

A G E N D A

IDAHO TRANSPORTATION BOARD

April 17-18, 2019



A G E N D A

District 2 Tour and Regular Meeting of the
Idaho Transportation Board

April 17-18, 2019

KEY:

ADM = Administration

BD = Board

CD = Chief Deputy

HR = Human Resources

OP = Operations

April 17, 2019

Williams Conference Center
Lewis Clark State College
837 4th Street
Lewiston, Idaho

Page Time*
#

Action Items

- | | | |
|-----------|---|--------------|
| 1. | CALL MEETING TO ORDER | 12:15 |
| 2. | EXECUTIVE SESSION (working lunch**)
PERSONNEL ISSUES [SECTION 74-206(a), (b)]
LEGAL ISSUES [SECTION 74-206(c), (d), (f)] | |

Information Item

- | | | |
|-----------|--|-------------|
| 3. | SAFETY/SECURITY SHARE: Ty Winther, Moscow Foreman | 1:30 |
|-----------|--|-------------|

Action Items

- | | | |
|-----------|---|-------------|
| 4. | REVIEW BOARD SUBCOMMITTEE ASSIGNMENTS5 | |
| 5. | BOARD MINUTES – March 21, 20197 | 1:35 |
| 6. | BOARD MEETING DATES17 | |
| | May 15-16, 2019 – District 5 August 21-22 – District 1 | |
| | June 19-20 – District 6 September 11-12 – District 3 | |
| | July 17-18 – District 4 October 17 – Boise | |

***The meal will be served and reimbursed by the department. Meal reimbursement will not be claimed by any employee participating in the working lunch. Attendance is mandatory.*

*All listed times are in local time and are estimates only. The Board reserves the right to move agenda items and adjust the time schedule. The meeting is open to the public, except for the executive session.



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		<u>April 17, 2019</u>	Page #	Time*
		Williams Conference Center		
		Lewis Clark State College		
	7. CONSENT CALENDAR		18	
BD	Revisions to Board Policy 4008 Open Meeting Requirements and creation of Administrative Policy 5008 Open Meeting Requirements		19	
CD	Freight Advisory Committee membership appointment		30	
ADM	Distribution of FY19 Highway Infrastructure Program funds		31	
OP	Changes to Stoddard Path Extension Phase 2		33	
OP	Remove Five Mile Creek Pathway, Meridian and increase SH-55, Bike/ Pedestrian Bridge over Boise River, Eagle project		34	
OP	Modify Transportation Alternatives Program – Urban/Rural		38	
OP	Modify the Rail-Highway Crossing Program		51	
OP	Consultant agreements		53	
Information Items				
	8. INFORMATIONAL CALENDAR			
OP	Contract award information and current advertisements		57	
OP	Professional services agreements and term agreement work tasks report		62	
OP	Report of speed minute entry changes for April		70	
ADM	State FY19 financial statements		71	
ADM	Monthly report of federal formula program funding through March		88	
ADM	Non-construction professional service contracts issued		90	
	9. AGENDA ITEMS			
OP	Highway Safety - SHIFT: youth focus		91	1:40
Tomlinson				
OP	Zero fatalities award, District 2		92	1:55
Tomlinson				
Action Items				
	10. DELEGATIONS – Nez Perce Tribe: Executive Committee Chair Wheeler			2:05
– Transportation Manager Frank Clark				
– J-U-B Engineers consultant Watson				
	11. AGENDA ITEMS, continued			
OP	US-95 and Clearwater River Casino and Lodge		93	2:30
Rindlisbacher/Hoff				

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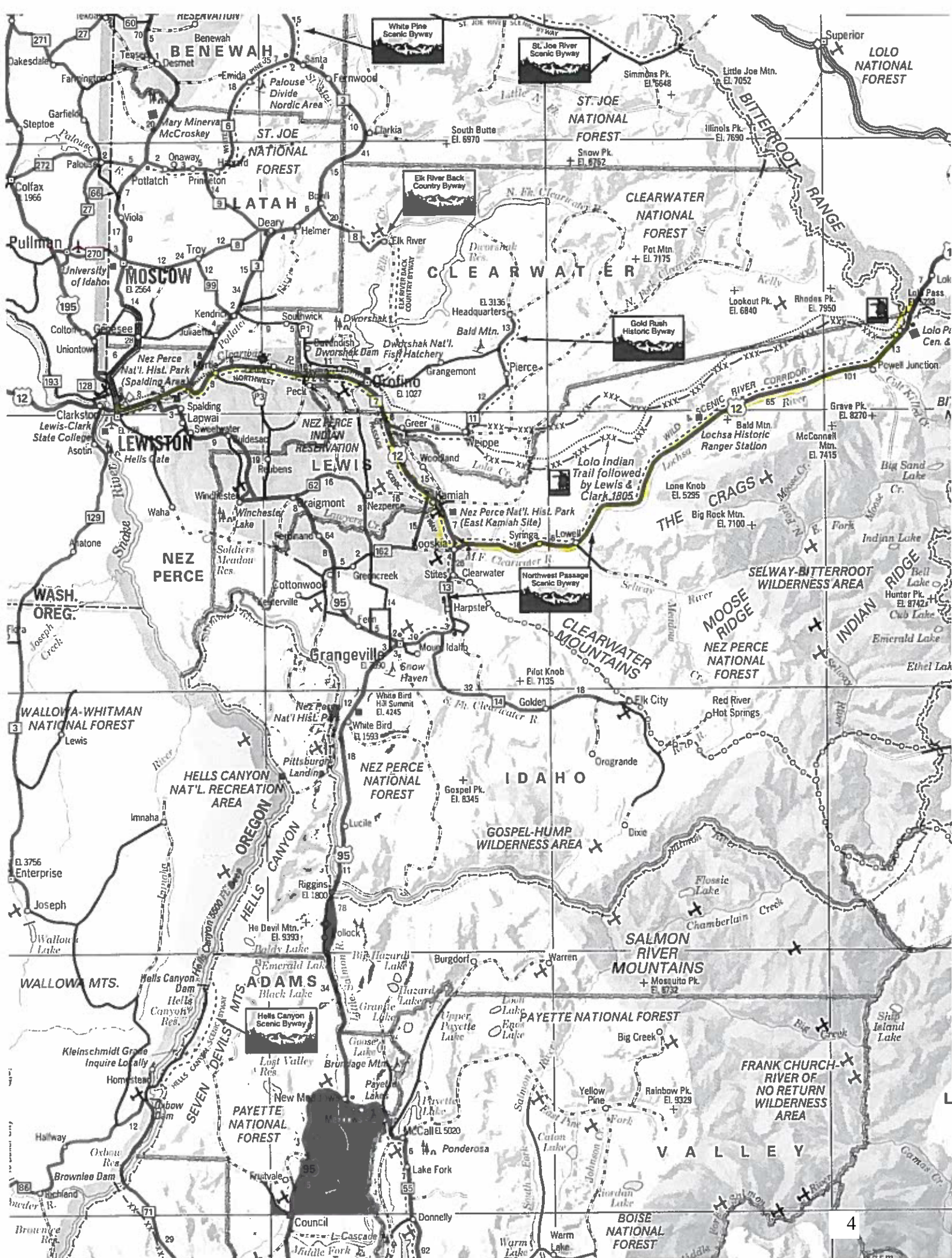
		<u>April 17, 2019</u>	Page #	Time*
		Williams Conference Center		
		Lewis Clark State College		
		12. AGENDA ITEMS, continued		
OP	___ Agreement threshold requiring board approval.....	94		2:55
Rindlisbacher				
		13. BREAK		3:05
Information Item				
	14. ADOPT-A-HIGHWAY PRESENTATION: Orofino Rotary Club			3:20
Action Items				
		15. AGENDA ITEMS, continued		
CD	___ Public Transportation Advisory Council District 1 appointment.....	96		3:25
McGuire	(Resolution on page 124)			
CD	___ Public transportation one-time funding project recommendations	125		3:30
Risch	(Resolution on page 143)			
HR	___ Annual employee compensation plan.....	144		3:45
Williams	(Resolution on page 145)			
Information Items				
	16. DISTRICT 2 REPORT: Operations Engineer Schumacher			3:55
	17. DIRECTOR'S MONTHLY REPORT ON ACTIVITIES			4:10
	18. LEGISLATIVE REPORT: Governmental Affairs Manager McCarty			4:40

April 18, 2019

Lewiston, Idaho

19. DISTRICT 2 TOUR	
Red Lion Hotel, 621 21 st St., Lewiston; 18 th St Project Discussion	7:00
Depart Red Lion Hotel, US-12 east	7:15
Arrive Kooskia, Reach-All at East Kooskia Bridge	8:45
Arrive Pete King Road Weather Information System; tour	10:00
Arrive Fish Creek Bridge; tour	10:25
Arrive Lochsa Ranger Station; lunch	11:00
Arrive Powell; tour	1:00
Arrive Lolo Pass Visitor Center	2:00
Arrive Lewiston; tour ends	6:30

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IDAHO TRANSPORTATION BOARD SUBCOMMITTEES

March 2019

Subcommittee on Adjustments to the State Highway System

The Board Subcommittee on Adjustments to the State Highway System was established in 1996 to review requests to add mileage to the state highway system and to relinquish miles from the state's system. The Subcommittee submits recommendations to the full Board for consideration.

Current Board Members: Dwight Horsch (chair) and *vacant* (Jim Coleman was on this subcommittee). Additionally, a rotating Board member serves on the Subcommittee, determined on a meeting-by-meeting basis. For example, the Board member in whose District a route is being considered will be the third member unless the route is in a current Subcommittee member's District, then the chair will ask a random member to serve on the Subcommittee for that meeting.

Meetings are held on an as-needed basis, but probably average one or two per year.

Subcommittee on Audits

The Board established an Audit Subcommittee in 2003. The charge is to interact with internal and external auditors and perform specific financial and internal control related assignments as the Subcommittee and Board deem appropriate, with periodic reports to the Board.

Current Board Members: Julie DeLorenzo and *vacant* (Lee Gagner was on this Subcommittee).

The Subcommittee generally meets once or twice per year; however, there have been discussions on expanding to quarterly meetings.

Subcommittee on Policies

Created in 2012 to review every Board Policy and introduce the policies to the Board for action. Its charge was expanded to include review of Administrative Policies.

Current Board Members: Jim Kempton (chair) and Jan Vassar

Initially, the Subcommittee met monthly, but now meets on an as-needed basis. There are still 2 outstanding Board Policies to review and about 12 Administrative Policies.

Subcommittee on 129,000 Pound Truck Routes

The Board Subcommittee on 129,000 Pound Truck Routes was established in 2013 to implement Senate Bill 1117, allowing for permitted vehicles to haul up to 129,000 pounds on additional routes, and to oversee the process to consider additional routes. Recommendations are made to the full Board.

Current Board Members: Jim Kempton (chair), Dwight Horsch, and ***vacant*** (Jim Coleman was on this Subcommittee); however, when the Subcommittee considers routes in District 2, 3, or 6, the Board member from that respective District shall serve as the third Board member on the Subcommittee, replacing Member Coleman. (This third member will be revisited after a new member is appointed to this Subcommittee.)

The Subcommittee meets on an as-needed basis.

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

March 21, 2019

The Idaho Transportation Board convened at 8:00 AM on Thursday, March 21, 2019 at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman
James R. Thompson, Member – District 1
Janice B. Vassar, Member – District 2
Julie DeLorenzo, Member – District 3
Jim Kempton, Member – District 4
Bob Hoff, Member – District 6
Brian Ness, Director
Larry Allen, Lead Deputy Attorney General
Sue S. Higgins, Executive Assistant and Secretary to the Board

Chairman Whitehead introduced Board Members James Thompson and Bob Hoff from Districts 1 and 6, respectively.

Amendment to the Agenda. Member Kempton requested the addition of draft legislation to the agenda. Idaho Code 40-210 is being revised to clarify wording regarding public utilities. Deputy Attorney General Allen added that the legislation was not on the agenda initially because it was drafted yesterday. The legislative session appears to be waning, so the matter is urgent.

Without objection, the Board concurred to add the proposed legislation to the agenda.

Safety Share. Shauna Miller, Public Transportation Office, emphasized the importance of safety and the Department's effort to shift the safety culture. She elaborated on her safety activities with transit providers, and noted the importance of holding people accountable and learning from mistakes instead of punishing employees for mistakes.

Chairman Whitehead thanked Ms. Miller for the message.

Election of Vice Chairman. Member Vassar made a motion to elect Member Kempton as vice chairman. Member DeLorenzo seconded the motion and it passed unanimously.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on February 21, 2019 as submitted. Member Vassar seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:
April 17-18, 2019 – District 2
May 15-16, 2019 – District 5
June 19-20, 2019 – District 6

Consent Items. Member DeLorenzo questioned the \$10 million request for consultant services on I-84 projects in District 3. GARVEE Program Manager (GPM) Amy Schroeder responded that the two projects, Karcher Interchange to Northside Boulevard and Northside Boulevard to Franklin Boulevard, Canyon County, are adjacent to each other and share many similarities. It appeared to be more efficient to combine the Request for Proposals for professional services for construction engineering, inspection, materials sampling and testing, and project close-out services for the two projects. The successful consultant, Horrocks, is comprised of multiple firms for this work. The \$10 million estimate for consultant services for the two projects is approximately 8% of the total project costs.

Member DeLorenzo made a motion, seconded by Vice Chairman Kempton, and passed unopposed, to approve the following resolution:

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB19-08 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 Trucking Advisory Council membership appointment; the addition of Idaho highway construction workforce pilot project; the addition of State Density Testing with Ground Penetrating Radar project; the addition of two Technology Transfer grant projects; the advance design of Stoddard Path Extension Phase 2, Nampa; the removal of Union Pacific Railroad Crossing Closures, Kootenai County and combine with East Prairie Avenue to Lancaster project; and consultant agreements.

1) Trucking Advisory Council (TAC) Membership Appointment. Staff recommends re-appointing Tony Black as the District 3 representative to the TAC, for a term expiring on December 31, 2021.

2) Add Idaho Highway Construction Workforce Pilot Project. ITD was awarded a \$75,000 grant to partner with the Idaho Associated General Contractors and the Idaho Workforce Development Council to provide pre-apprenticeship training to workers entering the highway construction trades. The program trains workers and then places them with construction contractors. The program will fast-track trainees that show aptitude for more specialized trades or employment with ITD. Staff requests the addition of the \$75,000 Idaho Highway Construction Workforce Pilot project to FY19 of the Idaho Transportation Investment Program (ITIP).

3) Add State, Density Testing with Ground Penetrating Radar Project. Idaho received a \$100,000 FY18 State Transportation Innovation Councils Incentive grant. The total cost of the State, Density Testing with Ground Penetrating Radar project is \$125,000, so the state will provide the \$25,000 match. Staff requests the addition of this project to the FY19 ITIP.

4) Add Two Technology Transfer Grant Projects. Idaho received the allocation of FY19 Director of Field Services Technology Transfer funds for a Bike/Pedestrian Counters for Loan

Program and Bicycle and Pedestrian Data Bike project. The Local Highway Technical Assistance Council will oversee the \$12,500 Bike/Pedestrian Counters for Loan Program. The bike/pedestrian counters will be loaned out to cities and counties in the state. The second project, \$7,000 to purchase an electric cargo bicycle, video camera, and phone-based measurement tools to collect pavement roughness data and imagery along pathways and bicycle lanes will be managed by the Community Planning Association of Southwest Idaho. Staff requests the addition of these two Technology Transfer projects to the FY19 ITIP.

5) Advance Design of Stoddard Path Extension Phase 2, Nampa. The City of Nampa requests advancing the design funding of the FY20 Stoddard Path Extension Phase 2 project, key #22070 to the FY19 Stoddard Path Extension Phase 1 project, key #22050 to increase efficiency. The total cost of the two projects is unchanged at \$132,146.

6) Remove Union Pacific Railroad (UPRR) Railroad Crossing Closures, Kootenai County and Combine with East Prairie Avenue to Lancaster, Kootenai County. Staff requests removing the UPRR Railroad Crossing Closures, Kootenai County project, key #12977 and combining the work and budget with the SH-41, East Prairie Avenue to Lancaster Road, Kootenai County project, key #20098. There is no change to the budget. The total cost of the combined FY19 project is \$232,000.

7) Request to Approve Consultant Agreements. In accordance with Board Policy 4001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts, staff requests approval to exceed the \$1 million agreement limit for the following projects: keys #20798 and #20799 for construction engineering and inspection services with Horrocks for a total of \$10 million; keys #20309 and #20278 for supplemental design build support services with J-U-B Engineers for \$1 million, for a total of \$2.9 million; keys #20794 and #20795 for construction engineering and inspection services with a firm or firms yet to be selected for \$3.5 million; keys #20794 and #20795 for engineer of record services with David Evans and Associates for \$.6 million for a total of \$5.9 million; key #20350 for supplemental design services with HDR Engineering for approximately \$1 million and engineer of record services for \$.5 million bringing the total to \$3.7 million; key #9070 for supplemental design services with Keller Associates for approximately \$.65 million bringing the total to \$2.75 million; and key #7827 for supplemental design services with AECOM for approximately \$.75 million for a total of \$1.7 million.

Information Items. 1) Contract Awards and Advertisements. Keys #20253 and #19216 – US-20, Old Highway 68 to Fairfield, District 4. Low bidder: Knife River Corporation – Mountain West - \$6,094,000.

Key #19824 – I-86, Raft River to Rockland Interchange #36, District 5. Low bidder: Cannon Builders Inc. - \$2,478,840.

Key #19711 – US-20, Ashton Hill Bridge to Dumpground Road, District 6. Low bidder: Depatco Inc. - \$6,150,889.

Keys #20283 and #20280 – Bridge Replacements Districts 1 and 2. Low bidder: T LaRiviere Equipment & Excavation - \$8,890,759.

Key #20725 – US-12, Big Canyon Creek to Orofino West City Limits, District 2. Low bidder: Knife River Corporation – Mountain West - \$2,151,045.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From February 1 through February 28, 28 new professional services agreements and work tasks were processed, totaling \$6,830,556. Five supplemental agreements to existing professional services agreements were processed during this period in the amount of \$357,500.

3) State FY19 Financial Statements. Revenues to the State Highway Account from all state sources were ahead of projections by 5.4% at the end of January. Receipts from the Highway Distribution Account were 4.7% or \$5.9 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 26%, or \$471,000. Expenditures were within planned budgets. Personnel costs had savings of \$7.4 million or 10% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. Contract construction cash expenditures of \$309.9 million through January exceeded any from the past three years.

The balance of the long term investments was \$136.5 million at the end of January. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$60.5 million totals \$197 million. Expenditures in the Strategic Initiatives Program Fund through January were \$11 million. Deposits into the Transportation Expansion and Congestion Mitigation Fund were \$10.2 million year-to-date.

4) Monthly Reporting of Federal Formula Program Funding through February. Idaho received obligation authority of \$289.5 million through September 30. This corresponds to \$286.9 million with match after a reduction for prorated indirect costs. This includes \$11.7 million of Highway Infrastructure General Funds carried over from last year. No Highway Infrastructure General Funds for FY19 were received. Idaho has received apportionments via notices through March 11, 2019 of \$321.3 million, which includes Redistribution of Certain Authorized Funds and Highway Infrastructure General Funds carried over from last year. Obligation authority is 90.1% of apportionments. Of the \$286.9 million allotted, \$216.3 million remains.

5) Status: FY20 Appropriation Request. The Joint Finance and Appropriations Committee (JFAC) approved the Department's FY20 appropriation with two modifications from the Governor's recommendation. Personnel costs were increased \$1,036,900 for employer health insurance and \$800,000 for change in employee compensation. Operating expenditures were reduced \$300,200 for the Integrated Service Layer for Software Applications.

6) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section did not execute any professional service agreements during the previous month.

Director's Monthly Report on Activities. Director Ness welcomed Members Hoff and Thompson to the Board. JFAC approved ITD's FY20 budget of \$727.6 million. He commended the maintenance employees for their efforts to address the heavy snowfall and avalanches the past several weeks. He congratulated District 2 Engineer Dave Kuisti for his promotion to Division of Engineering Products and Plans Administrator. Other activities and highlights include promotion of the REAL ID Star Card; starting the third phase of the Division of Motor Vehicles' modernization project, the vehicle registration component; an informational campaign for the upcoming construction on I-84 from Nampa to Caldwell; next month's Highway Safety Summit; and appreciation for employees' exemplary customer service.

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

Chairman Whitehead thanked Director Ness for the report.

Legislative Report. Governmental Affairs Manager (GAM) Mollie McCarty said Member Hoff and Aeronautics Advisory Board Member Mark Sweeney have been confirmed by the Senate. Member Thompson's Senate confirmation hearing was on March 19 and the appointment should be on the full Senate's calendar soon. She summarized several funding-related legislative proposals, including removing Idaho State Police from the Highway Distribution Account, which would have about an \$18 million a year impact; increasing the Transportation Economic and Congestion Mitigation (TECM) fund by 1% for about \$18 million annually; allowing TECM funds to be bonded; and extending the surplus eliminator. Some of the other legislative proposals staff is monitoring include establishing new processes and fees for locals to designate routes for vehicle combinations up to 129,000 pounds; expanding the move over law to include vehicles displaying emergency hazard lights; and establishing two new special license plates. Staff is also watching the proposal to revoke registrations if motorists do not maintain vehicle insurance. ITD would be required to manage this program. Legislation naming US-20 the Idaho Medal of Honor Highway has been signed into law.

Chairman Whitehead thanked GAM McCarty for the report.

Update on GARVEE-Managed Projects. GPM Schroeder provided an overview on the three corridors that are being funded with GARVEE bonds. Two projects are being funded on US-95 with \$65 million in GARVEE bonds and \$27.1 million of federal funds. Construction should start in spring 2020 on the US-95, Granite North safety improvements. The other project will be done in two phases, with construction on the US-95 and SH-53 interchange and Union Pacific Railroad bridge expected to start this summer and the Garwood Grade Separation and Frontage Roads portion next spring.

The I-84 corridor from Nampa to Caldwell is divided into three projects funded with \$185.5 million in GARVEE bonds, \$66 million with state funds, and \$90.2 million with federal INFRA grant funds. The entire corridor should be under construction by the end of this summer.

Work on the SH-16 corridor consists of preliminary engineering and right-of-way acquisition. Staff estimates between 110 and 120 parcels will need to be acquired for the completion of SH-16 from US-20/26 to I-84. Funding for this project includes \$50.5 million in GARVEE bonds, \$21.7 million in state funds, and \$26 million in federal funds.

GPM Schroeder provided additional information in response to questions. The design life of the construction projects is 20 years. The right-of-way acquisition will be handled in various ways. A Right-of-Way Section employee will oversee every project; however, the acquisition may be handled by in-house staff, a third party, or a combination of those two.

The Board thanked GPM Schroeder for the informative and thorough report.

GARVEE Bond Issuance. Controller David Tolman said he has been working with ITD's partners on issuing GARVEE bonds authorized in 2017. He requested approval to proceed with the issuance of \$141,590,000 in GARVEE bonds and \$8,130,000 to refund the callable portion of the Series 2009A bonds if it is determined that refunding would result in savings. Sixty-four million dollars of the GARVEE bonds would be issued for US-95, Garwood to Sagle; \$27,087,000 for I-84, Meridian to Caldwell; and \$50,503,000 for SH-16, Emmett to I-84. The Series 2009 July 2020 principle payment is \$8.1 million. Controller Tolman said it appears the Department could save about \$200,000 if the 2009 series is refunded.

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

RES. NO. WHEREAS, the Idaho Transportation Department (ITD) strives to make available
ITB19-09 to the citizens of Idaho the finest transportation system via new construction projects and management of statewide assets and has authorized the use of a Grant Anticipation Revenue Vehicle GARVEE bonded program; and

WHEREAS, the use of future federal funds today will save the state money in the future; and

WHEREAS, Title 40, Chapter 3 and Title 67, Chapter 62 of the Idaho Code, as amended, authorizes the Idaho Housing and Finance Association (IHFA), to issue bonds for the purpose of funding a highway capital improvement program (the "GARVEE Program") for financing all aspects of the construction of highway projects eligible for federal reimbursement as recommended and approved by the Idaho Transportation Board (ITB or Board); and

WHEREAS, the ITD, the ITB, and the IHFA have entered into a Master Financing Agreement, as supplemented, with respect to the bonds; and

WHEREAS, refunding such bonds promotes the purposes of the GARVEE Program, is in the public interest, serves a public purpose for the benefit of the people of the State of Idaho, provides a reduction of debt service and constitutes a proper exercise of the authority particularly set forth in I.C. 40-315; and

WHEREAS, Idaho Code Sections 40-315 and 67-6210 provides the ITB and the IHFA the authorization to approve a total bond amount, and authority to issue bonds for transportation projects, on amounts authorized by the Idaho Legislature in Legislative Session 2006 House Bill 854, Legislative Session 2007 House Bill 336, Legislative Session 2008 House Bill 657, Legislative Session 2009 Senate Bill 1186, Legislative Session 2010 Senate Bill 1427, Legislative Session 2011 House Bill 285, and Legislative Session 2017 Senate Bill 1206; and

WHEREAS, there will be prepared a Preliminary Official Statement relating to each series of the bonds and the distribution thereof to potential bond purchasers and the distribution to all actual purchasers of the bonds of a final Official Statement relating to the bonds to be authorized; and

WHEREAS, other bonding documents will also be needed to be executed setting forth the applicable series of bonds.

NOW THEREFORE BE IT RESOLVED, by the Board as follows:

1. Pursuant to the Act, the ITB approves the Projects listed and defined below and recommends to IHFA the financing thereof through the issuance of the bonds in an aggregate principal amount not to exceed \$149,720,000 comprising of: \$8,130,000 to refund the callable portion of the Series 2009A bonds if IHFA determines such refunding is feasible with savings; and \$141,590,000 for the construction projects approved by the ITB for work: US-95 Garwood to Sagle in the amount of \$64,000,000, I-84 Meridian to Caldwell in the amount of \$27,087,000, and SH-16 Emmett to I-84 in the amount of \$50,503,000, provided that if savings are determined on one or more projects, such savings may be allocated to one of the other projects without further approval; and provided that: (a) the ITD and the ITB have entered into the Master Financial Agreement and a supplement thereto relating to the bonds; and (b) the ITD has provided to the IHFA all of the certificates, documents and information required under Idaho Code Section 67-6210(k). All of said Projects are within the scope specified in Legislative Session 2017 Senate Bill 1206 and Section 40-315, Idaho Code, as amended. Further, the said funds are necessary to meet program obligation requirements and are to be used and disbursed in accordance with U.S. Treasury regulations for tax-exempt bonds. The bonds are to be issued at prevailing market rates of interest.
2. The Chairman and/or Director is hereby authorized and directed, for and in the name and on behalf of the ITB to execute the following bonding documents and any other documents required for the closing of the bonds setting forth the terms of the applicable series of bonds together with such additions or changes in the form thereof as may deem necessary or advisable, such approval to be conclusively evidenced by the execution of said bonding documents as so added to or changed.

Final Official Statement

Supplemental to Master Financial Agreement

Master Trust Indenture

Series Trust Indenture

3. Further, the Board and ITD will keep books and records of all expenditures and will make a reimbursement allocation, which is a written allocation that evidences the use of proceeds of the bonds for Project expenditures no later than 18 months after the later of the date on which the expenditure is paid or the related Project is placed in service or abandoned, but in no event more than three years after the date on which the expenditure is paid. Finally, that this resolution evidences the Board's intent and reasonable expectation under Treas. Reg. Section 1.150-2 (d)(1) to use the proceeds of the bonds to pay certain costs of the Projects and to reimburse the Board and ITD for expenditures for the costs of the Projects paid prior to the issuance of the bonds to the extent permitted by federal tax regulations.

Chairman Whitehead thanked Controller Tolman for the presentation.

Revisions to Board Policy 4008 Open Meeting Requirements and a New Corresponding Administrative Policy. Executive Assistant to the Board Higgins presented changes to Board Policy 4008 Open Meeting Requirements. The policy is being revised to incorporate changes made to the open meeting law last year and to update the list of groups that are to follow the open meeting requirements. Extensive language in the Board Policy is also being removed. It is being updated and placed in a new corresponding Administrative Policy because most of that language is procedural requirements, such as posting meeting notices and agendas. She highlighted changes that address amending an agenda and identifying action items on the agenda. She recommended a 30-day review period for these policies. The Board concurred.

Policy Review. Russ Rivera, Civil Rights Manager, presented minor revisions to Board Policy 4006 Political Activities. The main change updates the legal authority. Administrative Policy 5006 Political Activities is being re-formatted from A-01-08 to include a purpose statement and the legal authority.

Vice Chairman Kempton made a motion to approve revisions to Board Policy 4006 Political Activities and to accept Administrative Policy 5006 Political Activities. Member Vassar seconded the motion and it passed unopposed.

Kyle Monson, Technical Writer, recommended deleting Administrative Policy A-21-01, Research Information Storage and Retrieval because it parrots Idaho Code and the records retention schedule is included in other documents.

Vice Chairman Kempton made a motion to concur with the deletion of Administrative Policy A-21-01, Research Information Storage and Retrieval. Member Vassar seconded the motion and it passed unopposed.

Employee Service Awards. The Board participated in the Employee Service Awards. Member Vassar provided remarks on behalf of the Board.

Executive Session on Legal Issues. Member Vassar made a motion to meet in executive session at 10:50 AM to discuss legal issues as authorized in Idaho Code Section 74-206 (c) and (f). Vice Chairman Kempton seconded the motion and it passed 4-0 by individual roll call vote. (Because Member Thompson has not been confirmed by the Senate, he is not eligible to vote.)

The discussions on legal matters related to operations and the acquisition of right-of-way.

The Board came out of executive session at 11:30 AM.

US-95 and Clearwater River Casino and Lodge. Division of Engineering Products and Plans Administrator (DEPPA) Dave Kuisti said seven fatalities have occurred on US-95/US-12 in front of the Clearwater River Casino and Lodge east of Lewiston since the facility opened in 1996. Between 2012 and 2017, there were 12 crashes at the west entrance of the facility and 6 at the east entrance. The majority of crashes are related to left turns.

DEPPA Kuisti summarized improvements that have been made to the corridor over time and the agreement with the Nez Perce Tribe to construct an interchange. Acceleration lanes are good short-term options, but would be removed when the interchange is constructed. Reducing the speed limit does not appear to be a viable option because history shows that when speed limits are lowered without engineering justification, it results in more erratic movements and varying speeds. Also, the location does not warrant a traffic signal. He added that the Tribe expects the design for the interchange to be completed during the 2019/2020 winter, and the District will continue to collaborate with the Nez Perce Tribe on this issue.

In response to Member DeLorenzo's question if reducing the speed limit has the potential to make the area less safe, DEPPA Kuisti replied in the affirmative. If the speed limit deviates from the 85th percentile, crashes generally increase.

Chairman Whitehead thanked DEPPA Kuisti for the presentation. He also welcomed Senator Dan Johnson to the meeting.

Delegation – Nez Perce Tribe. Nez Perce Tribal Executive Committee Member Chantel Eastman asked the Board to temporarily lower the speed limit from 65 miles per hour to 55 for a one-mile stretch on US-95/12 in front of the Clearwater Casino and Lodge. Nez Perce Tribe Transportation Manager Mary Beth Frank Clark elaborated on this request. She provided history on the casino and surrounding area. Although she understands that speed limits are set based on the 85th percentile, she knows that the severity of crashes decreases with lower speed limits. She also acknowledged that enforcement and education are important for highway safety.

Chairman Whitehead thanked the Nez Perce Tribal officials for the presentation, and noted that the Board is concerned with safety in this corridor. He asked staff to present additional information at next month's meeting.

Proposed Legislation. Vice Chairman Kempton presented draft legislation to clarify public utilities in Idaho Code 40-210. The changes should address concerns with fiber optics in ITD's right-of-way and mirror the Public Utilities Commission's language, which should eliminate confusion.

Vice Chairman Kempton made a motion to accept the proposed legislation. Member Vassar seconded the motion and it passed unopposed. Vice Chairman Kempton added that it is desirable to get this legislation passed this session if possible.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting adjourned at 12:15 PM.

JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2019
_____, Idaho

BOARD MEETING DATES

2019

May 15-16 – District 5
June 19-20 – District 6
July 17-18 – District 4
August 21-22 – District 1

September 11-12 – District 3
October 16-17* – Boise
November 21 – Boise
December 12 – Boise

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*Assumes there will be a workshop.

"X" = holiday

"-----" = conflicts such as AASHTO/WASHTO conferences (or Board/Director conflicts)

Other dates of interest:

May 20-23: AASHTO spring meeting – Park City, UT

June 9-12: WASHTO annual meeting – Glendale, AZ

June 19-21: Association of Idaho Cities' Annual Conference – Boise

September 23-25: Idaho Association of Counties' Annual Conference – Boise

October 5-9: AASHTO annual meeting – St. Louis, MO

November 18-22: Idaho Association of Highway Districts' Annual Conference – Boise

Action: Approve the Board meeting schedule.



IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

Pages 19-56

RES. NO. ITB19-10 WHEREAS, consent calendar items are to be routine, non-controversial, self-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 revisions to Board Policy 4008 Open Meeting Requirements and concurs with the creation of Administrative Policy 5008 Open Meeting Requirements; the Freight Advisory Committee membership appointment; the distribution of FY19 Highway Infrastructure Program funds; changes to Stoddard Path Extension Phase 2; the removal of Five Mile Creek Pathway and increase SH-55, Bike/Pedestrian Bridge project; modifications to the Transportation Alternatives Program – Urban/Rural; modifications to the Rail-Highway Crossing Program; and consultant agreements.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17-18, 2019Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Sue S. Higgins	Presenter's Title Executive Assistant to the Board	Initials SSH	Reviewed By
Preparer's Name Sue S. Higgins	Preparer's Title Executive Assistant to the Board	Initials SSH	

Subject

Revisions to Board Policy 4008 Open Meeting Requirements and a new corresponding admin policy		
Key Number	District	Route Number

Background Information

Due to changes to the open meeting requirements in Idaho Code last year, Board Policy 4008 Open Meeting Requirements has been revised. The main changes to the Board Policy are the addition of groups that are subject to the open meeting requirements and the removal of extensive language that details agenda and meeting notice requirements. A new administrative policy, 5008 Open Meeting Requirements, is being proposed. The language that was removed from the Board Policy is being updated and moved into the administrative policy.

Three changes have been made to the list of groups that are to follow the open meeting requirements since the draft policies were presented to the Board last month: retain the Congestion Mitigation and Air Quality Technical Review Committee and the Idaho Byways Advisory Committee and remove the Board Audit Subcommittee. Staff's review and update of the Idaho Byways Program and Congestion Mitigation and Air Quality Improvement Program policies have been delayed, so those committees should be kept on the list of groups that are to follow the open meeting requirements. The Office of Internal Review policies have been reviewed. The responsibilities of the Audit Subcommittee are being revised, so it will no longer need to follow the open meeting requirements.

The list of groups subject to the open meeting requirements will be reviewed in the future and Board and Administrative Policies 4008 and 5008 revised as appropriate.

Recommendations

Approve revisions to Board Policy 4008 Open Meeting Requirements and concur with the new corresponding administrative policy, 5008 Open Meeting Requirements.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



April 9, 2019
BOARD POLICY 4008
Page 1 of 2

OPEN MEETING REQUIREMENTS

Purpose

The purpose of this policy is to advise the Department and advisory bodies of the open meeting requirements contained in state law. The Board fully endorses the policy of open government and requires the Department and advisory bodies to follow strictly the open meeting requirements.

Legal Authority

Idaho Code 74-201. The formation of public policy is public business and shall not be conducted in secret.

Idaho Code 74-202. Definitions for open public meetings.

Idaho Code 74-203. Open Meeting Requirements. The public must be allowed to attend meetings except when otherwise specifically provided by law. Meetings may be conducted by means of telecommunications. A meeting may not be held at any place that discriminates on the basis of race, creed, color, sex, age or national origin.

Idaho Code 74-204. Public notice required for meetings

Idaho Code 74-206. When executive (closed) session is authorized

Idaho's Open Meeting Law, Idaho Code 74-201 *et. sec.*, is guided by the principle that the formation of public policy is public business. All meetings, sessions, or gatherings of the Idaho Transportation Department's governing bodies, where any determination, action, vote or final disposition requires approval by the governing body, shall be open to the public. Idaho Code also prohibits the governing bodies from meeting where any forms of discrimination are practiced. The policy for all meetings of the Department that are governed by the Open Meeting Law is that openness is the rule and justification to do otherwise is strictly limited by law.

The following Department boards and committees shall be subject to the Open Meeting requirements:

- Idaho Transportation Board
- Idaho Transportation Board Subcommittee on 129,000 Pound Truck Routes
- Idaho Transportation Board Subcommittee on State Highway System Adjustments
- ~~Idaho Transportation Board Audit Subcommittee~~
- Idaho Aeronautics Advisory Board
- Idaho Automobile Dealers Advisory Board
- Idaho Traffic Safety Commission
- Public Transportation Interagency Working Group
- Public Transportation Advisory Council
- Freight Advisory Committee
- Transportation Alternatives Program Recommendation Committee
- Trucking Advisory Council

- T2 Center Advisory Committee
- Congestion Mitigation and Air Quality Technical Review Committee
- Idaho Byways Advisory Committee
- Idaho Autonomous and Connected Vehicle Testing and Deployment Committee

For regular meetings, a notice to the public must be ~~posted and published online~~ provided at least five calendar days prior to the meeting. The time, date, location and that the meeting is open to the public must be included in the notice. When the meetings are regularly scheduled, such as once per month, and are scheduled in advance over the course of the year, the meeting notice requirement can be satisfied by providing notice of the yearly schedule at least once a year.

An agenda notice must be posted 48 hours prior to the meeting. Additional agenda items may be added at any time prior to the meeting, provided that a good faith effort is made to include all known agenda items on the original agenda notice. The meeting and agenda notices shall be posted in a prominent place at Headquarters and at the location where the meeting is to be held.

Special meeting notices and related agenda notices shall be posted at least 24 hours prior to the meeting unless an emergency situation exists, as defined in Idaho Code, Section 74-204(2). A list of all news media that have requested notification of meetings shall be maintained by the Office of Communications, and a good faith effort shall be made to notify the media of the special meeting.

Executive sessions shall be governed by the provisions of Idaho Code, Section 74-206. The specific provision of the law that authorizes the executive session should be identified prior to convening an executive session. In the event that only an executive session is to be held, notice shall be provided in the same manner as for special meetings, but shall also include the specific provision of the law that authorizes the executive session.

Special meetings to address emergencies, as defined in Idaho Code, Section 74-206(2), are exempt from the meeting and agenda notice requirements when the situation involves injury or damage to people or property, or immediate financial loss or the likelihood of such injury, damage or loss, where the notice requirement would be impractical or would likely increase the harm from the emergency. The reason for the emergency session must be stated prior to the beginning of the session.

Written minutes shall be maintained for the above mentioned board and committee meetings. The minutes must include, at a minimum, a listing of all members of the governing body that are present; all motions, resolutions, orders or ordinances proposed and their disposition; and the results of all votes, and upon the request of a member, the vote of each member by name. If the meeting is an executive session, the minutes may be limited to material containing sufficient detail to convey the general tenor of the meeting.

Approved by the Board on:

Date: 5/19/16

Jerry Whitehead
Board Chairman



BOARD POLICY 4008

Page 1 of 2

OPEN MEETING REQUIREMENTS

Purpose

The purpose of this policy is to advise the Department and advisory bodies of the open meeting requirements contained in state law. The Board fully endorses the policy of open government and requires the Department and advisory bodies to follow strictly the open meeting requirements.

Legal Authority

Idaho Code 74-201. The formation of public policy is public business and shall not be conducted in secret.

Idaho Code 74-202. Definitions for open public meetings.

Idaho Code 74-203. Open Meeting Requirements. The public must be allowed to attend meetings except when otherwise specifically provided by law. Meetings may be conducted by means of telecommunications. A meeting may not be held at any place that discriminates on the basis of race, creed, color, sex, age or national origin.

Idaho Code 74-204. Public notice required for meetings

Idaho Code 74-206. When executive (closed) session is authorized

Idaho's Open Meeting Law, Idaho Code 74-201 *et. sec.*, is guided by the principle that the formation of public policy is public business. All meetings, sessions, or gatherings of the Idaho Transportation Department's governing bodies, where any determination, action, vote or final disposition requires approval by the governing body, shall be open to the public. Idaho Code also prohibits the governing bodies from meeting where any forms of discrimination are practiced. The policy for all meetings of the Department that are governed by the Open Meeting Law is that openness is the rule and justification to do otherwise is strictly limited by law.

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- Idaho Traffic Safety Commission
- Public Transportation Interagency Working Group
- Public Transportation Advisory Council
- Freight Advisory Committee
- Transportation Alternatives Program Recommendation Committee
- Trucking Advisory Council
-

- T2 Center Advisory Committee
- Congestion Mitigation and Air Quality Technical Review Committee
- Idaho Byways Advisory Committee
- Idaho Autonomous and Connected Vehicle Testing and Deployment Committee

Approved by the Board on:

Jerry Whitehead
Board Chairman

Date: _____



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

IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129 • Boise, ID 83707-1129

(208) 334-8000 • itd.idaho.gov

April 9, 2019

ADMINISTRATIVE POLICY 5008

Page 1 of 3

OPEN MEETING REQUIREMENTS

Purpose

The purpose of this policy is to provide directions to the Department and its advisory bodies of the open meeting requirements contained in the Idaho Code. The Department, through the Idaho Transportation Board, fully endorses the policy of open government. To that end, this policy provides guidance on ensuring transparency through compliance with the open meetings requirements.

Legal Authority

Idaho Code 74-201. The formation of public policy is public business and shall not be conducted in secret.

Idaho Code 74-202. Definitions for open public meetings.

Idaho Code 74-203. Open Meeting Requirements. The public must be allowed to attend meetings except when otherwise specifically provided by law. Meetings may be conducted by means of telecommunications. A meeting may not be held at any place that discriminates on the basis of race, creed, color, sex, age or national origin.

Idaho Code 74-204. Public notice and agenda required for meetings.

Idaho Code 74-206. When executive (closed) session is authorized.

Policy

Idaho's Open Meeting Law, Idaho Code 74-201 *et. sec.*, is guided by the principle that the formation of public policy is public business. All meetings, sessions, or gatherings of the Idaho Transportation Department's governing bodies, where any determinations, action, vote or final disposition requires approval by the governing body, shall be open to the public. Idaho Code also prohibits the governing bodies from meeting where any forms of discrimination are practiced. The policy for all meetings of the Department that are governed by the Open Meeting Law, is that openness is the rule and justification to do otherwise is strictly limited by law.

Although not necessarily closed to the public, meetings held by ITD staff are not subject to the requirements of the open meeting law. Public involvement in meetings of ITD staff members should be handled on a case-by-case basis. Legal guidance on questions relating to the applicability and requirements of the Open Meeting Law may be directed to the ITD Legal Section or by referring to the Idaho Public Meetings Law Manual published by the Idaho Attorney General's Office. <https://www.ag.idaho.gov/content/uploads/2018/04/OpenMeeting.pdf>

The following Department boards and committees shall be subject to the Open Meeting requirements:

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- Trucking Advisory Council
- T2 Center Advisory Committee
- Congestion Mitigation and Air Quality Technical Review Committee
- Idaho Byways Advisory Committee
- Idaho Autonomous and Connected Vehicle Testing and Deployment Committee

NOTICE OF MEETINGS:

To inform the public of an upcoming meeting, a Notice of the meeting must be posted and published on ITD's webpage at least 5 days in advance of the meeting. The time, date, location and that the meeting is open to the public must be included in the notice. When the meetings are regularly scheduled, such as monthly Idaho Transportation Board meetings, and are scheduled in advance over the course of the year, the meeting notice requirement can be satisfied by providing notice of the yearly schedule at least once a year.

AGENDA FOR MEETINGS:

In order to allow the public to determine interest in attending the meeting, an agenda for the meeting must be posted and published on ITD's webpage no less than 48 hours prior to the meeting. The agenda may be amended prior to the meeting, but requires a good faith effort to include all items known to be discussed at the meeting in the original agenda.

Any agenda item which requires a vote must be identified in the agenda as an "action item." Having an item identified as an "action item" does not mean a vote must take place, but a vote should not take place if not identified in the agenda.

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.

POSTING THE AGENDA AND NOTICE:

The meeting and agenda notices shall be posted in a prominent place at Headquarters and at the location where the meeting is to be held, as well as being posted on ITD's webpage.

NOTICE TO MEDIA:

A list of all news media which have requested notification of meetings shall be maintained by the Office of Communications, and a good faith effort shall be made to notify the media of all regularly scheduled and special meetings. Such notice may be accomplished by providing the notice and agenda directly to the media, or by directing the media to ITD's webpage at least 24 hours prior to any special meetings and 48 hours prior to any regularly scheduled meeting.

EXECUTIVE SESSIONS:

Executive sessions shall be governed by the provisions of Idaho Code, Section 74-206. The specific provision of the law that authorizes the executive session should be identified prior to convening an executive session. In the event that only an executive session is to be held, providing notice and an agenda shall be provided in the same manner as for special meetings, but shall also include the specific provision of the law that authorizes the executive session.

SPECIAL MEETINGS:

Special meetings require posting of the agenda and notice at least 24 hours prior to the meeting, unless it is a meeting to discuss an emergency such as when the situation involves injury or damage to people or property, or immediate financial loss or the likelihood of such injury, damage or loss, where the notice requirement would be impractical or would likely increase the harm from the emergency. The reason for the emergency session must be stated prior to the beginning of the session.

MINUTES:

Written minutes shall be maintained for all public meetings held pursuant to the Open Meeting Law. The minutes must include, at a minimum, a listing of all members of the governing body that are present; all motions, resolutions, orders or ordinances proposed and their disposition; and the results of all votes, and upon the request of a member, the vote of each member by name. If the meeting is an executive session, the minutes may be limited to material containing sufficient detail to convey the purpose and topic of the executive session.

Date _____

Brian W. Ness
Director



OPEN MEETING REQUIREMENTS

Purpose

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Idaho Code 74-204. Public notice and agenda required for meetings.

Idaho Code 74-206. When executive (closed) session is authorized.

Policy

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Brian W. Ness
Director

Date _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2019

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Jeff Marker	Presenter's Title Public Transportation Manager	Initials jlm	Reviewed By LSS
Preparer's Name Jeff Marker	Preparer's Title Public Transportation Manager	Initials jlm	

Subject

Freight Advisory Committee (FAC) - Membership Appointment		
Key Number	District	Route Number

Background Information

In February 2014 the Transportation Board approved Board policy 4048 establishing the Freight Advisory Committee (FAC). The FAC consists of 13 private industry stakeholders who bring a statewide freight perspective from diverse stakeholder groups chartered with information sharing and working with ITD to incorporate freight interests into transportation planning and infrastructure improvement.

There are currently eight vacancies. Through ITD and FAC public engagement, ITD received one new nomination. In addition, the FAC recommends one industry redesignation for a sitting member.

The FAC recommends the following individual's appointment to the FAC with the designated term and representing the specified industry:

Scott Larson (Union Pacific) Rail Industry Term: April 2019 – December 2020

Currently, Winston Inouye represents the rail industry, but has since changed jobs outside of that area. As a result, the FAC recommends the following redesignation to a vacant position with the term of appointment remaining unchanged:

Winston Inouye From: Rail Industry To: Member at Large Term: February 2018 – December 2019

The Freight Program Manager and FAC will continue efforts to fill the vacant FAC positions.

Recommendations

Approve nomination for the FAC rail position appointment for Scott Larson of Union Pacific Railroad with a term of April 2019 – December 2020 and member-at-large redesignation for Winston Inouye with a term remaining as February 2018 – December 2019.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Justin Collins	Presenter's Title Financial Manager - FP&A	Initials	Reviewed By
Preparer's Name Justin Collins	Preparer's Title Financial Manager - FP&A	Initials	

Subject

Distribution of FY2019 Highway Infrastructure Program funds		
Key Number	District	Route Number

Background Information

The purpose of this board item is to establish through Board Resolution the distribution of funds appropriated to Idaho under the FY2019 federal Omnibus appropriation act within the Highway Infrastructure Program.

Background

On March 15, 2019 the Federal Highway Administration (FHWA) notified states of their apportionments in the Highway Infrastructure Program. \$2.729 billion was apportioned nationally. \$19,902,769 is Idaho's apportionment.

FY2019 funds within the Highway Infrastructure Program are unique, and are:

- one-time, sourced from General Funds appropriated in the federal FY2019 Omnibus appropriation act
- not subject to obligation limitation - 100% of funds appropriated are available for obligation
- available for obligation immediately - can be obligated anytime between 3/15/2019 and 9/30/2022
- available for expenses reimbursed through 09/30/2027 at which point all unexpended balances expire
- subject to the standard federal participation rates for projects; 92.27% Interstate / 92.66% Other
- limited as to project eligibilities:
 - to the construction of highways, bridges, tunnels, and elimination of hazards/protective devices of Rail Crossings
 - must be on a federal-aid highway system above minor collector, local road or rural minor collector classification
- sub-allocated for project obligations by population-based areas within each state, similar to the Surface Transportation Block Grant Program (STBG) Any Area, >200K, 5K to 200K, <5K

Apportionment by Areas within Idaho

APPORTIONMENT OF HIGHWAY INFRASTRUCTURE PROGRAM FUNDS FOR ACTIVITIES ELIGIBLE UNDER SECTION 133(B)(1)(A) OF TITLE 23, UNITED STATES CODE, PURSUANT TO THE DEPARTMENT OF TRANSPORTATION APPROPRIATIONS ACT, 2019, TITLE 1 OF DIVISION G, PUBLIC LAW 116-6					
State	Any Area (Flex)	Urbanized Areas With a Population Over 200,000 (TMA-Boise)	Areas With a Population Over 5,000 to 200,000 (Urban)	Areas With a Population 5,000 and Under (Rural)	Total
Idaho	\$ 9,155,274.00	\$ 2,397,468.00	\$ 4,747,272.00	\$ 3,602,755.00	\$ 19,902,769.00



Board Agenda Item

ITD 2210 (Rev. 10-13)

Proposed Distribution of FY2019 Omnibus Appropriation, Highway Infrastructure Program funding

FY2019 funding to the Highway Infrastructure Program requires that specified amounts be obligated on projects within specific areas of the state. This funding is one-time, and falls outside the operational limits of existing policy 4028 of federal formula highway apportionments to local public agencies.

Staff has analyzed requirements for this federal program, available flexibility, and existing allocation policy in developing this proposal. A direct application of policy 4028 to these unique funds would result in a negative impact to the non-TMA Urban entities. Therefore, we have made adjustments beyond policy 4028 to remedy the negative impact that non-TMA Urban entities would have incurred. This proposal ensures all entities receive a relevant share of these one-time funds. Under this proposal distribution of FY2019 Highway Infrastructure Program funds among entities is:

\$ 2,397,468 (12.0%) Urban - Transportation Management Area (TMA), COMPASS, population >200K
\$ 1,253,874 (6.3%) Urban - Urban Balancing Committee, members being; the five MPOs with
50K - 200K population, and LHTAC for populations between 5K and 50K
\$ 1,253,874 (6.3%) Rural - LHTAC, administrator for Rural areas with populations <5K
\$ 14,997,552 (75.4%) Any Area - Idaho Transportation Department
\$ 19,902,769(100.0%) Total Distribution of FY2019 Highway Infrastructure Program funding

*This proposal follows the same convention approved by the IT Board last year for distribution of FY18 Highway Infrastructure Program Funds.

Obligations will identify which population-based area is being funded, to ensure that total funding obligated to each population-based area equals the program apportionment amounts reflected in the table on the bottom of page 1, titled Apportionment by Areas within Idaho.

Recommendations

Approve the distribution of the FY2019 Omnibus Appropriation Highway Infrastructure Program funds as detailed in the above proposal.

Board Action

☐ Approved ☐ Deferred _____
☐ Other



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, PE	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Ryan McDaniel	Preparer's Title Project Manager	Initials RM	

Subject

Changes to STODDARD PATH EXT PHASE 2, NAMPA

Key Number 22070/22050	District 3	Route Number LOCAL
---------------------------	---------------	-----------------------

Background Information

The purpose of this consent item is to refine administrative action previously taken following the March 21, 2019 Board meeting per Administrative Policy 5011 Idaho Transportation Investment Program (ITIP) and Administrative Policy 5081 *Transportation Alternatives Program*.

Last month on the consent calendar, an agenda item was approved to advance design funding of the Local, Stoddard Path Ext. Phase 2, Nampa (KN 22070) from FY2020 to FY2019 and it was added to the Local, Stoddard Path Ext. Phase 1, Nampa (KN 22050) project FY2019 design funds for a total of \$132,146. This move however created an issue by exceeding the Federal Aid Limit set for these project types and therefore an action is needed to **reduce Phase 1 by \$66,460** and **increase Phase 2 by \$66,460**. As before, having the design funding of both projects in the same year is efficient in terms of the design contract. The construction funding for each project is not impacted by this change.

The outcome will be both projects having their design phases in FY19.

The COMPASS Transportation Improvement Program has been modified to reflect these changes.

Recommendations

Approve to increase FY19 **STODDARD PATH EXT PHASE 2, NAMPA** (KN 22070) and decrease **STODDARD PATH EXT PHASE 1, NAMPA** (KN 22050) FY2019 design funds by **\$66,460**, respectively. There is no change to total project cost of this two-phased project.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, PE	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Ryan McDaniel	Preparer's Title Project Manager	Initials RM	

Subject

Remove **FIVE MILE CR PATHWAY, MERIDIAN** and Increase **BIKE/PED BR OVER BOISE RV, EAGLE** in the Transportation Alternatives Program – Transportation Management Area (TAP – TMA) in the FY 2019 – 2025 approved ITIP

Key Number 19828/20841	District 3	Route Number LOCAL/SH 55
---------------------------	---------------	-----------------------------

Background Information

The purpose of this consent item is to request approval to remove **LOCAL, FIVE MILE CR PATHWAY, MERIDIAN** and increase **BIKE/PED BR OVER BOISE RV, EAGLE** project per policy 5011 *Idaho Transportation Investment Program* (ITIP), to assist the Community Planning Association of Southwest Idaho (COMPASS) and the local sponsors, the Cities of Meridian and Eagle.

The City of Meridian requested the TAP-TMA funding be withdrawn from this project. The costs for the pathway segment has increased significantly since the initial funding request and has logistically outgrown the practical parameters of the program and the local match requirements. The City anticipates that this pathway will be constructed in the future using other sources.

The **\$104,000** FY 2019 funds made available from removal of this project will go to KN 20841, **SH 55, BIKE/PED BR OVER BOISE RV, EAGLE**.

District	Prog Year	Key Number	Project Name	Sponsor	FY19	FY20	FY21	FY22	Action
3	2022	19828	LOCAL, FIVE MILE CR PATHWAY, MERIDIAN	Meridian	(104,000)	0	0	(349,000)	Withdraw
3	2023	20841	SH 55, BIKE/PED BR OVER BOISE RV, EAGLE	Eagle	104,000	0	0	0	Increase
					0	0	0	(349,000)	

Additional changes to FY 2020 and beyond will be completed during the May program update.

The COMPASS Transportation Improvement Program has been modified. The Regional Transportation Advisory Committee recommended the project removal and subsequent project increase during their March 13, 2019 meeting.

Staff requests the two project adjustments be made in the program.

Recommendations

Approve the removal of **LOCAL, FIVE MILE CR PATHWAY, MERIDIAN** (KN 19828) and the increase of **SH 55, BIKE/PED BR OVER BOISE RV, EAGLE** (KN 20841) by **\$104,000** in the Transportation Alternatives Program – Transportation Management Area (TAP – TMA) in the FY 2019 – 2025 approved ITIP



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Mayor Tammy de Weerd

City Council Members:

Joe Borton
Ty Palmer
Treg Bernt

Genesis Milam
Luke Cavener
Anne Little Roberts

4 February 2019

Matt Stoll, Executive Director
COMPASS
700 NE 2nd Street, Suite 200
Meridian, Idaho 83642

Re: Key #19828, Segment D of Five Mile Pathway, Ten Mile to Black Cat, Meridian

Dear Matt:

The City of Meridian respectfully requests that TAP funding be withdrawn for the above-referenced project. We believe this is the best course of action for the following reasons:

- Costs for the pathway segment have increased significantly since our initial funding request and have logistically outgrown the practical parameters of this program and local match requirements
- The City anticipates that private development and/or other factors may catalyze construction of this pathway segment prior to the currently listed project development time frame

It is our understanding that a near term option exists for applying the 2019 funds we are electing not to use, which should minimize any impacts of this withdrawal request.

Thank you for your consideration. If you have any questions, please feel free to contact me at (208) 888-4433.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tammy de Weerd", is written over a faint, stylized blue graphic of a mountain range.

Tammy de Weerd, Mayor
City of Meridian



City of Eagle

P.O. Box 1520
Eagle, Idaho 83616
208-939-6813

Stan Ridgeway
Mayor

Council Members:
Stan Bastian
Miranda Gold
Kenny Pittman
Jill Mitchell

Via E-mail, Hard Copy to Follow
February 6, 2019

Matt Stoll, Executive Director
COMPASS
700 NE 2nd Street, Suite 200
Meridian, ID 83642

SUBJECT: KN20841-Request for Additional Design Funds and Conversion of Funds

Dear Mr. Stoll,

The City of Eagle would like to request additional funds be allocated for the design and engineering for KN 20814: Eagle Road Pedestrian/Bike Bridge. The contract for the engineering and design work came in \$81,000 over the estimate within the Project Development plan completed in 2016. Specifically, due to ITD requirements that the bridge be separated from the existing bridge structure.

Additionally, the city would request \$20,000 for "PL" funds – with ITD dissolving their local programs section at District 3 the City will be using LHTAC for project oversight. The project currently has no funds for LHTAC oversight. This amount is above average, but this is a complex project that will take extensive work by LHTAC

Finally, the City would request that funds be converted from local to federal for all future phases of the project. Currently federal funding accounts for less than 25% of the overall project cost. The City would request conversion of dollars from local to federal as funds become available for all future phases.

If you have any questions or concerns please feel free to contact our City representative, Nichoel Baird Spencer at 939-0227 or by email at nbaird@cityofeagle.org. Thank you for your consideration.

Sincerely,

Stan Ridgeway, Mayor
City of Eagle

CC: Mayor & City Council
Toni Tisdale, COMPASS
Amanda LaMott, LHTAC



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, PE	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Ryan McDaniel	Preparer's Title Project Manager	Initials RM	

Subject

Modify the Transportation Alternatives Program – Urban/Rural in the approved FY 2019 – 2025 ITIP		
Key Number various	District various	Route Number various

Background Information

The purpose of this consent item is modify the **Transportation Alternatives Program – Urban/Rural** per Administrative Policy 5011 Idaho Transportation Investment Program (ITIP) and Administrative Policy 5081 *Transportation Alternatives Program* by prioritizing available funding on 1) project advancements, 2) reimbursement of overruns and/or 3) program transfer in the future.

Staff requests the following program modifications to assist the Local Highway Technical Assistance Committee (LHTAC) and the local sponsor of each project.

- Two projects are being removed at sponsor request and free up \$401,000 in FY 2019.
- Program adjustments completed this fiscal year provided an additional \$389,622 in FY 2019.
- The TAP project manager in coordination with LHTAC and sponsor input has identified two projects that can be advanced from FY 2020 to FY 2019 to utilize the available funding.

District	Prog Year	Key Number	Project Name	Sponsor	FY19	FY20	Action
1	2017	18913	SELTICE WAY SIDEWALK, CDA	Couer D'Alene	(395,000)		Withdraw
4	2017	18910	CORE DOWNTOWN SIDEWALKS, KETCHUM	Ketchum	(6,000)		Withdraw
			Prior Board approved adjustments/closeouts		(389,622)		
					(790,622)		
3	2020	22053	CAMBRIDGE SIDEWALK & DRAINAGE	Cambridge	452,252	(452,252)	Advance to FY19
6	2020	22066	DEPOT ST IMPRV, DRIGGS*	Driggs	200,000	(353,430)	Advance to FY19
3	2021	20143	MAIN ST; AVENUE C TO AVENUE A, KUNA	Kuna		562,492	Advance to FY20**
3	2021	22070	STODDARD PATH EXT PH 2, NAMPA	Nampa		472,606	Advance to FY20**
					652,252	229,416	
			BALANCE		(138,370)	229,416	

*Cost reduced, some work completed with Child/Ped Safety Grant
 ** FY20 will be rebalanced via the Program Update

Additional changes to FY 2020 and beyond will be completed during the May program update.

Recommendations

Approve the various modifications to the **Transportation Alternatives Program – Urban/Rural** in the approved FY 2019 – 2025 ITIP as detailed above to reflect the two project removals and two project advances.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

From: [Trey Mink](#)
To: [Grant Gager](#)
Cc: [Ken Kanownik](#)
Subject: RE: Core Downtown Sidewalks, Ketchum Project
Date: Wednesday, September 13, 2017 3:13:00 PM

Grant,

Unfortunately, the money needed to be utilized for the project described in the accepted application. The funds are not transferrable to another project. The window of opportunity to utilize the funds for this project has closed.

With the City's planning for future projects you are positioned very good to submit an application in the next round of TAP applications.

ITD will be accepting TAP applications this fall and the City of Ketchum is more than welcome to submit an application.

When the date is set for the opening of applications, I will send out a notification to you.

Thanks,

Trey

From: Grant Gager [mailto:ggager@ketchumidaho.org]
Sent: Wednesday, September 13, 2017 11:35 AM
To: Trey Mink
Subject: FW: Core Downtown Sidewalks, Ketchum Project

Hi Trey,

Following up on your below email inquiry to Lisa Enourato, you may recall a conversation that you and I had in early spring on this project.

Our public works director separated from employment with the City in February. At the time, she had prepared a construction IFB that did not include required federal language. Unfortunately, that IFB was released, a contract awarded, and work completed. Given the lack of proper language in the contract, I believe you had advised that we couldn't use the grant for that specific work.

However, the City is continuing its sidewalk infill construction for the next year, at least. We have appropriated another \$300,000 for that purpose in the coming fiscal year (10/1/17-9/30/18). Would the City be able to apply these funds to the upcoming work? I notice that the schedule included in the attached notes work being complete in 2015. Is there any chance we can extend the deadline into late spring 2018?

Any input is appreciated. I talked to Ken Kanownik earlier today; it sounds like he is doing some research on his end, as well.

Thanks,

Grant

From: Ken Kanownik [mailto:Ken.Kanownik@itd.idaho.gov]
Sent: Wednesday, September 13, 2017 9:51 AM
To: Grant Gager <ggager@ketchumidaho.org>
Subject: RE: Core Downtown Sidewalks, Ketchum Project

From: Ken Kanownik
Sent: Wednesday, September 13, 2017 9:49 AM
To: 'ggager@ketchumidaho.org'
Subject: FW: Core Downtown Sidewalks, Ketchum Project

From: Trey Mink
Sent: Wednesday, September 13, 2017 7:12 AM
To: Lisa Enourato

Cc: Ken Kanownik; Todd Hubbard

Subject: FW: Core Downtown Sidewalks, Ketchum Project

Good morning Lisa,

I have not received a response to this email. Do you know the status for this project?

Thanks,

Trey

From: Trey Mink

Sent: Thursday, August 17, 2017 5:00 PM

To: 'sfreck@ketchumidaho.org'

Cc: Bradley Wolfinger; Ken Kanownik; Todd Hubbard

Subject: Core Downtown Sidewalks, Ketchum Project
Project NO. A018(910)

Core Downtown Sidewalks

Key No. 18910

Agreement No. 6559

RE: PS&E Submittal

Good afternoon Suzanne,

I am contacting you concerning the status of the project listed above. The Ketchum Core Downtown project is a FY17. This project is at risk of losing the funding due to not being completed within this fiscal year. A method of retaining the funds for your project is to submit the PS&E by September 1, 2017.

So, if the City of Ketchum is interested in completing this project please submit the PS&E package to me on or before September 1, 2017.

If you are not wanting to continue with this project and would like the project to be withdrawn contact ITD's State TAP Coordinator. Contact information is listed below.

Thank you,

Trey Mink

District 4

ITD

Kenneth Kanownik

Senior Transportation Planner

Planning Services, Division of Engineering Services

Idaho Transportation Department

3311 West State Street

Boise, ID 83707-1129

208-332-7823 - Office

208-334-4432 - Fax



CITY OF COEUR D'ALENE

STREETS & ENGINEERING DEPARTMENT

710 E. MULLAN AVENUE
COEUR D'ALENE, IDAHO 83814-3958
T 208-769-2216 | F 208-769-2284
cbosley@cdaid.org
www.cdaid.org

February 13, 2019

Greg Brands, PE
Idaho Transportation Department
600 West Prairie Avenue
Coeur d'Alene, ID 83815-8764

Dear Mr. Brands,

On Thursday, November 15th, the City of Coeur d'Alene opened bids on our Seltice Way Sidewalk project (Key No. 18913). This was our second time bidding the project, as we were forced to reject bids in early 2018 due to bids exceeding the available budget. Unfortunately, bids came in very high again; so high that the City is again unable to award this very important project. Specifically, the apparent low bid was approximately \$676K. \$566K of this is attributed to the sidewalk and eligible for grant funding. The remaining \$110K is for potable water improvements and was to be funded by the City's Water Department. The City and their consultant have looked at possible options to reduce the scope of the eligible portion of the project, and have determined there is no way to reasonably or acceptably do that.

We understand there is approximately \$278,000 available in the project budget for construction, if we utilize unexpended PE, and PC, and take advantage of D1's offer to reduce ITD's portion for CE from \$15k to \$10k. This still leaves a funding deficit of \$288,000. This funding gap was not budgeted for and is too much for the City to absorb. We also understand the construction market is abnormally high right now, and many projects around the area are faced with the same issue as Coeur d'Alene.

At this point, we have no option available other than cancelling the project. Please let me know what other closeout procedure is required by the City and what Federal money we must return. It is very unfortunate that we must choose this option, but we do not have the means to complete the project.

Sincerely,

Chris Bosley, PE
City Engineer
City of Coeur d'Alene

From: [Amanda LaMott](#)
To: [Ryan McDaniel](#)
Subject: [EXTERNAL] FW: 20143 - Advance CN funds
Date: Wednesday, April 03, 2019 2:58:24 PM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---
Here is Kuna's communication for advancement.

Thanks!

Amanda LaMott, PE

From: Chris Engels <cengels@kunaid.gov>
Sent: Thursday, March 28, 2019 4:36 PM
To: Amanda LaMott <ALaMott@lhtac.org>
Cc: Laila Kral <lkrall@lhtac.org>; Lisa Bachman <lbachman@jub.com>; Toni Tisdale <TTisdale@compassidaho.org>; Daniel Hernandez <dherandez@compassidaho.org>; Tim Blair <tblair@jub.com>; Craig Herndon <CHerndon@lhtac.org>; Heather Parker <HParker@lhtac.org>; Kevin Kuther <KKuther@lhtac.org>; Bob Bachman <bbachman@kunaid.gov>; Chris Engels <cengels@kunaid.gov>
Subject: RE: 20143 - Advance CN funds

Hi Amanda,

Upon review with Mayor Stear and our team, we acknowledge the advancement of CN funding to FY20.

Thank you!
Chris

Chris Engels
**City Clerk-
Grant Administrator
City of Kuna**
208.922.5546 | 208.387.7727 direct
kunacity.id.gov

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From: Amanda LaMott <ALaMott@lhtac.org>
Sent: Wednesday, March 27, 2019 9:12 AM
To: Chris Engels <cengels@kunaid.gov>
Cc: Laila Kral <lkrall@lhtac.org>; Lisa Bachman <lbachman@jub.com>; Toni Tisdale <TTisdale@compassidaho.org>; Daniel Hernandez <dherandez@compassidaho.org>; Tim Blair <tblair@jub.com>; Craig Herndon <CHerndon@lhtac.org>; Heather Parker <HParker@lhtac.org>; Kevin Kuther <KKuther@lhtac.org>
Subject: 20143 - Advance CN funds

Hi Chris –

I'm just following up my phone call from this morning. ITD has enough funding in FY20 to advance this project up one fiscal year. I will need a letter (or email) from the City acknowledging the advancement. You just need to confirm that you are aware that the funding will move from FY21 construction to FY20 construction.

Thanks!

District	Prog Year	Key Number	Project Name	Sponsor	FY19	FY20	Action
3	2021	20143	MAIN ST: AVENUE C TO AVENUE A, KUNA	Kuna	-	562,492	Advance to FY20*

Amanda LaMott, PE

LHTAC | Safety & TAP Program
3330 Grace Street | Boise, Idaho 83703
Ph: 208.344.0565
alamott@lhtac.org

From: [Amanda LaMott](#)
To: [Ryan McDaniel](#); [Jeanette Finch](#)
Subject: [EXTERNAL] FW: 22053 - Cambridge - Advance Construction funds
Date: Wednesday, March 27, 2019 11:44:59 AM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---
Here is the confirmation letter/email from Cambridge.

Amanda LaMott, PE

From: cityofcambridge@ctcweb.net <cityofcambridge@ctcweb.net>
Sent: Wednesday, March 27, 2019 11:43 AM
To: Amanda LaMott <ALaMott@lhtac.org>
Cc: 'Mike Moffett' <mikem@hecoengineers.com>; 'Andy Gehrke' <andyg@hecoengineers.com>; Kevin Kuther <KKuther@lhtac.org>; Craig Herndon <CHerndon@lhtac.org>; Laila Kral <lkral@lhtac.org>; Heather Parker <HParker@lhtac.org>
Subject: RE: 22053 - Cambridge - Advance Construction funds

Amanda,

Yes, the city of Cambridge would love to have the construction of the Cambridge TAP Sidewalk & Drainage Phase 2 Project advanced to FY19! Thank you for making us aware of the possibility of the advancement. I have spoken with both Mayor Toothman and the Public Works Superintendent Corey Morgan and they both concur that having the project advanced would be great. Please consider this e-mail as official notice to proceed with the advancement for construction on the Cambridge TAP Sidewalk & Drainage Phase 2 project.

Regards,

Sandra McKee
City Clerk/Treasurer
City of Cambridge
P.O. Box 220
Cambridge, ID 83610
208-257-3318 office
208-550-0591 cell
cityofcambridge@ctcweb.net



From: Amanda LaMott <ALaMott@lhtac.org>
Sent: Wednesday, March 27, 2019 11:32 AM
To: cityofcambridge@ctcweb.net
Cc: Mike Moffett <mikem@hecoengineers.com>; Andy Gehrke <andyg@hecoengineers.com>; Kevin Kuther <KKuther@lhtac.org>; Craig Herndon <CHerndon@lhtac.org>; Laila Kral <lkral@lhtac.org>; Heather Parker <HParker@lhtac.org>
Subject: 22053 - Cambridge - Advance Construction funds

Hi Sandra –

I'm just following up our phone conversation with an email describing the construction advancement. Essentially, there is a surplus of current year funds (FY19) that would allow ITD to advance the construction of the Cambridge TAP sidewalk project. The construction funds for this project are scheduled for FY20 and would be advanced to FY19. The design package will be done in April (I confirmed that with HECO this morning) and advancing construction to FY19 would allow you to advertise the project right away and potentially get it built this summer. If bids came in high, you could still re-bid later in the fall.

<u>District</u>	<u>Prog Year</u>	<u>Key Number</u>	<u>Project Name</u>	<u>Sponsor</u>	<u>FY19</u>	<u>FY20</u>	<u>Action</u>
3	2020	22053	CAMBRIDGE SIDEWALK & DRAINAGE	Driggs	452,252	(452,252)	Advance to FY19

If you would like to proceed with this, I just need a letter or an email from the City confirming this advancement. If we can get an email or letter from the City by April 3rd, then it can be part of an ITD board item for the April 18th board meeting.

Let me know if you have any questions!

Thanks,

Amanda LaMott, PE

LHTAC | Safety & TAP Program

3330 Grace Street | Boise, Idaho 83703

Ph: 208.344.0565

alamott@lhtac.org



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From: [Amanda LaMott](#)
To: [Ryan McDaniel](#)
Cc: [Heather Parker](#); [Holly McClure](#)
Subject: [EXTERNAL] 22066 - Driggs Project Advancement
Date: Tuesday, March 19, 2019 2:33:25 PM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Ryan –

The City of Driggs would like this project advanced because they were able to complete half of it with a Children Pedestrian Safety grant this summer and they would like to get the rest of the project constructed as soon as possible so they can get the project completed. Please proceed with an April board item to get this project advanced in the program.

The project is already designed and ready to go as soon as funding is available.

Thanks,

Amanda LaMott, PE

LHTAC | Safety & TAP Program

3330 Grace Street | Boise, Idaho 83703

Ph: 208.344.0565

alamott@lhtac.org

Ryan McDaniel

From: Amanda LaMott <ALaMott@lhtac.org>
Sent: Tuesday, February 19, 2019 9:55 AM
To: Toni Tisdale; Ryan McDaniel
Subject: [EXTERNAL] FW: Stoddard Pathway, Amity Ave to Sherman Ave KN22070

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Here is a letter from the City of Nampa regarding advancement of design for key 22070.

Thanks!

Amanda LaMott, PE

From: Clemente Salinas <salinasc@cityofnampa.us>
Sent: Friday, February 15, 2019 8:30 AM
To: Amanda LaMott <ALaMott@lhtac.org>
Cc: Jennifer Vanderpool <vanderpoolj@cityofnampa.us>; Cody Swander <swanderc@cityofnampa.us>; Jacob Allen <allenj@cityofnampa.us>
Subject: Stoddard Pathway, Amity Ave to Sherman Ave KN22070

Good morning Amanda,

I wanted to let you know that the City would like to proceed with the advancement of design services for the Stoddard Pathway, Amity Avenue to Sherman Avenue KN22070. We have reviewed our budgets and funds available to proceed if the project is advanced. Thank you for your assistance. Take care and have a great weekend!



Clemente Salinas
Project Manager, Engineering
O: 208.468.4462, F: 208.465.2261
[City of Nampa](#), [Like us on Facebook](#)
NAMPA Proud

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Jeanette Finch

To: Amanda LaMott
Subject: RE: [EXTERNAL] FW: 22053 - Cambridge - Advance Construction funds

From: cityofcambridge@ctcweb.net <cityofcambridge@ctcweb.net>
Sent: Wednesday, March 27, 2019 11:43 AM
To: Amanda LaMott <ALaMott@lhtac.org>
Cc: 'Mike Moffett' <mikem@hecoengineers.com>; 'Andy Gehrke' <andyg@hecoengineers.com>; Kevin Kuther <KKuther@lhtac.org>; Craig Herndon <CHerndon@lhtac.org>; Laila Kral <lkral@lhtac.org>; Heather Parker <HParker@lhtac.org>
Subject: RE: 22053 - Cambridge - Advance Construction funds

Amanda,

Yes, the city of Cambridge would love to have the construction of the Cambridge TAP Sidewalk & Drainage Phase 2 Project advanced to FY19! Thank you for making us aware of the possibility of the advancement. I have spoken with both Mayor Toothman and the Public Works Superintendent Corey Morgan and they both concur that having the project advanced would be great. Please consider this e-mail as official notice to proceed with the advancement for construction on the Cambridge TAP Sidewalk & Drainage Phase 2 project.

Regards,

Sandra McKee
City Clerk/Treasurer
City of Cambridge
P.O. Box 220
Cambridge, ID 83610
208-257-3318 office
208-550-0591 cell
cityofcambridge@ctcweb.net



Jeanette Finch

To: Amanda LaMott
Subject: RE: [EXTERNAL] FW: Driggs TAP Key 22066 Fiscal Year Advancement & Local Funding of Cultural/Environmental

From: Doug <dself@driggsidaho.org>
Sent: Tuesday, February 26, 2019 3:53 PM
To: Ryan McDaniel <Ryan.McDaniel@itd.idaho.gov>
Cc: Heather Parker <HParker@lhtac.org>; Amanda LaMott <ALaMott@lhtac.org>; JoEllen Ross-Hauer <jhauer@lhtac.org>; Karissa Hardy <KHardy@lhtac.org>; Mark Layton <Mark.Layton@itd.idaho.gov>
Subject: Driggs TAP Key 22066 Fiscal Year Advancement & Local Funding of Cultural/Environmental

Ryan (cc: LHTAC, District 6),

City of Driggs understands that there are FY19 funds that may be available to support advancement of Key 22066 (FY20 Driggs TAP) to FY19. The City of Driggs has completed PS&E and is preparing cultural and environmental documents, with a goal of calendar year 2019 construction. The city also proposes to execute a SLA to commit local funds for 100% of ITD cultural/environmental review costs in order that the project obligation can be expedited.

Please note that our current construction cost estimate has been reduced, due to a reduction in project scope and our current anticipated use of TAP funds is \$200,000.

This is of high interest to the city given that adjacent roadway work was completed last summer and we have an area where there is currently no sidewalk, streetlighting, etc. We very much would like to complete this project this calendar year - either as a FY19 project before Oct. 1 (preferred) or as a FY20 project in October 2019.

Thank you for your consideration. I believe we have Amanda LaMott's support for this fiscal year advancement. Let me know if you have any questions on this request.

Thank you,

Doug

--

Doug Self, AICP
Community Development Director
City of Driggs, Idaho | The Heart of Teton Valley
PO Box 48 | 60 S Main St | Driggs, ID 83422
PH: 208.354.2362 x2111 FAX: 208.354.8522
www.DriggsIdaho.org
www.Facebook.com/DriggsIdaho



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, PE	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Barbara Waite	Preparer's Title Railroad/Utility Manager	Initials BW	

Subject

Modify the **RAIL-HIGHWAY CROSSING PROGRAM** in the approved FY 2019 – 2025 ITIP

Key Number Various	District Various	Route Number Various
-----------------------	---------------------	-------------------------

Background Information

The purpose of this consent item is to request approval to make adjustments to the **Rail-Highway Crossing Program**, per policy 5011 *Idaho Transportation Investment Program* (ITIP) and Administrative Policy 5085 *Rail-Highway Crossing Program* by prioritizing available funding on 1) project advancements, 2) unforeseen cost increases due to change in standards or conditions and/or 3) minor (or emergency) safety enhancements or experimental features at public rail highway crossings.

Advances and Delays: District 3 requests delay of Project Key Number (KN) 20355, Look Lane RRX, Caldwell. District 6 requests advancement of Project KN 20410, A2 HWY/2nd St. Kilgore Rd, Dubois from FY 2020 to FY 2019, for construction this summer. Project KN 20692, 11th Ave North, Nampa is delayed to FY 2019.

Additions and Cost Adjustments: Cost savings on Project KN 13580, S Yellowstone, Fremont County are being distributed to other projects including one new project in District 6. The district will partner with Eastern Idaho Railroad (EIRR) for this emergency/safety enhancement to replace the surface at the crossing on the **New** project.

<u>District</u>	<u>Program Year</u>	<u>Key Number</u>	<u>Project</u>	<u>FY19</u>	<u>FY20</u>	<u>Action</u>
3	2019	20355	OFFSYS, LOOK LN UPRR RRX, CALDWELL	(575,000)	575,000	Delay to FY20
6	2020	20410	STC-6862, A2 HWY/2ND ST KILGORE RD UPRR RRX, DUBOIS	250,000	(250,000)	Advance to FY19
3	2018	20692	SMA-8433, 11TH AVE N BVRR RRX, NAMPA	200,000		Delay to FY19
6	2019	New	US 26B, SURFACE REPAIR EIRR RRX, BONNEVILLE CO	75,000		Add
1	2021	20098	SH 41, E PRAIRIE AVE TO LANCASTER RD, KOOTENAI CO	190,000		Increase
3	2016	13052	21ST AVE, CLEVELAND TO CHICAGO, CALDWELL	30,000		Increase
4	2018	20679	US 93, POLELINE RD EXT RITT RRX (2400 E), FILER HD	25,000		Increase
6	2016	13580	STC-6803, S YELLOWSTONE RRXING, FREMONT CO	(195,000)		Decrease
				0	325,000	

Additional changes to balance FY 2020 and beyond will occur during the May program update.

The COMPASS Transportation Improvement Program (TIP) has been modified to reflect the District 3 actions and the Kootenai Metropolitan Planning Organization TIP has been modified to reflect the District 1 change.

Staff requests that the project modifications be made to the **RAIL-HIGHWAY CROSSING PROGRAM** in the approved ITIP.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Recommendations

Approve the various modifications to the **RAIL-HIGHWAY CROSSING PROGRAM** in the approved FY 2019 – 2025 ITIP as detailed in table on page 1.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, P.E.	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Mike Cram	Preparer's Title CSG Project Manager	Initials MWC	

Subject

REQUEST TO APPROVE CONSULTANT AGREEMENTS

Key Number	District	Route Number
------------	----------	--------------

Background Information

Board Policy 4001 delegates authority to approve routine engineering agreements of up to \$1M to the Director or another designee. Any agreements larger than this amount must be approved by the Board. The purpose of this Board item is to request approval for agreements larger than \$1M on the same project.

The size of the agreements listed was anticipated because of the complexity and magnitude of the associated construction projects. In many instances, the original intent is to solicit the consultant services in phases allowing for greater flexibility of the Department, limited liability, and better design after additional information is obtained. In other cases, such as for Construction Engineering and Inspection services one single agreement over \$1M may be issued allowing for continuity of the inspector. In all cases, any agreement over \$500,000 is awarded through the Request for Proposal (RFP) process which is open to all interested firms.

Recommendations

Approve: (see attached sheets for additional detail)

- KN 10005 for supplemental design work with HDR Engineering for \$0.47M bringing the total to \$2.4 M
- KN 12964 for additional construction engineering and inspection services with David Evans and Associates for \$0.15K bringing the total \$1.106 M
- KNs 19973 & 20191 for design work with Stanley Consultants for \$1.117M bringing the total to \$1.8 M

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



DATE: Mar 19, 2019

Program Number(s) A010(005)

TO: Monica Crider, PE
Contracting Services Engineer

Key Number(s) 10005

FROM: Damon Allen, PE
District 1 Engineer

Program ID, County, Etc. FY25 PLEASANT
VIEW IC, KOOTENAI CO

RE: Request to increase professional services agreement amount to over \$2,000,000 – HDR
Engineering

The purpose for this project is to improve the safety, mobility, and economic opportunity of the SH-53 and Pleasant View Road intersection by eliminating multiple conflict points with SH-53, and up to nine (9) BNSF at-grade railroad crossings. This will reduce fatalities and serious injury crashes. The grade separation will also greatly increase mobility by eliminating traffic stops at the BNSF gates which have been logged to be closed 3.15 hours per day at three crossings.

As one of the prioritized Bridging the Valley projects, this grade separation project will reconstruct Pleasant View Road to pass over three BNSF tracks and Highway 53. Highway 53 will be accessed with on and off-ramps in a tight diamond configuration similar to the Sullivan Road interchange in the Spokane Valley.

The Transportation Board previously approved the \$1.9 M design agreement during the November 18, 2010 Board meeting.

Design Approval was received on 11/17/15. At that time, due to a lack of a funding year, the project was put on hold, with only some bridge design progressing.

This last year, using TREDIS, the project was recently evaluated to have a B/C ratio that rocketed the project to a very high priority, and a funding year was assigned, allowing assignment of a design year, and permitting final traffic projections, and final design and ROW acquisition.

Since this project has been sitting on the shelf for so long conditions have changed. A change to the statewide planar coordinate system requires re-survey of control. Traffic has increased and a full four lane cross section between the ramps is now needed. These items have required some redesign.

These factors have all contributed to the total design fee needing to be increased from the \$1.9M that was previously approved in 2010 to a new limit of \$2.4M.



DATE: March 26, 2019

Program Number(s)A012(964)

TO: Monica Crider, PE
Contracting Services Engineer

Key Number(s)12964

FROM: Damon Allen, P.E.
District 1 Engineer

Program ID, County, Etc.Alderson LN to
Kootenai RV/RR BR Bonners Ferry, Boundary Co

RE: Request to exceed professional services agreement amount of \$1,000,000 - David Evans and Associates

The objective of the project, MP 506.251 to MP 507.565, is to improve safety, and mobility on 1.314 miles of US-95/US-2 through Bonners Ferry. The highway is an NHS system with access control at Statewide Route (Transitional) and traverses through busy residential and commercial areas with school zones with large volumes of turning vehicles and pedestrian traffic. The highway functional class is Other Principal Arterial (Rural) but operates as if an Other Principal Arterial (Urban) based on AADT from the FHWA's Highway Functional Classification Concepts, Criteria, and Procedures. The existing right-of-way is variable width, but primarily 50 feet wide.

The safety and mobility will be accomplished by expanding the two lane sections in the business area to three lanes and out to the proposed annexation boundaries, providing Class II bicycle lanes on each side of the highway, providing sidewalks on each side with ADA ramps, and providing drainage vegetated strip/swales for snow storage and runoff.

This is a two phase project with phase I complete in 2018 and phase II will begin the spring of 2019. A Request for Proposals (RFP) was issued October 11, 2017 for professional services for Construction Engineering, Inspection, Materials Sampling and Testing, and Project Close-out services. ITD selected David Evans and Associates, Inc. (DEA). Initial agreements totaling \$0.956M were written.

The purpose of this board item is to request approval to exceed the \$1 million professional services agreement amount for this project. It is anticipated that phase II will require additional funds for the construction and inspection services of approximately \$150K bringing the total agreement amount to \$1.106M.

A request from statewide balancing for the additional \$150K was made on 3/26/19.



DATE: March 28, 2019

Program Number(s)A019(973) & A020(191)

TO: Monica Crider, PE
Constructing Services Engineer

Key Number(s)19973 & 20191

FROM: Devin Rigby, PE
District 4 Engineer

Program ID, County, Etc.I-84 Declo POE EB & I-84 Declo POE WB, Cassia Co

RE: Request to exceed professional services agreement amount of \$1,000,000 - Stanley Consultants

The purpose of this project is to relocate the Cotterel Port of Entry (POE) and provide a safer traveling experience for all vehicle on the interstate system. The POE will be separated from the Cotterel Rest Area located at MP 228.90 to be relocated to MP 219.00 to more efficiently facilitate trucking operations through advanced technology and meet federal compliance standards. The facilities will require purchase of right of way and expansion of the Interstate Access Control, construct new on/off ramps, infrastructure, scales, weigh-in-motion and advanced vehicle identification systems (WIM/AVI), luminaires, signage, and POE office buildings. A demolition plan for the Cotterel POE and expansion of the rest area parking is included the scope.

The separate POE facilities – Eastbound (KN19973) and Westbound (20191) – were combined into a single request for proposal (RFP), issued in April 2017, and are being designed in multiple phases. Three firms submitted a proposal and Stanley Consultants was chosen in June 2017. An agreement for Phase I was entered into in November 2017 for a combined total of \$683 K. Phase I completed concept development, environmental documentation, final right of way plans, and the Interchange Justification Report.

ITD and Stanley Consultants are completing negotiations for Phase II to complete Preliminary Design, Final Design, through PS&E. A separate agreement with International Road Dynamics (IRD), the firm DMV uses for proprietary WIM/AVI services, will be entered into during final design.

The purpose of this board item is to request approval to exceed the \$1,000,000 for the combined professional services agreement with Stanley Consultants and International Road Dynamics for the remainder of project development. The total agreements for all three phases and an Engineer of Record Agreement if needed are expected to cost \$1.8 M.

Currently, there are funds remaining in this project to cover the anticipated agreement amount. Additional funds needed to cover agreements will come from different phases of the project or other project savings if required.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name Blake Rindlisbacher, PE	Presenter's Title Engineering Services Administrator	Initials BR	Reviewed By LSS
Preparer's Name Monica Crider, P.E.	Preparer's Title Contracting Services Engineer	Initials MC	

Subject

Contract Awards and Advertisements		
Key Number	District	Route Number

Background Information

INFORMATION

The following table summarizes the contracts advertised since the start of the fiscal year by jurisdiction, along with those requiring Board approval to award and Board approval to reject.

Year to Date Summary (10/1/18 to 4/1/19)					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
44	11	9	2	3	1

RECENT ACTIONS

In accordance with board policy 4001, Staff has initiated or completed action to award the contracts listed on the attached report.

The following table summarizes the Contracts awarded (requiring no Board action) since the last Board Agenda Report.

Contracts Awarded with no action from the Board 2/4/19 to 4/1/19	
ITD	Local
3	2

FUTURE ACTIONS

The Current Advertisement Report is attached.

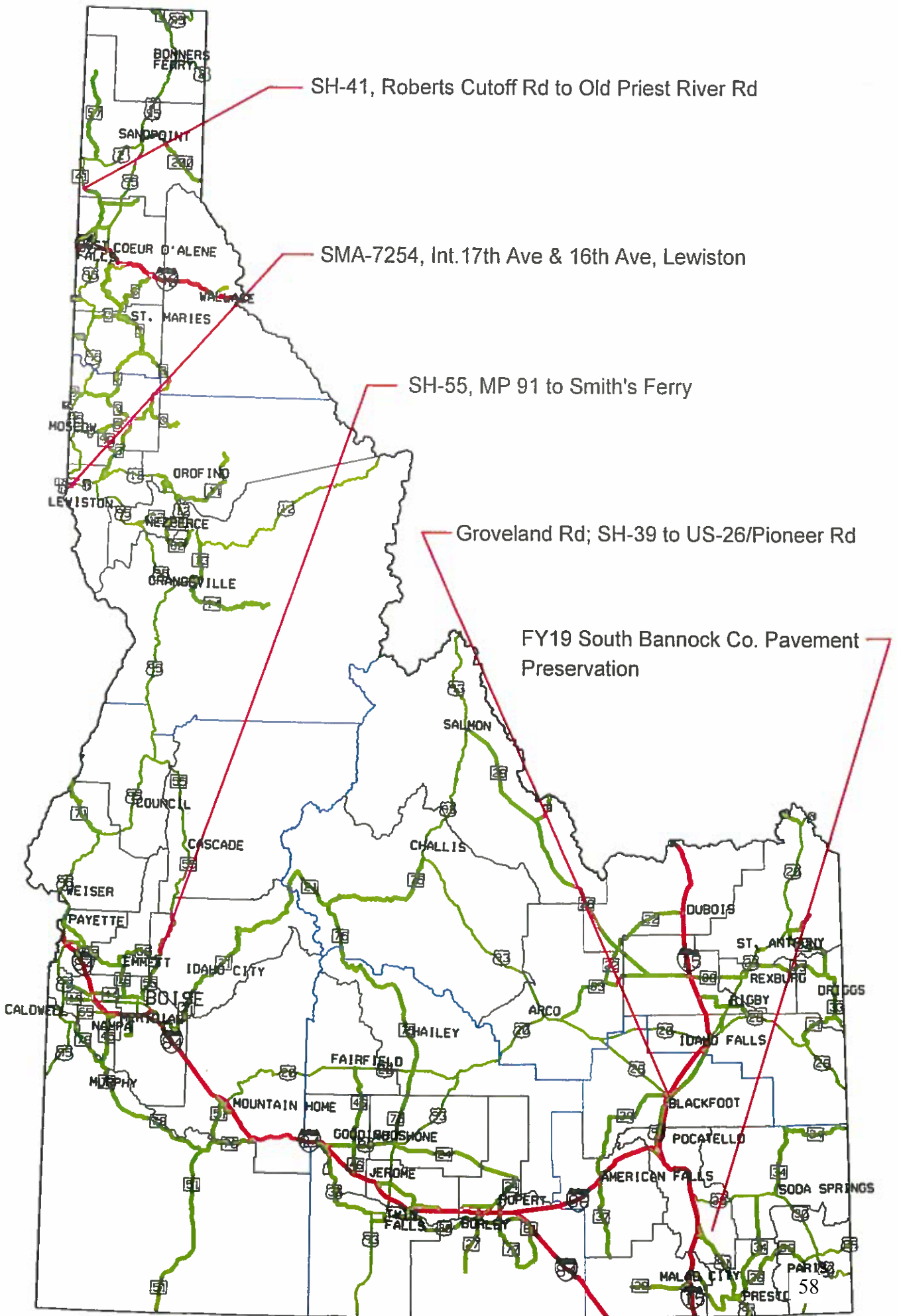
Recommendations

For Information Only.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



Monthly Status Report to the Board

CONTRACT(S) ACCEPTED BY STAFF SINCE LAST BOARD MEETING

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/- % of EE
LHTAC(2)	13440	OFF SYS	3/5/2019	3	\$566,643.65	\$505,506.13	(\$61,137.52) 89%
SMA-7254, Int. 17th St. & 16th Ave, Lewiston					Federal		
Contractor: M L Albright & Sons Inc.							
3	20714	SH-55	3/5/2019	3	\$3,544,154.95	\$3,704,313.00	\$160,158.05 105%
SH-55, MP 91 to Smiths Ferry					Federal		
Contractor: Staker & Parson Companies DBA Idaho Materials Construction							
5	19324	Various	3/19/2019	5	\$4,657,480.51	\$4,084,536.72	(\$572,943.79) 88%
FY19 South Bannock Co. Pavement Preservation					Federal		
Contractor: Kloepper Inc.							
1	20687	SH-41	3/26/2019	2	\$1,900,162.20	\$1,322,770.95	(\$577,391.25) 70%
SH-41, Roberts Cutoff Rd to Old Priest River Rd					State		
Contractor: Interstate Concrete & Asphalt Co.							
LHTAC(5)	12445	SH-39, US-26	3/26/2019	2	\$1,906,170.61	\$1,635,228.01	(\$270,942.60) 86%
Groveland Rd; SH-39 to US-26/Pioneer Rd					Federal		
Contractor: Staker & Parson Companies DBA Idaho Materials Construction							

Monthly Contract Advertisement As of 4-1-19

District	Key No.	Route	Bid Opening Date
LHTAC(3)	20162	OFF SYS	4/2/2019
STC-3738, Strike Dam Road Improvements, Mountain Home Hwy District			Federal
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
LHTAC(2)	20109	OFF SYS	4/2/2019
STC-7664, 6th Street Pedestrian Improvements, Moscow			Federal
\$100,000 to \$250,000			

District	Key No.	Route	Bid Opening Date
LHTAC(2)	12019	OFF SYS	4/2/2019
Orofino Creek Road Bridge			Federal
\$1,000,000 to \$2,500,000			

District	Key No.	Route	Bid Opening Date
LHTAC(4)	20752	OFF SYS	4/2/2019
SMA-7072, Int. Washington Street & Caswell Avenue, Twin Falls			Federal
\$100,000 to \$250,000			

District	Key No.	Route	Bid Opening Date
LHTAC(1)	20211	OFF SYS	4/2/2019
SMA-7875, Kootenai Cutoff Road Pedestrian Improvements			Federal
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
LHTAC(1)	13874	OFF SYS	4/2/2019
STC-5740, W. Riverview Drive, Post Falls Hwy District			Federal
\$500,000 to \$1,000,000			

District	Key No.	Route	Bid Opening Date
6	19862	US-93	4/2/2019
US-93, Gibbonsville to Montana Line			State
\$2,500,000 to \$5,000,000			

District	Key No.	Route	Bid Opening Date
1	19883/19234	US-95	4/9/2019
FY20 D1 ADA Improvements			Federal
\$5,000,000 to \$10,000,000			

District	Key No.	Route	Bid Opening Date
LHTAC(3)	20167	OFF SYS	4/23/2019
STC-8533, Int. Smith Ave & Middleton Road Signal, Nampa			Federal
\$250,000 to \$500,000			

District	Key No.	Route	Bid Opening Date
2	13880/13882	SH-6	4/23/2019
SH-6, Old Potlatch Mill Road to Princeton Flats \$2,500,000 to \$5,000,000			Federal

District	Key No.	Route	Bid Opening Date
LHTAC(3)	12049	OFF SYS	4/30/2019
STC-8202, W 9th Street; Pioneer to Indianhead Road, Weiser \$1,000,000 to \$2,500,000			Federal



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name Monica Crider, P.E.	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By LSS
Preparer's Name Mike Cram	Preparer's Title Project Manager	Initials MWC	

Subject

REPORT ON PROFESSIONAL SERVICES AGREEMENTS AND TERM AGREEMENT WORK TASKS		
Key Number N/A	District N/A	Route Number N/A

Background Information

For all of ITD:

Consultant Services processed thirty-one (31) new professional services agreements and work tasks totaling **\$12,681,594** and nine (9) supplemental agreements to existing professional services agreements totaling **\$687,906** from March 1, 2019 through March 28, 2019.

New Professional Services Agreements and Work Tasks

<i>Reason Consultant Needed</i>	<i>District</i>								<i>Total</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>HQ</i>		
Resources not Available									
Design			1						1
Environmental									
Public Involvement			3						3
Geotechnical					1				1
Traffic									
Surveying				1					1
Construction	4	1	1	2	3	1			12
Bridge							3		3
Local Public Agency Projects	3	1	4	1	0	1	0		10
Total	7	2	9	4	4	2	3		31



Board Agenda Item

ITD 2210 (Rev. 10-13)

For ITD District Projects:

Twenty-One (21) new professional services agreements and work tasks were processed during this period totaling **\$10,961,756**. Six (6) supplemental agreements were processed totaling **\$666,906**.

District 1

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I-90, Blue Creek Bay Bridge, Kootenai Co	Resources not available: Construction	Construction Engineering & Inspection Services Year 2	Individual Project Solicitation	HDR Engineering	Prev: \$ 675,000 This: \$ 956,853 Total: \$1,631,853 Board approved \$1.745M during February 2019 meeting
State, FY19b D1 Bridge Repairs	Resources not available: Construction	Construction Engineering & Inspection Services Year 2	Individual Project Solicitation	Ruen-Yeager & Associates	Prev: \$229,700 This: \$586,250 Total: \$815,950
SH-41, Burlington Northern Railroad Bridge, Bonner Co	Resources not available: Construction	Construction Engineering & Inspection Services Year 2	Individual Project Solicitation	H.W. Lochner	Prev: \$599,700 This: \$397,500 Total: \$997,200
SH-200, Strong Creek Bridge, East Hope	Resources not available: Construction	Inspection, Materials Sampling & Testing and Project Closeout Services	RFI from Term Agreement	HMH Engineering	\$147,500



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 2

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US-95, Lapwai Creek Bridge, Lewis Co US-95, Culdesac Canyon Passing Lanes, Ph 2; Lapwai Creek Bridges	Resources not available: Construction	Inspection of Rock Blasting Operations	RFI from Term Agreement	Explosive Services, Inc.	\$40,000

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I-84, Ustick Rd & Middleton Rd Overpasses, Canyon Co	Resources not available: Public Involvement	Public Involvement Services	Individual Project Solicitation	Rosemary Brennan Curtin, Inc.	\$109,500
SH-16, I-84 to US- 20/26, Ada & Canyon Cos	Resources not available: Design	Preliminary Design, Phase II: Services Necessary to Begin Right-of- Way Acquisition	Individual Project Solicitation	CH2M Hill (Jacobs)	Prev:\$1,693,000 This: \$6,042,100 Total: \$7,735,100 Board approved \$8.0 M during February 2019 meeting
I-84, Karcher Overpass, Nampa	Resources not available: Public Involvement	Public Involvement Services	Individual Project Solicitation	Rosemary Brennan Curtin, Inc.	\$227,100
US-95, Little Rainbow Bridge, Adams Co	Resources not available: Construction	Construction Engineering & Inspection Services	RFI from Term Agreement	Materials Testing & Inspection	\$400,000
US-95, S End Rd to Junction SH-55, New Meadows	Resources not available: Public Involvement	Public Involvement Services	Individual Project Solicitation	Rosemary Brennan Curtin, Inc.	\$88,700



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I-84, Union Pacific Railroad Bridge, Milepost 170.9, Gooding Co	Resources not available: Construction	Materials Testing, Inspection and Ticket Taking	Individual Project Solicitation	Horrocks Engineers	\$380,700
I-86, Raft River Bridge Eastbound & Westbound Lanes, Cassia Co	Resources not available: Construction	Materials Sampling, Testing, and Inspection Services	Individual Project Solicitation	Strata	\$516,400
US-30, Bliss to Hagerman, Gooding Co	Resources not available: Surveying	Surveying Services	Direct from Term Agreement	Civil Science	\$26,000

District 5

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I-15, Virginia Interchange to Arimo Interchange, Bannock Co	Resources not available: Construction	Sampling & Testing Services	Direct from Term Agreement	Materials Testing & Inspection	\$99,700
I-15, Arimo Rd Interchange #40, Bannock Co	Resources not available: Geotechnical	Phase IV Materials Report	Direct from Term Agreement	Strata	\$97,300
I-15, Wye Overpass to Fort Hall Boundary	Resources not available: Construction	Sampling & Testing Services	Direct from Term Agreement	Materials Testing & Inspection	\$97,800
SH-39, Sheep Trail to Hoff, Bingham Co	Resources not available: Construction	Materials Testing Services	RFI from Term Agreement	Materials Testing & Inspection	\$267,400

District 6

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH-31, North Pine Creek Bridge, Bonneville Co	Resources not available: Construction	Additional Construction Engineering & Inspection Services	RFI from Term Agreement	Keller Associates	Prev: \$232,600 This: \$ 80,000 Total: \$312,600



Board Agenda Item

ITD 2210 (Rev. 10-13)

Headquarters

Project	Reason Consultant Needed	Description	Selection Method	Consultant	Amount
Offsys, FY19 Local/Off-system Bridge Inspection	Resources not available: Bridge	Bridge Inspection Services	Individual Project Solicitation	David Evans & Associates	\$207,253
State, FY19 State Highway System Sign Inspection	Resources not available: Bridge	Develop Bridge Hydraulics Manual	Direct from Term Agreement	Ayres Associates	\$98,700
State, FY19 D1 & D2 Bridge Fatigue Inspection / Mitigation	Resources not available: Bridge	Bridge Inspection & Mitigation Services	Direct from Term Agreement	Wiss, Janney, Elstner Associates	\$95,000

Supplemental Agreements to Existing ITD Professional Service Agreements

District	Project	Consultant	Original Agreement Date/Description	Supplemental Agreement Description	Total Agreement Amount
1	US-95, Labrosse Hill to Alderson Lane, Bonners Ferry	HMH Engineering	5/17 Roadway Design Services	Additional Roadway Design Services	Prev: \$771,700 This: \$118,100 Total: \$889,800
2	US-95, Culdesac Canyon Passing Lanes, Ph 3 & 4, Lewis & Nez Perce Co	Horrocks Engineers	4/18 Roadway Design, Phase 1: Preliminary Design Services	Complete Seismic Refraction	Prev: \$1,054,300 This: \$ 80,800 Total: \$1,135,100 Board approved \$2.5 M during November 2017 meeting
2	US-12, 18 th St to Clearwater River Bridge, Lewiston	Parametrix	10/18 Engineer of Record Services during Construction	Monument Preservation and Record of Survey	Prev: \$22,800 This: \$11,200 Total: \$34,000
3	SH-55, Smith's Ferry to Round Valley	Forsgren Associates	1/16 Phase 2 – Final Design	Design, Materials and Environmental Revisions	Prev: \$ 619,500 This: \$ 401,006 Total: \$1,020,506 Board approved \$1.975 M during



Board Agenda Item

ITD 2210 (Rev. 10-13)

					February 2019 meeting
6	US-20, Junction SH 87 to Montana State Line (Targhee Pass) Phase 1	The Langdon Group	12/16 Public Involvement Services – Phase II	Additional Public Involvement Services	Prev: \$289,600 This: \$ 37,800 Total: \$327,400
6	SH-33, FY17 Safety Corridor Rexburg to Wyoming Line I-15, FY17 D6 Asset Management State, FY17 D6 Pre-Project Planning	Aero-Graphics	4/17 Aerial Mapping, LIDAR Scanning, Aerial Photogrammetry	Additional Aerial Mapping Services	Prev: \$842,500 This: \$ 18,000 Total: \$860,500

For Local Public Agency Projects:

Ten (10) new professional services agreements totaling **\$1,719,838** were processed during this period. Three (3) supplemental agreements totaling **\$21,000** were processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
STC-5758, 6 th St; S Fork Coeur D'Alene River Bridge	City of Wallace	Bridge and Roadway Design Services, Phase I: Concept Report	Individual Project Solicitation	HMH Engineering	\$451,100
I-90, Sherman Ave & Lakeside Ave	City of Coeur D'Alene	Traffic Signal Upgrade Design Services	Local Project RFI from Term Agreement	Precision Engineering	\$135,618
STC-5750, Pine Creek Road Bridge	Shoshone County	Construction Engineering and Inspection Services	Individual Project Solicitation	HMH Engineering	\$438,260
SH-6, Potlatch Sidewalks, Ph 3	City of Potlatch	Sidewalk Design	Local Project Direct from the Term Agreement	Parametrix	\$48,600



Board Agenda Item

ITD 2210 (Rev. 10-13)

STC-3840, Ola Hwy; Powerline Rd to 2 nd Fork Rd	Gem County	Roadway Design through PS&E	Local Project RFI from Term Agreement	Keller Associates	\$306,500
STP-8463, Greenhurst Rd; Sunnybrook to Canyon St.	City of Nampa	Roadway Design Services	Local Project Direct from the Term Agreement	Paragon Consulting	\$85,000
Off System, Horseshoe Park Pathway & SW Ave Improvements Off System, Horseshoe Park Pathway	City of New Plymouth	Inspection and Materials Testing	Local Project Direct from the Term Agreement	Stanley Consultants	\$49,600
NHS-7773, 10 th Ave Bridge	City of Caldwell	Independent Assurance Laboratory Testing	Local Project Direct from the Term Agreement	GeoTek	\$1,500
STC-2714, W Center St Sidewalk	City of Kimberly	Curb, Gutter and Sidewalk Design	Local Project Direct from the Term Agreement	J-U-B Engineers	\$37,800
Off System	Bonneville County	Roadway Safety Improvement Design Services	Local Project RFI from Term Agreement	Horrocks Engineers	\$165,860

Supplemental Agreements to Existing Local Professional Services Agreements

<i>District</i>	<i>Project</i>	<i>Consultant</i>	<i>Original Agreement Date/Description</i>	<i>Supplemental Agreement Description</i>	<i>Total Agreement Amount</i>
3	Local, Dry Creek Trail, Eagle	HDR Engineering	1/18 Construction Management & Inspection Services	Additional Construction Engineering & Inspection Services Needed	Prev: \$67,015 This: \$ 6,300 Total: \$73,315
3	Offsystem, Indian Creek Pathway Extension; Taffy to Peppermint, Nampa	T-O Engineers	5/18 Design of Mult-Use Asphalt Trail for the Indian Creek Pathway	Property Owner Coordination	Prev: \$ 95,475 This: \$ 6,200 Total: \$101,675



Board Agenda Item

ITD 2210 (Rev. 10-13)

4	SMA-7274, Intersection Hankins & Addison Ave Signal	HMH Engineering	5/18 Construction Engineering, Inspection and Sampling Services	Additional Utility Coordination	Prev: \$73,700 This: \$ 8,500 Total: \$82,200
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Recommendations

For Information Only

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17~18, 2019

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed N.A.

Presenter's Name Kevin Sablan, P.E.	Presenter's Title Design/Traffic Services Engineer	Initials	Reviewed By LSS
Preparer's Name Kevin Sablan, P.E.	Preparer's Title Design/Traffic Services Engineer	Initials	

Subject

Report of Speed Minute Entry Changes for April 2019		
Key Number	District 3	Route Number SH-21 & I-84

Background Information

In accordance with Note *1 in Administrative Policy 5016, the following table is a listing of the approved changes to the Minute Entries for Speed Control Zones processed for April 2019.

Route	Beg Milepost	End Milepost	Speed Old	New
<u>Changes processed by District 3</u>				
SH-21	0.410	0.800	55	45
The SH-21 entry adds a 45 MPH transition zone between the 35 MPH and 55 MPH speed zones in Boise east of the I-84 junction between the Federal Way and Technology Way intersections with SH-21.				
I-84	24.240	25.500	80 (70 Trucks)	65
The I-84 entry moves the 80/65 MPH speed zone boundary to occur before the SH-44 junction (Exit 25) prior to entering the Caldwell-Nampa-Meridian-Boise interstate urban corridor.				

Recommendations

For information only

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

User ID: kbentley
 Report ID: AD-FN-GL-010
 Run Date: 7 Mar 2019
 % of Time
 Remainin 33.33

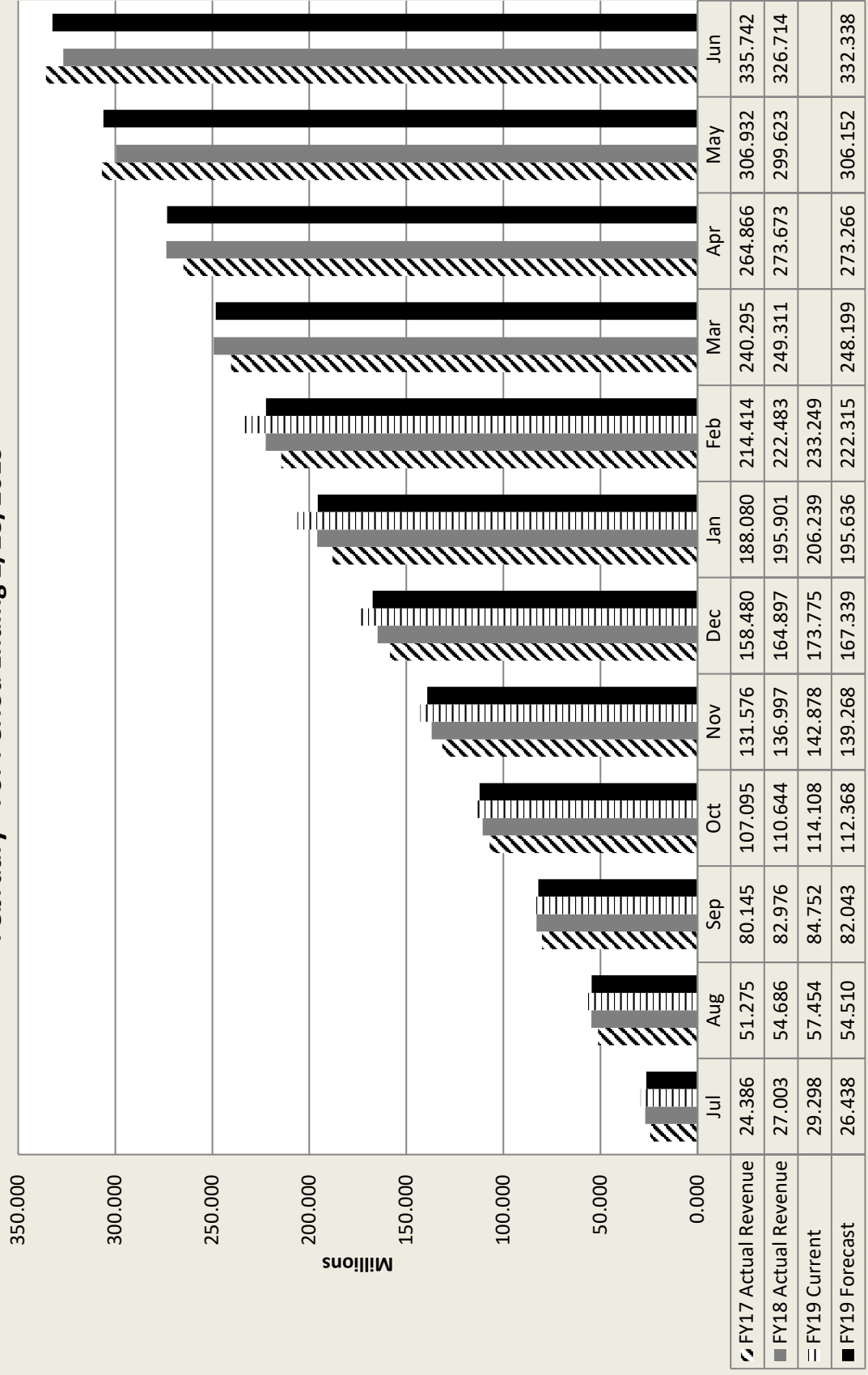
Idaho Transportation Department

SUMMARY OF RECEIPTS AND DISBURSEMENTS
STATE HIGHWAY ACCOUNT AND STATE AERONAUTICS FUND
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDING 2/28/2019
 (all amounts in '000)

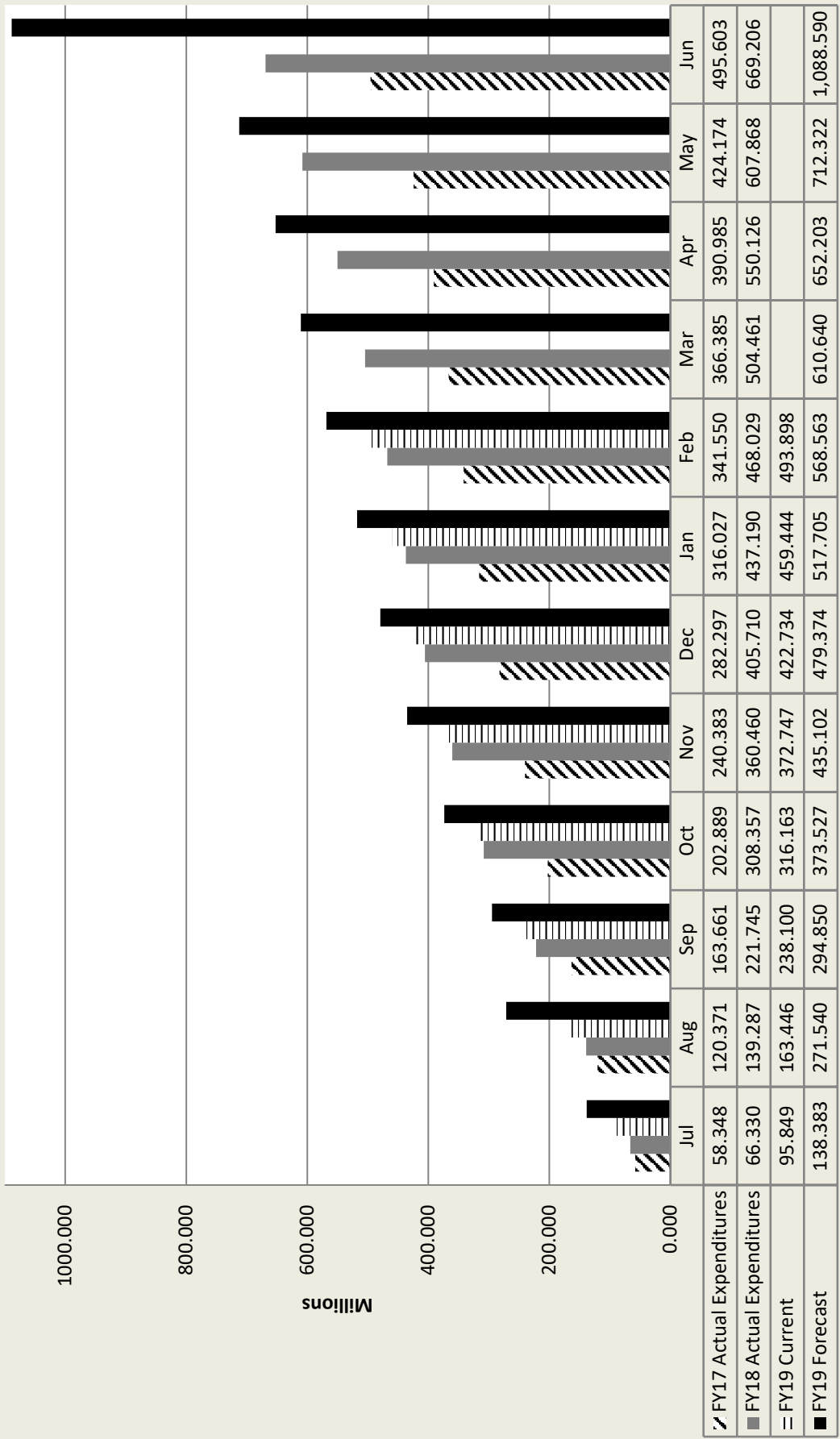
Fiscal Year: 2019

Funds Received					
	FY18 Actual YTD	FY19 Actual YTD	FY19 Forecast YTD	FY19 to FY18 Actual	FY 19 to Forecast
<u>State Highway Account</u>					
Federal Reimbursements	216,550	207,997	253,123	-3.9%	-17.8%
State (Inc. H.D.A.)	222,483	233,249	222,315	4.8%	4.9%
Local	3,414	7,860	9,432	130.2%	-16.7%
Total State Highway Account:	442,447	449,105	484,870	1.5%	-7.4%
<u>State Aeronautics Fund</u>					
Federal Reimbursements	218	237	540	9.0%	-56.1%
State	2,162	2,421	1,953	11.9%	23.9%
Total State Aeronautics Fund:	2,380	2,658	2,493	11.7%	6.6%
Total Fund Received:	444,827	451,763	487,363	1.6%	-7.3%
Disbursements (includes Encumbrances)					
	FY18 Actual YTD	FY19 Actual YTD	FY19 Budget YTD	FY19 to FY18 Actual	FY 19 to Budget
Construction Payouts	303,950	329,756	387,229	8.5%	-14.8%
<u>Operations Expenses</u>					
Highways	119,179	117,557	133,054	-1.4%	-11.6%
DMV	26,473	24,201	25,954	-8.6%	-6.8%
Administration	17,082	17,613	18,876	3.1%	-6.7%
Facilities	1,344	3,296	1,830	145.2%	80.1%
Aeronautics	1,894	3,826	3,835	102.0%	-0.2%
Total Operations Expenses:	165,973	166,493	183,548	0.3%	-9.3%
<u>Transfers</u>					
Operating	25	25	25	0.0%	0.0%
Debt Service	10,491	10,903	10,880	3.9%	0.2%
Total Transfers:	10,516	10,928	10,905	3.9%	0.2%
Total Disbursements:	480,439	507,177	581,681	5.6%	-12.8%
	FY18 Actual YTD	FY19 Actual YTD	FY19 Budget YTD	FY19 to FY18 Actual	FY 19 to Budget
<u>Expenditures by Type</u>					
Personnel	73,728	76,081	84,495	3.2%	-10.0%
Operating	64,230	63,160	64,573	-1.7%	-2.2%
Capital Outlay	18,159	16,621	25,127	-8.5%	-33.9%
Sub-Grantee	9,855	10,631	9,354	7.9%	13.7%
Totals Operations Expenses:	165,973	166,493	183,548	0.3%	-9.3%
Contract Construction	303,950	329,756	387,229	8.5%	-14.8%
Totals (excluding Transfers):	469,923	496,250	570,777	5.6%	-13.1%

State Highway Fund 0260
Fiscal Year 2019
State Revenue Source Forecast vs Actual
February - For Period Ending 2/28/2019



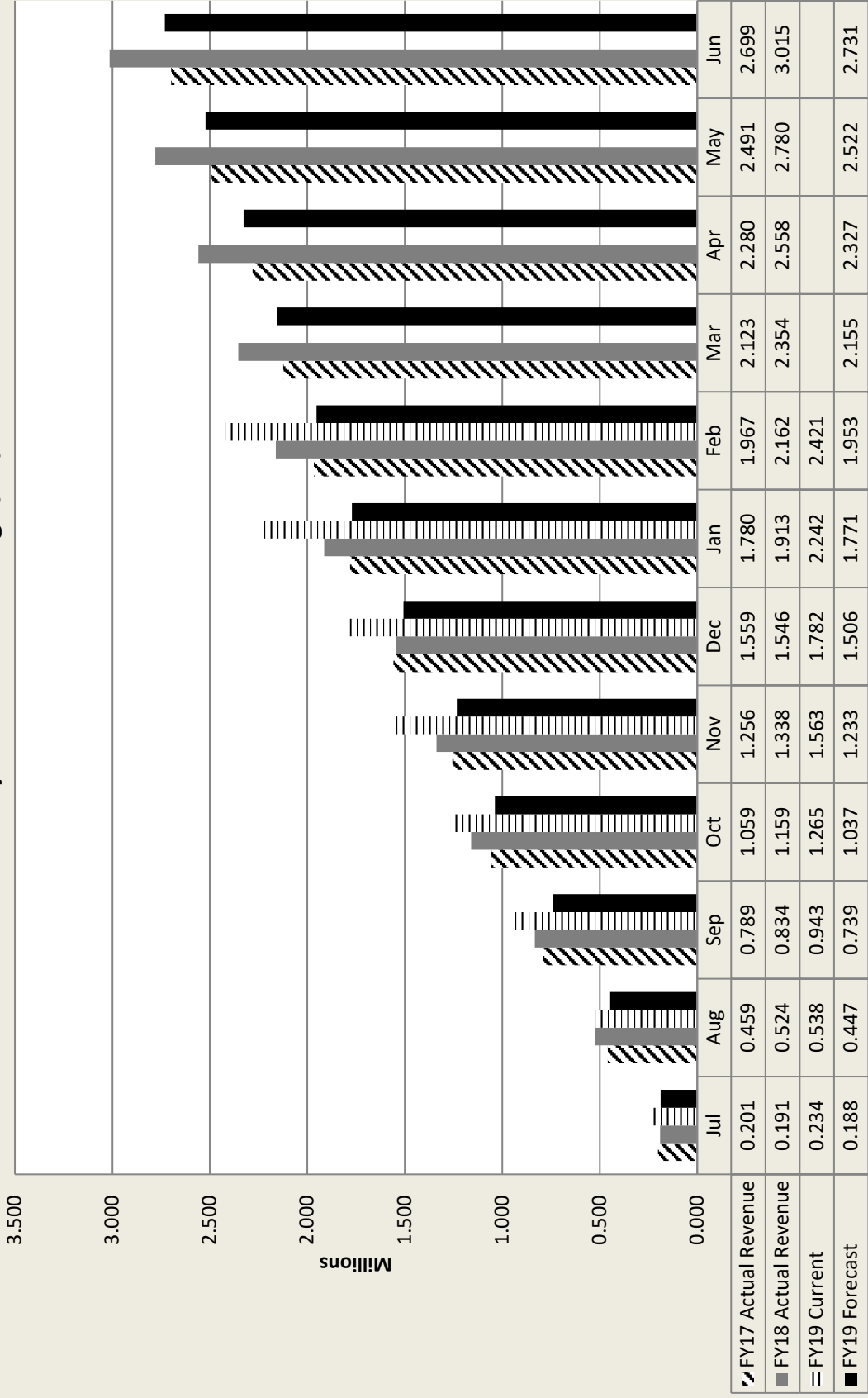
State Highway Fund 0260
Fiscal Year 2019
Expenditures
February - For Period Ending 2/28/2019



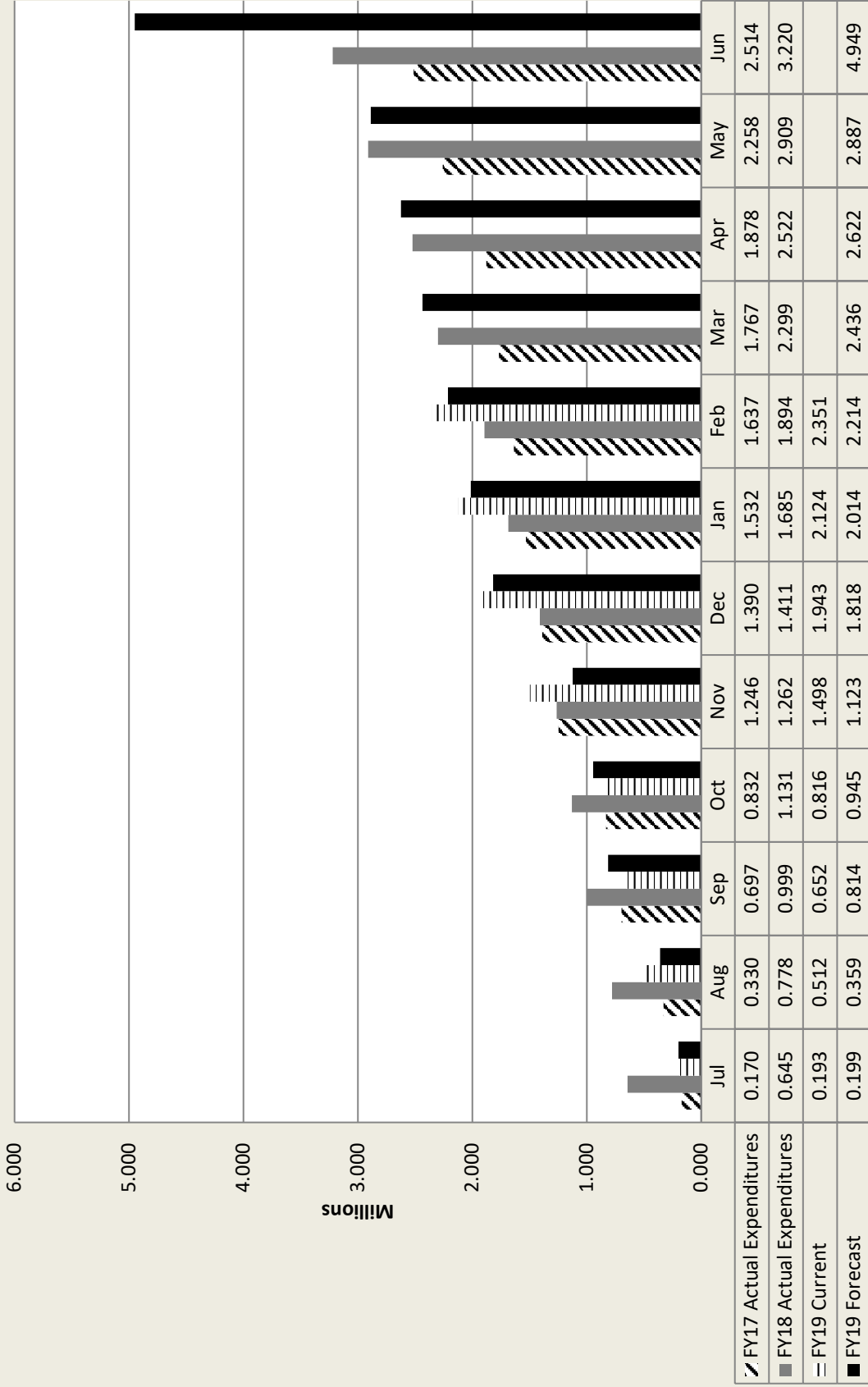
Aeronautics Fund 0221

Fiscal Year 2019

State and Interagency Revenue Sources Forecast vs Actual
February - For Period Ending 2/28/2019



Aeronautics Fund 0221
Fiscal Year 2019
Expenditures
February - For Period Ending 2/28/2019



UserID: kbentley
Report ID: AD-FN-GL-002
Run Date: 07 Mar 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 2/28/2019

	State Aeronautics Fund 0221		State Highway Fund 0260		Transportation Expansion and Congestion Mitigation Fund 0269	
	Jan-19	Feb-19	Jan-19	Feb-19	Jan-19	Feb-19
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Operations)	2,111,705	2,104,010	60,507,123	68,048,355	32,588,805	33,797,793
Investments (Long Term: STO - Diversified Bond Fund)	836,395	837,822	136,497,988	136,733,718	0	0
Total Cash & Investments	2,948,100	2,941,831	197,010,956	204,787,918	32,588,805	33,797,793
Receivables - Other	0	0	1,044,512	1,097,684	0	0
- Due From Locals (Project Overruns)	0	8,111	2,918,889	2,099,773	0	0
- Inter Agency	2,549	14,238	1,319	4,233	0	0
Total Receivables	2,549	22,348	3,964,720	3,201,691	0	0
Inventory on Hand	(150)	0	21,479,605	18,677,926	0	0
Total Assets:	2,950,500	2,964,180	222,455,281	226,667,535	32,588,805	33,797,793
LIABILITIES						
Vouchers Payable	0	0	0	0	0	0
Sales Tax Payable	0	0	5,454	3,266	0	0
Deferred Revenue (Local Projects Match)	0	0	27,751,317	27,793,775	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	125,736	168,651	0	0
Total Liabilities:	0	0	27,882,507	27,965,692	0	0
FUND BALANCE						
Reserve for Encumbrance	204,988	231,757	43,205,945	43,279,836	0	0
Fund Balance	2,745,512	2,732,423	151,366,829	155,422,008	32,588,805	33,797,793
Total Fund Balance:	2,950,500	2,964,180	194,572,774	198,701,843	32,588,805	33,797,793
Total Liabilities and Fund Balance	2,950,500	2,964,180	222,455,281	226,667,535	32,588,805	33,797,793

UserID: kbentley
Report ID: AD-FN-GL-002
Run Date: 07 Mar 2019

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 2/28/2019

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270	
	Jan-19	Feb-19	Jan-19	Feb-19	Jan-19	Feb-19
ASSETS						
Cash on Hand (Change Fund)	0	0	0	0	0	0
Cash in Bank (Daily Operations)	50,841,880	48,875,552	24,386,007	800,000	75,227,887	49,675,552
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0
Total Cash & Investments	50,841,880	48,875,552	24,386,007	800,000	75,227,887	49,675,552
Receivables - Other	0	0	0	0	0	0
- Due From Locals (Project Overruns)	0	0	0	0	0	0
- Inter Agency	0	0	0	0	0	0
Total Receivables	0	0	0	0	0	0
Inventory on Hand	0	0	0	0	0	0
Total Assets:	50,841,880	48,875,552	24,386,007	800,000	75,227,887	49,675,552
LIABILITIES						
Vouchers Payable	0	0	0	0	0	0
Sales Tax Payable	0	0	0	0	0	0
Deferred Revenue (Local Projects Match)	0	0	0	0	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	24,285	24,285	0	0	24,285	24,285
Total Liabilities:	24,285	24,285	0	0	24,285	24,285
FUND BALANCE						
Reserve for Encumbrance	0	0	0	0	0	0
Fund Balance	50,817,595	48,851,268	24,386,007	800,000	75,203,602	49,651,268
Total Fund Balance:	50,817,595	48,851,268	24,386,007	800,000	75,203,602	49,651,268
Total Liabilities and Fund Balance	50,841,880	48,875,552	24,386,007	800,000	75,227,887	49,675,552

User ID: kbentley
Report ID: AD-FN-GL-003
Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Fund: 0260 State Highway Fund

Fiscal Year: 2019
Budget Fiscal Year: 2019
REVENUES

Federal Sources

FHWA - Highway	221,300,180	182,521,752	10,974,685	0	(38,778,428)	-17.52%	509,322,719	326,800,967	64.16 %
FHWA - Indirect Cost Allocation	19,599,000	13,808,325	885,989	0	(5,790,675)	-29.55%	25,000,000	11,191,675	44.77 %
Federal Transit Authority	8,600,000	7,159,080	941,966	0	(1,440,920)	-16.75%	12,771,200	5,612,120	43.94 %
NHTSA - Highway Safety	3,350,000	3,743,821	144,319	0	393,821	11.76 %	4,546,900	803,079	17.66 %
Other Federal Aid	274,000	763,961	248,545	0	489,961	178.82 %	4,130,000	3,366,039	81.50 %

Total Federal Sources:

State Sources

Equipment Buy Back	0	1,829,000	0	0	1,829,000	0.00 %	7,043,000	5,214,000	74.03 %
Miscellaneous Revenues	19,699,915	21,149,865	2,614,354	0	1,449,950	7.36 %	29,645,572	8,495,707	28.66 %

Total State Sources:

Local Sources

Match For Local Projects	9,432,280	7,243,285	1,132,810	0	(2,188,995)	-23.21%	28,850,432	21,607,147	74.89 %
Other Local Sources	0	616,233	0	0	616,233	0.00 %	0	(616,233)	0.00 %

Total Local Sources:

TOTAL REVENUES:

TRANSFERS-IN

Highway Distribution Account	144,262,300	150,601,951	17,845,510	0	6,339,651	4.39 %	211,444,100	60,842,149	28.77 %
Fuel/Registration Direct	45,671,190	46,726,424	5,183,916	0	1,055,234	2.31 %	65,905,200	19,178,776	29.10 %
Ethanol Fuels Tax	12,681,500	12,941,610	1,366,397	0	260,110	2.05 %	18,300,000	5,358,390	29.28 %

TOTAL TRANSFERS-IN:

TOTAL REV AND TRANSFERS-IN:

User ID: kbentley
Report ID: AD-FN-GL-003
Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Fund: 0260 State Highway Fund

Idaho Transportation Department
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2019

Fiscal Year: 2019
Budget Fiscal Year: 2019

EXPENDITURES

Operations Expense

Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
57,443,543	51,819,268	6,142,015	0	5,624,275	9.79 %	87,984,833	36,165,565	41.10 %
798,280	772,033	161,012	0	26,247	3.29 %	1,404,690	632,657	45.04 %
25,489,999	22,766,664	3,236,740	0	2,723,335	10.68 %	40,595,377	17,828,713	43.92 %
970,468	946,206	85,996	0	24,262	2.50 %	1,503,376	557,170	37.06 %
270,868	261,184	27,963	0	9,684	3.58 %	350,480	89,296	25.48 %
22,364,020	11,709,614	2,365,806	6,612,458	4,041,948	18.07 %	28,589,746	10,267,674	35.91 %
40,447,471	36,824,305	4,387,420	6,296,661	(2,673,494)	-6.61 %	59,682,570	16,561,605	27.75 %
2,298,293	685,083	94,395	463,165	1,150,045	50.04 %	2,305,293	1,157,045	50.19 %
20,408,607	7,338,765	350,302	4,259,912	8,809,929	43.17 %	20,776,707	9,178,029	44.17 %
1,829,500	2,198,401	308,996	1,085,902	(1,454,803)	-79.52 %	3,924,500	640,197	16.31 %
9,013,178	10,102,502	1,120,034	0	(1,089,324)	-12.09 %	17,657,000	7,554,498	42.78 %
181,334,227	145,424,025	18,280,679	18,718,098	17,192,104	9.48 %	264,774,572	100,632,449	38.01 %

Contract Construction

Technology Operating Expense	0	1,413,731	49,726	618,249	(2,031,980)	0.00 %	0	(2,031,980)	0.00 %
Operating Expense	5,500,700	1,513,815	202,097	412,712	3,574,173	64.98 %	11,900,795	9,974,268	83.81 %
Capital Projects	379,860,960	321,797,931	15,074,177	3,365,461	54,697,568	14.40 %	806,980,916	481,817,524	59.71 %
Trustee & Benefit Payments	1,867,300	634,376	77,811	0	1,232,924	66.03 %	4,933,796	4,299,419	87.14 %
Total Contract Construction:	387,228,960	325,359,852	15,403,811	4,396,423	57,472,685	14.84 %	823,815,507	494,059,231	59.97 %
TOTAL EXPENDITURES:	568,563,187	470,783,877	33,684,490	23,114,521	74,664,789	13.13 %	1,088,590,080	594,691,680	54.63 %

TRANSFERS OUT

Statutory	25,000	25,000	0	0	0	0.00 %	25,000	0	0.00 %
Operating	10,879,519	10,902,512	0	0	(22,993)	-0.21 %	53,200,467	42,297,955	79.51 %

TOTAL TRANSFERS OUT:

TOTAL EXPD AND TRANSFERS OUT:

10,904,519	10,927,512	0	0	(22,993)	-0.21 %	53,225,467	42,297,955	79.47 %
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Net for Fiscal Year 2019:

(94,597,341)

(32,606,081)

7,653,999

38,876,738

(224,856,423)

(169,135,819)

636,989,635

1,141,815,547

55.79 %

79.47 %

User ID: kbentley
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Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Fund: 0260 State Highway Fund

Fiscal Year: 2019
Budget Fiscal Year: 2019

Idaho Transportation Department
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2019

		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation	Appropriation Balance	Percent Remaining (I = H / G)
		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	482,300	226,634	21,716	72,620	183,045	37.95 %	2,880,951	2,581,697	89.61 %
Operating Expenditures	Federal	4,969,200	2,690,846	230,965	958,341	1,320,013	26.56 %	8,634,510	4,985,323	57.74 %
Operating Expenditures	Local	49,200	10,065	(858)	0	39,135	79.54 %	385,334	375,269	97.39 %
Total Operating Expenditures		5,500,700	2,927,546	251,823	1,030,962	1,542,193	28.04 %	11,900,795	7,942,288	66.74 %
Capital Outlay										
Capital Outlay	Dedicated	136,704,308	127,476,493	2,121,689	1,135,362	8,092,454	5.92 %	268,453,059	139,841,205	52.09 %
Capital Outlay	Federal	207,167,816	164,713,861	11,674,017	2,230,100	40,223,855	19.42 %	467,738,319	300,794,358	64.31 %
Capital Outlay	FICR	21,984,249	22,751,941	899,305	0	(767,692)	-3.49%	43,242,712	20,490,771	47.39 %
Capital Outlay	Local	14,004,587	6,855,635	379,166	0	7,148,952	51.05 %	27,546,826	20,691,191	75.11 %
Total Capital Outlay		379,860,960	321,797,931	15,074,177	3,365,461	54,697,568	14.40 %	806,980,916	481,817,524	59.71 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	241,900	19,561	0	0	222,339	91.91 %	882,835	863,274	97.78 %
Trustee & Benefit Payments	Federal	1,596,600	614,815	77,811	0	981,785	61.49 %	3,439,790	2,824,975	82.13 %
Trustee & Benefit Payments	Local	28,800	0	0	0	28,800	100.00 %	611,171	611,171	100.00 %
Total Trustee & Benefit Payments		1,867,300	634,376	77,811	0	1,232,924	66.03 %	4,933,796	4,299,419	87.14 %
Total Contract Construction:		387,228,960	325,359,852	15,403,811	4,396,423	57,472,685	14.84 %	823,815,507	494,059,232	59.97 %

User ID: kbentley
Report ID: AD-FN-GL-003
Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2019

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
Fiscal Year: 2019									
Budget Fiscal Year: 2019									
REVENUES									
Miscellaneous Revenues	47,200	383,832	64,584	0	336,632	713.20 %	71,000	(312,832)	-440.61%
TOTAL REVENUES:	47,200	383,832	64,584	0	336,632	713.20 %	71,000	(312,832)	-440.61%
TRANSFERS-IN									
Cigarette Tax	0	0	0	0	0	0.00 %	2,824,000	2,824,000	100.00 %
Sales Tax	10,814,200	11,378,705	1,178,022	0	564,505	5.22 %	16,477,000	5,098,295	30.94 %
TOTAL TRANSFERS-IN:	10,814,200	11,378,705	1,178,022	0	564,505	5.22 %	19,301,000	7,922,295	41.05 %
TOTAL REV AND TRANSFERS-IN:	10,861,400	11,762,538	1,242,605	0	901,137	8.30 %	19,372,000	7,609,463	39.28 %

EXPENDITURES

Contract Construction - Capital Projects	16,531,100	654,408	33,617	0	15,876,692	96.04 %	37,967,477	37,313,068	98.28 %
TOTAL EXPENDITURES:	16,531,100	654,408	33,617	0	15,876,692	96.04 %	37,967,477	37,313,068	98.28 %
TOTAL EXPD AND TRANSFERS OUT:	16,531,100	654,408	33,617	0	15,876,692	96.04 %	37,967,477	37,313,068	98.28 %
Net for Fiscal Year 2019:	(5,669,700)	11,108,130	1,208,988		16,777,829		(18,595,477)	(29,703,605)	

User ID: kbentley
Report ID: AD-FN-GL-003
Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Idaho Transportation Department
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2019
Strategic Initiatives Program Fund (LHTAC-Local 40%)

Fund: 0270		Strategic Initiatives Program Fund (LHTAC-Local 40%)									
Fiscal Year:	2019	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)	
Budget Fiscal Year:	2019										
REVENUES											
State Sources - Miscellaneous Revenues											
		302,200	300,068	50,662	0	(2,132)	-0.71%	325,900	25,832	7.93 %	
TOTAL REVENUES:		302,200	300,068	50,662	0	(2,132)	-0.71%	325,900	25,832	7.93 %	
TRANSFERS-IN											
Statutory											
		24,118,550	24,118,550	0	0	0	0.00 %	24,118,550	0	0.00 %	
TOTAL TRANSFERS-IN:		24,118,550	24,118,550	0	0	0	0.00 %	24,118,550	0	0.00 %	
TOTAL REV AND TRANSFERS-IN:		24,420,750	24,418,618	50,662	0	(2,132)	-0.01%	24,444,450	25,832	0.11 %	
EXPENDITURES											
Contract Construction - Trustee & Benefit Payments											
		23,586,000	23,636,669	23,636,669	0	(50,669)	-0.21%	24,462,500	825,831	3.38 %	
TOTAL EXPENDITURES:		23,586,000	23,636,669	23,636,669	0	(50,669)	-0.21%	24,462,500	825,831	3.38 %	
TOTAL EXPD AND TRANSFERS OUT:		23,586,000	23,636,669	23,636,669	0	(50,669)	-0.21%	24,462,500	825,831	3.38 %	
Net for Fiscal Year 2019:		834,750	781,949	(23,586,007)		(52,801)	(18,050)		(799,999)		

User ID: kbentley
Report ID: AD-FN-GL-003
Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Idaho Transportation Department
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2019

Fund: 0375 GARVEE Debt Service Fund

	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES									
State Sources - Miscellaneous Revenues	0	76,599	10,115	0	76,599	0.00 %	0	(76,599)	0.00 %
TOTAL REVENUES:	0	76,599	10,115	0	76,599	0.00 %	0	(76,599)	0.00 %
TRANSFERS-IN									
Operating	0	15,602,512	0	0	15,602,512	0.00 %	0	(15,602,512)	0.00 %
TOTAL TRANSFERS-IN:	0	15,602,512	0	0	15,602,512	0.00 %	0	(15,602,512)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	15,679,111	10,115	0	15,679,111	0.00 %	0	(15,679,111)	0.00 %

EXPENDITURES

Bond Principal / Interest	0	55,268,573	371,960	0	(55,268,573)	0.00 %	0	(55,268,573)	0.00 %
TOTAL EXPENDITURES:	0	55,268,573	371,960	0	(55,268,573)	0.00 %	0	(55,268,573)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	55,268,573	371,960	0	(55,268,573)	0.00 %	0	(55,268,573)	0.00 %

Net for Fiscal Year 2019:

0 (39,589,462) (361,845) (39,589,462) 0 39,589,462

User ID: kbentley
Report ID: AD-FN-GL-003
Run Date: 07 Mar 2019
% of Time
Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2019

Fund: 0221 State Aeronautics Fund

Fiscal Year: 2019
Budget Fiscal Year: 2019

Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES								
Federal Sources - FAA	539,800	237,065	34,801	0	(302,735)	666,000	428,935	64.40 %
State Sources - Miscellaneous Revenues	274,089	315,623	23,229	0	41,534	330,500	14,877	4.50 %
Interagency Sources - Miscellaneous Revenues	162,900	192,024	31,378	0	29,124	250,000	57,976	23.19 %
TOTAL REVENUES:	976,789	744,711	89,408	0	(232,077)	1,246,500	501,788	40.26 %
TRANSFERS-IN								
Operating	1,515,944	1,912,976	124,415	0	397,032	2,150,000	237,024	11.02 %
TOTAL TRANSFERS-IN:	1,515,944	1,912,976	124,415	0	397,032	2,150,000	237,024	11.02 %
TOTAL REV AND TRANSFERS-IN:	2,492,733	2,657,687	213,823	0	164,955	3,396,500	738,812	21.75 %

EXPENDITURES

Permanent Staff Salaries	479,925	459,259	54,277	0	20,666	4.31 %	744,731	285,472	38.33 %
Board, Hourly, OT, Shift Diff	66,113	63,925	400	0	2,188	3.31 %	84,863	20,938	24.67 %
Fringe Benefits	216,812	200,113	25,933	0	16,699	7.70 %	344,706	144,593	41.95 %
In State Travel Expense	40,262	45,730	2,891	0	(5,468)	-13.58%	67,904	22,174	32.65 %
Out of State Travel Expense	13,943	14,648	3,822	0	(705)	-5.06%	17,800	3,152	17.71 %
Technology Operating Expense	27,493	36,822	16,100	272	(9,601)	-34.92%	40,780	3,686	9.04 %
Operating Expense	438,124	267,160	36,935	145,264	25,700	5.87 %	1,137,216	724,792	63.73 %
Technology Equipment Expense	4,599	5,994	0	0	(1,395)	-30.33%	5,200	(794)	-15.27%
Capital Equipment Expense	585,500	523,000	0	60,344	2,156	0.37 %	587,500	4,156	0.71 %
Capital Facilities Expense	478	478	0	0	0	0.00 %	260,000	259,522	99.82 %
Trustee & Benefit Payments	340,500	528,216	44,698	0	(187,716)	-55.13%	1,658,549	1,130,333	68.15 %
TAL EXPENDITURES:	2,213,749	2,145,345	185,056	205,880	(137,476)	-6.21%	4,949,249	2,598,024	52.49 %
TOTAL EXPD AND TRANSFERS OUT:	2,213,749	2,145,345	185,056	205,880	(137,476)	-6.21%	4,949,249	2,598,024	52.49 %
Net for Fiscal Year 2019:	278,984	512,342	28,767				(1,552,749)	(1,859,212)	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2019Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials	Reviewed By
Joel Drake	Financial Mgr., FP&A	JD	LSS
Preparer's Name	Preparer's Title	Initials	
Nathan Hesterman	Sr. Planner - Programming	ndh	

Subject

Monthly Reporting of Federal Formula Program Funding Through March		
Key Number	District	Route Number
N/A	N/A	N/A

Background Information

Idaho received obligation authority through September 30th via an Appropriation Act signed on February 15, 2019. Official notice from the FHWA was received on March 11th. Obligation authority through the end of the year (365/365^{ths}) is \$289.5 million which corresponds to \$286.9 million with match after a reduction for prorated indirect costs. Notice of the receipt of \$19.9 million of FY 2019 *Highway Infrastructure General Funds* was received on March 18th. Another April Board Item will be presented to determine how these funds will be split between state and local projects. Consequently, these funds are not shown yet on the following page.

Idaho has received apportionments via notices through March 11, 2019 of \$321.3 million which includes *Redistribution of Certain Authorized Funds* and *Highway Infrastructure General Funds* carried over from last year. Currently, obligation authority is 90.1% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through September 30, 2019.

Recommendations

For Information

Board Action

<input type="checkbox"/> Approved <input type="checkbox"/> Deferred _____
<input type="checkbox"/> Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Exhibit One Actual Formula Funding for FY2019

Per FAST Tables – Total Year	
Federal Aid Only	\$320,716
Including Match	\$344,374
Per Apportionments – Total Year	
Federal Aid Only	\$321,367
Including Match	\$345,073
Obligation Limits through 9/30/2019	
Federal Aid Only	\$289,508
Less prorated \$25M indirect costs w/Match	\$286,890

- Notes:
1. All dollars in Thousands
 2. 'Approved Program' amounts from the FY 2019 Board Approved Program (Sky Blue Book).
 3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through March 11, 2019.

Exhibit Two Allotments of Available Formula Funding through September 30, 2019

Program	Allotted Total Program Funding	Total Program Funding Remaining
All Other SHS Programs	\$218,676	\$123,253
GARVEE Formula Debt Service*	\$10,000	(\$1,791)
State Planning and Research*	\$6,907	\$487
Metropolitan Planning*	\$1,852	\$1,152
Railroad Crossings	\$1,950	\$1,875
Transportation Alternatives (Urban/Rural)	\$3,530	\$1,444
Recreational Trails	\$1,532	\$1,529
STBG - Local Urban	\$7,805	\$1,541
STBG - Transportation Mgt. Area	\$9,403	\$6,394
Transportation Alternatives (TMA)	\$430	\$79
STBG – Local Rural	\$12,822	\$7,454
Local Bridge	\$4,877	(\$4,371)
Off System Bridge	\$3,657	\$331
Local HSIP	\$3,448	\$946
Total (excluding indirect costs)	\$286,890	\$140,324

- Notes:
1. All dollars in Thousands.
 2. Allotments based on the FY 2019 Board Approved Program (Sky Blue Book).
 3. Funding amounts include match and reflect total formula funding available (excluding indirect costs).
 4. Data reflects both obligation and de-obligation activity (excluding indirect costs) as of March 31st.
 5. Advanced construction conversions of \$62.7 million are outstanding for FY 2019.
- * These programs are provided 100% Obligation Authority. Other programs are reduced accordingly. Includes \$207k payback from TAP to state and \$2,500k payback from Local Bridge to state



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials	Reviewed By
Michelle Doane	Business & Support Mgr	MD	LSS
Preparer's Name	Preparer's Title	Initials	
Michelle Doane	Business & Support Mgr	MD	

Subject

Non-Construction Professional Service Contracts issued by Business & Support Management		
Key Number	District	Route Number
N/A	N/A	N/A

Background Information

The purpose of this Board item is to comply with the reporting requirements established in Board Policy 4001 -'Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month.'

Business and Support Management section did not execute any professional service agreements in the previous month.

Recommendations

Information only

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 15 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
John Tomlinson/ Lewiston Youth	Highway Safety Manager	JT	LSS
Preparer's Name	Preparer's Title	Initials	
John Tomlinson	Highway Safety Manager	JT	

Subject

Shift: Youth Focus		
Key Number	District	Route Number

Background Information

Youthful drivers, ages 15-19, continue to be overrepresented in motor vehicle crashes. In 2017, youthful drivers were 2.3 times as likely as all other drivers to be involved in a fatal or injury crash. There were 31 people killed in crashes involving youthful drivers in 2017. While 73% of all crashes involving youthful drivers occurred in urban areas, 70% of all fatal crashes involving youthful drivers occurred in rural areas.

At this year's Highway Safety Summit, there will be a two hour session dedicated to youthful drivers. This will be a youth led session facilitated by the Bingham/Blackfoot Youth Advisory Council. Some youth from the Lewiston area will talk about what they did in the youth focused breakout session, including ideas for PSAs to take back to their high schools.

As part of Engaged Driving Awareness Month, there is a new Shift persona that is focused on youthful drivers. We will show the new video to the Board, to let them know the focus we are putting on this specific age group.

Also, the Office of Highway Safety has partnered with KTVB to do a statewide video contest. From now until April 30th, high school students can submit a Shift themed video, and then the public will vote on the winners. The winning video will be shown all summer long as part of the 100 deadliest days. The Board will see the contest promotional video, so they can see what is involved in participating in the contest.

Recommendations

For information.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☐Information Item ☐Amount of Presentation Time Needed 10 minutes

Presenter's Name John Tomlinson	Presenter's Title Highway Safety Manager	Initials JT	Reviewed By LSS
Preparer's Name John Tomlinson	Preparer's Title Highway Safety Manager	Initials JT	

Subject

Zero Fatalities Award D2		
Key Number	District	Route Number

Background Information

Clearwater County is one of four counties in Idaho with zero fatalities on their roadways in 2018. The Clearwater County Sheriff's Office, County Commissioners, ISP D2 and the ITD Shed in that area will be recognized for their efforts and dedication to highway safety.

The other counties with zero fatalities in 2018 are Butte, Camas and Custer County.

Recommendations

For information.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 20 min

Presenter's Name Doral Hoff / Blake Rindlisbacher	Presenter's Title D2 Eng. Manager / Eng. Services DA	Initials	Reviewed By
Preparer's Name Blake Rindlisbacher	Preparer's Title Engineering Services DA	Initials	

Subject

US-95 and Clearwater River Casino and Lodge		
Key Number	District	Route Number

Background Information

In the March 2019 Idaho Transportation Board meeting District 2 Engineer David Kuisti presented information regarding the safety concerns with the access to US-95 from the Clearwater River Casino and Lodge. Nez Perce Tribal Officials also addressed the Board and recommended that the speed limit on US-95 be reduced in the vicinity of the casino.

The purpose of this item is to provide additional information for the Board to consider regarding speed limit history and locations, crash history and potential short term and long term solutions that would improve safety at the access from the Clearwater River Casino and Lodge onto US-95.

Recommendations

Board Discussion

Board Action

<input type="checkbox"/> Approved <input type="checkbox"/> Deferred _____
<input type="checkbox"/> Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 5-10 min

Presenter's Name Blake Rindlisbacher, PE	Presenter's Title Engineering Services Division Adm	Initials BR	Reviewed By LSS
Preparer's Name Mike Cram	Preparer's Title Consultant Services Project Mngr	Initials MC	MC

Subject

Follow-up Regarding Agreement Threshold Requiring Idaho Transportation Board Approval		
Key Number	District	Route Number

Background Information

Board Policy 4001, Authority to Sign Contracts, Agreements and Grants and Requirement to Report Certain Contracts, states that Board approval is required when an agreement (original and supplemental agreements) brings the Department's obligation to more than \$1,000,000. The accompanying Administrative Policy 5001, of same name, outlines the same requirements. The current practice is to compile the approval requests as a consent calendar item or an individual item at the monthly Board meetings, each time the agreement goes over the \$1,000,000 threshold. For example, once the agreement exceeds the \$1,000,000, any/all subsequent supplemental requests will require Board approval.

During the February Board meeting the Board had discussion regarding this threshold (\$1,000,000) and whether the aforementioned Board and Administrative policies should be revisited.

Staff performed an analysis on this topic. The anticipated numbers of agreements, for projects in years 2022-2025 of the Idaho Transportation Investment Program (ITIP) year, are shown, by threshold, in the table below. The analysis was based on programmed construction costs and historical design and construction engineering & inspection (CEI) cost percentages.

Program Year	Number of Agreements over \$1M	Number of Agreements over \$1.5M	Number of Agreements over \$2M	Number of Agreements over \$2.5 M
2022	16	3	2	1
2023	14	7	3	2
2024/2025	34	19	8	8
TOTALS	64	29	13	11

* GARVEE Program doesn't anticipate any additional agreements over these thresholds aside from the ones already written or approved.

The number of agreements projected is based on the currently approved FY2018- FY 2025 ITIP projects scheduled in years FY2022- FY2025 and therefore dependent on changes made during any future ITIP updates. The numbers of agreements projected do not include any supplemental agreements beyond the noted threshold.

Recommendations

Board discussion on the topic of increasing the Board approval limit for Consultant agreements. Board and Administrative policies, 4001 and 5001, respectively, to be updated and presented for Board approval based on Board discussion.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	



**AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS
AND REQUIREMENT TO REPORT CERTAIN CONTRACTS**

Purpose

This policy delegates Idaho Transportation Board authority for signing and executing contracts to the Director, thereby allowing for the day to day operation of the Idaho Transportation Department. This policy also designates limits and controls for staff authority regarding contracts, agreements, and grants. Additionally, this policy establishes reporting requirements for the award of construction contracts and non-construction professional service agreements so the Board can monitor contract performance.

Legal Authority

The Department shall be responsible for managing contracts, agreements, and grants in accordance with:

Idaho Code 21-108 – Authority of the Board to enter into contract for Aeronautic facilities as prescribed by the federal authorities.

Idaho Code 40-309(1)(2) – Board authority to contract fully in the name of the state with respect to the rights, powers and duties vested in the Board by Title 40.

Idaho Code 40-310(7) – Board authority to approve the final plans, specifications, and estimates for state highways and cause contracts for state highways work to be let by contract in the manner provided by law.

Idaho Code 40-312(2) – Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.

Idaho Code 40-505 – The Director shall be the technical and administrative officer of the board and under the board's control, supervision and direction, shall have general supervision and control of all activities, functions and employees of the department. The Director shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.

Idaho Code 40-902 – Procedure for letting typical contracts (not design-build contracts) for the construction of state highways and bridges.

Idaho Code 40-904 – Statutory requirements for design-build contracts for the construction of state highways and bridges.

Idaho Code 40-905 – Procedure for the department to select construction manager/general contractor firms to award contracts for highway projects.

Idaho Code 49-201(1)(2) – Board authority to enter into agreements, compacts or arrangements with other jurisdictions on behalf of Idaho for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

Idaho Code 67-5711 – Construction, Alterations, Equipping, Furnishing and Repairing of Public Buildings and Works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars (\$100,000) for labor, materials and equipment (not including design costs, bid advertising and related bidding expenses).

Idaho Code 67-9203 – Definition of terms used in contracts and agreements in the State Procurement Act as administered by the Department of Administration.

Idaho Code 67-9205 – Powers and duties of the Administrator for the Division of Purchasing (Department of Administration) regarding state purchases and contracts not made under the Board's contracting authority.

Idaho Code 67-9206 – Division of Purchasing Administrator may delegate Title 67 state contract and purchasing authority to an agency employee who demonstrates sufficient competence in procurement to satisfy the administrator.

Idaho Code 67-9208 through 9224 – Uniform procurement and contracting procedures and processes to acquire all services and property not procured by the Board under Title 40 of the Idaho Code. The statutes require competitive bidding and that contracts be awarded to the lowest responsible bidder.

40 U.S.C. sections 1101 through 1104 – Commonly referred to as The Brooks Act (formerly 40 USC 541 through 544) – Requires qualification-based selection for contracting engineering and architectural services to include definitions, selection procedures and negotiations to contract for architectural and engineering services.

2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards – In the absence of specific federal requirements, procurement will follow normal competitive bidding and award to lowest responsible bidder procurement laws.

23 CFR Part 172 – Defines methods of procurement when federal funds are involved; need to use qualifications-based selection matters for engineering and design related services in the same manner as a contract for architectural and engineering services under the Brooks Act (formerly 40 United States Code sections 541 thru 544).

23 CFR Part 230 – External Programs, Subpart A: Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including Supportive Services).

48 CFR Part 31 – Federal acquisitions regulations system governing procurement when federal funding is involved.

Delegated Authority

The Director or delegate shall approve contracts, agreements, and grants, and is authorized to sign all contracts, agreements, and grants required for the proper functioning of the Idaho Transportation Department. Signing authority may be delegated to Executive Officers, Division Administrators, District Engineers, and Section Managers when acting within their jurisdictional duties. Any authority so delegated shall conform to all applicable laws, rules, and regulations. Such authority shall not be exercised by the delegate in the event of a conflict of interest or if apparent personal gain is evidenced.

Legal Review

All Department documents of a contractual nature must be in accordance with federal and state laws, and must be reviewed by the Department's Legal section. The Legal section shall review all negotiated contracts or agreements, except for right of way agreements and standard formatted agreements that have been previously reviewed by the Legal section. Standard Department contract templates need not be re-submitted, unless the standard contract template is revised.

Log or Register of Contracts, Agreement and Grants

The Director shall instruct originating offices to maintain a log or register of their respective contracts, agreements, or grants.

Professional Service Agreements

The Director is authorized to seek necessary professional services outside the Idaho Transportation Department when the required services are not available within the Department.

Selection of professional service firms shall follow federal guidelines when the services involve federal funds. The Department shall establish internal procedures to ensure complete compliance. Procedures for non-federal-aid professional service agreements shall also conform to state statutes and fiscal controls.

The Director or a delegate is authorized to approve:

- Routine engineering and right of way agreements between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of \$1,000,000. Supplemental agreements, including the original agreement, that would bring the Department's obligation to more than **\$1,000,000** require Board approval.
- Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of \$50,000. Supplements that would bring the Department's obligation to more than \$50,000 require Board approval.

Term agreement procedures allow consultants to be pre-qualified and approved to perform services on immediate notice. Task agreements are initiated as part of a term agreement, and are for specific, well-defined, and narrow-focused work. The Director or a delegate is authorized to approve task agreements that do not exceed, nor are expected to exceed, \$500,000. Task agreements that exceed \$500,000 and task agreements whose cumulative costs relating to a specific project or two-year term agreement that would bring the Department's obligation to more than \$1,500,000 require Board approval.

All agreements and supplemental agreements shall conform with the other provisions of this policy.

Requirement to Report Construction Contracts

The Director, or a delegate, shall approve plans, specifications, estimates, advertisements, and awards for current-year construction projects listed in the Board-approved Idaho Transportation Investment Program (ITIP).

The Board shall be advised monthly of:

- all ITIP professional services that were used during the preceding month;
- all ITIP project advertisement and bid opening dates;

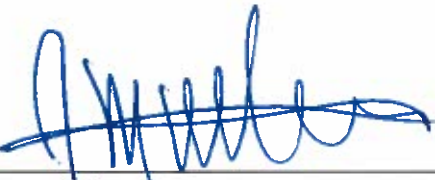
- the obligation status for the current fiscal year; and
- the bid status of highway projects;

The Board shall approve

- the justification for awarding or rejecting contracts when the bid exceeds the engineer's estimate by more than ten percent (10%); or
- bids that exceed the Engineer's estimate by more than 2 million dollars.

Requirement to Report Non-Construction Professional Service Agreements

Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month. The report may be included in the monthly consent items reviewed by the Board.



Jerry Whitehead
Board Chairman

Approved by the Board on:

Date 5/17/2018



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

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8000 • itd.idaho.gov

ADMINISTRATIVE POLICY 5001
Page 1 of 6

**AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS
AND REQUIREMENT TO REPORT CERTAIN CONTRACTS**

Purpose

This policy implements Board Policy 4001 concerning the authority to sign contracts, agreements, and grants, and the requirement to report certain contracts.

Legal Authority

The Department shall be responsible for managing contracts, agreements, and grants in accordance with:

Idaho Code 21-108 – Authority of the Board to enter into contract for Aeronautic facilities as prescribed by the federal authorities.

Idaho Code 40-309(1)(2) – Board authority to contract fully in the name of the state with respect to the rights, powers and duties vested in the Board by Title 40.

Idaho Code 40-310(7) – Board authority to approve the final plans, specifications, and estimates for state highways and cause contracts for state highways work to be let by contract in the manner provided by law.

Idaho Code 40-312(2) – Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.

Idaho Code 40-505 – The Director shall be the technical and administrative officer of the board and under the board's control, supervision and direction, shall have general supervision and control of all activities, functions and employees of the department. The Director shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.

Idaho Code 40-902 – Procedure for letting typical contracts (not design-build contracts) for the construction of state highways and bridges.

Idaho Code 40-904 – Statutory requirements for design-build contracts for the construction of state highways and bridges.

Idaho Code 40-905 – Procedure for the department to select construction manager/general contractor firms to award contracts for highway projects.

Idaho Code 49-201(1) (2) – Board authority to enter into agreements, compacts or arrangements with other jurisdictions on behalf of Idaho for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

Idaho Code 67-5711 – Construction, Alterations, Equipping, Furnishing and Repairing of Public buildings and works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars (\$100,000) for labor, materials and equipment (not including design costs, bid advertising and related bidding expenses).

Idaho Code 67-9203 – Definition of terms used in contracts and agreements in the State Procurement Act as administered by the Department of Administration.

Idaho Code 67-9205 – Powers and duties of the Administrator for the Division of Purchasing (Department of Administration) regarding state purchases and contracts not made under the Board's contracting authority.

Idaho Code 67-9206 – Division of Purchasing Administrator may delegate Title 67 state contract and purchasing authority to an agency employee who demonstrates sufficient competence in procurement to satisfy the administrator.

Idaho Code 67– 9208 through 9224 – Uniform procurement and contracting procedures and processes to acquire all services and property not procured by the Board under Title 40 of the Idaho Code. The statutes require competitive bidding and that contracts be awarded to the lowest responsible bidder.

40 U.S.C. sections 1101 through 1104 – Commonly referred to as the Brooks Act (formerly 40 USC 541 through 544) – Requires qualification-based selection for contracting engineering and architectural services to include definitions, selection procedures and negotiations to contract for architectural and engineering services.

2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards. In the absence of specific federal requirements, procurement will follow normal competitive bidding and award to lowest responsible bidder procurement laws.

23 CFR Part 172 – Regulations governing the procurement, management, and administration of engineering and design related services in the same manner as procurement for architectural and engineering services under the Brooks Act (formerly 40 United States Code sections 541 thru 544).

23CFR Part 230 – External Programs, Subpart A: Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including Supportive Services).

48 CFR Part 31 – Federal acquisitions regulations system governing procurement when federal funding is involved.

I. GENERAL CONDITIONS

All contracts, agreements, or grants shall conform to department policies and procedures for federal and state laws. Executive Officers, Division Administrators, District Engineers, and Section Managers, by the stipulations of this policy, may sign contracts, agreements, or grants that are in the best interests of the public, and for the proper functioning of the Idaho Transportation Department. The Chief Administrative Officer is responsible for department conformance procedures.

All contracts, agreements, or grants require:

Financial Review and Approval

Before signing a department contract or agreement that expends funds, the signing authority shall confirm that funds are available to meet the terms of agreement. Charges and cost distribution for payments shall be according to instructions issued by the Financial Services section. When the contract or agreement is completed, Financial Services shall also be notified of all capital leases and proper budgetary approval shall be obtained.

Prior to applying for grants over \$10,000, approval from the Division of Financial Management (DFM) shall be obtained. This approval shall be coordinated through the Financial Planning and Analysis Office.

Equal Opportunity/Affirmative Action

All contracts, agreements, or grants shall ensure that all persons are treated fairly and equitably, with no regard to race, color, religion, sex, national origin, age, or disability. Good faith efforts shall be made to achieve Idaho's annual participation goals for qualified disadvantaged business enterprises (DBE).

Changes to the Provisions or Terms

Changes to the provisions or terms should be handled similar to establishing a new contract, agreement, or grant or in accordance with applicable procedures.

II. IDAHO TRANSPORTATION INVESTMENT PROGRAM (ITIP) CONTRACTS AND AGREEMENTS**Project Construction Work**

Plans, Specifications and Estimate (PS&E) shall be approved by District Engineer or delegate prior to bidding and advertisement by the Contracting Services section. Project advertisement and award shall be approved by Contracting Services Engineer. The Appropriate Division Administrator or a delegate may sign contracts for construction work on State Highway System projects and Local Public Agency projects approved by the Transportation Board.

Professional Service Agreements and Right of Way Agreements

Professional services are defined as engineering (i.e. material inspection, bridge inspection, construction inspection, design, environmental, archaeological, geotechnical engineering, transportation planning, research, public involvement, and information technology engineering), architectural, legal, accounting, claim analysis, auditing, and right of way services where negotiating the price is the accepted practice of the profession.

All professional service agreements are required to be procured through Qualifications Based Selection Procedures (excluding Right of Way services). Professional service agreements shall be processed through Consultant Services in the Contracting Services section. Professional service agreements for local public agency (LPA) federal-aid projects shall be processed according to the Guidelines for Local Public Agency Projects and noted legal authority within this policy.

All right of way agreements shall be initiated by and processed through the headquarters Right of Way section.

Routine engineering between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of \$1,000,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplemental agreements, including the original agreements, that would bring the Department's obligation to more than \$1,000,000 require Board approval. Routine right of way agreements must follow these agreement limits however approval for agreements totaling up to \$1,000,000 is limited to appropriate Division Administrator or delegate.

Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of \$50,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplements that would bring the Department's obligation to more than \$50,000 require Board approval.

State/Local Agreements

Agreements with local government entities for projects off the State Highway System shall be called State/Local Agreements. They shall be initiated and administered by the Districts or LHTAC and processed by the Contracting Services section.

Agreements for the Transportation Alternatives projects, Scenic Byways projects, and other projects administered by the district shall be recommended by the District Engineer or a delegate and approved by the appropriate Division Administrator or a delegate. Agreements for projects administered by the Local Highway Technical Assistance Council (LHTAC) and Ada County Highway District (ACHD) shall be approved by the appropriate Division Administrator or a delegate.

Cooperative Agreements

Agreements with local government entities for projects or activities other than locally sponsored projects shall be called Cooperative Agreements. These agreements shall be initiated by Districts or at the headquarters offices and shall be processed by the Contracting Services section. The agreements shall be approved by the District Engineer or appropriate HQ Section Manager or a delegate. Cooperative agreements for construction of state highways shall be in accordance with Board Policy 4029 and Administrative Policy 5029 - Cooperative Agreements for Construction of State Highways.

Railroad and Utility Agreements

Agreements with railroads and utility companies shall be initiated, administered, and processed by the District in cooperation with the Contracting Services section. These agreements shall be approved by the District Engineer or a delegate.

Road Closure and Maintenance Agreements

A Road Closure and Maintenance Agreement with local government entities shall be required for projects where there is a change in maintenance responsibility, or a road closure. The agreement shall be prepared by the Districts, and processed through the Contracting Services section. The agreement shall be recommended by the District Engineer and approved by the Chief Engineer. If the agreement is specific to a System adjustment, it must be in accordance with Board Policy 4061- State Highway System Adjustments.

III. GOODS AND SERVICES CONTRACTS AND AGREEMENTS

Contracts or Agreements for goods and services that are NOT directly connected to a highway project or activity listed in the Idaho Transportation Investment Program (ITIP) shall be approved and executed by the Purchasing Agent in the Business and Support Management section. These contracts or agreements shall be administered and managed in partnership with the requesting Districts or Divisions. Goods and services contracts or agreements shall be in compliance with procedures established by the Idaho Department of Administration, Division of Purchasing.

Goods and services may include but are not limited to, activities such as training, information technology systems, commodities, routine and preventative maintenance services, equipment, non-construction professional services, highway maintenance sand and salt acquisition and staging, highway striping paint, highway signs, and other highway non-professional services under the authority of Idaho Statute Title 40 Highway and Bridges etc.

IV. NON-PROJECT HIGHWAY RELATED CONTRACTS AND AGREEMENTS

All contracts or agreements for non-project, highway-related public works shall be initiated, executed, administered, and project-managed by the Districts in partnership with the Business and Support Management section. All contracts or agreements shall be executed and administered by the Business and Support Management Facilities Program manager. This may include, but is not limited to, project service-related activities, such as: rest area repair, right-of-way maintenance, non-project equipment rental, and right-of-way noxious weed control.

V. BUILDING FACILITY PUBLIC WORKS CONTRACTS AND AGREEMENTS

All contracts or agreements for building facility public works shall be initiated, executed, administered, and project-managed by the Districts in partnership with the Business and Support Management section. All contracts or agreements shall be executed and administered by the Business and Support Management Facilities Program Manager. This may include, but is not limited to, administrative building repairs less than \$100,000, non-administrative buildings construction and repair, landscaping, or any other building non-professional services, etc. under the authority of Idaho Statute 67-5711. Qualification Based Selection for building facility Architectural and Engineering services for design professionals shall be procured through Business and Support Management.

VI. GRANT PROGRAM AGREEMENTS

The appropriate Division Administrator, HQ Section Manager, or a delegate, that oversee a grant program for the department are authorized to sign agreements and documents necessary for the grant programs administered by their respective Division or Section.

VII. INFORMATION TECHNOLOGY AND COMPUTER PURCHASE AND SERVICE CONTRACTS OR AGREEMENTS

Contracts or agreements for information technology and computer purchases or service shall be obtained through Business and Support Management and approved by Enterprise Technology Services and technology governance. In addition, the contract or agreement shall be cleared through the Idaho Department of Administration, Office of Information Resource Management, and the Division of Purchasing. The contracts or agreements shall be executed as outlined in Section III, GOODS AND SERVICES CONTRACTS AND AGREEMENTS.

VIII. SPECIAL EVENT AGREEMENTS

Division Administrators, District Engineers or delegate, may sign agreements for use of highways or other department facilities for special events. The approval shall be as designated in Administrative Policy 5546, Special Events on Highways.

IX. MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT

Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) are agreements with federal agencies, Idaho state agencies, local governments, other nations, and non-governmental organizations. The approval shall be as designated in Administrative Policy 5007, Memorandum of Understanding or Memorandum of Agreement.

X. AGREEMENTS, COMPACTS, OR ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO

The Motor Vehicles Administrator or delegate is authorized to sign agreements, compacts, or arrangements on behalf of Idaho for vehicle reciprocity, motor carrier enforcement, handicap parking reciprocity, overlegal permitting reciprocity, proportional registration of commercial vehicles, and other reciprocal agreements relating to driver licensing and the movement of vehicles, if the agreement provides for equitable treatment of the citizens of Idaho by the other participating jurisdiction(s).

Approved by the Director on:



Brian W. Ness
Director

Date: 5/29/2018



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2019

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 Minutes

Presenter's Name Drew McGuire	Presenter's Title Grants/Contracts Officer	Initials DM	Reviewed By LSS
Preparer's Name Drew McGuire	Preparer's Title Grants/Contracts Officer	Initials DM	

Subject

Public Transportation Advisory Council District 1 Member		
Key Number N/A	District 1	Route Number N/A

Background Information

Background: The Public Transportation Advisory Council (PTAC), established through Idaho Code 40-514, is to advise the Idaho Transportation Department on issues and policies regarding public transportation in Idaho. The council shall participate in planning activities, identify transportation needs, and promote coordinated transportation systems. Before setting programs and priorities, the council shall seek pertinent information, facts and data from local governments, agencies, and providers regarding rural public transportation issues.

The PTAC is comprised of six members, one from each ITD District. The District 1 member resigned in late 2018 due to concerns over conflict of interest with his new position as Executive Director of Selkirks-Pend Oreille Transit in Sandpoint, Idaho. In early 2019, the Public Transportation (PT) Office solicited applications to fill the vacated position. The PT Office received and reviewed three applications and conducted interviews with each applicant.

During their March 5, 2019 meeting the PTAC unanimously determined all applicants are qualified to fill the vacant position.

The District 1 member term began July 1, 2018 and is set to expire June 30, 2021. The applicant appointed will fulfill the remainder of the term.

ACTION: The Public Transportation Office hereby requests the Idaho Transportation Board to select and approve a District 1 PTAC member from the nominations provided.

Recommendations

Board approval of the attached resolution, page 124.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

Kimberly A. Hobson
208-818-3513
kimberlyahobson@gmail.com
 [@Kimberlyahobson](#)

December 20, 2018

Greetings,

I believe that public transportation provides the basis by which a local economy is built. Public transportation offers all people choices and opportunity, not just for the ALICE population for which it provides access to jobs and the opportunity to improve their circumstances, or for the elderly population who may choose not to drive and which, in Kootenai County alone, has grown by 98% over the last 15 years. Public transportation provides choice and transportation options for all local citizens.

I believe in the importance of public transportation and because I can now represent stakeholders and consumers without any conflict of interest, without having to represent the views or desires of a single organization or boss to whom I am accountable, I feel that I can truly work toward uniting the fragmented efforts, supporting a coordinated plan and helping to build a partners not empires. North Idaho is a better place when all the transit systems, municipalities, and local organizations work together as one. It has always been my desire to create a cooperative partnership between entities for the good of public transit's stakeholders and I hope to have this chance to work toward that.

I appreciate your consideration for the Public Transportation Advisory Council District 1 position.

With regard,




Kimberly A. Hobson

KIMBERLY A. HOBSON

208-818-3513

kimberlyahobson@gmail.com

 @Kimberlyahobson

Summary

Developed grant required policy and procedures that brought transit system into regulatory compliance, conducted contractor oversight and training, maintained contractor and staff relations

Areas of Expertise

Contractor/Subrecipient Oversight and Training
Contractor and Staff Relations
ADA Policies and Programs

DOT Drug and Alcohol Policies and Oversight
Public Involvement Process
Monitoring Federal and State Grant Compliance

Professional Experience

Family Self-Sufficiency Specialist – Idaho Housing and Finance HUD Certified Housing Counselor

- Represents the organization to community groups and stakeholders
- Liaisons with community organizations to assist low income clients with gaining employment, education and financial skills
- Provides guidance and education surrounding home buying, reverse mortgages, loan modifications and foreclosures

Program Specialist (Public Transit) – Kootenai County Former PIO of Kootenai County Emergency Operations

- Acted as a liaison between agencies, the community, elected officials, planners and external committees
- Provided technical and grant assistance to contracted or subrecipient agencies and non-profits
- Established and maintained data collection methods and analysis required by grants, prepared and presented monthly reporting
- Developed and made formal recommendations for implementing all policies and procedures relating to program operations in conjunction with changing state and federal grant requirements
- Developed and monitored performance goals for contractors, sub-recipients and third-parties to ensure goals were achieved
- Monitored contractors and subrecipients to ensure that projects stayed within budget
- Oversaw and provided training and performance of sub-recipients, contractors and community partners
- Made regulatory determinations for ADA qualified specialized transit
- Lead or assisted in the RFP process including following all applicable federal or state requirements

Volunteer Coordinator – Kootenai Humane Society

- Identified and implemented goals and objectives reflecting the needs and mission of the organization
- Assessed the organization's daily needs and staffed the volunteer program to fulfill those needs
- Provided positive and supportive leadership and training to volunteer staff
- Promoted the volunteer program to gain community support

- . Developed and implemented an intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization

Director of Development and Marketing – Village at Orchard Ridge

Marketing Assistant – Village at Orchard Ridge

- . Administered community relations efforts including public speaking, advertising, and publicity efforts
- . Crafted graphics, press releases, invoices, and newsletters
- . Established and managed social media presence
- . Updated and maintained website
- . Maintained relationships with clients, vendors, volunteers, and support organizations
- . Created, prepared, and oversaw all direct mailings, newsletters, brochures, printed collateral, website, press releases and advertising
- . Researched and implemented enhanced customer relations systems
- . Obtained measurable results in organizing and implementing annual gift drives, grant research and writing, corporate and foundation giving, direct mail appeals and special events
- . Produced an annual, comprehensive fund development plan, identified revenue goals and analyzed progress

Instructor – North Idaho Christian School

- . Trained students to use Microsoft Office Suite programs and multimedia tools
- . Set goals and developed a strategy to meet or exceed expectations
- . Maintained strict confidentiality and demonstrated fiduciary discretion
- . Supervised and guided individuals and groups toward task completion
- . Demonstrated ability to learn new technology quickly and instruct others
- . Managed successful conflict resolution practices

Education

M.A. in Communication and Leadership from Gonzaga University – 2012

B.S. in Business Communication from University of Phoenix – 2009

Certifications and CEUs

HUD Certified Housing Counselor

ADA Paratransit Operations

Procurement for Small and Medium Systems

DOT Drug and Alcohol Supervisor Reasonable Suspicion

PASS Trainer

KIMBERLY A. HOBSON

208-818-3513

kimberlyahobson@gmail.com



[@Kimberlyahobson](#)

References

Alan Eirls

Citylink

208-660-9238 Mobile

208-769-2600 x7291

Jeannette Leckvold

Formerly of Kootenai County Transit

425-478-3687 Mobile

Sara Sumner

Formerly of Kootenai County Transit

434-282-4417 Mobile

Sfs7pf@gmail.com

Toby Ruhs

Kootenai Health Transit Department

208-625-5031 Work

208-818-0406 Mobile

truhs@kh.org

W. Todd Tondee

Post Falls Highway District

Formerly of Kootenai County Transit

208-640-3446

wtttondee@gmail.com

Holly Johnson

Director Community Relations

The Village at Orchard Ridge

624 West Harrison Ave

Coeur d'Alene, ID 83814

208-664-8119 Work

208-640-9136 Mobile

Resha Oylear

MV Transportation

815-980-0362 Cell

Resha.oylear@mvtransit.com

Funding Review Functions

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:


- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Kimberly Hobson

Print Name


Signature

December 22, 2018

Date



Public Transportation Advisory Committee (PTAC) Application Form

Required for Submission

Please include the following information:

- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Current resume, including your work experience, educational background and any other relevant experience.

Contact Information

Full Name: Kimberly A. Hobson

Street Address: 3105 E Woodlyn Ct City/State/Zip: Hayden, ID 83835

Phone: 208-818-3513 Email: Kimberlyahobson@gmail.com

Organization Affiliation (if any):

Name: _____

Street Address: _____ City/State/Zip: _____

District you are applying for:

District 1 ☒ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐ District 6 ☐

Public Transportation Advisory Council (PTAC)

APPLICATION

District Appointment:

District 1



Contact – Rachel Pallister, Grants/Contracts Officer

Rachel.Pallister@itd.idaho.gov or (208) 334-8822

Funding Review Functions

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- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

RYAN LUTTMANN

Print Name



Signature

12/11/18

Date



Public Transportation Advisory Committee (PTAC) Application Form

Required for Submission

Please include the following information:

- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Current resume, including your work experience, educational background and any other relevant experience.

Contact Information

Full Name: RYAN J. LUTTMANN

Street Address: 607 W. SUPERIOR ST. City/State/Zip: SANDPOINT, ID 83864

Phone: (208) 627-7775 Email: rluttmann@centurywest.com

Organization Affiliation (if any): (EMPLOYER)

Name: CENTURY WEST ENGINEERING

Street Address: 105 PINE ST, SUITE 105 City/State/Zip: SANDPOINT, ID 83864

District you are applying for:

District 1 ☒ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐ District 6 ☐

RYAN J. LUTTMANN, P.E.

607 W. Superior St.

Sandpoint, ID 83864

208-627-7775

rluttmann@centurywest.com

ABOUT:

Ryan brings 21 years of experience in planning, design and review of public infrastructure and transportation facilities. His career includes working in both private and public sectors giving him a broad range of experience. He has the ability to cooperate with multiple organizations to balance various perspectives and achieve an end result that benefits the communities that he serves. Ryan values the relationships he has developed over his career and emphasizes out-of-the-box thinking and creation of a long-term solution that accounts for the best use of funds and resources.

EDUCATION:

UNIVERSITY OF IDAHO - MOSCOW, IDAHO, 1997
Bachelor of Science Degree in Civil Engineering

BOISE STATE UNIVERSITY - BOISE, IDAHO, 1992-1996
Undergraduate studies in Civil Engineering

PROFESSIONAL REGISTRATIONS:

Idaho Professional Civil Engineer, No. 10390

COMMUNITY INVOLVEMENT:

Rotary Club of Sandpoint, President, Member, 2016-current

Post Falls Community Volunteers, Member, 2015

Rotary Club of Post Falls, President Elect 2015, Member, 2013-2016

Leadership Coeur d' Alene, Member, 2013

Sandpoint Community Star Award, Recipient, 2004

Rotary Club of Sandpoint, President, 2004, Member, 2000-2013

Bonner County Area Transportation Team, Member, 2004-2012, 2016-current

Idaho Association of County Engineers and Road Supervisors, 2004-2012

Bonner County Historical Society, Board Member, 2003-2005

Bonner County Local Emergency Planning Committee, Member, 2004-2012

Leadership Sandpoint, Member 2004

CAREER SUMMARY:

CENTURY WEST ENGINEERING, SANDPOINT, IDAHO

Senior Project Manager, February 2018 – Current

Serving as the Contract City Engineer for Kootenai, Idaho and performing business development and maintaining relationships with municipal clients within northern Idaho, District 1 for a consulting engineering firm. Working with clients to determine the goals of engineering projects, developing project schedules, and determining the resources needed to accomplish the goals within the available project funds. Creating a detailed plan to achieve each stage of the project and selecting and leading a project team in the development of plans, specifications and estimates as well as various technical reports for public agency projects. Management of project schedules, budgets and invoicing for engineering services. Reporting regularly on progress of the projects and presenting at public meetings.

CITY OF SANDPOINT, SANDPOINT, IDAHO

Public Works Director/City Engineer, February 2016 – February 2018

Provided administrative and management duties over the Public Works Department, including water and wastewater systems and treatment facilities, street construction and maintenance, building services, street lighting, stormwater management, equipment fleet management, contract and grant administration, and department budgeting and capital improvement planning. Perform professional engineering duties, including project and plan review and approval, project design and management, and providing technical support to other City departments. Lead the solicitation and selection process for consulting engineering services, negotiate contracts and change orders, administer and coordinate engineering activities, work with other public agencies. Supervise the Water and Wastewater Supervisors, the Building Official and Street Supervisor and recruit, interview and select public works staff.

J-U-B ENGINEERS, INC., COUER D'ALENE, IDAHO

Area Transportation Manager/Senior Project Manager, April 2012 – February 2016

Performed business development and relationship building with municipal and private sector clients, proposal writing and interviewing for potential projects, and attending city council and planning and zoning commission meetings. Lead and managed a team of ground transportation engineers and support staff in the development of plans, specifications and estimates as well as various technical reports for public agency transportation projects. Management of project schedules, budgets and invoicing for engineering services. Assigned tasks, projects and monitored assigned personnel. Recruited, interviewed, selected, trained, coached and motivated transportation professionals. Assisted in the identification and implementation of continuous improvement strategies and client satisfaction opportunities.

BONNER COUNTY, SANDPOINT, IDAHO

Director of Road and Bridge, February 2009 – April 2012

Assumed full management and leadership responsibility for Road and Bridge services, staff, facilities and activities. Managed and participated in the development and administration of the annual operating budget for staffing, equipment, materials and supplies for approximately 685 centerline miles of roadway; directed, monitored and approved expenditures; directed the preparation of and implemented budgetary adjustments as necessary. Managed the development and implementation of Road and Bridge goals, objectives, policies, and priorities; established appropriate service and staffing levels; allocated resources accordingly. Selected, trained, motivated

and evaluated personnel; provided and coordinated staff training; worked with employees to correct deficiencies; implemented discipline or termination procedures. Developed and scheduled equipment purchase and replacement. Responded to and resolved difficult and sensitive inquiries and complaints. Maintained a cooperative working relationship with other agency staff in a similar field of service. Prepared and presented staff reports and other necessary correspondence. Represented Road and Bridge to other County departments, elected officials and outside agencies; interpreted and explained County policies, programs and activities; negotiated and resolved sensitive, significant and controversial issues. Met with staff to identify and resolve problems; assigned projects and areas of responsibility; reviewed and evaluated work methods and procedures. Prepared and updated policy and procedure manuals. Adhered to safe work practices and procedures. Directed, attended and participated in meetings, attended workshops, conferences and classes to increase professional knowledge; served on committees as assigned.

BONNER COUNTY, SANDPOINT, IDAHO

County Engineer for Bonner County Public Works, July 2004 – February 2009

Performed engineering duties relative to Bonner County Public Works. Developed stormwater management plans, traffic impact studies, construction plans and documents for agency approval for Bonner County projects. Worked with Idaho Department of Environmental Quality and other agencies to ensure compliance with site closure requirements. Reviewed conditional use permits, stormwater management plans, zone changes, subdivisions, traffic impact studies and other planning and zoning applications for compliance with existing codes. Researched and identified right-of-way locations and descriptions and served as expert witness for Bonner County in right-of-way disputes. Worked with consulting engineering firms in the development of contract documents and construction plans for road projects, standard drawings and transportation studies.

J-U-B ENGINEERS, INC., SANDPOINT, IDAHO

Project Manager/Sandpoint Office Manager, May 2000 – July 2004

Office management which included assisting in the development of the company strategic plan and serving as a performance coach for employees in the Coeur d'Alene Office. Involved marketing public sector clients and managing the development team through the design and construction of municipal water, wastewater and transportation projects. Duties included client management, planning and design, administration, public presentation, permitting and agency approvals, contract documents and plans, competitive bidding and awards, construction management, preparing partial pay estimates and change orders, problem resolution and negotiation, and project monitoring.

RUEN-YEAGER & ASSOCIATES, INC., SANDPOINT, IDAHO

Engineer-in-Training, June 1997 – May 2000

Design Engineer - performed analysis, design and construction observation for water, wastewater, and transportation facilities for municipal and private clients in Bonner, Boundary and Kootenai Counties and designed Stormwater and Erosion Control plans in Bonner and Kootenai County. Worked with a project engineer to perform planning and design, permitting and agency approvals, contract documents and plans, competitive bidding and awards, construction management, preparing partial pay estimates and change orders, LID's, problem resolution and negotiation, and project monitoring.

REFERENCES:

References available upon request



December 17, 2018

Deputy Director Scott Stokes
Idaho Dept. of Transportation
3311 West State
Boise, Idaho 83707-1129

Dear Scott:

I am very honored and pleased to write this letter of support of the nomination of Ryan Luttmann to the vacancy on the State Public Transportation Advisory Board.

As a strong advocate for PT services in the State of Idaho, I am sure that Ryan will serve as a strong advocate for services, and support Jeff and the entire staff in their administration of this federally funded program. He also has great rapport with other transportation groups so will fit in well with the other members of this Board.

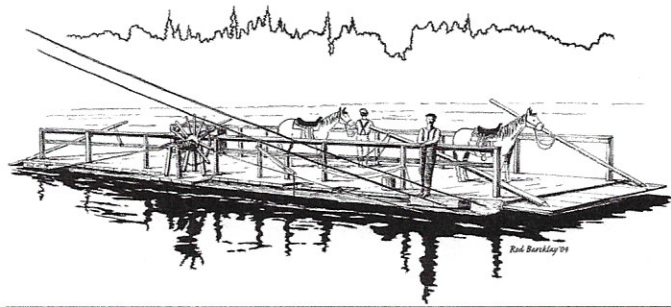
As you can see, this letter is being written on LHTAC letterhead, as Ryan is, and will continue to serve, as a strong advocate for the various systems throughout the state which are based in local communities/cities in Idaho. His experience working with the locals is noteworthy in the area of transportation services in D1 and this is a logical extension of that experience.

His background as a P.E. will also serve to assist the board in technical issues which come up in the field.

I urge your appointment of Ryan to this position as he will serve PT and the State of Idaho with fervor and integrity.

Respectfully submitted,

Susan Kiebert, Local Communications Coord.



CITY OF BONNERS FERRY

7232 Main Street

P.O. Box 149

Bonnors Ferry, Idaho 83805

Phone: 208-267-3105 Fax: 208-267-4375

December 20, 2018

Idaho Transportation Department
Public Transportation Manager Jeff Marker
3311 W. State Street
P.O. Box 7129
Boise, ID 83707

Dear Mr. Marker,

It is my pleasure to write this letter of recommendation for Ryan Luttmann for the District One PTAC member. I have known Ryan for a number of years as the Boundary Economic Development Director, and as the Mayor of Bonners Ferry, and his integrity and professionalism are beyond reproach.

His excellent communication skills, ability to think of innovative solutions, and his ability to work constructively with others make him an ideal candidate. His experience in both the private sector and the public sector gives him a unique and thoughtful perspective that would be beneficial to the Council.

As a former PTAC member, I feel that Ryan's personal qualities and professional experience would be a great asset to PTAC, and I give him my highest recommendation.

Sincerely,

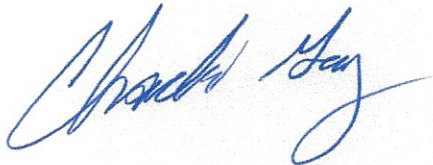
David Sims, Mayor

March 30, 2017

To Whom It May Concern

I am pleased to write a Letter of Recommendation for Ryan Luttmann, P.E. as a member of the Public Transportation Advisory Council. I have known Ryan both professionally and personally for 20 years. Ryan has proven to be a man of exceptional character with high standards in his profession. He is highly respected throughout the engineering community. Ryan's background in all phases and aspects of municipal engineering will be an asset to PTAC. He is familiar with the processes of ITD and grant programs. His knowledge in the transportation field should allow him to get up to speed immediately. Ryan is a very good communicator and will be an effective member of the board.

I strongly recommend Ryan Luttmann for this position.

A handwritten signature in blue ink, appearing to read "Charlie Gay". The signature is fluid and cursive, with the first name "Charlie" and the last name "Gay" clearly distinguishable.

Charlie Gay, P.E
Manager
Silver Express Bus Service
Operated by: Northwest Medical Transport, LLC

December 21, 2018

Scott Stokes, Deputy Director
Idaho Transportation Dept.
3311 West State
Boise, Idaho 83720

Dear Scott:

I would like to express my support for the appointment of Ryan Luttmann to the Public Transportation Advisory Council (PTAC). His knowledge and support of local transportation services in Idaho makes him an ideal representative for District One.

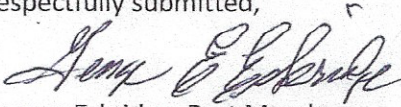
As a former member of that group, I feel that Ryan will serve as a strong advocate for Public Transportation in Idaho as well as District 1, and will support the PTAC staff in the administration of the federal dollars which Idaho receives.

Ryan's professional experience includes Bonner County Public Works Director and Sandpoint's City Engineer, which gives him the insight into the larger world of transportation in North Idaho and how public transportation fits into that larger array of services.

Additionally, his background as a Professional Engineer will also provide some technical support for the deliberations of the PTAC Board.

I support Ryan's appointment to fill this PTAC vacancy and know that he will serve District 1 and the entire State of Idaho well.

Respectfully submitted,


George Eskridge, Past Member
Idaho PTAC Board

December 20, 2018

Idaho Transportation Department Board
3311 W. State St.
Boise, ID 83707

Re: Ryan Luttmann
PTAC Candidate

Dear Board Members,

I writing in support of Ryan Luttmann as a candidate for the District 1 position on the Public Transportation Advisory Council.

I have known Ryan for 15 years. I have found him to be an honest, insightful and analytical person. He offers excellent leadership in all things he undertakes. He can plan. He can skillfully take action today while understanding what implications it may have in the future. He is community minded. He is fun to work alongside and be around. He possesses a clever and dry sense of humor.

As a Selkirks Pend Oreille Transit Authority (SPOT) Board Member, I have worked professionally with Ryan. In his role as City Engineer for the City of Kootenai, Ryan assisted SPOT in the locating, design and legal requirements for a recently completed bus shelter. He performed the work at no cost to the City or SPOT. From his comments, it was evident he considered what was most beneficial to everyone including the City of Kootenai, SPOT, the public, and the area land owners.

I highly encourage you to appoint Ryan to the Public Transportation Advisory Council.

Sincerely,

Clifton Warren
224 Sunnyside Rd.
Sandpoint, ID 83864
Clifw75@gmail.com

December 20, 2018

Idaho Transportation Board
Boise, ID

I am writing this letter regarding Ryan Luttmann, P.E., in recommendation for the position of District One representative on the Public Transportation Advisory Council. I have known Ryan for over twenty years and have interacted with him professionally for that entire time. Prior to my current position as a Highway District Commissioner, I was the Operations Manager for the Kootenai-Ponderay Sewer District in Bonner County. Ryan and I had a substantial amount of interaction during those years, both when he was the Bonner County Engineer, as well as his time in the private sector. I have always found Ryan to be one of the most well-rounded Engineers that I have ever worked with. He has a unique ability to communicate with people on all levels. He is able to explain complex plans or concepts to any level of audience, a very valuable trait.

Ryan has recently consulted on behalf of the Independent Highway District and he always performs in a very professional manner. His work is top-notch, and he is always on-time with the finished product.

I have great faith that if Ryan is chosen to fill the position, he will do an exemplary job in advising the Board. He is highly recommended!

Sincerely,

Tim Closson
Commissioner
Independent Highway District
PO Box 700
Ponderay, ID 83852



KOOTENAI COUNTY

TRANSIT SYSTEM

20 December 2018

Idaho Transportation Board
3311 W State Street
Boise, Idaho 83707

RE: Letter of Support – Ryan Luttmann
Public Transportation Advisory Council (PTAC)

Dear Idaho Transportation Board Members:

I am writing to share my support for Ryan Luttmann to serve as the District 1 representative on PTAC. Mr. Luttmann's professional experience and community service clearly demonstrate his knowledge and understanding of public transportation within District 1 and the State of Idaho.

As the Director of Public Transportation for Kootenai County, I sincerely believe Mr. Luttmann will make an excellent member of PTAC. We are truly fortunate to have a candidate of his caliber and dedication.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Jody Bieze".

Jody Bieze, Director
Kootenai County Public Transportation

Joyce Broadsword
1652 W Tullis Drive
Coeur d' Alene, ID 83815

Idaho Transportation Department
PTAC – Rachel Pallister
Rachel.Pallister@itd.idaho.gov
208-334-8822

January 2, 2019

Dear Ms. Pallister,

Please accept this email as written comment on the application for PTAC for the District 1 position.

I have known and worked with Ryan Luttmann for many years both on a professional level and as a fellow Rotarian. He is honest, thoughtful, hardworking and knows his field. His vast experience in all levels of transportation make him a superior choice for membership on the Public Transportation Advisory Council.

During my tenure in the state senate, Ryan was a trusted advisor on local impact of legislation being considered. While serving as Bonner County Commissioner, I again relied upon Ryan when I needed to know about specific projects he had undertaken as Bonner County Road and Bridge Director.

I heartily recommend Ryan Luttmann to fill the empty position for the north Idaho representative on PTAC. Should you have any questions or need further information, you may reach me at 208-660-8242 or by email at joycebroadsword@gmail.com

Thank you for your consideration.

Sincerely,

Joyce Broadsword

Jeff Marker

From: Schweitzer BedBreakfast <schweitzermtbb@gmail.com>
Sent: Friday, February 01, 2019 9:25 AM
To: Rachel Pallister
Subject: [EXTERNAL] Nomination for District 1 PTAC

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---
Rachel

I am writing in support of Ryan Luttmann for the District 1 position on the PTAC.

I operate a bed and breakfast at Schweitzer Resort outside of Sandpoint, ID. I am concerned about my guests (and myself) having safe transportation to reach my company. Many guests travel from the Spokane airport.

Ryan has been an advocate for maintaining and improving transportation in all the positions he has been in. In fact, he has been in several positions where he influenced transportation and made it safer through his efforts.

I personally worked with him since he was Director of Bonner County Road and Bridges. He is a person of great integrity, he is unbiased. He does not promise more than he can provide and considers all points of view before making a decision. I have heard him say several times that he needs to have the engineering facts to support any position he is taking.

The PTAC provides important input to transportation decisions that effect my community. Ryan's input will be based upon facts and will consider the safety and welfare of everyone effected.

I believe that Ryan Luttmann is the right person to represent District 1 on the PTAC. I urge you to select him for this important position.

Marsha Bell, Proprietor
Schweitzer Mountain Bed and Breakfast
94 Crystal Court
Sandpoint ID 83864
208 610 2318

LEONARD A. CROSBY III
1209 RIVERSIDE HARBOR DRIVE
POST FALLS, IDAHO 83854
(208) 651-0697
crosbylenmary@frontier.com

November 27, 2018

Idaho Transportation Department
Attn: Ms. Rachel Pallister
P.O. 7129
Boise, ID 83707

Dear Ms. Pallister:

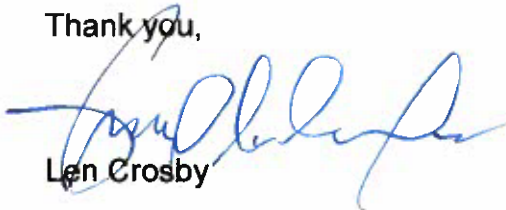
Enclosed is completed application for the North Idaho (District 1) position on the Public Transportation Advisory Committee (PTAC).

I am applying at the suggestion of former Senator Marv Hagedorn, now Chief Administrator of the Idaho Division of Veteran Services. Sen. Hagedorn and I have worked closely together on Idaho's application to the Veterans Administration for a fourth Veterans Home in Northern Idaho. I would ask that Sen. Hagedorn and Treasurer Ron Crane, with whom I have worked for several years as a member of the Idaho Bond Bank Authority and the State's Credit Rating Enhancement Committee, be considered as my references for your consideration.

Enclosed is the completed Application form, the signed Conflict of Interest statement, and my resume.

Please feel free to contact me if you or the members of the Committee have any questions.

Thank you,



Len Crosby



Public Transportation Advisory Committee (PTAC) Application Form

Required for Submission

Please include the following information:

- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Current resume, including your work experience, educational background and any other relevant experience.

Contact Information

Full Name: LEONARD ANDREW CROSBY III
Street Address: 1209 S. RIVERSIDE City/State/Zip: POST FALLS, IDAHO
HARBOR DRIVE 83854
Phone: 208-651-0697 Email: CROSBY LEONARD@FRONTIER.COM

Organization Affiliation (if any):

Name: AMERICAN LEGION, DISABLED VETERANS OF AMERICA
RATHDRUM, ID COEUR D'ALENE, IDAHO
Street Address: _____ City/State/Zip: _____

District you are applying for:

District 1 ☒ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐ District 6 ☐

Funding Review Functions

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

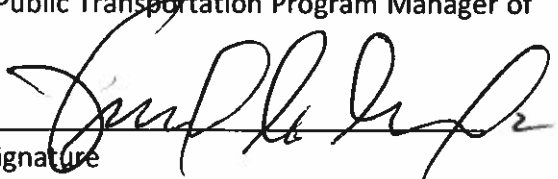
Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

LEONARD A. CROSBY III
Print Name


Signature

11/26/2018
Date

LEONARD A. CROSBY
1209 Riverside Harbor Drive
Post Falls, Idaho 83854
(208) 457-8155 or (208) 651-0697
E-mail: crosbylenmary@frontier.net

Community Involvement:

- Member, Board of Directors, Idaho Bond Bank Authority, State of Idaho
- Member, Idaho Credit Rating Enhancement Committee, State of Idaho
- Chairman, Public Policy Committee, Post Falls Chamber of Commerce
- Member, Legislative Affairs Committee, Idaho Association of Commerce & Industry
- Treasurer and Commissioner, Post Falls Urban Renewal Agency
- Member, Finance Committee and Board of Directors, Boys and Girls Club of Kootenai County
- Former Chairman, Board of Directors, Kootenai Electric Trust
- Treasurer, Trustee, Kootenai Bridge Academy Charter School
- Finance Officer, American Legion Post 154, Post Falls, ID
- Life Member, Disabled American Veterans, Chapter 9
- Post Falls Citizen of the Year -2011

Career Highlights:

VICE PRESIDENT – Commercial Real Estate Community 1 st Bank, Post Falls, ID	Current
MANAGING MEMBER Financial & Real Estate Consulting, L.L.C.	Current
VICE PRESIDENT INTERVEST Mortgage Investment Co. (<i>Income Property Division of Sterling Bank</i>) Spokane, WA	2000-2007
DIVISION MANAGER (Western United States and Asia) AMRESO Management, Inc., Irvine, CA (<i>Now a division of Lend / Lease Corporation</i>) Irvine, CA	1994-2000
REGIONAL VICE PRESIDENT, Western United States Continental Bank, N.A., Chicago, IL (<i>Now a regional division of Bank of America</i>) Irvine, CA	1992-1994
REGIONAL VICE-PRESIDENT, Western United States Westinghouse Credit Corporation, Pittsburgh, PA and Irvine, CA	1988-1992
SENIOR VICE-PRESIDENT – REAL ESTATE MARKETING 1st Nationwide Bank, San Francisco, CA	1986-1988
SENIOR VICE-PRESIDENT – REAL ESTATE ACQUISITIONS National Partnership Investments Corp., (<i>Now Apartment Investment & Management Co.</i>) Beverly Hills, CA	1978-1986
EXECUTIVE DIRECTOR & Governor's Advisor on Housing & Community Dvp. West Virginia Housing Development Fund, Charleston, WV	1972-1978
SPECIAL PROJECTS CONSULTANT	Various

Contracts covering asset acquisition, asset recovery, asset foreclosure and disposition, asset management, land use, bond financing, debt recovery, debt renegotiation, debt reduction and renegotiation with financial institutions.

Clients include: Huntwood Industries, Spokane, WA., The Spokane Club, Spokane, WA.
Hunt Family Partnership, Spokane, WA. Physique LLC, Coeur d'Alene, ID and Spokane, WA
T.R.A. Industries, Inc. (Liberty Lake, WA), BH Properties, LLC (Los Angeles), Tomlinson-Black Management C.
(Spokane, WA), Tremont Corporation (Los Angeles), Westbrook Partners (Dallas), Sterling Financial Corp. (New

York), Coldwell Banker Corp. (Los Angeles), Leisure Technology Corp (Los Angeles). and the Huntington Group (Los Angeles).

CAPTAIN, U.S. ARMY (4th Infantry Division, 101st Airborne)

1966-1970

Decorations include Silver Star, Soldier's Medal, Bronze Star (Valor), CIB, CMB, Air Medal and two Purple Hearts.

Personal: _____

- Post-Graduate courses in Real Estate Finance at the Wharton School, University of Pennsylvania
- MBA - Finance, College of Graduate Studies, University of West Virginia
- MS – Education Administration, Northern Illinois University
- BA – History and English, University of Mississippi
- Completed all Certified Property Manager (“CPM”) Courses, Institute of Real Estate Management
- Authored professional articles on commercial real estate in the *Journal of Property Management*, *Multifamily News*, and other national trade publications.
- Lectured at Harvard University School of Architecture and University of Southern California, Bren School of Real Estate on Commercial Real Estate Finance and Development, Management & Market Analysis, Tax Credit Issues and Public and Private Syndication

RES. NO. WHEREAS, Idaho Statute 40-514 establishes the Public Transportation Advisory
ITBXX-XX Council (PTAC); and

WHEREAS, the PTAC shall be comprised of six (6) members representing the six (6) Idaho Transportation Department Districts to be appointed by the Idaho Transportation Board; and

WHEREAS, the term of each member shall be three (3) years and the initial appointments to the council shall be such that two (2) members shall be appointed each year thereafter; and

WHEREAS, applications were solicited from interested parties to fill the position in District 1 with three submitted applications; and

WHEREAS, the Public Transportation Office solicited public comment on the submitted application from January 3, 2019 to February 2, 2019; and

WHEREAS, the submitted applications and associated public comments were reviewed by the PTAC at their March 2019 meeting where the council determined all applicants were qualified to fill the vacant District 1 position.

NOW THEREFORE BE IT RESOLVED, that the Transportation Board has determined to appoint _____ for the District 1 PTAC position for a term from April 18, 2019 through June 30, 2021.

Approved:



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2019

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 20 minutes

Presenter's Name Juanita Risch	Presenter's Title Grants/Contracts Officer	Initials JR	Reviewed By LSS
Preparer's Name Juanita Risch	Preparer's Title Grants/Contracts Officer	Initials JR	

Subject

Public Transportation One-Time Funding Project Recommendations		
Key Number N/A	District Statewide	Route Number Transit

Background Information

Background: The Public Transportation (PT) Office's application program issues two types of applications; the Congressional Appropriation applications and the "One-Time" applications. This delineation of the two applications ensures that only sustainable amounts of money (Congressional Appropriations) are being used for operating purposes or recurring costs, and that unspent funds through project cost savings, or unrequested funding could be deployed in a separate, one-time application for projects that were capital, marketing, or planning in nature (One-Time Applications). PT is charged with soliciting, reviewing, and programming public transportation projects and ensuring funds are spent responsibly.

Funding Information: This call for projects was for One-Time Funding which was deployed as a stand-alone application instead of concurrently with our Congressional Applications. The Public Transportation Office is utilizing already available Federal Transit Administration (FTA) dollars which will result in the rehabilitation and replacement of capital needs, thus having a direct impact on safety and efficiency throughout the state. The Idaho Transportation Department will benefit by setting forth a proactive precedent to ensure the unspent FTA funds are being redeployed back into the public transportation system in a timely and meaningful fashion. The total amount available in this application cycle was \$3,868,727 of which we are recommending \$2,372,138 in awards. The remaining funds will move forward to the next application cycle.

This funding recommendation is derived from four grant sources totaling \$2,372,138:

5310 Elderly & Disabled: Recommending \$54,400

5311 Rural Formula Funding: Recommending \$889,182

5339 Bus & Bus Facilities: Recommending \$991,168

5311(f) Intercity Bus: Recommending \$437,388

No match is required from the Department for these projects; however, local match is required to be provided by the subrecipients.

The projects to be approved are detailed in the attached power point presentation.

Action: The Public Transportation Office is requesting the Idaho Transportation Board's final approval of the selected projects for funding for a total amount of \$2,372,138.

Recommendations

Board approval of the attached resolution, page 143.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

From: [Rick Webking](#)
To: [Juanita Risch](#)
Subject: [EXTERNAL] Mountain Rides Transportation Authority District 4 - 2019 One Time Capital Application - 5339 Bus and Bus Facilities Program
Date: Saturday, February 02, 2019 8:14:28 PM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Dear Ms. Risch, I am a resident of Sun Valley, ID and one of the City's representatives on the Board of Directors of Mountain Rides Transportation Authority (MRTA). I sit on the Finance Committee and am pleased to see that MRTA's application for TOD Property Acquisition received the highest score of applicants for the 5339 Program. Your recommendation for full funding is much appreciated and we look forward to hearing the final recommendations in April.

Best regards,
F. W. Webking, Jr.

From: [Darren Talley](#)
To: [Juanita Risch](#)
Subject: [EXTERNAL] North Idaho rural needs for a connected transportation system through a grant process
Date: Tuesday, January 29, 2019 2:24:18 PM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Juanita,

I have designed a North Idaho transportation route system and tried to figure out how to apply for a grant to connect all the rural areas of North Idaho with the major North Idaho Cities (Coeur d'Alene, Sandpoint, and the Spokane Airport). We are the largest NEMT (non-emergency transportation) provider in North Idaho serving the Medicaid population. Because we are a for profit company it seems like putting this grant project together is impossible as it would require my company to shoulder a 20% loss to qualify. My plan design would connect with Sandpoint's City Bus service "SPOT" and Coeur d'Alene's City Bus service (CDA Link) allowing rural citizens the ability to connect with a public bus system connecting almost all of the rural areas into our cities and to the Spokane Airport. There is a great need for this service in North Idaho.

Thank you for allowing me to voice my comments,

Darren Talley

Darren J. Talley

White Tail Transportation, Inc.

5486 Hwy 2 Ste 102

PO Box 2124

Priest River, ID 83856

360.425.2400 – Darren cell

208.448.0848 – Priest River Office

Darren@WhiteTailTransportation.com

www.WhiteTailTransportation.com

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and delete the original message.

From: [Kathleen Kristenson](#)
To: [Juanita Risch](#)
Subject: [EXTERNAL] One-time 5339 Grant - Mountain Rides
Date: Sunday, February 17, 2019 5:34:40 PM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Dear Ms. Risch,

I would like to voice my support for the Mountain Rides One-time 5339 grant application that would provide for the expansion of the Bellevue depot. I use the Valley Route that originates in Bellevue to commute to work from Hailey to Ketchum and have done so for a couple of years. Last month, I had the opportunity to take a seat on the Board of Directors of Mountain Rides representing Blaine County. This grant would play a key role in improving our service to passengers throughout the County as well as those beyond, including commuters like me.

Thank you for your consideration,

Kathleen Kristenson

From: [Sarah Michael](#)
To: [Juanita Risch](#); carleen@rivda.org
Cc: [Wally](#)
Subject: [EXTERNAL] Support for Mountain Rides
Date: Monday, February 04, 2019 8:02:34 AM

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Support for Full Funding of Mountain Rides Application Mountain Rides TOD Property Acquisition \$232,000.

I am writing to support the ITD's staff recommendation for full funding of Mt Rides TOD Property Acquisition of \$232,000. Having working as the Mobility Manager for District IV and having served on the Mt Rides Board of Directors, I am knowledgeable about the organization's professionalism in delivering cost-effective public transportation services within the Wood River Valley and the strong support of the public. Federal capital funds are critical to Mt Rides continuing success in service delivery, so I hope that PTAC and the State Transportation Board will approve this grant application.

Thank you for your efforts to support public transportation in Idaho.

Best wishes, Sarah

Sarah Michael
P.O. Box 3060
Sun Valley, ID 83353

(208) 721-1593

One-Time Funding Application

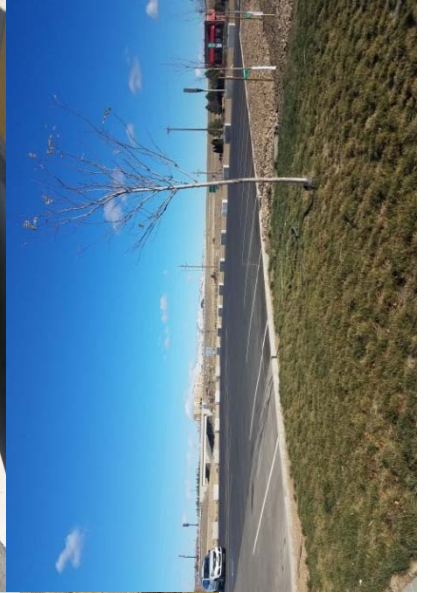
Recommendations:

Public Transportation Office

Presented by Juanita Risch



Background

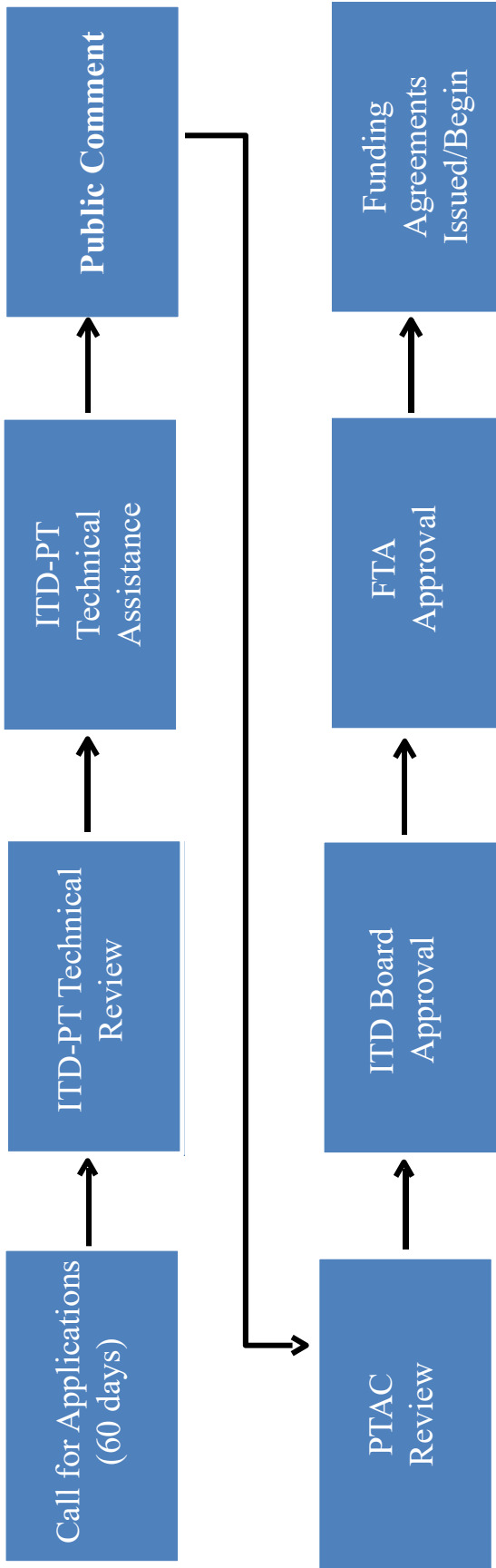


"The bus stop... transit's front door."

Congressional Appropriation vs. One-Time Funding



PT Application Process



Application Funding Sources

- 5310 Elderly and Disabled \$400,000
- 5311 Rural Formula \$1,500,000
- 5339 Bus and Bus Facilities: \$1,500,000
 - 5311(f) Intercity: \$468,727

Total Available: \$3,868,727

Requests and Project Types

District	Amount Requested
1	\$35,813
2	\$0
3	\$3,140,290
4	\$472,000
5	\$124,535
6	\$495,484
Total Requested	\$4,268,122

Type of Project	Amount of Applications
Vehicles	4
Facility Related	9
Marketing	1
Equipment	1
Total	15

Project Recommendations

Applicant	District	Requested	PT Office Technical Review	Recommended by PT Office & PTAC	Scope of Work
Valley Regional Transit	3	\$54,400	\$54,400	\$54,400	Purchase 1 vehicle for Parma Senior Center
Available			\$400,000		
Total		\$54,400	\$54,400	\$54,400	
Left Unspent			\$345,600	\$345,600	

Applicant	District	Requested	PT Office Technical Review	Recommended by PT Office & PTAC	Scope of Work
SPOT	1	\$35,813	\$35,813	\$35,813	Marketing project to address decrease in ridership
Treasure Valley Transit (TVT)	3	\$41,002	\$41,002	\$41,002	McCall Maintenance Facility Renovations
Treasure Valley Transit (TVT)	3	\$307,000	\$307,000	\$307,000	Phase 1 Environmental A&E
Treasure Valley Transit (TVT)	3	\$380,832	\$380,832	\$380,832	Phase 2 Property Acquisition
Shoshone-Bannock	5	\$124,535	\$124,535	\$124,535	Purchase 2 vehicles for expansion of services
Targhee Regional Public Transit Authority	6	\$5,004	\$0	\$0	Rehab/Break Room Floor
Targhee Regional Public Transit Authority	6	\$41,697	\$0	\$0	Rehab/Sidewalks
Targhee Regional Public Transit Authority	6	\$7,505	\$0	\$0	Rehab/Maintenance Shop
Targhee Regional Public Transit Authority	6	\$14,547	\$0	\$0	Replace Security Fence
Available		\$1,500,000			
Total		\$957,935	\$889,182	\$889,182	
Left Unspent		\$542,065	\$610,818	\$610,818	

5311 Summary

Applicant	District	Requested	PT Office Technical Review	Recommended by PT Office & PTAC	Scope of Work
Treasure Valley Transit (TVT)	3	\$519,168	\$519,168	\$519,168	Phase 2 Property Acquisition
Treasure Valley Transit (TVT)	3	\$1,400,500	\$0	\$0	Phase 3 Construction
Mountain Rides Transp. Authority (MRTA)	4	\$232,000	\$232,000	\$232,000	Property Acquisition
Minidoka Memorial Hospital	4	\$240,000	\$240,000	\$240,000	Maintenance Shop Construction
Targhee Regional Public Transit Authority	6	\$426,731	\$0	\$0	Purchase of 3 vehicles
Available			\$1,500,000		
Total		\$2,818,399	\$991,168	\$991,168	
Left Unspent		(\$1,318,399)	\$508,832	\$508,832	

5339 Summary

Applicant	District	Requested	PT Office Technical Review	Recommended by PT Office & PTAC	Scope of Work
Salt Lake Express	3	\$437,388	\$437,388	\$437,388	Purchase 1 replacement bus and 5 replacement vans
Available			\$468,727		
Total		\$437,388	\$437,388	\$437,388	
Left Unspent		\$31,339	\$31,339	\$31,339	

Your Safety, Your Mobility, and Your Economic Opportunity.



Thank you!

Juanita Risch

ITD-Public Transportation Office

Juanita.Risch@itd.idaho.gov

208.334.8875

WHEREAS, the Public Transportation Office is charged with soliciting, reviewing, and programming public transportation projects in the rural areas of Idaho; and

WHEREAS, the Idaho Transportation Board serves as the final approver of Federal Transit Administration (FTA) funded projects in Idaho before being submitted to FTA; and

WHEREAS, the funding sources include three FTA grants, the 5310 Elderly and Disabled, 5311 Rural Formula, 5339 Bus and Bus Facilities and 5311(f) Intercity Bus;

WHEREAS, these are one-time funds with a subrecipient match on all projects; and

WHEREAS, the Public Transportation Office has solicited, reviewed, provided for public comment, presented and received unanimous concurrence from the Public Transportation Advisory Council on the proposed projects.

NOW THEREFORE BE IT RESOLVED, that the Board acknowledges the projects proposed, which is made a part hereof with like effect, and approves them in the amount of \$2,372,138 for submittal to the FTA for final approval; and

BE IT FURTHER RESOLVED, that these one-time projects are submitted for as modification to the FY19-25 Statewide Transportation Investment Program.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 17, 2019Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 10 minutes

Presenter's Name Brenda Williams	Presenter's Title Chief Human Resource Officer	Initials BW	Reviewed By
Preparer's Name Brenda Williams	Preparer's Title Chief Human Resource Officer	Initials BW	

Subject

Annual Employee Compensation Plan		
Key Number	District	Route Number

Background Information

The legislature approved a pay increase for state employees. Chief Human Resource Officer Brenda Williams will present the Idaho Transportation Department's application of this to the board.

Recommendations

Approve the compensation plan; resolution on page 145.

Board Action

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	_____
<input type="checkbox"/> Other	_____	

RES. NO. WHEREAS, the legislature and Governor have approved funding for a 3% change
ITB19- in employee compensation (CEC) for state agencies in fiscal year 2020 and
directed that a portion of that amount be used to provide no less than \$550 per
year increase for permanent state employees; and

WHEREAS, the Idaho Transportation Department's FY19 and FY20 CEC plan
has been developed in accordance with the guidelines provided by the Division of
Financial Management and Division of Human Resources; and

WHEREAS, Department staff presented the details of and implementation plan
for the proposed CEC plan, including eligibility requirements, to the Board at its
April 17, 2019 meeting.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board
approves the Department's FY19 and FY20 CEC Plan, with the basic components
as follows:

- A \$550 per year (\$0.27 per hour increase) permanent increase to employees;
- A performance-based merit increase for employees that have an Achieves
Performance Standards or higher performance rating ranging from 1% to
3.4% based on the performance rating and the compa-ratio;
- An additional 10% increase to employees in classifications with compression,
high turnover, or retention difficulties; and
- A step rate (dollar amount) increase to the classification of Transportation
Technician and Transportation Technical, Apprentice; and

BE IT FURTHER RESOLVED, that due to a 3% pay line adjustment, employees
that are under 80% when the pay line is adjusted will be brought up to the
Department's new 80% compa-ratio regardless of their performance or if they are
still on probation; and

BE IT FURTHER RESOLVED, that the Idaho Transportation Board approves the
Department to implement the CEC plan as early as May 5, 2019 funded with
FY19 salary savings; and

BE IT FURTHER RESOLVED, that the Board directs staff to submit the FY19
and FY20 CEC Plan to the Division of Financial Management.