters concerning public transportation. 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 department. The 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 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 working group to external stakeholders or legislators about a potential legislative issue until the department confirms alignment with the Governor's Office.

The Public Transportation Interagency Working Group will meet quarterly and as necessary as determined by the Director or the Public Transportation Program Manager.

Approved by the Board on:

Date: _____

Bill Moad, Idaho Transportation Board Chairman



PUBLIC TRANSPORTATION INTERAGENCY WORKING GROUP

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Bill Moad, Idaho Transportation Board Chairman



PUBLIC TRANSPORTATION INTERAGENCY WORKING GROUP

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This policy implements Board Policy 4089 concerning the activities of the Public Transportation Interagency Working Group.

Legal Authority

- Idaho Code 40-514 – Public Transportation Services Council and Interagency Working Group created
- Idaho Code 40-312(6) – The Board shall establish a statewide comprehensive plan for public transportation.
- Idaho Code 40-528 – ITD and the Director are the designated recipients of the FTA funds for distribution within the State of Idaho.

On behalf of the Director, all Idaho Transportation Department activities concerning the Public Transportation Interagency Working Group shall be the responsibility of the Public Transportation Program Manager or designee.

In order to give proper consideration to matters concerning the public transportation industry in the state of Idaho, the Idaho Transportation Department requests the Public Transportation Interagency Working Group to function in the following manner:

- Assist the Idaho Transportation Department in analyzing public transportation needs, identifying areas for coordination, and developing strategies for eliminating procedural and regulatory barriers to coordination at the state level.
- Undertake detailed work assignments related to transportation services which promote cooperation and collaboration among systems.

Public Transportation Interagency Working Group Membership

The Public Transportation Interagency Working Group shall be composed of a representative from the Office of the Governor and one (1) staff representative from each of the following agencies which expend public funds for transportation services or associations representing public transportation interests:

- Idaho Commission on Aging
- Two (2) representatives from the Idaho Department of Health and Welfare, one (1) of whom shall represent the Division of Medicaid
- Idaho Department of Education
- Idaho Transportation Department



- Community Transportation Association of Idaho
- Idaho Council on Developmental Disabilities
- Division of Vocational Rehabilitation.
- Idaho Department of Labor
- Workforce Development Council

Ex officio members may be appointed to the group as deemed necessary.

The Chair and Vice Chair shall be elected by voting members of the Public Transportation Interagency Working Group. The term shall be for a one-year period and is not eligible to serve consecutive terms. The Vice Chairman will assume the position of Chairman and a new Vice Chairman shall be elected.

The Chairman will work with the Idaho Transportation Department's Public Transportation Office staff to generate meeting agendas, conduct meetings, and work as the spokesman for the Public Transportation Interagency Working Group.

Date: _____

L. Scott Stokes
Director



PUBLIC TRANSPORTATION INTERAGENCY WORKING GROUP

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This policy implements Board Policy 4089 concerning the activities of the Public Transportation Interagency Working Group.

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- Idaho Code 40-312(6) – The Board shall establish a statewide comprehensive plan for public transportation.
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L. Scott Stokes
Director

Date: _____



~~COORDINATION WITH THE~~ IDAHO TRAFFIC SAFETY COMMISSION

Purpose

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

The purpose of this policy establishes the Idaho Traffic Safety Commission is to provide the Idaho Transportation Department with professional experience, insight, and analysis regarding review traffic safety problems and opportunities to consider in the Idaho Transportation Department's decision-making process. issues.

Legal Authority

- Idaho Code 40-508 - Creation and membership in the Traffic Safety Commission
- Idaho Code 40-509 - Duties of the Traffic Safety Commission
- 23 USC Chapter 4 Highway Safety Act of 1996, as amended

The

Idaho Code, 40-508, establishes an Idaho Traffic Safety Commission within the Idaho Transportation Department requests the advice. The statute also assigns to the Director general supervision and assistance/control of the Idaho Traffic Safety Commission in administering matters concerning traffic all activities/functions, and administration/enforcement of any laws of the state relating to highway safety in Idaho. This advice may take the form of candid and robust conversations or specific recommendations.

Suggestions for policy changes that may require legislative action can be submitted to the Idaho Transportation Department. The Idaho Transportation Department will consider the recommendations internally programs required by the federal Highway Safety Act of 1966 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, in collaboration with Idaho Transportation Department staff, serve as clearinghouses to ensure a unified executive branch position on all legislative issues. While members are free to share their opinions on various topics, they shall not individually represent the Idaho Traffic Safety Commission to external stakeholders or legislators about a potential legislative issue until the Idaho Transportation Department confirms alignment with the Governor's Office.



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The Idaho Traffic Safety Commission will meet at least twice each year and, as necessary, as determined by the director or Office of Highway Safety Manager.

its amendments. The Director or a delegate shall report annually to the Board ~~on~~^{about} the Idaho Traffic Safety Commission's local-state cooperative activities, current and future efforts to reduce traffic deaths and serious injuries, and other pertinent information or activities.

~~Travel expenses shall be budgeted in the Office of Highway Safety. Out of state travel shall be pre-approved by the Board and individual requests for out of state travel shall be submitted to and approved by the Director.~~

____ Approved by the Board on:

Date: _____

Bill Moad,
Idaho Transportation

Signed _____

October 24, 2013

Jerry Whitehead

Board Chairman



THE IDAHO TRAFFIC SAFETY COMMISSION

Purpose

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

The purpose of the Idaho Traffic Safety Commission is to provide the Idaho Transportation Department with professional experience, insight, and analysis regarding traffic safety problems and opportunities to consider in the Idaho Transportation Department's decision-making process.

Legal Authority

- Idaho Code 40-508 - Creation and membership in the Traffic Safety Commission
- Idaho Code 40-509 - Duties of the Traffic Safety Commission
- 23 USC Chapter 4 Highway Safety Act of 1996, as amended

The Idaho Transportation Department requests the advice and assistance of the Idaho Traffic Safety Commission in administering matters concerning traffic safety in Idaho. This advice may take the form of candid and robust conversations or specific recommendations.

Suggestions for policy changes that may require legislative action can be submitted 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, in collaboration with Idaho Transportation Department staff, serve as clearinghouses to ensure a unified executive branch position on all legislative issues. While members are free to share their opinions on various topics, they shall not individually represent the Idaho Traffic Safety Commission to external stakeholders or legislators about a potential legislative issue until the Idaho Transportation Department confirms alignment with the Governor's Office.

The Idaho Traffic Safety Commission will meet at least twice each year and, as necessary, as determined by the Director or Office of Highway Safety Manager.

The Director or a delegate shall report annually to the Board on the Idaho Traffic Safety Commission's local-state cooperative activities, current and future efforts to reduce traffic deaths and serious injuries, and other pertinent information or activities.

Approved by the Board on:

Bill Moad, Idaho Transportation Board Chairman

Date: _____



~~COORDINATION WITH THE IDAHO TRAFFIC SAFETY COMMISSION~~

Purpose

This policy implements Board Policy 4043 concerning the activities of the Idaho Traffic Safety Commission.

Legal Authority

- Idaho Code 40-508 - Creation and membership in the Traffic Safety Commission
- Idaho Code 40-509 - Duties of the Traffic Safety Commission
- 23 USC Chapter 4 Highway Safety Act of 1996, as amended

~~On behalf of the Director, all Idaho Transportation Department activities concerning the~~ The Highway Safety Manager shall coordinate with the Idaho Traffic Safety Commission ~~shall be the responsibility of the Office of Highway Safety (OHS) Manager or designee.~~

~~In order to give proper consideration to matters concerning highway safety in the state of Idaho, the Idaho Transportation Department requests that to implement the provisions of Idaho Code 40-508 and 40-509 and Board Policy 4043, Coordination with the Idaho Traffic Safety Commission~~ function in the following manner: ~~In addition to planning and administering resources to meet the Office of Highway Safety's objectives, the Highway Safety Manager shall provide timely scheduling and support to enable the Idaho Traffic Safety Commission to:~~

- Review traffic safety problems and trends and recommend strategies that prevent fatal and serious injury crashes. in Idaho;
- Review the effectiveness of the OHS' highway safety ~~Develop effective plans~~ and annual grant applications to support for additional local-state cooperative activities designed to address traffic problems.
- Recommend to the Director agency programs and political subdivision programs that ~~to~~ receive federal aid for highway safety in accordance with uniform federal standards.
- ~~Advise and recommend to the Director future traffic crash prevention activities; and~~
- Carry out any other activities as may be required by the Federal ~~federal~~ Highway Safety Act of 1966 and its amendments.

~~The Director or his designee~~ Meetings shall serve as chairman of ~~be scheduled at least twice each year; however, the Idaho Traffic Safety Commission by majority vote, the Transportation Board, the Director, or the Highway Safety Manager may request additional meetings as necessary.~~

~~Travel expenses shall be included in the Office of Highway Safety's budget. Individual requests for out-of-state travel shall be submitted to and~~ will ~~approved by the Director.~~



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46 The Director shall appoint not more than fifteen members,

47 ~~including to include:~~

48 ~~The~~

- 49 • ~~the~~ Chairman of the Transportation and Defense Committee of the Idaho House of Representatives;
- 50 • ~~The~~the Chairman of the Transportation Committee of the Idaho Senate
- 51 • ~~Representative~~the Director of the Idaho Transportation Department, or his representative, who shall
- 52 act as chairman; and
- 53 • ~~representative~~ members of state and local traffic-oriented agencies, the legislature, the judiciary, private
- 54 organizations, and citizen groups.

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58 Members shall be appointed for a four-year terms of service. A member is not limited in the number of terms of
59 service to which he or she may be appointed.

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65 Date: _____

66 L. Scott Stokes

67 Signed _____

Date August 11, 2014

68 Brian W. Ness

69 Director



THE IDAHO TRAFFIC SAFETY COMMISSION

Purpose

This policy implements Board Policy 4043 concerning the activities of the Idaho Traffic Safety Commission.

Legal Authority

- Idaho Code 40-508 - Creation and membership in the Traffic Safety Commission
- Idaho Code 40-509 - Duties of the Traffic Safety Commission
- 23 USC Chapter 4 Highway Safety Act of 1996, as amended

On behalf of the Director, all Idaho Transportation Department activities concerning the Idaho Traffic Safety Commission shall be the responsibility of the Office of Highway Safety (OHS) Manager or designee.

In order to give proper consideration to matters concerning highway safety in the state of Idaho, the Idaho Transportation Department requests that the Idaho Traffic Safety Commission function in the following manner:

- Review traffic safety problems and trends and recommend strategies that prevent fatal and serious injury crashes.
- Review the effectiveness of the OHS' highway safety plans and annual grant applications to support local-state cooperative activities designed to address traffic problems.
- Recommend to the Director agency programs and political subdivision programs that receive federal aid for highway safety in accordance with uniform federal standards.
- Carry out any other activities as may be required by the Federal Highway Safety Act of 1966 and its amendments.

The Director or his designee shall serve as chairman of the Idaho Traffic Safety Commission and will appoint not more than fifteen members, including:

- The Chairman of the Transportation and Defense Committee of the Idaho House of Representatives.
- The Chairman of the Transportation Committee of the Idaho Senate.
- Representative members of state and local traffic-oriented agencies, the legislature, the judiciary, private organizations, and citizen groups.

Members shall be appointed for four-year terms. A member is not limited in the number of terms of service to which he or she may be appointed.

Date: _____

L. Scott Stokes
Director