

DISTRICT 4 TOUR, WORKSHOP, AND REGULAR MEETING
OF THE IDAHO TRANSPORTATION BOARD

June 15-16, 2015

The Idaho Transportation Board met at 8:30 AM, on Monday, June 15, 2015, in Twin Falls, Idaho. The following principals were present:

Jerry Whitehead, Chairman
Jim Coleman, Vice Chairman – District 1
Janice B. Vassar, Member – District 2
Julie DeLorenzo, Member – District 3
Jim Kempton, Member – District 4
Dwight Horsch, Member – District 5
Lee Gagner, Member – District 6
Brian W. Ness, Director
Scott Stokes, Chief Deputy
Sue S. Higgins, Executive Assistant and Secretary to the Board

District 4 Tour. After a brief meeting with City of Twin Falls officials, where they expressed appreciation for the Board's assistance with projects and the good working relationship with Department staff, the Board traveled US-93 south, US-30 west, and SH-46 north. The Board toured Clear Springs Foods in Buhl and learned about the facility, including its transportation operations.

The tour continued north on SH-46 and west on US-26 to the Gooding Airport. Gooding Mayor Walt Nelson and airport representatives emphasized the importance of the facility, as it supports 98 jobs with a total payroll of more than \$3 million and a total economic impact of \$11.7 million. A runway extension project is planned for 2017.

The Board traveled US-26 east to Shoshone. The Board toured the District 4 Office and learned about the outdated facility. Extensive updates are needed, including to comply with the Americans with Disabilities Act.

The tour continued south on US-93 to Twin Falls. After a visit to the Twin Falls Visitor's Center, the tour ended at 4:45 PM.

June 16, 2015

The Board convened at 8:30 AM on Tuesday, June 16, 2016 in Shoshone, Idaho. All members were present. Deputy Attorney General Larry Allen was also present.

Chief Administrative Officer (CAO) Char McArthur recognized Controller Dave Tolman and Idaho Housing and Finance Authority officials for their efforts to refinance GARVEE bonds, 2006 and 2008 Series. Their actions will save approximately \$1.4 million annually for the next ten years. She said the FY17 draft budget has not been revised to reflect those savings.

Draft Idaho Transportation Investment Program (ITIP). Staff presented the draft FY16-20 ITIP totaling \$2.5 billion, summarizing the transit and aeronautics programs. The public review and comment period will be held from July 1 through July 31.

Cash Flow Management. Senior Budget Analyst (SBA) Joel Drake summarized the projected cash flow from June through December 2015. The Department advanced projects to be funded with the estimated \$47 million in additional revenue approved during the 2015 session even though it does not have spending authority for those funds. Staff will request legislative spending authority in January, but believes it can manage ITD's funds to enable advancing projects now. The estimated cash balance at the end of June is \$86 million. It is expected to decrease to \$43.2 million by the end

of December.

Draft FY17 Budget. SBA Drake presented the draft FY17 budget. The total funds available are estimated at \$676.2 million, which is about \$121 million more than FY16, mainly due to the successful revenue enhancement legislation. Federal funds are estimated at \$293.9 million, state funds at \$328 million, and miscellaneous funds at \$4.5 million. Some of the other highlights include 1,724 full-time positions, \$25.8 million for replacement items, \$3.3 million for capital facilities, and \$378.6 million for the construction program.

Chairman Whitehead thanked staff for the informative presentations.

Chairman Whitehead welcomed former Board Member Gary Blick to the meeting.

Chief Deputy (CD) Stokes requested the removal of the 2016 proposed legislative concepts item from the agenda. Staff is still coordinating legislative concepts with the Governor's Office, which will allow additional time to submit concepts. Without objection, the Board concurred with removing the 2016 proposed legislative concepts agenda item.

Board Minutes. Member Vassar made a motion to approve the minutes of the regular Board meeting held on May 20-21, 2015 as submitted. Member Gagner seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:

July 23, 2015 – District 3

August 19-20, 2015 – District 1

September 16, 2015 – District 6

Consent Items. Member Vassar made a motion, seconded by Member Gagner, and passed unopposed to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB15-23 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 annual update of Safety Rest Areas and Oasis Partnerships; the Idaho State Highway Functional Classification map; the FY16-19 Strategic Plan for the Division of Financial Management; the delay of the FY14 Capital Maintenance, Boise Valley Regional Transit project; the delay of the Webb Ridge Road, Webb Road to Flat Iron Road project; the removal of the Lincoln Elementary Safe Routes to School, Caldwell project; and the delay of the Cinder Butte Curves Road Edge project.

1) Annual Update of Safety Rest Areas and Oasis Partnerships. The 2015 summary identifies the safety rest area facilities currently meeting requirements and those needing rehabilitation/expansion or reconstruction; although no funding is programmed for rest area projects. The 2015 Safety Rest Areas and Oasis Partnerships Planning Map is shown as Exhibit 455, which is made a part hereof with like effect.

2) Idaho State Highway Functional Classification Map. Functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide. No changes are being proposed to the functional classification map, as shown as Exhibit 456, which is made a part hereof with like effect.

3) FY16-19 Strategic Plan for the Division of Financial Management. Idaho Code requires all state agencies to submit a Strategic Plan covering a minimum of four years to the Division of Financial Management by July 1. The Plan includes the Department's mission statement, vision, goals, objectives, performance measures and benchmarks, and external factors.

- 4) Delay FY14 Capital Maintenance, Boise Valley Regional Transit (VRT) Project. The Community Planning Association of Southwest Idaho requests the delay of the \$986,000 FY14 Capital Maintenance, Boise VRT project, key #13480 to FY15. Staff requests authority to amend the Statewide Transportation Improvement Program (STIP) to reflect this change.
- 5) Delay Webb Ridge Road; Webb Road to Flat Iron Road, Nez Perce County. On behalf of Nez Perce County, the Local Highway Technical Assistance Council (LHTAC) requests the delay of Webb Ridge Road; Webb Road to Flat Iron Road, key #13892 to FY16. It proposes reallocating the \$137,000 in FY15 as follows: \$120,000 for the Intersection Thain Road and Grelle Avenue, Lewiston project, key #13895 and \$17,000 to Local Highway Safety Improvement Program (LHSIP) projects; and decrease the FY16 LHSIP by \$137,000. Staff requests authority to adjust the STIP accordingly.
- 6) Remove Lincoln Elementary Safe Routes to School, Caldwell Project. The City of Caldwell's Lincoln Elementary Safe Routes to School project, key #19062, will be completed using local funds. Staff requests the removal of this \$75,000 project from the FY15 program, authority to adjust the Transportation Alternatives Program, and to amend the STIP accordingly.
- 7) Delay Cinder Butte Curves Road Edge, Bingham County Project. On behalf of Bingham County, LHTAC requests the delay of the \$179,000 FY15 Cinder Butte Curves Road Edge project, key #14019, to FY16. It requests increasing the FY15 Bonner County Safety Edgeline Markings project, key #13866, by \$62,000 and the FY15 LHSIP by \$117,000; and decreasing the FY16 LHSIP by \$179,000. Staff also requests approval to adjust the STIP accordingly.

Informational Items. 1) State FY15 Financial Statements. Through April, revenues to the State Highway Account from all sources were ahead of projections by 4.2%. Of that total, receipts from the Highway Distribution Account were ahead of forecast by 4.5% or \$6.8 million. State revenues to the State Aeronautics Fund were below projections by .6%. Expenditures were within planned budgets with the exception of the Facilities Program, which were more than expected due to a timing difference between planned and actual expenditures plus encumbrances for building projects. Personnel costs have a savings of \$8.7 million or 8.9%. At the end of April, the balance of the long-term investments was \$62.8 million. These funds are obligated against construction projects and encumbrances. Expenditures for GARVEE projects through the end of April exceeded \$50.6 million and are progressing as planned.

2) Monthly Reporting of Federal Formula Program Funding for May. Idaho received Redistribution of Transportation Infrastructure Finance and Innovation Act Funds and Associated Obligation Limitation of \$4.7 million in April. Obligation authority through May 31 is \$177.2 million, which corresponds to \$173.7 million with match after a reduction of prorated indirect costs. The Moving Ahead for Progress in the 21st Century (MAP-21) federal transportation act was extended through July 2015. The Department is awaiting Office of Management and Budget and Federal Highway Administration (FHWA) action before the funds become available. Thus, the monthly report reflects the partial-year level of funding through May 31, which shows a prorated share of \$204.4 million with match. Obligation authority is currently 93.8%. Of the \$173.7 million allotted for all programs, \$11.4 million remains.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section processed two professional service agreements from May 1 to May 31 in the amount of \$137,853.

4) Contract Awards. Key #12937 – Eastriver Road Milepost 11.3, Bonner County, District 1. Low bidder: West Company Inc. - \$1,126,619.

Key #13515 - Upper Middle Fork Road, Atlanta Highway District, District 3. Low bidder: Robison Logging and Excavation - \$410,000.

Key #14349 – MLK Complete Streets, Pocatello, District 5. Low bidder: Staker & Parson Companies dba Jack B. Parson Companies - \$477,428.

The following projects are currently being advertised:

Key #13516 – US-95, Pollock Road Turnbay, Idaho County, District 2;
Key #13875 – SH-8, Deary to Bovill, Latah County, District 2;
Key #9521 – Middle Fork Payette River Bridge, Crouch, District 3;
Key #13356 – US-95, FY17 District 3 Sealcoats, Adams County, District 3;
Key #11495 – Cheney Drive; Washington Street to North College Road, College of Southern Idaho, District 4;
Key #13108 and #13100 – I-15 and US-91, Fort Hall Boundary to South Main and West Bridge Street and Main Street;
Bridge Street to Wooton Way, District 5; and
Key #19034 – Oneida County Pavement Preservation, District 5.

Member DeLorenzo asked for more information on the Upper Middle Fork Road project, as it appears to be more than ten percent over the engineer's estimate. Chief Operations Officer (COO) Jim Carpenter clarified that the bid was for a fixed dollar amount. Contractors were to submit the square yards of aggregate they could provide for the fixed amount of \$400,000. There was also one contingency bid item for \$10,000. The engineer's estimate expected more square yards than what the low bidder submitted. Because it was a fixed cost, the contract award did not exceed the engineer's estimate.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From May 1 through May 31, 20 new professional services agreements and work tasks were processed, totaling \$1,848,700. Four supplemental agreements to existing professional services agreements were processed during this period in the amount of \$203,524.

Highway Safety Presentations. CD Stokes commended Jerome High School for its seatbelt campaign. The school ranked in the top ten in a national seatbelt challenge sponsored by the National Organization of Youth Safety. The results of a seatbelt survey conducted before and after the campaign indicated a 16% increase in teenagers' use of seatbelts. Student Advisor Paige Vickery expressed appreciation for ITD's support and partnership on this effort.

CD Stokes recognized Twin Falls High School for its distracted driving campaign. It developed a billboard message to discourage texting while driving, and several students attended the April 2, 2015 signing of a Distracted Driving Proclamation by Governor Otter.

CD Stokes said the Department is continuing its effort to achieve zero traffic fatalities. Thanks to ITD's partnerships, seven counties reported zero fatalities last year. He congratulated Camas County officials for recording zero traffic fatalities in both 2013 and 2014. Member Kempton presented plaques to Idaho State Police (ISP), Camas County Commissioners, and the Camas County Sheriff's Office in recognition of this significant accomplishment.

Adopt-A-Highway (AAH) Presentation. Member Kempton thanked the Arroyo Family for participating in the AAH Program. The group has been picking up litter along SH-75 between the cities of Hailey and Ketchum since 2012.

Director's Report. Director Ness thanked District 4 for coordinating the interesting tour yesterday. He will be visiting employees later this week. Staff is continuing the final preparations for the Western Association of State Highway and Transportation Officials' conference in Boise next month. Over 300 people have registered. Construction projects are underway statewide. The Department received extensive media coverage on the construction plans, particularly the projects that the Board advanced last month. He also mentioned the receipt of two national awards and other achievements and recognitions, including the successful completion of the cash drawer component of the Division of Motor Vehicles' modernization project.

The Director's entire report can be viewed at <http://itd.idaho.gov/Board/report.htm>.

CD Stokes said he participated in the recent Association of Idaho Cities' annual conference. The Association has established a new transportation committee.

CAO McArthur reported that staff applied for Transportation Investments Generating Economic Recovery grants for the US-95, Thorncreek to Moscow project and improvements to I-84 between Nampa and Caldwell. The recipients of those grants will be announced later this summer. Administration staff members have identified a number of efficiencies resulting in savings of \$320,000. Employees continue to submit innovative ideas.

COO Carpenter said the re-evaluation of District 6's US-20, Thornton Interchange project is almost complete and will then be ready for advertisement. Right-of-way acquisition for the US-95, Council Alternate Route has been completed; however, the environmental documents need to be re-evaluated. A re-evaluation is required every three years until a project proceeds to construction. FHWA is expected to sign the Final Environmental Impact Statement for the US-95, Thorncreek to Moscow project by the end of this month. The document will then be advertised in the Federal Register for 30 days. Staff anticipates receiving the Record of Decision in September.

COO Carpenter said 8 of the 27 projects that the Board advanced last month with the new revenue have been advertised. Those projects total about \$9.3 million and should be completed this year. About 450 employees are participating in the transportation technician operations program, or horizontal career path. This program rewards employees for mastering skills and providing good customer service. Work is continuing on the Strategic Initiatives Program to utilize the Surplus Eliminator funds approved via HB312 this year. Staff intends to present the updated policy next month. In conclusion, he reported on the 80 mile per hour speed limit established on a number of Idaho interstates. The 85th percentile speed is about 82 miles per hour. No significant change has been noted in the crash rate.

Highway Safety Plan, Federal FY16. Acting Highway Safety Manager (AHSM) Lisa Losness said the National Highway Traffic Safety Administration (NHTSA) requires a Highway Safety Plan that outlines the behavior highway safety program for the year. The goal of the program is to eliminate highway fatalities and serious injuries. The Idaho Traffic Safety Commission approved the Plan in May with the addition of a pilot project for an ISP safety/education officer. The Plan needs to be submitted to NHTSA by July 1.

Member Gagner made a motion, seconded by Vice Chairman Coleman, and passed unanimously, to approve the following resolution:

RES. NO. WHEREAS, Idaho experienced 22,134 reportable traffic crashes, 186 traffic
ITB15-24 deaths, and 11,768 people injured in 2014; and

WHEREAS, the economic cost of traffic crashes in Idaho for 2014 was nearly \$2.5 billion; and

WHEREAS, the Idaho Transportation Department's goal is to have zero traffic deaths; and

WHEREAS, the National Highway Traffic Safety Administration (NHTSA) may allocate about \$3.9 million in funding behavior safety programs for Idaho to reduce traffic deaths and serious injuries; and

WHEREAS, the Federal Highway Administration may allocate about \$1 million from the Highway Safety Improvement Program for behavior type projects; and

WHEREAS, the Idaho Traffic Safety Commission and the Office of Highway Safety have developed the Highway Safety Plan for Federal Fiscal Year 2016 to work towards the elimination of Idaho traffic deaths, serious injuries, and economic losses; and

WHEREAS, the Highway Safety Plan is required by NHTSA in order to receive funding from NHTSA.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board adopts the Highway Safety Plan for Federal FY16, which is on file in the Office of Highway Safety.

Chairman Whitehead thanked AHSM Losness for presenting the Highway Safety Plan.

District 4 Report. District 4 Engineer (DE) Devin Rigby reported on some of the District's activities and performance measures. The winter mobility goal of 55% was exceeded, as the District's roads were not significantly impeded 73% of the time. It delivered 100% of its projects on time. The District has completed its review to determine what positions and job skills will be required in 2020. The design and construction groups have been combined to improve the consistency throughout the life of a project. The seven Operations Linemen have been organized into a district-wide

team that will be responsible and accountable for the district-wide operations performance measures. The Cottrell Rest Area received a first place award for a special project from the ACEC, and staff switched to electronic flares, which should be more effective and less costly.

Chairman Whitehead thanked DE Rigby for the informative report.

Proceed with Public Involvement for the Draft FY16-20 ITIP. Transportation Investments Manager John Krause requested approval to proceed with public involvement for the draft FY16-20 ITIP.

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

RES. NO. WHEREAS, it is in the public's interest for the Idaho Transportation Department
ITB15-25 to publish and accomplish a current, realistic, and fiscally constrained five-year Idaho Transportation Investment Program (ITIP); and

WHEREAS, it is the intent of the Idaho Transportation Board to effectively utilize all available federal, state, local, and private capital investment funding; and

WHEREAS, the program update cycle requires cooperation with partner agencies in its calendar of activities; and

WHEREAS, the Idaho Transportation Board reviewed the draft FY16-20 ITIP at the Program Workshop on June 16, 2015; and

WHEREAS, the next activity in the program update cycle is public review and comment per 23 CFR 450.210; and

WHEREAS, project selection and program approval is scheduled for the Board's September meeting after incorporating public comment.

NOW THEREFORE BE IT RESOLVED, that the Board will commence public involvement in July with project and program information incorporated from the publication entitled Draft FY16-20 ITIP, June Board Meeting.

Executive Session on Personnel and Legal Issues. Member Gagner made a motion to meet in executive session at 12 noon to discuss personnel and legal issues as authorized in Idaho Code Section 67-2345 (b) and (f). Vice Chairman Coleman seconded the motion and it passed 6-0 by individual roll call vote.

Discussions were held on personnel and legal matters.

The Board came out of executive session at 2:25 PM.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:25 PM.

signed

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
July 23, 2015
Boise, Idaho