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

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 ASSIGNMENTS ...........................5

5. BOARD MINUTES – March 21, 2019 .........................................................7 1:35

6. BOARD MEETING DATES .................................................................17
   May 15-16, 2019 – District 5
   June 19-20 – District 6
   July 17-18 – District 4
   August 21-22 – District 1
   September 11-12 – District 3
   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.
April 17, 2019
Williams Conference Center
Lewis Clark State College

7. CONSENT CALENDAR

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
     – 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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April 17, 2019
Williams Conference Center
Lewis Clark State College

12. AGENDA ITEMS, continued

OP
___ Agreement threshold requiring board approval........................................94
Rindlisbacher

2:55

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
McGuire

(Resolution on page 124)

3:25

CD
___ Public transportation one-time funding project recommendations ..........125
Risch

(Resolution on page 143)

3:30

HR
___ Annual employee compensation plan.........................................................144
Williams

(Resolution on page 145)

3:45

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 21st St., Lewiston; 18th 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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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.
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-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 $2.75 million; and key #7827 for supplemental design services with AECOM for approximately $.75 million for a total of $1.7 million.


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](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. ITB19-09 WHEREAS, the Idaho Transportation Department (ITD) strives to make available 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.

SSH: mtgsched.docx
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.
Meeting Date: April 17-18, 2019

Consent Item: Yes
Information Item: No
Amount of Presentation Time Needed: __________

**Subject**

Revisions to Board Policy 4008 Open Meeting Requirements and a new corresponding admin policy

**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**

☐ Approved ☐ Deferred
☐ Other ☐

Page 1 of 1
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 74-203. 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
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
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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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- Trucking Advisory Council
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• 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:

___________________________________________  Date: ______________________

Jerry Whitehead
Board Chairman
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.

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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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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]
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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
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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
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______________________________
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.

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________________________________________  Date _________________________
Brian W. Ness  
Director
Meeting Date  April 18, 2019  
Consent Item  ✓  Information Item  □  Amount of Presentation Time Needed  

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<th>Presenter’s Title</th>
<th>Initials</th>
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<td>Jeff Marker</td>
<td>Public Transportation Manager</td>
<td>jlm</td>
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<th>Preparer’s Name</th>
<th>Preparer’s Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Marker</td>
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<td>jlm</td>
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Subject
Freight Advisory Committee (FAC) - Membership Appointment

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

Board Action
☐ Approved  ☐ Deferred  ____________________________________________
☐ Other  ____________________________________________
Meeting Date  April 17, 2019

Subject

Distribution of FY2019 Highway Infrastructure Program funds

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

<table>
<thead>
<tr>
<th>State</th>
<th>Any Area (Flex)</th>
<th>Urbanized Areas With a Population Over 200,000 (TMA-Boise)</th>
<th>Areas With a Population Over 5,000 to 200,000 (Urban)</th>
<th>Areas With a Population 5,000 and Under (Rural)</th>
<th>Total</th>
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<td>$3,602,755.00</td>
<td>$19,902,769.00</td>
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</table>
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
Meeting Date: April 17, 2019

Consent Item: ☒ Information Item: ☐ Amount of Presentation Time Needed: ________

**Subject**

**Changes to STODDARD PATH EXT PHASE 2, NAMPA**

<table>
<thead>
<tr>
<th>Key Number</th>
<th>District</th>
<th>Route Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>22070/22050</td>
<td>3</td>
<td>LOCAL</td>
</tr>
</tbody>
</table>

**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**

☐ Approved ☐ Deferred

☐ Other ______________________________________
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  District  Route Number
19828/20841  3  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.

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

### Board Action

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<tbody>
<tr>
<td>☐ Approved</td>
<td>☐ Deferred</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
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<td></td>
</tr>
</tbody>
</table>

---
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,

Tammy de Weerd, Mayor
City of Meridian
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
Meeting Date  April 17, 2019

Consent Item  Information Item  Amount of Presentation Time Needed

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Crider, PE</td>
<td>Contracting Services Engineer</td>
<td>MC</td>
<td>LSS</td>
</tr>
</tbody>
</table>

Preparer's Name  Preparer's Title  Initials

| Ryan McDaniel | Project Manager | RM |

Subject

Modify the Transportation Alternatives Program – Urban/Rural in the approved FY 2019 – 2025 ITIP

Key Number  District  Route Number

various  various  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.

<table>
<thead>
<tr>
<th>District</th>
<th>Year</th>
<th>Key Number</th>
<th>Project Name</th>
<th>Sponsor</th>
<th>FY19</th>
<th>FY20</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2017</td>
<td>18913</td>
<td>SELTICE WAY SIDEWALK, CDA</td>
<td>Coeur D'Alene</td>
<td>(395,000)</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2017</td>
<td>18910</td>
<td>CORE DOWNTOWN SIDEWALKS, KETCHUM</td>
<td>Ketchum</td>
<td>(6,000)</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prior Board approved adjustments/closeness</td>
<td></td>
<td>(389,622)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(790,822)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2020</td>
<td>22065</td>
<td>CAMBRIDGE SIDEWALK &amp; DRAINAGE</td>
<td>Cambridge</td>
<td>452,252</td>
<td>(452,252)</td>
<td>Advance to FY19</td>
</tr>
<tr>
<td>6</td>
<td>2020</td>
<td>22066</td>
<td>DEPOT ST IMPRV. DRIGGS*</td>
<td>Driggs</td>
<td>200,000</td>
<td>(353,430)</td>
<td>Advance to FY19</td>
</tr>
<tr>
<td>3</td>
<td>2021</td>
<td>20143</td>
<td>MAIN ST, AVENUE C TO AVENUE A, KUNA</td>
<td>Kuna</td>
<td>562,492</td>
<td>Advance to FY20**</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2021</td>
<td>20207</td>
<td>STOBBARD PATH EXT PH 2, NAMPA</td>
<td>Nampa</td>
<td>472,606</td>
<td>Advance to FY20**</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>652,252</td>
<td>229,416</td>
<td></td>
</tr>
</tbody>
</table>

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

BALANCE  (138,370)  229,416

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 Action   |   |
|---------------|--|---|
| ☐ Approved    | ☐ | Deferred |
| ☐ Other       |   |   |


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

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

Ken Kanownik [mailto:Ken.Kanownik@itd.idaho.gov]
Sent: Wednesday, September 13, 2017 9:51 AM
To: [mailto: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
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: 'sfrick@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
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
--- 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: Amanda LaMott
To: Ryan McDaniel
Subject: [EXTERNAL] FW: 20143 - Advance CN funds
Date: Wednesday, April 03, 2019 2:58:24 PM

---

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

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---

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

---

From: Amanda LaMott <ALaMott@lhtac.org>
Sent: Wednesday, March 27, 2019 9:12 AM
To: Chris Engels <cengels@kunaid.gov>
Cc: Laila Kral <lkral@lhtac.org>; Lisa Bachman <lbachman@jub.com>; Toni Tisdale <TTisdale@compassidaho.org>; Daniel Hernandez <dhernandez@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: 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!

<table>
<thead>
<tr>
<th>District</th>
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<td>20143</td>
<td>MAIN ST; AVENUE C TO AVENUE A, KUNA</td>
<td>Kuna</td>
<td></td>
<td>562,492</td>
<td>Advance to FY20*</td>
</tr>
</tbody>
</table>
--- 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
Sent: Wednesday, March 27, 2019 11:43 AM
To: Amanda LaMott
Cc: Mike Moffett; ‘Andy Gehrke’; Kevin Kuther; Craig Herndon; Laila Kral; Heather Parker
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
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.

<table>
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<th>Project Name</th>
<th>Sponsor</th>
<th>FY19</th>
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<tbody>
<tr>
<td>3</td>
<td>2020</td>
<td>22053</td>
<td>CAMBRIDGE SIDEWALK &amp; DRAINAGE</td>
<td>Driggs</td>
<td>452,252</td>
<td>(452,252)</td>
<td>Advance to FY19</td>
</tr>
</tbody>
</table>

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
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
--- 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

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

<table>
<thead>
<tr>
<th>Key Number</th>
<th>District</th>
<th>Route Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
</table>

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.

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.
### 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.

<table>
<thead>
<tr>
<th>Board Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
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

Preparer's Name  Mike Cram
Preparer's Title  CSG Project Manager
Initials  MWC

Subject
REQUEST TO APPROVE CONSULTANT AGREEMENTS

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

☐ Approved  ☐ Deferred  
☐ Other  

Page 1 of 1
DATE: Mar 19, 2019  

TO: Monica Crider, PE  
Contracting Services Engineer

FROM: Damon Allen, PE  
District 1 Engineer

Program Number(s) A010(005)  
Key Number(s) 10005

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

TO:  Monica Crider, PE  
     Contracting Services Engineer

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

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

TO: Monica Crider, PE  
Constracting Services Engineer

FROM: Devin Rigby, PE  
District 4 Engineer

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 in 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.
Meeting Date  April 17, 2019

Consent Item  [ ]  Information Item  [x]  Amount of Presentation Time Needed  

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Rindlisbacher, PE</td>
<td>Engineering Services Administrator</td>
<td>BR</td>
<td>LSS</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Crider, P.E.</td>
<td>Contracting Services Engineer</td>
<td>MC</td>
</tr>
</tbody>
</table>

**Subject**

Contract Awards and Advertisements

**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.

<table>
<thead>
<tr>
<th>Year to Date Summary (10/1/18 to 4/1/19)</th>
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</thead>
<tbody>
<tr>
<td>Contracts Bid</td>
</tr>
<tr>
<td>ITD</td>
</tr>
<tr>
<td>44</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Contracts Awarded with no action from the Board 2/4/19 to 4/1/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITD</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Opening Date</th>
<th>No. of Bids</th>
<th>Eng. Est.</th>
<th>Low Bid</th>
<th>Net +/-% of EE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHTAC(2)</td>
<td>13440</td>
<td>OFF SYS</td>
<td>3/5/2019</td>
<td>3</td>
<td>$566,643.65</td>
<td>$505,506.13</td>
<td>($61,137.52)</td>
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<tr>
<td></td>
<td></td>
<td>SMA-7254, Int. 17th St. &amp; 16th Ave, Lewiston</td>
<td></td>
<td></td>
<td>Federal</td>
<td></td>
<td>89%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contractor: M L Albright &amp; Sons Inc.</td>
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<tr>
<td>3</td>
<td>20714</td>
<td>SH-55</td>
<td>3/5/2019</td>
<td>3</td>
<td>$3,544,154.95</td>
<td>$3,704,313.00</td>
<td>$160,158.05</td>
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<td></td>
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<td>SH-55, MP 91 to Smiths Ferry</td>
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<td></td>
<td>Federal</td>
<td></td>
<td>105%</td>
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<tr>
<td>Contractor: Staker &amp; Parson Companies DBA Idaho Materials Construction</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>19324</td>
<td>Various</td>
<td>3/19/2019</td>
<td>5</td>
<td>$4,657,480.51</td>
<td>$4,084,536.72</td>
<td>($572,943.79)</td>
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<tr>
<td></td>
<td></td>
<td>FY19 South Bannock Co. Pavement Preservation</td>
<td></td>
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<td>88%</td>
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<tr>
<td>Contractor: Kloepfer Inc.</td>
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<tr>
<td>1</td>
<td>20687</td>
<td>SH-41</td>
<td>3/26/2019</td>
<td>2</td>
<td>$1,900,162.20</td>
<td>$1,322,770.95</td>
<td>($577,391.25)</td>
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<tr>
<td></td>
<td></td>
<td>SH-41, Roberts Cutoff Rd to Old Priest River Rd</td>
<td></td>
<td></td>
<td>State</td>
<td></td>
<td>70%</td>
</tr>
<tr>
<td>Contractor: Interstate Concrete &amp; Asphalt Co.</td>
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<tr>
<td>LHTAC(5)</td>
<td>12445</td>
<td>SH-39, US-26</td>
<td>3/26/2019</td>
<td>2</td>
<td>$1,906,170.61</td>
<td>$1,635,228.01</td>
<td>($270,942.60)</td>
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<td></td>
<td></td>
<td>Groveland Rd; SH-39 to US-26/Pioneer Rd</td>
<td></td>
<td></td>
<td>Federal</td>
<td></td>
<td>85%</td>
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<tr>
<td>Contractor: Staker &amp; Parson Companies DBA Idaho Materials Construction</td>
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<td></td>
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<td></td>
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</table>
### Monthly Contract Advertisement As of 4-1-19

<table>
<thead>
<tr>
<th>District</th>
<th>Key No.</th>
<th>Route</th>
<th>Bid Opening Date</th>
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</thead>
<tbody>
<tr>
<td>LHTAC(3)</td>
<td>20162</td>
<td>OFF SYS</td>
<td>4/2/2019</td>
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<tr>
<td>STC-3738, Strike Dam Road Improvements, Mountain Home Hwy District</td>
<td></td>
<td>Federal</td>
<td>$500,000 to $1,000,000</td>
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<tr>
<td>LHTAC(2)</td>
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<td>OFF SYS</td>
<td>4/2/2019</td>
</tr>
<tr>
<td>STC-7664, 6th Street Pedestrian Improvements, Moscow</td>
<td></td>
<td>Federal</td>
<td>$100,000 to $250,000</td>
</tr>
<tr>
<td>LHTAC(2)</td>
<td>12019</td>
<td>OFF SYS</td>
<td>4/2/2019</td>
</tr>
<tr>
<td>Orofino Creek Road Bridge</td>
<td></td>
<td>Federal</td>
<td>$1,000,000 to $2,500,000</td>
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<tr>
<td>LHTAC(4)</td>
<td>20752</td>
<td>OFF SYS</td>
<td>4/2/2019</td>
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<tr>
<td>SMA-7072, Int. Washington Street &amp; Caswell Avenue, Twin Falls</td>
<td></td>
<td>Federal</td>
<td>$100,000 to $250,000</td>
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<td>LHTAC(1)</td>
<td>20211</td>
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<td>4/2/2019</td>
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<tr>
<td>SMA-7875, Kootenai Cutoff Road Pedestrian Improvements</td>
<td></td>
<td>Federal</td>
<td>$500,000 to $1,000,000</td>
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<tr>
<td>LHTAC(1)</td>
<td>13874</td>
<td>OFF SYS</td>
<td>4/2/2019</td>
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<tr>
<td>STC-5740, W. Riverview Drive, Post Falls Hwy District</td>
<td></td>
<td>Federal</td>
<td>$500,000 to $1,000,000</td>
</tr>
<tr>
<td>6</td>
<td>19862</td>
<td>US-93</td>
<td>4/2/2019</td>
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<tr>
<td>US-93, Gibbonville to Montana Line</td>
<td></td>
<td>State</td>
<td>$2,500,000 to $5,000,000</td>
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<tr>
<td>1</td>
<td>19883/19234</td>
<td>US-95</td>
<td>4/9/2019</td>
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<tr>
<td>FY20 D1 ADA Improvements</td>
<td></td>
<td>Federal</td>
<td>$5,000,000 to $10,000,000</td>
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<tr>
<td>LHTAC(3)</td>
<td>20167</td>
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<tr>
<td>STC-8533, Int. Smith Ave &amp; Middleton Road Signal, Nampa</td>
<td></td>
<td>Federal</td>
<td>$250,000 to $500,000</td>
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<tr>
<td>District</td>
<td>Key No.</td>
<td>Route</td>
<td>Bid Opening Date</td>
</tr>
<tr>
<td>----------</td>
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<td>------------------</td>
</tr>
<tr>
<td>2</td>
<td>13880/13882</td>
<td>SH-6</td>
<td>4/23/2019</td>
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<tr>
<td></td>
<td>SH-6, Old Potlatch Mill Road to Princeton Flats</td>
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<tr>
<td></td>
<td>$2,500,000 to $5,000,000</td>
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<td>LHTAC(3)</td>
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<tr>
<td>STC-8202</td>
<td>W 9th Street; Pioneer to Indianhead Road, Weiser</td>
<td>Federal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,000,000 to $2,500,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Reason Consultant Needed</th>
<th>District 1</th>
<th>District 2</th>
<th>District 3</th>
<th>District 4</th>
<th>District 5</th>
<th>District 6</th>
<th>District 6 HQ</th>
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<tbody>
<tr>
<td>Resources not Available</td>
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<tr>
<td>Environmental</td>
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<td>Geotechnical</td>
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<td>Surveying</td>
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<tr>
<td>Construction</td>
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<tr>
<td>Bridge</td>
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<td>Local Public Agency Projects</td>
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<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>
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**

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-95, Lapwai Creek Bridge, Lewis Co</td>
<td>Resources not available: Construction</td>
<td>Inspection of Rock Blasting Operations</td>
<td>RFI from Term Agreement</td>
<td>Explosive Services, Inc.</td>
<td>$40,000</td>
</tr>
<tr>
<td>US-95, Culdesac Canyon Passing Lanes, Ph 2; Lapwai Creek Bridges</td>
<td>Resources not available: Construction</td>
<td>Inspection of Rock Blasting Operations</td>
<td>RFI from Term Agreement</td>
<td>Explosive Services, Inc.</td>
<td>$40,000</td>
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### District 3

<table>
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<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-84, Ustick Rd &amp; Middleton Rd Overpasses, Canyon Co</td>
<td>Resources not available: Public Involvement</td>
<td>Public Involvement Services</td>
<td>Individual Project Solicitation</td>
<td>Rosemary Brennan Curtin, Inc.</td>
<td>$109,500</td>
</tr>
<tr>
<td>SH-16, I-84 to US-20/26, Ada &amp; Canyon Cos</td>
<td>Resources not available: Design</td>
<td>Preliminary Design, Phase II: Services Necessary to Begin Right-of-Way Acquisition</td>
<td>Individual Project Solicitation</td>
<td>CH2M Hill (Jacobs)</td>
<td>$40,000</td>
</tr>
<tr>
<td>I-84, Karcher Overpass, Nampa</td>
<td>Resources not available: Public Involvement</td>
<td>Public Involvement Services</td>
<td>Individual Project Solicitation</td>
<td>Rosemary Brennan Curtin, Inc.</td>
<td>$227,100</td>
</tr>
<tr>
<td>US-95, Little Rainbow Bridge, Adams Co</td>
<td>Resources not available: Construction</td>
<td>Construction Engineering &amp; Inspection Services</td>
<td>RFI from Term Agreement</td>
<td>Materials Testing &amp; Inspection</td>
<td>$400,000</td>
</tr>
<tr>
<td>US-95, S End Rd to Junction SH-55, New Meadows</td>
<td>Resources not available: Public Involvement</td>
<td>Public Involvement Services</td>
<td>Individual Project Solicitation</td>
<td>Rosemary Brennan Curtin, Inc.</td>
<td>$88,700</td>
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## District 4

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

## District 5

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-15, Virginia Interchange to Arimo Interchange, Bannock Co</td>
<td>Resources not available: Construction</td>
<td>Sampling &amp; Testing Services</td>
<td>Direct from Term Agreement</td>
<td>Materials Testing &amp; Inspection</td>
<td>$99,700</td>
</tr>
<tr>
<td>I-15, Arimo Rd Interchange #40, Bannock Co</td>
<td>Resources not available: Geotechnical</td>
<td>Phase IV Materials Report</td>
<td>Direct from Term Agreement</td>
<td>Strata</td>
<td>$97,300</td>
</tr>
<tr>
<td>I-15, Wye Overpass to Fort Hall Boundary</td>
<td>Resources not available: Construction</td>
<td>Sampling &amp; Testing Services</td>
<td>Direct from Term Agreement</td>
<td>Materials Testing &amp; Inspection</td>
<td>$97,800</td>
</tr>
<tr>
<td>SH-39, Sheep Trail to Hoff, Bingham Co</td>
<td>Resources not available: Construction</td>
<td>Materials Testing Services</td>
<td>RFI from Term Agreement</td>
<td>Materials Testing &amp; Inspection</td>
<td>$267,400</td>
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## District 6

<table>
<thead>
<tr>
<th>Project</th>
<th>Reason Consultant Needed</th>
<th>Description</th>
<th>Selection Method</th>
<th>Consultant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH-31, North Pine Creek Bridge, Bonneville Co</td>
<td>Resources not available: Construction</td>
<td>Additional Construction Engineering &amp; Inspection Services</td>
<td>RFI from Term Agreement</td>
<td>Keller Associates</td>
<td>$267,400</td>
</tr>
</tbody>
</table>

*Note: SH-31, North Pine Creek Bridge, Bonneville Co, Prev: $232,600 Total: $312,600*
### Headquarters

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

### Supplemental Agreements to Existing ITD Professional Service Agreements

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

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

### 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.
## Board Agenda Item

**STC-3840, Ola Hwy; Powerline Rd to 2nd Fork Rd**
- **Location**: Gem County
- **Services**: Roadway Design through PS&E
- **Consultant**: Keller Associates
- **Agreement**: Local Project RFI from Term Agreement
- **Total**: $306,500

**STP-8463, Greenhurst Rd; Sunnybrook to Canyon St.**
- **Location**: City of Nampa
- **Services**: Roadway Design Services
- **Consultant**: Paragon Consulting
- **Agreement**: Local Project Direct from the Term Agreement
- **Total**: $85,000

**Off System, Horseshoe Park Pathway & SW Ave Improvements**
- **Location**: City of New Plymouth
- **Services**: Inspection and Materials Testing
- **Consultant**: Stanley Consultants
- **Agreement**: Local Project Direct from the Term Agreement
- **Total**: $49,600

**Off System, Horseshoe Park Pathway**
- **Location**: City of Caldwell
- **Services**: Independent Assurance Laboratory Testing
- **Consultant**: GeoTek
- **Agreement**: Local Project Direct from the Term Agreement
- **Total**: $1,500

**NHS-7773, 10th Ave Bridge**
- **Location**: City of Kimberly
- **Services**: Curb, Gutter and Sidewalk Design
- **Consultant**: J-U-B Engineers
- **Agreement**: Local Project Direct from the Term Agreement
- **Total**: $37,800

**Off System**
- **Location**: Bonneville County
- **Services**: Roadway Safety Improvement Design Services
- **Consultant**: Horrocks Engineers
- **Agreement**: Local Project RFI from Term Agreement
- **Total**: $165,860

### Supplemental Agreements to Existing Local Professional Services Agreements

<table>
<thead>
<tr>
<th>District</th>
<th>Project Description</th>
<th>Consultant</th>
<th>Original Agreement Date/Description</th>
<th>Supplemental Agreement Description</th>
<th>Total Agreement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Local, Dry Creek Trail, Eagle HDR Engineering</td>
<td>1/18 Construction Management &amp; Inspection Services</td>
<td>Additional Construction Engineering &amp; Inspection Services Needed</td>
<td>$67,015 Total: $73,315</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Offsystem, Indian Creek Pathway Extension; Taffy to Peppermint, Nampa T-O Engineers</td>
<td>5/18 Design of Multi-Use Asphalt Trail for the Indian Creek Pathway</td>
<td>Property Owner Coordination</td>
<td>$95,475 Total: $101,675</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SMA-7274, Intersection Hankins &amp; Addison Ave Signal</td>
<td>HMH Engineering</td>
<td>5/18 Construction Engineering, Inspection and Sampling Services</td>
<td>Additional Utility Coordination</td>
<td>Prev: $73,700</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------</td>
</tr>
</tbody>
</table>

**Recommendations**

For Information Only

**Board Action**

- [ ] Approved
- [ ] Deferred
- [ ] Other

---

**Note:** The table above details the agenda item with the following information:

- **Description:** SMA-7274, Intersection Hankins & Addison Ave Signal
- **Vendor:** HMH Engineering
- **Services:** 5/18 Construction Engineering, Inspection and Sampling Services
- **Total:** $82,200

The previous value was $73,700, and the current value is $8,500, making the total $82,200. The board action is for information only.
Meeting Date  April 17~18, 2019

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

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Sablan, P.E.</td>
<td>Design/Traffic Services Engineer</td>
<td></td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Sablan, P.E.</td>
<td>Design/Traffic Services Engineer</td>
<td></td>
</tr>
</tbody>
</table>

Subject

Report of Speed Minute Entry Changes for April 2019

Key Number

<table>
<thead>
<tr>
<th>District</th>
<th>Route Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>SH-21 &amp; I-84</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Route</th>
<th>Beg Milepost</th>
<th>End Milepost</th>
<th>Speed Old</th>
<th>Speed New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes processed by District 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SH-21</td>
<td>0.410</td>
<td>0.800</td>
<td>55</td>
<td>45</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-84</td>
<td>24.240</td>
<td>25.500</td>
<td>80</td>
<td>65</td>
</tr>
<tr>
<td>(70 Trucks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommendations

For information only

Board Action

☐ Approved  ☐ Deferred  ☐ Other  

☐ Other  

Page 1 of 1
Subject
State Fiscal Year 2019 Financial Statements

Background Information

July 01, 2018 thru February 28, 2019, Fiscal Year 2019 Financial Statements

The financial operations of the Department as of February 28, 2019 continues this fiscal year with revenue coming in ahead of forecast year-to-date and the expenditures are following projected budgets.

- Revenues to the State Highway Account from all state sources are ahead of forecast by 4.9%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 4.4% or $6.3M. Revenue in the ethanol exemption and registrations/fuel taxes direct to the State Highway Account are ahead of forecast by 2.3%. State revenues to the State Aeronautics Fund are ahead of forecast by 24% or $468,000. Staff continues to monitor revenue and provide updates as needed.

- Expenditures are within planned budgets YTD. The differences are timing differences between planned and actual expenditures plus encumbrances estimated YTD. Personnel costs have savings of $8.4 M or 10% that is due to reserves for horizontal career path increases, vacancies and timing between a position becoming vacant and filled.

- Contract construction cash expenditures for July to February of this fiscal year has exceeded any from the past three years: FY19 = $325.3M; FY18 = $303.6M; FY17 = $181.1M. This fiscal year continues the effort of last fiscal year and is helping ITD achieve its objective to reduce the outstanding obligated but un-spent balances in this category.

The balance of the long term investments as of the end of February is $136.7 Million after redeeming $30M in October to meet cash flow requirements. These funds are obligated against both construction projects and encumbrances. The long term investments plus the cash balance of $68M totals $204.7M.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), for the eight months, were $13.1M. Projects obligated from these funds will continue to have payouts throughout this fiscal year.

Deposits into the new Transportation Expansion and Congestion Mitigation Fund of $11.4M is 5% ahead of forecast YTD. The receipts into this fund for FY19 is committed to providing match on the INFRA grant.

Recommendations
<table>
<thead>
<tr>
<th>Board Agenda Item</th>
<th>ITD 2210 (Rev. 10-13)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board Action</strong></td>
<td></td>
</tr>
<tr>
<td>□ Approved</td>
<td>□ Deferred</td>
</tr>
<tr>
<td>□ Other</td>
<td>__________________</td>
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### Funds Received

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual YTD</th>
<th>FY19 Actual YTD</th>
<th>FY19 Forecast YTD</th>
<th>FY19 to FY18 Actual</th>
<th>FY 19 to Forecast</th>
</tr>
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<tbody>
<tr>
<td><strong>State Highway Account</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Reimbursements</td>
<td>216,550</td>
<td>207,997</td>
<td>253,123</td>
<td>-3.9%</td>
<td>-17.8%</td>
</tr>
<tr>
<td>State (Inc. H.D.A.)</td>
<td>222,483</td>
<td>233,249</td>
<td>222,315</td>
<td>4.8%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Local</td>
<td>3,414</td>
<td>7,860</td>
<td>9,432</td>
<td>130.2%</td>
<td>-16.7%</td>
</tr>
<tr>
<td><strong>Total State Highway Account</strong>:</td>
<td>442,447</td>
<td>449,105</td>
<td>484,870</td>
<td>1.5%</td>
<td>-7.4%</td>
</tr>
<tr>
<td><strong>State Aeronautics Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Reimbursements</td>
<td>218</td>
<td>237</td>
<td>540</td>
<td>9.0%</td>
<td>-56.1%</td>
</tr>
<tr>
<td>State</td>
<td>2,162</td>
<td>2,421</td>
<td>1,953</td>
<td>11.9%</td>
<td>23.9%</td>
</tr>
<tr>
<td><strong>Total State Aeronautics Fund</strong>:</td>
<td>2,380</td>
<td>2,658</td>
<td>2,493</td>
<td>11.7%</td>
<td>6.6%</td>
</tr>
<tr>
<td><strong>Total Fund Received</strong>:</td>
<td>444,827</td>
<td>451,763</td>
<td>487,363</td>
<td>1.6%</td>
<td>-7.3%</td>
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</tbody>
</table>

### Disbursements (includes Encumbrances)

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual YTD</th>
<th>FY19 Actual YTD</th>
<th>FY19 Budget YTD</th>
<th>FY19 to FY18 Actual</th>
<th>FY 19 to Budget</th>
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</thead>
<tbody>
<tr>
<td>Construction Payouts</td>
<td>303,950</td>
<td>329,756</td>
<td>387,229</td>
<td>8.5%</td>
<td>-14.8%</td>
</tr>
<tr>
<td><strong>Operations Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highways</td>
<td>119,179</td>
<td>117,557</td>
<td>133,054</td>
<td>-1.4%</td>
<td>-11.6%</td>
</tr>
<tr>
<td>DMV</td>
<td>26,473</td>
<td>24,201</td>
<td>25,954</td>
<td>-8.6%</td>
<td>-6.8%</td>
</tr>
<tr>
<td>Administration</td>
<td>17,082</td>
<td>17,613</td>
<td>18,876</td>
<td>3.1%</td>
<td>-6.7%</td>
</tr>
<tr>
<td>Facilities</td>
<td>1,344</td>
<td>3,296</td>
<td>1,830</td>
<td>145.2%</td>
<td>80.1%</td>
</tr>
<tr>
<td>Aeronautics</td>
<td>1,894</td>
<td>3,826</td>
<td>3,835</td>
<td>102.0%</td>
<td>-0.2%</td>
</tr>
<tr>
<td><strong>Total Operations Expenses</strong>:</td>
<td>165,973</td>
<td>166,493</td>
<td>183,548</td>
<td>0.3%</td>
<td>-9.3%</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>10,491</td>
<td>10,903</td>
<td>10,880</td>
<td>3.9%</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Total Transfers</strong>:</td>
<td>10,516</td>
<td>10,928</td>
<td>10,905</td>
<td>3.9%</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong>:</td>
<td>480,439</td>
<td>507,177</td>
<td>581,681</td>
<td>5.6%</td>
<td>-12.8%</td>
</tr>
</tbody>
</table>

### Expenditures by Type

<table>
<thead>
<tr>
<th></th>
<th>FY18 Actual YTD</th>
<th>FY19 Actual YTD</th>
<th>FY19 Budget YTD</th>
<th>FY19 to FY18 Actual</th>
<th>FY 19 to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>73,728</td>
<td>76,081</td>
<td>84,495</td>
<td>3.2%</td>
<td>-10.0%</td>
</tr>
<tr>
<td>Operating</td>
<td>64,230</td>
<td>63,160</td>
<td>64,573</td>
<td>-1.7%</td>
<td>-2.2%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>18,159</td>
<td>16,621</td>
<td>25,127</td>
<td>-8.5%</td>
<td>-33.9%</td>
</tr>
<tr>
<td>Sub-Grantee</td>
<td>9,855</td>
<td>10,631</td>
<td>9,354</td>
<td>7.9%</td>
<td>13.7%</td>
</tr>
<tr>
<td><strong>Total Operations Expenses</strong>:</td>
<td>165,973</td>
<td>166,493</td>
<td>183,548</td>
<td>0.3%</td>
<td>-9.3%</td>
</tr>
<tr>
<td>Contract Construction</td>
<td>303,950</td>
<td>329,756</td>
<td>387,229</td>
<td>8.5%</td>
<td>-14.8%</td>
</tr>
<tr>
<td><strong>Totals (excluding Transfers)</strong>:</td>
<td>469,923</td>
<td>496,250</td>
<td>570,777</td>
<td>5.6%</td>
<td>-13.1%</td>
</tr>
</tbody>
</table>
Includes Equipment Buy Back Program

Misc. Revenue (RTA $563,572) and Transfers - In

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

<table>
<thead>
<tr>
<th>Month</th>
<th>FY17 Actual Revenue</th>
<th>FY18 Actual Revenue</th>
<th>FY19 Current</th>
<th>FY19 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>24.386</td>
<td>27.003</td>
<td>29.298</td>
<td>26.438</td>
</tr>
<tr>
<td>Aug</td>
<td>51.275</td>
<td>54.686</td>
<td>57.454</td>
<td>54.510</td>
</tr>
<tr>
<td>Sep</td>
<td>80.145</td>
<td>82.976</td>
<td>84.752</td>
<td>82.043</td>
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<tr>
<td>Oct</td>
<td>107.095</td>
<td>110.644</td>
<td>114.108</td>
<td>112.368</td>
</tr>
<tr>
<td>Nov</td>
<td>131.576</td>
<td>136.997</td>
<td>142.878</td>
<td>139.268</td>
</tr>
<tr>
<td>Dec</td>
<td>158.480</td>
<td>164.897</td>
<td>173.775</td>
<td>167.339</td>
</tr>
<tr>
<td>Jan</td>
<td>188.080</td>
<td>195.901</td>
<td>206.239</td>
<td>195.636</td>
</tr>
<tr>
<td>Feb</td>
<td>214.414</td>
<td>222.483</td>
<td>223.249</td>
<td>222.315</td>
</tr>
<tr>
<td>Mar</td>
<td>240.295</td>
<td>249.311</td>
<td>248.199</td>
<td>248.199</td>
</tr>
<tr>
<td>Apr</td>
<td>264.866</td>
<td>273.673</td>
<td>273.266</td>
<td>273.266</td>
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<tr>
<td>May</td>
<td>306.932</td>
<td>299.623</td>
<td>306.152</td>
<td>306.152</td>
</tr>
<tr>
<td>Jun</td>
<td>335.742</td>
<td>326.714</td>
<td>332.338</td>
<td>332.338</td>
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</table>
## State Highway Fund 0260

**Fiscal Year 2019**  
**Expenditures**  
**February - For Period Ending 2/28/2019**

<table>
<thead>
<tr>
<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY18 Actual Expenditures</strong></td>
<td>66.330</td>
<td>139.287</td>
<td>221.745</td>
<td>308.357</td>
<td>360.460</td>
<td>405.710</td>
<td>437.190</td>
<td>468.029</td>
<td>504.461</td>
<td>550.126</td>
<td>607.868</td>
<td>669.206</td>
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<tr>
<td><strong>FY19 Current</strong></td>
<td>95.849</td>
<td>163.446</td>
<td>238.100</td>
<td>316.163</td>
<td>372.747</td>
<td>422.734</td>
<td>459.444</td>
<td>493.898</td>
<td>525.974</td>
<td>557.987</td>
<td>605.721</td>
<td>1,088.590</td>
</tr>
<tr>
<td><strong>FY19 Forecast</strong></td>
<td>138.383</td>
<td>271.540</td>
<td>294.850</td>
<td>373.527</td>
<td>435.102</td>
<td>479.374</td>
<td>517.705</td>
<td>568.563</td>
<td>610.640</td>
<td>652.203</td>
<td>712.322</td>
<td>1,088.590</td>
</tr>
</tbody>
</table>

Current = Actual Payments and Encumbrances
Fiscal Year 2019
State and Interagency Revenue Sources Forecast vs Actual
February - For Period Ending 2/28/2019

Aeronautics Fund 0221

Including Misc. Revenue and Transfers - In

Includes Misc. Revenue (RTA $0) and Transfers - In

<table>
<thead>
<tr>
<th>Month</th>
<th>FY17 Actual Revenue</th>
<th>FY18 Actual Revenue</th>
<th>FY19 Current</th>
<th>FY19 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1.201</td>
<td>0.191</td>
<td>0.234</td>
<td>0.188</td>
</tr>
<tr>
<td>Feb</td>
<td>1.459</td>
<td>0.524</td>
<td>0.447</td>
<td>0.447</td>
</tr>
<tr>
<td>Mar</td>
<td>1.789</td>
<td>0.834</td>
<td>0.793</td>
<td>0.739</td>
</tr>
<tr>
<td>Apr</td>
<td>1.059</td>
<td>1.159</td>
<td>0.943</td>
<td>1.037</td>
</tr>
<tr>
<td>May</td>
<td>1.381</td>
<td>1.338</td>
<td>0.934</td>
<td>1.037</td>
</tr>
<tr>
<td>Jun</td>
<td>1.569</td>
<td>1.563</td>
<td>0.934</td>
<td>1.037</td>
</tr>
<tr>
<td>Jul</td>
<td>1.256</td>
<td>1.265</td>
<td>0.943</td>
<td>1.037</td>
</tr>
<tr>
<td>Aug</td>
<td>1.559</td>
<td>1.780</td>
<td>1.782</td>
<td>1.953</td>
</tr>
<tr>
<td>Sep</td>
<td>2.000</td>
<td>2.280</td>
<td>2.242</td>
<td>2.327</td>
</tr>
<tr>
<td>Oct</td>
<td>0.000</td>
<td>2.491</td>
<td>2.421</td>
<td>2.532</td>
</tr>
<tr>
<td>Nov</td>
<td>0.500</td>
<td>2.780</td>
<td>2.421</td>
<td>2.731</td>
</tr>
<tr>
<td>Dec</td>
<td>0.000</td>
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<td>2.842</td>
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</tr>
<tr>
<td>Jan</td>
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<td>3.015</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Feb</td>
<td>1.500</td>
<td>1.000</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Mar</td>
<td>2.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Apr</td>
<td>1.000</td>
<td>0.000</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>May</td>
<td>1.500</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Jun</td>
<td>2.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Jul</td>
<td>1.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Aug</td>
<td>1.500</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
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<tr>
<td>Sep</td>
<td>2.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
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<tr>
<td>Oct</td>
<td>1.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
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<tr>
<td>Nov</td>
<td>1.500</td>
<td>0.500</td>
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<td>2.842</td>
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<tr>
<td>Dec</td>
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<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
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<tr>
<td>Jan</td>
<td>1.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Feb</td>
<td>1.500</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Mar</td>
<td>2.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Apr</td>
<td>1.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
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<tr>
<td>May</td>
<td>1.500</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Jun</td>
<td>2.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Jul</td>
<td>1.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Aug</td>
<td>1.500</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Sep</td>
<td>2.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Oct</td>
<td>1.000</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Nov</td>
<td>1.500</td>
<td>0.500</td>
<td>2.842</td>
<td>2.842</td>
</tr>
<tr>
<td>Dec</td>
<td>2.000</td>
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<td>2.842</td>
<td>2.842</td>
</tr>
</tbody>
</table>

Date Prepared: 3/7/2019
### Aeronautics Fund 0221

**Fiscal Year 2019**

**Expenditures**

**February - For Period Ending 2/28/2019**

<table>
<thead>
<tr>
<th>Month</th>
<th>FY17 Actual Expenditures</th>
<th>FY18 Actual Expenditures</th>
<th>FY19 Current</th>
<th>FY19 Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>0.170</td>
<td>0.645</td>
<td>0.193</td>
<td>0.199</td>
</tr>
<tr>
<td>Aug</td>
<td>0.330</td>
<td>0.778</td>
<td>0.512</td>
<td>0.359</td>
</tr>
<tr>
<td>Sep</td>
<td>0.697</td>
<td>0.999</td>
<td>0.652</td>
<td>0.814</td>
</tr>
<tr>
<td>Oct</td>
<td>0.832</td>
<td>1.131</td>
<td>0.816</td>
<td>0.945</td>
</tr>
<tr>
<td>Nov</td>
<td>1.246</td>
<td>1.262</td>
<td>1.498</td>
<td>1.123</td>
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<tr>
<td>Dec</td>
<td>1.390</td>
<td>1.411</td>
<td>1.943</td>
<td>1.818</td>
</tr>
<tr>
<td>Jan</td>
<td>1.532</td>
<td>1.685</td>
<td>2.124</td>
<td>2.014</td>
</tr>
<tr>
<td>Feb</td>
<td>1.637</td>
<td>1.894</td>
<td>2.214</td>
<td>2.214</td>
</tr>
<tr>
<td>Mar</td>
<td>1.767</td>
<td>2.299</td>
<td>2.436</td>
<td>2.436</td>
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<tr>
<td>Apr</td>
<td>1.878</td>
<td>2.522</td>
<td>2.622</td>
<td>2.622</td>
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<tr>
<td>May</td>
<td>2.258</td>
<td>2.909</td>
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<td>2.887</td>
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<tr>
<td>Jun</td>
<td>2.514</td>
<td>3.220</td>
<td>4.949</td>
<td>4.949</td>
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</tbody>
</table>

Current = Actual Payments and Encumbrances
# Idaho Transportation Department

## OPERATING FUND BALANCE SHEET

FOR THE PERIOD ENDED 2/28/2019

### ASSETS

<table>
<thead>
<tr>
<th></th>
<th>State Aeronautics Fund</th>
<th>State Highway Fund</th>
<th>Transportation Expansion and Congestion Mitigation Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0221</td>
<td>0260</td>
<td>0269</td>
<td></td>
</tr>
<tr>
<td>Jan-19</td>
<td>Feb-19</td>
<td>Jan-19</td>
<td>Feb-19</td>
</tr>
<tr>
<td><strong>Cash on Hand (Change Fund)</strong></td>
<td>0</td>
<td>0</td>
<td>5,845</td>
</tr>
<tr>
<td><strong>Cash in Bank (Daily Operations)</strong></td>
<td>2,111,705</td>
<td>2,104,010</td>
<td>60,507,123</td>
</tr>
<tr>
<td><strong>Investments (Long Term: STO - Diversified Bond Fund)</strong></td>
<td>836,395</td>
<td>837,822</td>
<td>136,497,988</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>2,948,100</td>
<td>2,941,831</td>
<td>197,010,956</td>
</tr>
<tr>
<td><strong>Receivables - Other</strong></td>
<td>0</td>
<td>0</td>
<td>1,044,512</td>
</tr>
<tr>
<td>- Due From Locals (Project Overruns)</td>
<td>0</td>
<td>8,111</td>
<td>2,918,889</td>
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<tr>
<td>- Inter Agency</td>
<td>2,549</td>
<td>14,238</td>
<td>1,319</td>
</tr>
<tr>
<td><strong>Total Receivables</strong></td>
<td>2,549</td>
<td>22,348</td>
<td>3,964,720</td>
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<tr>
<td><strong>Inventory on Hand</strong></td>
<td>(150)</td>
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<td>21,479,605</td>
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<tr>
<td><strong>Total Assets:</strong></td>
<td>2,950,500</td>
<td>2,964,180</td>
<td>222,455,281</td>
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</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>State Aeronautics Fund</th>
<th>State Highway Fund</th>
<th>Transportation Expansion and Congestion Mitigation Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0221</td>
<td>0260</td>
<td>0269</td>
<td></td>
</tr>
<tr>
<td>Jan-19</td>
<td>Feb-19</td>
<td>Jan-19</td>
<td>Feb-19</td>
</tr>
<tr>
<td><strong>Vouchers Payable</strong></td>
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<td><strong>Sales Tax Payable</strong></td>
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<tr>
<td><strong>Deferred Revenue (Local Projects Match)</strong></td>
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<tr>
<td><strong>Accounts Receivable Overpayment</strong></td>
<td>0</td>
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<td>0</td>
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<tr>
<td><strong>Contractor Retained % (In Lieu Of Performance Bond)</strong></td>
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<td>0</td>
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<tr>
<td><strong>Total Liabilities:</strong></td>
<td>0</td>
<td>0</td>
<td>27,882,507</td>
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</table>

### FUND BALANCE

<table>
<thead>
<tr>
<th></th>
<th>State Aeronautics Fund</th>
<th>State Highway Fund</th>
<th>Transportation Expansion and Congestion Mitigation Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0221</td>
<td>0260</td>
<td>0269</td>
<td></td>
</tr>
<tr>
<td>Reserve for Encumbrance</td>
<td>204,988</td>
<td>231,757</td>
<td>43,205,945</td>
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<td><strong>Fund Balance</strong></td>
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<td><strong>Total Fund Balance:</strong></td>
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<td>2,964,180</td>
<td>194,572,774</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Total Liabilities and Fund Balance</th>
<th>0221</th>
<th>0260</th>
<th>0269</th>
</tr>
</thead>
<tbody>
<tr>
<td>0221</td>
<td>0260</td>
<td>0269</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities and Fund Balance</strong></td>
<td>2,950,500</td>
<td>2,964,180</td>
<td>222,455,281</td>
<td>226,667,535</td>
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</tbody>
</table>
## Idaho Transportation Department

**OPERATING FUND BALANCE SHEET**

**FOR THE PERIOD ENDED 2/28/2019**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Strategic Initiatives Fund</th>
<th>Strategic Initiatives Fund</th>
<th>Total Strategic Initiatives Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>(State Share)</td>
<td>(Local Share)</td>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>0270.02</td>
<td>0270.05</td>
<td>0270</td>
<td></td>
</tr>
<tr>
<td>Jan-19</td>
<td>Feb-19</td>
<td>Jan-19</td>
<td>Feb-19</td>
</tr>
</tbody>
</table>

### ASSETS

<table>
<thead>
<tr>
<th>Item</th>
<th>0270.02</th>
<th>0270.05</th>
<th>0270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand (Change Fund)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cash in Bank (Daily Operations)</td>
<td>50,841,880</td>
<td>48,875,552</td>
<td>24,386,007</td>
</tr>
<tr>
<td>Investments (Long Term: STO - Diversified Bond Fund)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Cash &amp; Investments</strong></td>
<td>50,841,880</td>
<td>48,875,552</td>
<td>24,386,007</td>
</tr>
<tr>
<td>Receivables - Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Due From Locals (Project Overruns)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Inter Agency</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Receivables</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inventory on Hand</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Assets:</strong></td>
<td>50,841,880</td>
<td>48,875,552</td>
<td>24,386,007</td>
</tr>
</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>0270.02</th>
<th>0270.05</th>
<th>0270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales Tax Payable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Deferred Revenue (Local Projects Match)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Accounts Receivable Overpayment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contractor Retained % (In Lieu Of Performance Bond)</td>
<td>24,285</td>
<td>24,285</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Liabilities:</strong></td>
<td>24,285</td>
<td>24,285</td>
<td>0</td>
</tr>
</tbody>
</table>

### FUND BALANCE

<table>
<thead>
<tr>
<th>Item</th>
<th>0270.02</th>
<th>0270.05</th>
<th>0270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve for Encumbrance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>50,817,595</td>
<td>48,851,268</td>
<td>24,386,007</td>
</tr>
<tr>
<td><strong>Total Fund Balance:</strong></td>
<td>50,817,595</td>
<td>48,851,268</td>
<td>24,386,007</td>
</tr>
<tr>
<td><strong>Total Liabilities and Fund Balance</strong></td>
<td>50,841,880</td>
<td>48,875,552</td>
<td>24,386,007</td>
</tr>
</tbody>
</table>
### Idaho Transportation Department

**STATEMENT OF REVENUES AND EXPENDITURES**

**BUDGET TO ACTUAL**

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

<table>
<thead>
<tr>
<th></th>
<th>Year to Date Allotment (A)</th>
<th>Year to Date Activity (B)</th>
<th>Current Month Allotment (C)</th>
<th>Year to Date Encumbrance (D)</th>
<th>Variance Favorable / Unfavorable (E = A - B - D)</th>
<th>Percent Variance (F = E / A)</th>
<th>Annual Appropriation (G)</th>
<th>Appropriation Balance (H = G - B - D)</th>
<th>Percent Remaining (I = H / G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Federal Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FHWA - Highway</td>
<td>221,300,180</td>
<td>182,521,752</td>
<td>10,974,685</td>
<td>0</td>
<td>(38,778,428)</td>
<td>-17.52%</td>
<td>509,322,719</td>
<td>326,800,967</td>
<td>64.16%</td>
</tr>
<tr>
<td>FHWA - Indirect Cost</td>
<td>19,599,000</td>
<td>13,808,325</td>
<td>885,989</td>
<td>0</td>
<td>(5,790,675)</td>
<td>-29.55%</td>
<td>25,000,000</td>
<td>11,191,675</td>
<td>44.77%</td>
</tr>
<tr>
<td>Federal Transit Authority</td>
<td>8,600,000</td>
<td>7,159,080</td>
<td>941,966</td>
<td>0</td>
<td>(1,440,920)</td>
<td>-16.75%</td>
<td>12,771,200</td>
<td>5,612,120</td>
<td>43.94%</td>
</tr>
<tr>
<td>NHTSA - Highway Safety</td>
<td>3,350,000</td>
<td>3,743,821</td>
<td>144,319</td>
<td>0</td>
<td>393,821</td>
<td>11.76%</td>
<td>4,546,900</td>
<td>803,079</td>
<td>17.66%</td>
</tr>
<tr>
<td>Other Federal Aid</td>
<td>274,000</td>
<td>763,961</td>
<td>248,545</td>
<td>0</td>
<td>489,961</td>
<td>178.82%</td>
<td>4,130,000</td>
<td>3,366,039</td>
<td>81.50%</td>
</tr>
<tr>
<td><strong>Total Federal Sources</strong></td>
<td>253,123,180</td>
<td>207,996,940</td>
<td>13,195,503</td>
<td>0</td>
<td>(45,126,241)</td>
<td>-17.83%</td>
<td>555,770,819</td>
<td>347,773,880</td>
<td>62.58%</td>
</tr>
<tr>
<td><strong>State Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Buy Back</td>
<td>0</td>
<td>1,829,000</td>
<td>0</td>
<td>0</td>
<td>1,829,000</td>
<td>0.00%</td>
<td>7,043,000</td>
<td>5,214,000</td>
<td>74.03%</td>
</tr>
<tr>
<td>Miscellaneous Revenues</td>
<td>19,699,915</td>
<td>21,149,865</td>
<td>2,614,354</td>
<td>0</td>
<td>1,449,950</td>
<td>7.36%</td>
<td>29,645,572</td>
<td>8,495,707</td>
<td>28.66%</td>
</tr>
<tr>
<td><strong>Total State Sources</strong></td>
<td>19,699,915</td>
<td>22,978,865</td>
<td>2,614,354</td>
<td>0</td>
<td>3,278,950</td>
<td>16.64%</td>
<td>36,688,572</td>
<td>13,709,707</td>
<td>37.37%</td>
</tr>
<tr>
<td><strong>Local Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Match For Local Projects</td>
<td>9,432,280</td>
<td>7,243,285</td>
<td>1,132,810</td>
<td>0</td>
<td>(2,188,995)</td>
<td>-23.21%</td>
<td>28,850,432</td>
<td>21,607,147</td>
<td>74.89%</td>
</tr>
<tr>
<td>Other Local Sources</td>
<td>0</td>
<td>616,233</td>
<td>0</td>
<td>0</td>
<td>616,233</td>
<td>0.00%</td>
<td>0</td>
<td>(616,233)</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Local Sources</strong></td>
<td>9,432,280</td>
<td>7,859,518</td>
<td>1,132,810</td>
<td>0</td>
<td>(1,572,762)</td>
<td>-16.67%</td>
<td>28,850,432</td>
<td>20,990,914</td>
<td>72.76%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>282,255,375</td>
<td>238,835,324</td>
<td>16,942,667</td>
<td>0</td>
<td>(43,420,053)</td>
<td>-15.38%</td>
<td>621,309,823</td>
<td>382,474,501</td>
<td>61.56%</td>
</tr>
<tr>
<td>TRANSFERS-IN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highway Distribution Account</td>
<td>144,262,300</td>
<td>150,601,951</td>
<td>17,845,510</td>
<td>0</td>
<td>6,339,651</td>
<td>4.39%</td>
<td>211,444,100</td>
<td>60,842,149</td>
<td>28.77%</td>
</tr>
<tr>
<td>Fuel/Registration Direct</td>
<td>45,671,190</td>
<td>46,726,424</td>
<td>5,183,916</td>
<td>0</td>
<td>1,055,234</td>
<td>2.31%</td>
<td>65,905,200</td>
<td>19,178,776</td>
<td>29.10%</td>
</tr>
<tr>
<td>Ethanol Fuels Tax</td>
<td>12,681,500</td>
<td>12,941,610</td>
<td>1,366,397</td>
<td>0</td>
<td>260,110</td>
<td>2.05%</td>
<td>18,300,000</td>
<td>5,358,390</td>
<td>29.28%</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN</strong></td>
<td>202,614,990</td>
<td>210,269,984</td>
<td>24,395,823</td>
<td>0</td>
<td>7,654,995</td>
<td>3.78%</td>
<td>295,649,300</td>
<td>85,379,315</td>
<td>28.88%</td>
</tr>
<tr>
<td><strong>TOTAL REV AND TRANSFERS-IN</strong></td>
<td>484,870,365</td>
<td>449,105,308</td>
<td>41,338,489</td>
<td>0</td>
<td>(35,765,058)</td>
<td>-7.38%</td>
<td>916,959,123</td>
<td>467,853,816</td>
<td>51.02%</td>
</tr>
</tbody>
</table>
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

- Permanent Staff Salaries: 57,443,543 (A) vs 51,819,268 (B), Variance = 5,624,275 (E = A - B - D) = 9.79% (F) of Budget, Percent Favorable = 9.79% (G) of Budget
- Board, Hourly, OT, Shift Diff: 798,280 (A) vs 772,033 (B), Variance = 26,247 (E = A - B - D) = 3.29% (F) of Budget, Percent Favorable = 3.29% (G) of Budget
- Fringe Benefits: 25,489,999 (A) vs 22,766,664 (B), Variance = 2,723,335 (E = A - B - D) = 10.68% (F) of Budget, Percent Favorable = 10.68% (G) of Budget
- In State Travel Expense: 970,468 (A) vs 946,206 (B), Variance = 24,262 (E = A - B - D) = 2.50% (F) of Budget, Percent Favorable = 2.50% (G) of Budget
- Out of State Travel Expense: 270,868 (A) vs 261,184 (B), Variance = 9,684 (E = A - B - D) = 3.58% (F) of Budget, Percent Favorable = 3.58% (G) of Budget
- Technology Operating Expense: 22,364,020 (A) vs 11,709,614 (B), Variance = 4,041,948 (E = A - B - D) = 18.07% (F) of Budget, Percent Favorable = 18.07% (G) of Budget
- Operating Expense: 40,447,471 (A) vs 36,824,305 (B), Variance = 6,296,661 (E = A - B - D) = 18.71% (F) of Budget, Percent Favorable = 18.71% (G) of Budget
- Technology Equipment Expense: 2,298,293 (A) vs 685,083 (B), Variance = 1,613,210 (E = A - B - D) = 71.06% (F) of Budget, Percent Favorable = 71.06% (G) of Budget
- Capital Equipment Expense: 20,408,607 (A) vs 7,338,765 (B), Variance = 13,069,842 (E = A - B - D) = 64.17% (F) of Budget, Percent Favorable = 64.17% (G) of Budget
- Capital Facilities Expense: 1,829,500 (A) vs 2,198,401 (B), Variance = 378,901 (E = A - B - D) = -17.48% (F) of Budget, Percent Favorable = -17.48% (G) of Budget
- Trustee & Benefit Payments: 9,013,178 (A) vs 10,102,502 (B), Variance = (1,089,324) (E = A - B - D) = -12.09% (F) of Budget, Percent Favorable = -12.09% (G) of Budget

Total Operations Expense: 181,334,227 (A) vs 145,424,025 (B), Variance = 35,910,202 (E = A - B - D) = 24.96% (F) of Budget, Percent Favorable = 24.96% (G) of Budget

Contract Construction

- Technology Operating Expense: 0 (A) vs 1,413,731 (B), Variance = (1,413,731) (E = A - B - D) = -100.00% (F) of Budget, Percent Favorable = -100.00% (G) of Budget
- Operating Expense: 5,500,700 (A) vs 1,513,815 (B), Variance = 4,986,885 (E = A - B - D) = 99.18% (F) of Budget, Percent Favorable = 99.18% (G) of Budget
- Capital Projects: 379,860,960 (A) vs 321,797,931 (B), Variance = 58,063,029 (E = A - B - D) = 17.49% (F) of Budget, Percent Favorable = 17.49% (G) of Budget
- Trustee & Benefit Payments: 1,867,300 (A) vs 634,376 (B), Variance = 1,232,924 (E = A - B - D) = 193.71% (F) of Budget, Percent Favorable = 193.71% (G) of Budget

Total Contract Construction: 387,228,960 (A) vs 325,359,852 (B), Variance = 61,869,108 (E = A - B - D) = 18.96% (F) of Budget, Percent Favorable = 18.96% (G) of Budget

TOTAL EXPENDITURES: 568,563,187 (A) vs 470,783,877 (B), Variance = 97,779,310 (E = A - B - D) = 20.97% (F) of Budget, Percent Favorable = 20.97% (G) of Budget

TRANSFERS OUT

- Statutory: 25,000 (A) vs 25,000 (B), Variance = 0 (E = A - B - D) = 0.00% (F) of Budget, Percent Favorable = 0.00% (G) of Budget
- Operating: 10,879,519 (A) vs 10,902,512 (B), Variance = (22,993) (E = A - B - D) = -0.21% (F) of Budget, Percent Favorable = -0.21% (G) of Budget

TOTAL TRANSFERS OUT: 10,904,519 (A) vs 10,927,512 (B), Variance = (22,993) (E = A - B - D) = -0.21% (F) of Budget, Percent Favorable = -0.21% (G) of Budget

Net for Fiscal Year 2019: (94,597,341) (A) vs (32,606,081) (B), Variance = 62,991,260 (E = A - B - D) = 191.88% (F) of Budget, Percent Favorable = 191.88% (G) of Budget

Note: All percentages are rounded to two decimal places.
## Idaho Transportation Department

**STATEMENT OF REVENUES AND EXPENDITURES**

**BUDGET TO ACTUAL**

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

<table>
<thead>
<tr>
<th>Fiscal Year: 2019</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Construction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenditures Dedicated</td>
<td>482,300</td>
<td>226,634</td>
<td>21,716</td>
<td>72,620</td>
<td>183,045</td>
<td>37.95 %</td>
<td>2,880,951</td>
<td>2,581,697</td>
<td>89.61 %</td>
</tr>
<tr>
<td>Operating Expenditures Federal</td>
<td>4,969,200</td>
<td>2,690,846</td>
<td>230,965</td>
<td>958,341</td>
<td>1,320,013</td>
<td>26.56 %</td>
<td>8,634,510</td>
<td>4,985,323</td>
<td>57.74 %</td>
</tr>
<tr>
<td>Operating Expenditures Local</td>
<td>49,200</td>
<td>10,065</td>
<td>(858)</td>
<td>0</td>
<td>39,135</td>
<td>79.54 %</td>
<td>385,334</td>
<td>375,269</td>
<td>97.39 %</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td>5,500,700</td>
<td>2,927,546</td>
<td>251,823</td>
<td>1,030,962</td>
<td>1,542,193</td>
<td>28.04 %</td>
<td>11,900,795</td>
<td>7,942,288</td>
<td>66.74 %</td>
</tr>
<tr>
<td><strong>Capital Outlay</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay Dedicated</td>
<td>136,704,308</td>
<td>127,476,493</td>
<td>2,121,689</td>
<td>1,135,362</td>
<td>8,092,454</td>
<td>5.92 %</td>
<td>268,453,059</td>
<td>139,841,205</td>
<td>52.09 %</td>
</tr>
<tr>
<td>Capital Outlay Federal</td>
<td>207,167,816</td>
<td>164,713,861</td>
<td>11,674,017</td>
<td>2,230,100</td>
<td>40,223,855</td>
<td>19.42 %</td>
<td>467,738,319</td>
<td>300,794,358</td>
<td>64.31 %</td>
</tr>
<tr>
<td>Capital Outlay FICR</td>
<td>21,984,249</td>
<td>22,751,941</td>
<td>899,305</td>
<td>0</td>
<td>(767,692)</td>
<td>-3.49 %</td>
<td>43,242,712</td>
<td>20,490,771</td>
<td>47.39 %</td>
</tr>
<tr>
<td>Capital Outlay Local</td>
<td>14,004,587</td>
<td>6,855,635</td>
<td>379,166</td>
<td>0</td>
<td>7,148,952</td>
<td>51.05 %</td>
<td>27,546,826</td>
<td>20,691,191</td>
<td>75.11 %</td>
</tr>
<tr>
<td><strong>Total Capital Outlay</strong></td>
<td>379,860,960</td>
<td>321,797,931</td>
<td>15,074,177</td>
<td>3,365,461</td>
<td>54,697,568</td>
<td>14.40 %</td>
<td>806,980,916</td>
<td>481,817,524</td>
<td>59.71 %</td>
</tr>
<tr>
<td><strong>Trustee &amp; Benefit Payments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee &amp; Benefit Payments Dedicated</td>
<td>241,900</td>
<td>19,561</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>222,339</td>
<td>91.91 %</td>
<td>882,835</td>
</tr>
<tr>
<td>Trustee &amp; Benefit Payments Federal</td>
<td>1,596,600</td>
<td>614,815</td>
<td>77,811</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>981,785</td>
<td>61.49 %</td>
<td>3,439,790</td>
</tr>
<tr>
<td>Trustee &amp; Benefit Payments Local</td>
<td>28,800</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>28,800</td>
<td>100.00 %</td>
<td>611,171</td>
</tr>
<tr>
<td><strong>Total Trustee &amp; Benefit Payments</strong></td>
<td>1,867,300</td>
<td>634,376</td>
<td>77,811</td>
<td>0</td>
<td>1,232,924</td>
<td>66.03 %</td>
<td>4,933,796</td>
<td>4,299,419</td>
<td>87.14 %</td>
</tr>
<tr>
<td><strong>Total Contract Construction</strong></td>
<td>387,228,960</td>
<td>325,359,852</td>
<td>15,403,811</td>
<td>4,396,423</td>
<td>57,472,685</td>
<td>14.84 %</td>
<td>823,815,507</td>
<td>494,059,232</td>
<td>59.97 %</td>
</tr>
</tbody>
</table>
# 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

<table>
<thead>
<tr>
<th>Fiscal Year: 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Fiscal Year: 2019</td>
</tr>
</tbody>
</table>

### REVENUES

<table>
<thead>
<tr>
<th>Item</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous Revenues</td>
<td>47,200</td>
<td>383,832</td>
<td>64,584</td>
<td>0</td>
<td>336,632</td>
<td>713.20%</td>
<td>71,000</td>
<td>(312,832)</td>
<td>-440.61%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td>47,200</td>
<td>383,832</td>
<td>64,584</td>
<td>0</td>
<td>336,632</td>
<td>713.20%</td>
<td>71,000</td>
<td>(312,832)</td>
<td>-440.61%</td>
</tr>
<tr>
<td><strong>TRANSFERS-IN:</strong></td>
<td>10,814,200</td>
<td>11,378,705</td>
<td>1,178,022</td>
<td>0</td>
<td>564,505</td>
<td>5.22%</td>
<td>19,301,000</td>
<td>7,922,295</td>
<td>41.05%</td>
</tr>
<tr>
<td>Cigarette Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>2,824,000</td>
<td>2,824,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>10,814,200</td>
<td>11,378,705</td>
<td>1,178,022</td>
<td>0</td>
<td>564,505</td>
<td>5.22%</td>
<td>16,477,000</td>
<td>5,098,295</td>
<td>30.94%</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td>10,861,400</td>
<td>11,762,538</td>
<td>1,242,605</td>
<td>0</td>
<td>901,137</td>
<td>8.30%</td>
<td>19,372,000</td>
<td>7,609,463</td>
<td>39.28%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Year to Date Allotment</th>
<th>Year to Date Actual</th>
<th>Current Month Activity</th>
<th>Year to Date Encumbrance</th>
<th>Variance Favorable / Unfavorable</th>
<th>Percent Variance</th>
<th>Annual Appropriation</th>
<th>Appropriation Balance</th>
<th>Percent Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Construction - Capital Projects</td>
<td>16,531,100</td>
<td>654,408</td>
<td>33,617</td>
<td>0</td>
<td>15,876,692</td>
<td>96.04%</td>
<td>37,967,477</td>
<td>37,313,068</td>
<td>98.28%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES:</strong></td>
<td>16,531,100</td>
<td>654,408</td>
<td>33,617</td>
<td>0</td>
<td>15,876,692</td>
<td>96.04%</td>
<td>37,967,477</td>
<td>37,313,068</td>
<td>98.28%</td>
</tr>
<tr>
<td><strong>TOTAL EXPD AND TRANSFERS OUT:</strong></td>
<td>16,531,100</td>
<td>654,408</td>
<td>33,617</td>
<td>0</td>
<td>15,876,692</td>
<td>96.04%</td>
<td>37,967,477</td>
<td>37,313,068</td>
<td>98.28%</td>
</tr>
</tbody>
</table>

**Net for Fiscal Year 2019:**  
(5,669,700) | 11,108,130 | 1,208,988 | 16,777,829 | (18,595,477) | (29,703,605)
# 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: 0270 | Strategic Initiatives Program Fund (State 60%) |

<table>
<thead>
<tr>
<th>Fiscal Year: 2019</th>
<th>Budget Fiscal Year: 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year to Date Allotment (A)</td>
<td>Year to Date Actual (B)</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
</tr>
<tr>
<td>State Sources - Miscellaneous Revenues</td>
<td>503,600</td>
</tr>
<tr>
<td>TOTAL REVENUES:</td>
<td>503,600</td>
</tr>
<tr>
<td><strong>TRANSFERS-IN</strong></td>
<td></td>
</tr>
<tr>
<td>Statutory</td>
<td>36,177,825</td>
</tr>
<tr>
<td>TOTAL TRANSFERS-IN:</td>
<td>36,177,825</td>
</tr>
<tr>
<td>TOTAL REV AND TRANSFERS-IN:</td>
<td>36,681,425</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
</tr>
<tr>
<td>Contract Construction - Capital Projects</td>
<td>24,762,222</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES:</td>
<td>24,762,222</td>
</tr>
<tr>
<td><strong>TRANSFERS OUT</strong></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL TRANSFERS OUT:</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL EXPD AND TRANSFERS OUT:</td>
<td>24,762,222</td>
</tr>
<tr>
<td><strong>Net for Fiscal Year 2019:</strong></td>
<td>11,919,203</td>
</tr>
</tbody>
</table>
# 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:** 0270  
Strategic Initiatives Program Fund (LHTAC-Local 40%)  

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


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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget Fiscal Year</th>
<th>Year to Date Allotment (A)</th>
<th>Year to Date Actual (B)</th>
<th>Current Month Activity (C)</th>
<th>Year to Date Encumbrance (D)</th>
<th>Variance Favorable / Unfavorable (E = A - B - D)</th>
<th>Percent Variance (F = E / A)</th>
<th>Annual Appropriation (G)</th>
<th>Appropriation Balance (H = G - B - D)</th>
<th>Percent Remaining (I = H / G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2019</td>
<td>0</td>
<td>76,599</td>
<td>10,115</td>
<td>0</td>
<td>76,599</td>
<td>0.00 %</td>
<td>0</td>
<td>(76,599)</td>
<td>0.00 %</td>
</tr>
<tr>
<td>REVENUES</td>
<td></td>
<td>TOTAL REVENUES:</td>
<td>0</td>
<td>76,599</td>
<td>0</td>
<td>76,599</td>
<td>0.00 %</td>
<td>0</td>
<td>(76,599)</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL TRANSFERS-IN:</td>
<td>0</td>
<td>15,602,512</td>
<td>0</td>
<td>15,602,512</td>
<td>0.00 %</td>
<td>0</td>
<td>(15,602,512)</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL REV AND TRANSFERS-IN:</td>
<td>0</td>
<td>15,679,111</td>
<td>0</td>
<td>15,679,111</td>
<td>0.00 %</td>
<td>0</td>
<td>(15,679,111)</td>
<td>0.00 %</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td>TOTAL EXPENDITURES:</td>
<td>0</td>
<td>55,268,573</td>
<td>371,960</td>
<td>0 (55,268,573)</td>
<td>0.00 %</td>
<td>0</td>
<td>(55,268,573)</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL EXPD AND TRANSFERS-OUT:</td>
<td>0</td>
<td>55,268,573</td>
<td>371,960</td>
<td>0 (55,268,573)</td>
<td>0.00 %</td>
<td>0</td>
<td>(55,268,573)</td>
<td>0.00 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net for Fiscal Year 2019:</td>
<td>0</td>
<td>(39,589,462)</td>
<td>(361,845)</td>
<td>(39,589,462)</td>
<td>0.00 %</td>
<td>0</td>
<td>39,589,462</td>
<td></td>
</tr>
</tbody>
</table>
# Idaho Transportation Department

## STATEMENT OF REVENUES AND EXPENDITURES

**BUDGET TO ACTUAL**

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

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>Year to Date Allotment (A)</th>
<th>Year to Date Actual (B)</th>
<th>Current Month Activity (C)</th>
<th>Year to Date Encumbrance (D)</th>
<th>Variance Favorable / Unfavorable (E = A - B - D)</th>
<th>Percent Variance (F = E / A)</th>
<th>Annual Appropriation (G)</th>
<th>Appropriation Balance (H = G - B - D)</th>
<th>Percent Remaining (I = H / G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Sources - FAA</td>
<td>539,800</td>
<td>237,065</td>
<td>34,801</td>
<td>0</td>
<td>(302,735)</td>
<td>-56.08%</td>
<td>666,000</td>
<td>428,935</td>
<td>64.40%</td>
</tr>
<tr>
<td>State Sources - Miscellaneous Revenues</td>
<td>274,089</td>
<td>315,623</td>
<td>23,229</td>
<td>0</td>
<td>41,534</td>
<td>15.15%</td>
<td>330,500</td>
<td>14,877</td>
<td>4.50%</td>
</tr>
<tr>
<td>Interagency Sources - Miscellaneous Revenues</td>
<td>162,900</td>
<td>192,024</td>
<td>31,378</td>
<td>0</td>
<td>29,124</td>
<td>17.88%</td>
<td>250,000</td>
<td>57,976</td>
<td>23.19%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES:</strong></td>
<td><strong>976,789</strong></td>
<td><strong>744,711</strong></td>
<td><strong>89,408</strong></td>
<td><strong>0</strong></td>
<td><strong>(232,077)</strong></td>
<td><strong>-23.76%</strong></td>
<td><strong>1,246,500</strong></td>
<td><strong>501,788</strong></td>
<td><strong>40.26%</strong></td>
</tr>
</tbody>
</table>

### TRANSFERS-IN

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>1,515,944</td>
<td>1,912,976</td>
<td>124,415</td>
<td>0</td>
<td>397,032</td>
<td>26.19%</td>
<td>2,150,000</td>
<td>237,024</td>
<td>11.02%</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS-IN:</strong></td>
<td><strong>1,515,944</strong></td>
<td><strong>1,912,976</strong></td>
<td><strong>124,415</strong></td>
<td><strong>0</strong></td>
<td><strong>397,032</strong></td>
<td><strong>26.19%</strong></td>
<td><strong>2,150,000</strong></td>
<td><strong>237,024</strong></td>
<td><strong>11.02%</strong></td>
</tr>
</tbody>
</table>

### TOTAL REV AND TRANSFERS-IN:

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,492,733</td>
<td>2,657,687</td>
<td>213,823</td>
<td>0</td>
<td>164,955</td>
<td>6.62%</td>
<td>3,396,500</td>
<td>738,812</td>
<td>21.75%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Staff Salaries</td>
<td>479,925</td>
<td>459,259</td>
<td>54,277</td>
<td>0</td>
<td>20,666</td>
<td>4.31%</td>
<td>744,731</td>
<td>285,472</td>
<td>38.33%</td>
</tr>
<tr>
<td>Board, Hourly, OT, Shift Diff</td>
<td>66,113</td>
<td>63,925</td>
<td>400</td>
<td>0</td>
<td>2,188</td>
<td>3.31%</td>
<td>84,863</td>
<td>20,938</td>
<td>24.67%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>216,812</td>
<td>200,113</td>
<td>25,933</td>
<td>0</td>
<td>16,699</td>
<td>7.70%</td>
<td>344,706</td>
<td>144,593</td>
<td>41.95%</td>
</tr>
<tr>
<td>In State Travel Expense</td>
<td>40,262</td>
<td>45,730</td>
<td>2,891</td>
<td>0</td>
<td>(5,468)</td>
<td>-13.58%</td>
<td>67,904</td>
<td>22,174</td>
<td>32.65%</td>
</tr>
<tr>
<td>Out of State Travel Expense</td>
<td>13,943</td>
<td>14,648</td>
<td>3,822</td>
<td>0</td>
<td>(705)</td>
<td>-5.06%</td>
<td>17,800</td>
<td>3,152</td>
<td>17.71%</td>
</tr>
<tr>
<td>Technology Operating Expense</td>
<td>27,493</td>
<td>36,822</td>
<td>16,100</td>
<td>272</td>
<td>(9,601)</td>
<td>-34.92%</td>
<td>40,780</td>
<td>3,686</td>
<td>9.04%</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>438,124</td>
<td>367,160</td>
<td>36,935</td>
<td>145,264</td>
<td>25,700</td>
<td>5.87%</td>
<td>1,137,216</td>
<td>724,792</td>
<td>63.73%</td>
</tr>
<tr>
<td>Technology Equipment Expense</td>
<td>4,599</td>
<td>5,994</td>
<td>0</td>
<td>0</td>
<td>(1,395)</td>
<td>-30.33%</td>
<td>5,200</td>
<td>(794)</td>
<td>-15.27%</td>
</tr>
<tr>
<td>Capital Equipment Expense</td>
<td>585,500</td>
<td>528,422</td>
<td>60,344</td>
<td>2,156</td>
<td>0.37%</td>
<td>587,500</td>
<td>4,156</td>
<td>0.71%</td>
<td></td>
</tr>
<tr>
<td>Capital Facilities Expense</td>
<td>478</td>
<td>478</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>260,000</td>
<td>259,522</td>
<td>99.82%</td>
<td></td>
</tr>
<tr>
<td>Trustee &amp; Benefit Payments</td>
<td>340,500</td>
<td>528,216</td>
<td>44,698</td>
<td>0</td>
<td>(187,716)</td>
<td>-55.13%</td>
<td>1,658,549</td>
<td>1,130,333</td>
<td>68.15%</td>
</tr>
</tbody>
</table>

**TAL EXPENDITURES:**

<p>| | | | | | | | | | |</p>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,213,749</td>
<td>2,145,345</td>
<td>185,056</td>
<td>205,880</td>
<td>(137,476)</td>
<td><strong>-6.21%</strong></td>
<td>4,949,249</td>
<td>2,598,024</td>
<td><strong>52.49%</strong></td>
</tr>
</tbody>
</table>

### TOTAL EXPD AND TRANSFERS OUT:

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</thead>
<tbody>
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<td>2,145,345</td>
<td>185,056</td>
<td>205,880</td>
<td>(137,476)</td>
<td><strong>-6.21%</strong></td>
<td>4,949,249</td>
<td>2,598,024</td>
<td><strong>52.49%</strong></td>
</tr>
</tbody>
</table>

### Net for Fiscal Year 2019:

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>278,984</td>
<td>512,342</td>
<td>28,767</td>
<td>27,479</td>
<td>(1,552,749)</td>
<td>(1,859,212)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Meeting Date  April 18, 2019

Consent Item  Information Item  Amount of Presentation Time Needed

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joel Drake</td>
<td>Financial Mgr., FP&amp;A</td>
<td>JD</td>
<td>LSS</td>
</tr>
<tr>
<td>Preparer's Name</td>
<td>Preparer's Title</td>
<td>Initials</td>
<td></td>
</tr>
<tr>
<td>Nathan Hesterman</td>
<td>Sr. Planner - Programming</td>
<td>ndh</td>
<td></td>
</tr>
</tbody>
</table>

**Subject**

Monthly Reporting of Federal Formula Program Funding Through March

<table>
<thead>
<tr>
<th>Key Number</th>
<th>District</th>
<th>Route Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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 (365/365ths) 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**

- [ ] Approved
- [ ] Deferred
- [ ] Other
Exhibit One
Actual Formula Funding for FY2019

<table>
<thead>
<tr>
<th>Per FAST Tables – Total Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid Only</td>
<td>$320,716</td>
<td></td>
</tr>
<tr>
<td>Including Match</td>
<td>$344,374</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Apportionments – Total Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid Only</td>
<td>$321,367</td>
<td></td>
</tr>
<tr>
<td>Including Match</td>
<td>$345,073</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Obligation Limits through 9/30/2019</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Aid Only</td>
<td>$289,508</td>
<td></td>
</tr>
<tr>
<td>Less prorated $25M indirect costs w/Match</td>
<td>$286,890</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.
Meeting Date  April 17, 2019

Consent Item  □  Information Item  □  Amount of Presentation Time Needed  

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Doane</td>
<td>Business &amp; Support Mgr</td>
<td>MD</td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
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<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Doane</td>
<td>Business &amp; Support Mgr</td>
<td>MD</td>
</tr>
</tbody>
</table>

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  

Page 1 of 1
Meeting Date  April 17, 2019

Consent Item ☐  Information Item ☐  Amount of Presentation Time Needed  15 minutes

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
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</thead>
<tbody>
<tr>
<td>John Tomlinson/ Lewiston Youth</td>
<td>Highway Safety Manager</td>
<td>JT</td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
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</thead>
<tbody>
<tr>
<td>John Tomlinson</td>
<td>Highway Safety Manager</td>
<td>JT</td>
</tr>
</tbody>
</table>

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

☐ Approved  ☐ Deferred  ☐ Other
Meeting Date  April 17, 2019

Consent Item [ ] Information Item [ ]  Amount of Presentation Time Needed  10 minutes

<table>
<thead>
<tr>
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<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Tomlinson</td>
<td>Highway Safety Manager</td>
<td>JT</td>
<td>LSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Tomlinson</td>
<td>Highway Safety Manager</td>
<td>JT</td>
</tr>
</tbody>
</table>

**Subject**

Zero Fatalities Award D2

**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**

☐ Approved  ☐ Deferred

☐ Other
Meeting Date  April 17, 2019

Consent Item  Information Item  Amount of Presentation Time Needed  20 min

<table>
<thead>
<tr>
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<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doral Hoff / Blake Rindlisbacher</td>
<td>D2 Eng. Manager / Eng. Services DA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer’s Name</th>
<th>Preparer’s Title</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake Rindlisbacher</td>
<td>Engineering Services DA</td>
<td></td>
</tr>
</tbody>
</table>

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
☐ Approved  ☐ Deferred
☐ Other
Meeting Date  April 17, 2019

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

Subject
Follow-up Regarding Agreement Threshold Requiring Idaho Transportation Board Approval

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.

<table>
<thead>
<tr>
<th>Program Year</th>
<th>Number of Agreements over $1M</th>
<th>Number of Agreements over $1.5M</th>
<th>Number of Agreements over $2M</th>
<th>Number of Agreements over $2.5M</th>
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<tr>
<td>2022</td>
<td>16</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2023</td>
<td>14</td>
<td>7</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2024/2025</td>
<td>34</td>
<td>19</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>TOTALS</td>
<td>64</td>
<td>29</td>
<td>13</td>
<td>11</td>
</tr>
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</table>

* 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.
<table>
<thead>
<tr>
<th>Board Action</th>
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<tbody>
<tr>
<td>☐ Approved</td>
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<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>
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, Alternations, 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).


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.

Approved by the Board on:

Date 5/17/2018

Jerry Whitehead
Board Chairman
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).


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:

[Signature]

Date: 5/29/2018

Brian W. Ness
Director
Meeting Date  
April 18, 2019

Consent Item ☐  Information Item ☐  Amount of Presentation Time Needed 10 Minutes

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Subject
Public Transportation Advisory Council District 1 Member

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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 Selkirk-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

☐ Approved  ☐ Deferred  __________________________________________

☐ Other  __________________________________________

Page 2 of 2
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,

[Signature]

Kimberly A. Hobson
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
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
Sfas7pf@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
wttondee@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

Updated November 2018
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: Kimberleyahobson@gmail.com

Organization Affiliation (if any):

Name: __________________________________________________________

Street Address: ____________________________ City/State/Zip: __________

District you are applying for:

District 1 X  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

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.

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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?
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- 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 Littmann
Print Name

Signature

12/11/18
Date

Updated November 2018
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: **407 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
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., COEUR 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,

[Signature]
Susan Klebert, Local Communications Coord.
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 Luttman 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,

[Signature]

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.

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 am 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 Selkirk 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
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,

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
--- 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
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 Andreau Crosby, Jr.
Street Address: 1209 S. Riverside Harbor Drive
Phone: 208-651-0697
City/State/Zip: Post Falls, Idaho 83854
Email: crosbylawmaryrfrontier.com

Organization Affiliation (if any):

Name: American Legion Disabled Veterans of America
Street Address: Rathdrum, ID
City/State/Zip: Coeur d'Alene, Idaho

District you are applying for:

District 1 X District 2 ___ District 3 ___ District 4 ___ District 5 ___ District 6 ___

Updated November 2018
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
Print Name

11/26/2018
Date

Updated November 2018
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 1st Bank, Post Falls, ID  
Current

MANAGING MEMBER  
Financial & Real Estate Consulting, L.L.C.  
Current

VICE PRESIDENT  
INTERVEST Mortgage Investment Co. (Income Property Division of Sterling Bank)  
Soskane, WA  
2000-2007

DIVISION MANAGER (Western United States and Asia)  
AMRESCO Management, Inc., Irvine, CA (Now a division of Lend / Lease Corporation)  
Irvine, CA  
1994-2000

REGIONAL VICE PRESIDENT, Western United States  
Continental Bank, N.A., Chicago, IL (Now a regional division of Bank of America)  
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., (Now Apartment Investment & Management Co.)  
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  
Page 1

11/26/2018
York), Coldwell Banker Corp. (Los Angeles), Leisure Technology Corp (Los Angeles), and the Huntington Group (Los Angeles).

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
WHEREAS, Idaho Statute 40-514 establishes the Public Transportation Advisory 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:
Meeting Date: April 18, 2019

Consent Item □ Information Item □ Amount of Presentation Time Needed: 20 minutes

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
<th>Initials</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juanita Risch</td>
<td>Grants/Contracts Officer</td>
<td>JR</td>
<td>LSS</td>
</tr>
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<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Preparer's Title</th>
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<tbody>
<tr>
<td>Juanita Risch</td>
<td>Grants/Contracts Officer</td>
<td>JR</td>
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</table>

Subject:

Public Transportation One-Time Funding Project Recommendations

<table>
<thead>
<tr>
<th>Key Number</th>
<th>District</th>
<th>Route Number</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Statewide</td>
<td>Transit</td>
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</table>

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.
<table>
<thead>
<tr>
<th>Board Action</th>
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<tbody>
<tr>
<td>☐ Approved</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>
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.
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
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
--- 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 worked 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
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

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## Type of Project Amount of Applications

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<td>Facility Related</td>
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<td>Marketing</td>
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<td>Equipment</td>
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Project Recommendations
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<tr>
<th>Applicant</th>
<th>District</th>
<th>Requested</th>
<th>PT Office Technical Review</th>
<th>Recommended by PT Office &amp; PTAC</th>
<th>Scope of Work</th>
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<tr>
<td>Valley Regional Transit</td>
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<td>Purchase 1 vehicle for Parma Senior Center</td>
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**Applicant:** Salt Lake Express

**District:** 3

Available | Total | Left Unspent |
---|---|---|
| $437,388 | $437,388 | $31,339 |
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.
Meeting Date: April 17, 2019

Consent Item [ ] Information Item [ ] Amount of Presentation Time Needed: 10 minutes

<table>
<thead>
<tr>
<th>Presenter's Name</th>
<th>Presenter's Title</th>
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<td>Brenda Williams</td>
<td>Chief Human Resource Officer</td>
<td>BW</td>
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<tr>
<td>Brenda Williams</td>
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<td>BW</td>
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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
- [ ] Approved
- [ ] Deferred
- [ ] Other

Page 1 of 1
WHEREAS, the legislature and Governor have approved funding for a 3% change 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.