



Non-Metropolitan Local Official Consultation Process Plan

2026

Dear Local Officials and Staff:

Every hour of every day, the Idaho Transportation Department helps improve the quality of life for everyone in our state.

Idaho's transportation system is essential to our economy and to how we live and work. A reliable system keeps people connected to the things that matter most. It drives economic opportunity, supports our communities, and strengthens our security at home and beyond.

Because of that, it's important that we listen and work closely with our partners—citizens, business leaders, and elected officials—to meet and exceed expectations.

We hold public meetings on projects in person, virtually, and often in hybrid formats. We also share updates on our website and social media channels. I personally invite you to join any of the meetings in your area, or to share your feedback by phone, email, or through social media.

Alberto Gonzalez
Director



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Background

The Idaho Transportation Department developed and adopted a Non-Metropolitan Local Official Consultation Process Plan in June 2022 in compliance with federal code 23 CFR 450.210 (b). This regulation requires each state to have a documented process “for consulting with local officials” located outside of federally designated metropolitan planning areas during the development of statewide or district transportation plans and the Idaho Transportation Investment Program. States are further required in federal code 23 CFR 450.210(b)(1) to review this process and solicit comments every five years regarding the effectiveness of the consultation.

Federal code defines non-metropolitan local official as “the elected and appointed officials of general- purpose local government, in non-metropolitan areas, with jurisdiction/responsibility for transportation.” This may include highway districts, counties, and cities.

ITD’s consultation goals are to:

- Enhance the consistency and effectiveness of the department’s consultation commitments based on local officials’ comments during the state’s long-range transportation vision;
- Further consistency in responding to non-metropolitan transportation needs;
- Outline the statewide and district-specific commitments for local consultation on the non-metropolitan elements of statewide transportation planning;
- Enrich local consultation by providing formal opportunities to review and comment on the projects to be included in the ITIP; and
- Comply with the provisions of 23 CFR 450.212 documenting non-metropolitan local officials’ participation in statewide transportation planning and development of the ITIP.

There are several avenues to connect with ITD, and this document outlines opportunities for citizens, stakeholders and partners to be engaged.

If you would like additional information, please contact:

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Idaho Transportation Department
P.O. Box 7129 – Boise, Idaho 83707-1129
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Planning@itd.idaho.gov or Shirley.Wentland@itd.idaho.gov*

Consultation Methods

The department utilizes a variety of methods to consult with non-metropolitan officials and their agencies:

- Idaho Transportation Board
 - Board subcommittees
 - ITD advisory boards, councils, committees and working groups
- Local Highway Technical Assistance Council partnership
- Multi-jurisdictional transportation planning groups
- Annual ITIP public comment period
- Public meetings and hearings

The following pages outline these consultation methods. The department is continually improving its communication to improve its efficiency, transparency and public outreach when making transportation decisions and developing policies that influence project selection and development as well as how the department maintains and operates highways.

Connect with the Idaho Transportation Department

ITD Staff

- Contact district engineer
- Ask questions and get answers

Meetings

- ITD board meetings
- Advisory board meetings
- Multi-jurisdictional groups

ITD Website

- Check meeting calendar
- Access maps and traffic data
- Follow social media channels

Special Events

- Project meetings and hearings
- ITIP outreach
- Board open houses



Idaho Transportation Board

The board is a seven-member group whose purpose is to ensure a safe, efficient transportation system serving the needs of Idaho citizens. Six board members represent each ITD district of the state. They are appointed by the governor and confirmed by the Idaho State Senate. The seventh member is an at-large chairman who serves at the pleasure of the governor.

The board meets once a month to oversee the operations of the department. It establishes state transportation policy and guides the planning, development and management of a transportation network that is safe, efficient and enhances Idaho's economy and quality of life.

The board is statutorily required to hold regular monthly meetings. The board typically meets six times in Boise and six times across the state every year. Per ITD Board Policy 4008 (updated April 2019) as required by Idaho Code 74-201, all meetings will be open to the public and held in locations that are accessible to people with disabilities. Board meetings are required to have a posted agenda at least 48 hours in advance of regular meetings. The board sets its meeting schedule several months in advance and publishes agendas and minutes on the ITD website. Although rare, the board may call special meetings to address topics that cannot wait for a monthly business meeting and are announced with at least a 24-hour meeting and agenda notice. These meetings will be open to the public unless the meeting includes an authorized, scheduled executive session.

In addition, as deemed necessary, outreach stakeholder meetings are coordinated with statewide meetings. These meetings are open to the public to attend but are not subject to notification procedures for open meetings. For more information on attending specific meetings, it is recommended that officials or their staff contact the ITD Board Business Executive.

Contact:

Jennifer Gonzalez, Board Business Executive

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Telephone: (208) 334-8808

Jennifer.Gonzalez@itd.idaho.gov

Visit itd.idaho.gov/idaho-transportation-board to access board member biographies, meeting schedules and agendas, meeting minutes and board subcommittee information.

Board Subcommittees

The board has four subcommittees that may interact with local activities.

Subcommittee on Adjustments to the State Highway System

This subcommittee was established in 1996 to review requests to add mileage to the state highway system and to relinquish miles from the system. The subcommittee only meets when there is a formal request from the district engineer (DE) and/or a local agency. Local agencies may at any time submit addition or deletion requests to their respective DE. The DE will work closely with the local agency to gather information and to create a report about the section of highway in question.

The DE will coordinate with the Planning Services Manager, who will submit the request to the ITD Board Business Executive. The business executive will convene the subcommittee prior to an upcoming regular board meeting. Local officials who represent the action being requested are encouraged to attend this meeting. The subcommittee considers the request and submits a formal recommendation to the board for action.

During one of its monthly board meetings, the board will make its final decision. Minutes will be posted online at itd.idaho.gov/subcommittees. These subcommittee meetings are not open to the public.

Subcommittee on 129,000 Pound Truck Routes

The Board Subcommittee on 129K Truck Routes was established in 2013 to review and analyze requests to allow trucks up to 129,000 pounds to drive on non-interstate, state-maintained highway routes. The subcommittee will review each request and make a recommendation to the board for consideration for a new 129K route.

Information about projects being considered as well as the way to make comments can be found on the ITD webpage at itd.idaho.gov/planning/freight. These subcommittee meetings are not open to the public.

Subcommittee on Policies

The Board Subcommittee on Policies was established in 2012 to review board policy, and its role was later expanded to include administrative policy. The subcommittee considers a request and submits a recommendation to the board for action.

This subcommittee meets on an as-needed basis.

In August 2021, the subcommittee's status changed to open public meetings.

Subcommittee on Audits

The Audit Subcommittee was established in 2003 and charged with interacting with internal and external auditors and performing specific financially related assignments as the subcommittee and board deem appropriate. The subcommittee provides periodic reports to the board.

In mid-2018 the subcommittee decided to strive to meet quarterly; previously it had met once or twice each year. The Chief Administrative Officer, Internal Review Manager, and Controller participate in the meetings.

These subcommittee meetings are not open to the public.

ITD Advisory Boards, Councils, Committees and Working Groups

In order to make informed decisions that truly represent the needs of Idahoans, the transportation department relies heavily on the expertise of advisory boards, councils, committees and working groups. The following groups meet regularly, make recommendations to ITD, and many report annually to the board. If any local official would like to find out more about these roles, contact the ITD Board Business Executive.

Idaho Aeronautics Board

The five-member Aeronautics Board advises department staff on aviation issues and reports annually to the board. Members of the Aeronautics Advisory Board are appointed by the governor and confirmed by the Idaho State Senate to serve staggered three-year terms. The members each represent an area of expertise.

Idaho Automobile Dealers Advisory Board

The Idaho Automobile Dealer Advisory Board offers industry insight and advises the Division of Motor Vehicles on dealer-related matters. The governor appoints 11 members who serve three-year terms.

Idaho Freight Advisory Committee

The Idaho Freight Advisory Committee consists of seven private industry freight stakeholders who bring a statewide freight perspective from diverse stakeholder groups. The committee is appointed by the board and serves as a forum for discussing freight movement and freight infrastructure within Idaho; educating freight stakeholders regarding local, regional, and statewide transportation planning processes; providing access to improved freight data; and working with ITD to incorporate freight interests into transportation planning to improve freight infrastructure.

Idaho Traffic Safety Commission

The Idaho Traffic Safety Commission reviews traffic safety issues, promotes local and state cooperation, recommends programs for federal aid and supports crash prevention. The commission consists of 15 members including the chairs of the Idaho Senate Transportation and the House Transportation and Defense Committees. Members are invited by the ITD Director and the Highway Safety Manager.

Public Transportation Advisory Council

The Public Transportation Advisory Council advises ITD on public transportation issues. It is comprised of six members appointed by the board. Members are appointed for staggered, three-year terms.

Public Transportation Interagency Working Group

The Public Transportation Interagency Working Group is established in state code and assists ITD in analyzing public transportation needs, identifying areas for coordination and developing strategies for eliminating procedural and regulatory barriers.

Trucking Advisory Council

The Trucking Advisory Council provides industry perspective and advises the Division of Motor Vehicles on trucking-related matters in Idaho. ITD, in consultation with the trucking industry, appoints seven members to three-year terms.

Local Highway Technical Assistance Council Partnership

Consultation and coordination between the Local Highway Technical Assistance Council and ITD is a formal partnership in which personnel interact on a regular basis, including at annual outreach workshops in all districts. LHTAC is not subject to the administrative or management control of ITD but is a separate independent agency. The agency was established in 1994 (by Idaho Code 40-2401) to administer state and federal funding programs off the state highway system. The LHTAC Council consists of twelve members made of nine elected officials from member cities, counties and highway districts, as well as the executive directors for the Association of Idaho Cities, the Idaho Association of Counties, and the Idaho Association of Highway Districts.

LHTAC's mission is to "Advocate. Support. Train." LHTAC develops uniform standards and procedures for off-system roadway maintenance, construction, operation and administration; makes recommendations to the board for the distribution and prioritization of federal funds for local highway projects; and assists the legislature by providing research and data relating to transportation matters affecting local highway jurisdictions within the state. LHTAC represents local highway jurisdictions in conferences, meetings and hearings relating to roadway and street subjects affecting local highway jurisdictions. It also maintains and disseminates information from other states as to similar activities that would affect the local highway jurisdictions in Idaho.

In addition, LHTAC receives and executes funding from federal, state, and other resources for the administration and operation of LHTAC. LHTAC has the authority to enter and execute local agreements on behalf of local jurisdictions.

Multi-Jurisdictional Transportation Planning Groups

Multi-jurisdictional transportation planning groups serve as the designated transportation planners for many rural areas and are part of the transportation networks and economies of surrounding metropolitan and non-metropolitan areas. The statewide and metropolitan area transportation planning processes, as defined in 23 USC § 135(m), provide multiple opportunities for participation by multi-jurisdictional transportation planning groups or non-metropolitan officials with responsibility for transportation participation.

MAP-21 and the FAST Act indicate that rural areas may develop multi-jurisdictional transportation planning groups. In the cases where they exist, the department will ensure that communication, coordination, and consultation will occur when developing plans and projects.

ITD's headquarters office is in Boise, and the state is divided into six districts. District offices are in the following locations:

- **District 1: Coeur d'Alene**
208-772-1200
- **District 2: Lewiston**
208-799-5090
- **District 3: Garden City**
208-334-8300
- **District 4: Shoshone**
208-886-7800
- **District 5: Pocatello**
208-239-3300
- **District 6: Rigby**
208-745-7781

More information about each district, including projects, district engineers and board members can be found at itd.idaho.gov.



Each district regularly participates in multi-jurisdictional transportation planning groups. As a member of these groups ITD provides information and collects input on the ITIP and other statewide transportation planning efforts. ITD encourages and supports the development of multi-jurisdictional transportation planning groups that include local governments responsible for transportation as well as other interests such as freight, schools and federal or state agencies.

Where multi-jurisdictional transportation planning groups have been formed, the ITD district engineer and/or other appropriate ITD staff will participate and consult with these groups concerning regional short and long-range transportation planning issues and the inclusion of transportation projects in the ITIP. Where these groups have not formed, the ITD district and local officials will develop alternate methods agreeable to local jurisdictions for review, prioritization, and recommendation of projects to the ITIP.

District 1

District 1 staff attend individual coordination meetings held at the request of local jurisdictions or groups to discuss transportation related issues. District staff provide updates to representatives of the Coeur d'Alene and Kootenai tribes through the Kootenai Metropolitan Planning Organization and Boundary Area Transportation Team meetings respectively. The district also coordinates with the following multi-jurisdictional transportation planning groups on a regularly scheduled basis:

- Boundary Area Transportation Team - Monthly
- Bonner County Area Transportation Team - Monthly
- Kootenai County Area Transportation Team – Monthly
- Silver Valley Transportation Team – Quarterly
- Benewah Transportation Planning Team – Quarterly

District 1 staff and Idaho Department of Fish & Game meet annually to discuss upcoming transportation projects, environmental studies and species of concern. This annual interagency meeting provides opportunities for coordination on upcoming projects and environmental permitting.

District 2

District 2 staff meet monthly with three multi-jurisdictional transportation planning groups located in the:

- Moscow area
- Lewiston area
- North Latah County area
- Lewis and Clark Valley MPO

The district engineer and ITD board member meet with the Nez Perce Tribe biannually, if possible.

District 3

Of the six districts, District 3 is largest in both area and population. The consultation process with rural and small urban areas outside the Community Planning Association of Southwest Idaho (COMPASS) MPO area is conducted on a continuous basis. District 3 meets annually with Western Central Mountains Economic Development Council, semi-annually with the Association of Canyon County Highway Districts and quarterly with the entities of Payette, Adams, Washington and Gem counties.

Local officials from all entities frequently bring their priorities to the district's attention. District staff are routinely made available to attend city, county, and highway district meetings, as requested by the agencies, to provide information and guidance in planning, financing, design, and construction issues. Local officials are contacted for input to project plans at the concept stage of all design projects in their area. Local officials can review ITIP information and comment on the program at all projects related to public meetings. Corridor and planning studies also include close work with affected local agencies.

District 4

District 4 meets monthly with four different multi-jurisdictional transportation planning groups representing four different parts of the district. Committee membership is comprised of local elected officials from cities, counties and highway districts and other interested parties. Committees include the:

- Mini-Cassia Transportation Committee
- Greater Twin Falls Area Transportation Committee
- North Side Transportation Committee
- Blaine County Transportation Committee

The district engineer or designee and the ITD board member participate in these committee meetings.

District 5

District 5 participates in four multi-jurisdictional transportation planning groups also known as coalitions that meet on a quarterly basis. Formal meeting notes are kept and tracked, and formal agendas and sign-in sheets are provided for every meeting to enable accountability and tracking of requests, commitments, and other activities of concern to the coalitions. Written notifications of meetings are provided to cities, counties, highway districts, ITD, Shoshone-Bannock Tribes, school districts, chambers of commerce, state senators and representatives and anyone who have attended a previous coalition meeting.

Coalition attendance varies but generally participants include city public works staff and elected officials, county public works staff and elected officials, highway district staff and elected officials, school district staff, regional ITD staff and the ITD board member.

On a more sporadic basis, meetings are also attended by members of the public who have issues they want the coalition to address including representatives from law enforcement, planning and zoning commission and staff, resource agencies, local development groups, and businesses. Department staff who attend on a regular basis include the district engineer and various engineering managers.

The groups include:

- Power County Joint Transportation Coalition
- Bingham County Joint Transportation Coalition
- Five-County Joint Transportation Coalition (Bear Lake, Caribou, Franklin, Oneida, and Bannock)

District 6

District 6 participates in several multi-jurisdictional transportation planning groups and organizations representing:

- Jefferson County
- Bonneville County
- Madison Regional Planning Organization

These committees are made up of resource agencies, elected officials including state legislators, school districts, and public safety organizations. Committees meet at least bi-monthly.

The Madison County Regional Planning Organization was formed in September 2013 and is the first of its kind in Idaho. The RPO has been an effective way for rural agencies within Madison County to jointly discuss and plan for the current and future transportation needs of the county within ITD District 6.

Public Involvement

Local officials are routinely invited to participate in public involvement opportunities offered by ITD to the public.

The department engages with the public through several means as outlined in the Guide to Public Involvement.

How ITD engages with the public is determined by a variety of factors, including public interest, public impact and state and federal laws regarding civil rights and environmental evaluations.

Common opportunities to provide formal feedback include public meetings and hearings held for studies or specific projects in planning, design and construction. They are typically held in an open-house format per board policy; they are also well-advertised via several channels, including ITD's website, social media, direct mail, email, etc. as well as partnerships with news media and other stakeholders.

Considering Comments

The Office of Communication, the Planning Services Section, and the districts work cooperatively to carefully consider public comments in a variety of plans, projects, processes, etc.

Comments are collected throughout the year with special emphasis being placed during open public comment periods. Formal comment periods are used for project development, long-range and corridor planning, and the annual update of the ITIP.

The minimum timeframes used for accepting comments include:

- 60 days for non-metropolitan consultation processes
- 30 days for long-range transportation plans
- 30 days for district corridor plans or district plans
- 30 days for the annual update of the ITIP
- 15 days for 129,000 Pound Truck Route Modifications
- 10 days for ITIP amendments

Following a formal comment period, ITD compiles a synopsis of comments received and outreach methods. Summaries are typically shared with stakeholders. This compilation of comments and resulting FAQs serves as a communications record and required documentation for the Federal Highway Administration on certain projects.

The annual ITIP comment period is usually held in July, and Planning Services and the OOC present comments and a summary of outreach to the board in September.

For comments received outside of formal comment periods, department staff typically respond to comments in the same manner as they are submitted and typically within three to ten business days. It may take longer to prepare a response for more detailed

comments. Cross functional communication between ITD sections may be necessary to resolve key issues.

For design details that do not affect the function and/or safety of a project, the community's preferences should be incorporated into the project, when cost-effective and feasible. Careful analysis of public ideas can lead to innovative solutions that address the community's needs without compromising ITD's goals.

To request general information such as how ITD operates and requests for copies of agency policies, forms, procedures, pamphlets, booklets, and other printed information designed for distribution, visit the contact us section on ITD's website.

Public records requests for written documents and electronic files containing information relating to the conduct or administration of the public's business that are prepared, owned, used or retained by ITD can also be made at the website.

Conclusion

Building and maintaining an effective transportation system is more than meeting an efficient movement of people, goods and services. ITD must incorporate the human and environmental contexts of roadways into planning, design and construction processes. Through public involvement, the department can identify and integrate community values and input into projects. When coupled with technical data and engineering best practices, public feedback can shape community-appropriate solutions that better serve the public.

ITD's goal with this consultation plan is to outline opportunities for non-metropolitan officials, staff, and stakeholders to engage with the department and be a part of the planning and programming processes. Non-metropolitan local officials and their staff are invited to continually provide ITD feedback on ways the department can better its communication and outreach processes.