

A G E N D A

IDAHO TRANSPORTATION BOARD

June 23-24, 2021



A G E N D A

Backcountry Airstrip and District 3 Tour, Workshop, and Regular Meeting
of the Idaho Transportation Board

June 23-24, 2021

June 23, 2021

	Time*
BACKCOUNTRY AIRSTRIP AND DISTRICT 3 AERIAL TOUR	
Meet at Division of Aeronautics, 1390 W. Gowen Road, Boise:	
Presentation and depart for tour	7:30
Arrive Johnson Creek airstrip; presentation	9:00
Depart Johnson Creek	10:00
Arrive Thomas Creek airstrip; presentation	10:20
Depart Thomas Creek airstrip	10:40
Arrive Caldwell Airport; lunch	12:30
Caldwell Airport; presentation and meeting with local officials and partners	1:30
Depart Caldwell Airport; aerial tour of District 3	2:30
Arrive Division of Aeronautics, tour ends	3:30

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



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District 3 Office
8150 Chinden Boulevard
Garden City, Idaho

To listen:

Dial 1-415-655-0003 US Toll

- a. access code: 177 274 3104
- b. meeting password: #1234

KEY:

ADM = Administration

CD = Chief Deputy

DIR = Director

OP = Operations

Workshop

	Time*
Information Items	
1. Introduction to the FY23 budget request – Chief Administrative Officer McArthur	8:00
2. Trends and state revenue – Economics and Research Mgr. Thompson	8:05
3. Recap of FY22 request and FY23 initial budget – Financial Planning and Analysis Manager Collins	8:20
4. Break	8:40
5. Draft FY22-28 Idaho Transportation Investment Program – Senior Transportation Planner Wonacott	8:55
6. Public outreach – Senior Public Information Officer Spence	9:25
7. Transportation Economic and Congestion Mitigation Program: bonding framework – Controller Tolman	9:35
8. Break	9:50

Workshop documents provided under separate cover.

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Time*

Business Meeting

Action Item 9. CALL MEETING TO ORDER 10:10

Information Item

10. SAFETY/SECURITY SHARE: District 3 Operations Manager Garz

Action Item 11. BOARD MINUTES – May 18-19, 20215 10:15

Action Item 12. 2021 BOARD MEETING DATES19

July 21-22 – District 5 September 22-23 – District 6
August 17-18 – District 1 October 19-20 – Boise

Action Item 13. CONSENT CALENDAR20

CD FY22-25 Strategic Plan for Division of Financial Management.....21
CD GARVEE Program annual legislative report43
OP Update of the state highway functional classification map46
OP Spending plan for \$5 million FY21 salary savings48
OP Rail Safety spending plan for Building Idaho's Future one-time funds.....50
OP Consultant agreements51
OP Contract for award.....55

Information Items

14. INFORMATIONAL CALENDAR

OP Contract award information and current advertisements59
OP Professional services agreements and term agreement work tasks report.....64
ADM State FY21 financial statements74
ADM Monthly report of federal formula program funding through May93
ADM Non-construction professional service contracts.....95

15. DIRECTOR'S MONTHLY REPORT ON ACTIVITIES 10:20

16. DELEGATION: Meridian Mayor Simison 10:35

17. ADOPT-A-HIGHWAY PRESENTATION: Mike and Gretchen 10:50

Action 18. AGENDA ITEMS

DIR 2022 draft legislation.....96 **10:55**
McCarty (Resolution on page 104)

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		<u>June 24, 2021</u> District 3 Office	Page #	Estimated Time
Action	19. AGENDA ITEMS, continued			
DIR _____ Hobdey-Sanchez	2021-2022 administrative rulemaking..... <i>(Resolutions on pages 138 and 139)</i>	105		11:05
ADM _____ Collins	Review of the Draft FY22-28 Idaho Transportation Investment Program <i>(Resolution on page 141)</i>	140		11:15
OP _____ Spoor	Consolidation and update to Administrative Policy 5505 Operating and Usage Practices of State Vehicles <i>(Resolution on page 163)</i>	142		11:20
Information Items				
OP _____ Pridmore	Report on 2020 traffic volumes and the current status of traffic.....	164		11:25
OP _____ Tomlinson/Bailey	Idaho State Police commercial vehicle safety	166		11:35
OP _____ Tomlinson	Idaho Traffic Safety Commission annual report	168		11:50
Action Item				
OP _____ Tomlinson	Federal fiscal year 2022 Highway Safety Plan <i>(Resolution on page 172)</i>	170		12:10
INFORMATION ITEMS				
	20. EXECUTIVE SESSION**			12:15
	PERSONNEL ISSUES [SECTION 74-206(a), (b)]			
	LEGAL ISSUES [SECTION 74-206(c), (d), (f)]			
	21. DISTRICT 3 REPORT: District Engineer Lakey			1:40
Action	22. AGENDA ITEMS, continued			
OP _____ Rindlisbacher	Update of Board Policy 4076 Use of Unallocated Idaho Transportation Investment Program Funds <i>(Resolution on page 172F)</i>	172A		1:50
CD _____ Miller	Public Transportation Advisory Council District 1 appointment..... <i>(Resolution on page 185)</i>	173		1:55
CD _____ Miller	Public Transportation Advisory Council District 4 appointment..... <i>(Resolution on page 192)</i>	186		2:00
	23. ADJOURNMENT			2:05

**ITD will provide lunch, and it will not be claimed for reimbursement by any employee participating in the working lunch. Attendance is mandatory.

REGULAR MEETING AND DISTRICT TWO TOUR
OF THE IDAHO TRANSPORTATION BOARD

May 18-19, 2021

The Idaho Transportation Board met at 10:40 AM on Tuesday, May 18, 2021 in Pullman, Washington. The following principals were present:

Bill Moad, Chairman

Janice B. Vassar, Vice Chair– District 2

James R. Thompson, Member – District 1

Julie DeLorenzo, Member – District 3

Dwight Horsch, Member – District 5

Bob Hoff, Member – District 6

Brian W. Ness, Director

Scott Stokes, Chief Deputy

Sue S. Higgins, Executive Assistant and Secretary to the Board

District 2 Tour. Senator David Nelson joined the group at the Pullman-Moscow Regional Airport, where Executive Director Tony Bean provided an update on the last phase of the runway realignment project, and plans to construct a new terminal. He and Moscow Mayor Bill Lampert emphasized the good partnership on the regional airport.

Aeronautics Advisory Board (AAB) Chairman Mark Sweeney summarized projects recently completed or planned at the Lewiston Airport, such as improvements to the taxiway and lighting. He also expressed the AAB's appreciation for the Board's approval for the state to manage Hoodoo Meadows airstrip, and thanked staff for its service.

The Board traveled SH-8 east and US-95 north to Potlatch. During an informal luncheon, staff reported on the recent SH-11 slide. Because there is an active construction project in that area, the slide and damaged pavement will be addressed through a change order. A presentation on the recent legislation to name SH-6 the Bobby Chambers Memorial Highway was made by Senator Nelson, Representative Caroline Nillson Troy, and staff.

The tour continued east on SH-6, south on SH-9 and SH-3 and west on US-12. The Board viewed the US-12 Arrow Bridge and US-95 Spalding Bridge. Both structures are nearing the end of their design life and are in need of replacement. The Board traveled US-12/US-95 to the Clearwater Casino and received an update on the Aht'Wy Plaza Interchange from Nez Perce Tribe Executive Director Sam Penney and a consultant. Federal funding has been secured and the project should be bid and awarded in late summer. The tour continued to Lewiston.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting recessed at 4:15 PM.

May 19, 2021

The Idaho Transportation Board convened at 8:30 AM on Wednesday, May 19, 2021 in Lewiston, Idaho. The six members that participated on the May 18 tour were present and District 4 Board Member Jim Kempton participated remotely. Acting Lead Deputy Attorney General Tim Thomas was also in attendance.

Safety Share. Engineer-In-Training (EIT) Zach Feist stressed the importance of taking precautions as the temperatures rise outside. He mentioned symptoms of heat stroke and heat exhaustion and measures to take to prevent heat-related illnesses.

Chairman Moad thanked EIT Feist for the important message.

Board Minutes. Vice Chair Vassar made a motion to approve the minutes of the regular Board meeting held on April 21-22, 2021 as submitted. Member DeLorenzo seconded the motion and it passed unanimously.

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

June 23-24, 2021 – District 3

July 21-22, 2021 – District 5

August 17-18, 2021 – District 1

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

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-
ITB21-31 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 state institution road improvement project; the addition of Local SMA-7674, Mountain View Road, Moscow; the addition of Bridge Local, 97th South, Idaho Canal Bridge, Bonneville County; McMillen Jacobs individual task agreement extension; consultant agreements; and a contract for rejection.

1) State Institution Road Improvement Project. In accordance with Idaho Code 40-310(14), Board Policy 4045 State Institution Road Improvement allocates \$30,000 annually for the construction, alteration, repair, or maintenance of roadways in, through, or around the grounds of state institutions. The Division of Public Works requests funds for improvements to the North Idaho College parking lots. The total project is estimated at \$1,500,000, with the remaining funds coming from other sources. The Division will receive the funds and administer or cause to be administered the improvements. Governor Little supports this recommendation.

2) Addition of Local SMA-7674, Mountain View Road, Moscow. The Local SMA-7674, Mountain View Road, Moscow project, key #13014 is currently programmed in FY24 for

May 19, 2021

\$3,287,000. The Local Highway Technical Assistance Council (LHTAC) and staff request advancing the project to FY21 of the approved FY21-27 Idaho Transportation Investment Program (ITIP) with funding from the COVID Relief and Bridge Federal General funds.

3) Addition of Bridge Local, 97th South, Idaho Canal Bridge, Bonneville County. LHTAC and staff request advancing the Local Bridge, 97th South, Idaho Canal Bridge project, key #19530 from Preliminary Development to FY21 of the approved FY21–27 ITIP. The \$1,389,000 project is ready to bid and can be companioned with LHTAC Bridge Bundling projects. Funding is from the Bridge Federal General funds.

4) McMillen Jacobs Individual Task Agreement Extension. Staff requests approval for McMillen Jacobs to exceed the consultant individual task agreement limit of \$500,000 for consultants selected from the term agreement list. The consultant was selected in 2020 to provide general blasting consultation, review blasting related contract submittals, augment on-site inspection of blasting operations, and coordinate with ITD for the SH-55, Smiths Ferry to Round Valley project, key #1004, for \$295,968. Staff desires expanding the role of McMillen Jacobs to include new tasks that will essentially replace the geotechnical support currently included in the engineer of record agreement. The additional work is estimated at \$490,000, which would bring the total agreement to \$785,968.

5) Request to Approve Consultant Agreements. In accordance with Board Policy 4001, staff requests approval to exceed the \$1 million agreement limit for key #19338 – I-84, South Jerome Interchange, Jerome County, District 4 for additional design services of about \$2.8 million; key #20383 – 6th Street, South Fork Coeur d’Alene River Bridge, City of Wallace, District 1 for design services of approximately \$1.1 million; and key #20442 – I-90, SH-41 Interchange, Kootenai County, District 1 for design services of approximately \$8.7 million.

6) Contract for Rejection. The low bid on key #23117 – SH-33, Canyon Creek Bridge Repair, District 6 was more than ten percent over the engineer’s estimate, requiring justification. The difference between the low bid and engineer’s estimate were primarily in the Gabion Sack, Loose Riprap, Special Grouted Hollow Injection Anchor, and Mobilization Items. The engineer’s estimate was based on the average unit prices for similar projects. The District believes the higher prices are partly due to the timing of the bid, the amount of labor hours required, the difficulty of the project location due to the steep terrain, and the rural location. Staff recommends rejecting the bid and either rebidding the project later in the year or performing the work in house. Low bidder: H-K Contractors Inc. - \$1,555,777.

Information Items. 1) Contract Awards and Advertisements. Keys #13493 and #22948 – STC-7169, South Johns Avenue; East 12th to East 4th, Emmett. Low bidder: Diamond Contractors LLC - \$2,687,419.

Key #22221 – SH-62, Zenner Road to Nez Perce, Lewis County, District 2. Low bidder: Knife River Corporation – Mountain West - \$1,383,000.

Key #19916-A SIA – US-95, Labrosse Hill Street to Alderson Lane, Bonners Ferry, District 1. Low bidder: Razz Construction Inc. - \$48,025.

Key #23081 – I-84, Franklin Road Interchange to Karcher Interchange – East, District 3. Low bidder: Concrete Placing Company Inc. - \$37,354,826.

Key #20346 – Eastriver Milepost 10, 11 and 11.2. Low bidder: LaRiviere Inc. - \$1,174,713.

Key #23107 SIA – US-20, Island Park Center Line Rumble Strips. Low bidder: Idaho Lines & Signs LLC - \$476,682.

The list of projects currently being advertised was provided.

2) Professional Services Agreements and Term Agreement Work Tasks Report. From April 1 through April 30, 25 new professional services agreements and work tasks were processed, totaling \$5,191,013. Five supplemental agreements to existing professional services agreements were processed during this period in the amount of \$439,833.

3) State FY21 Financial Statements. Revenues to the State Highway Account from all state sources were ahead of projections by 11.2% as of March 31. Receipts from the Highway Distribution Account were \$18.6 million more than forecast; although the forecast was lowered due to COVID. State revenues to the State Aeronautics Fund were below projections by 9.3%, or \$200,100. During March, a transfer of \$4 million from the passage of state legislation was made; however, those funds are to be expended as grants to local airports. Expenditures were within planned budgets. Personnel costs had savings of \$3.9 million or 4.1% due to vacancies and timing between a position becoming vacant and being filled. Contract construction cash expenditures were \$17.2 million during the month.

The balance of the long term investments was \$111.7 million at the end of March. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of \$113.1 million includes reserves to mitigate the impact of COVID on FY21 revenue. Expenditures in the Strategic Initiatives Program Fund through March were \$16.5 million. The account received \$219,000 in interest plus a transfer of \$72.8 million as part of the Governor's "Building Idaho's Future" initiative. Sales tax deposits into the Transportation Expansion and Congestion Mitigation Fund of \$15 million were ahead of the forecast by 24.9%. Expenditures in this fund were \$32.7 million year-to-date. The federal CARES Act provided \$27.3 million for public transportation. Expenditures totaled \$4 million year-to-date.

4) Monthly Reporting of Federal Formula Program Funding through April. Idaho received obligation authority of \$359.9 million through September 30 via an Appropriations Act signed in December. This corresponds to \$365.4 million with match after a reduction for prorated indirect costs. It includes \$425,527 of Highway Infrastructure General Funds carried over from last year in the Transportation Management Area, \$71 million COVID Relief, and \$13.1 million of FY21 Highway Infrastructure General Funds. An extension to the federal Fixing America's Surface Transportation Act was signed in October 2020. Idaho received apportionments of \$396 million. Obligation authority is currently 91% of apportionments. Of the \$365.4 million allotted, \$176.9 million remains.

5) FY22-25 Strategic Plan for the Division of Financial Management (DFM). The draft FY22-25 Strategic Plan was presented to the Board for review. The Plan is to include the Department's vision and/or mission statement, goals and objectives, performance measures and benchmarks, and key external factors. It is due to DFM by July 1.

Monthly Report on Department Activities. Director Ness reported that Governor Little signed legislation for the biggest transportation investment in the state's history. The Board has the option of bonding up to approximately \$1.6 billion through the Transportation Expansion Congestion Mitigation Fund. Director Ness commended staff for being prepared for this opportunity, as evidenced by some items on the meeting agenda. The mask mandate due to COVID-19 has been lifted for fully vaccinated people. All employees will be returning to the office to work; however, consideration will be given to a future telecommute policy.

Director Ness said the Department is awaiting approval of its Change in Employee Compensation (CEC) package from the Governor's Office. (See later minute entry.) He also mentioned that all of the supervisors participated in a workshop earlier this month on the updated Strategic Plan, with an emphasis on providing exemplary customer service.

Chief Deputy Stokes elaborated on the funding items on the agenda. Some of the projects that will be recommended for funding were presented at the February workshop on safety and capacity needs. Staff will request some funding for engineering and environmental work, as it is imperative to get projects ready for construction.

Member DeLorenzo commended staff for its efforts to get projects ready, and believes it is incumbent on the Board to use the bonding tool the legislature provided. Chairman Moad concurred and added that consideration also needs to be given to ensuring staff has the education, training, and tools it needs to deliver projects.

Chairman Moad thanked Director Ness and Chief Deputy Stokes for the reports.

Legislative Report. Governmental Affairs Manager (GAM) Mollie McCarty said the Senate voted to adjourn sine die, but the House of Representatives voted to recess. Some reasons it may reconvene are unforeseen emergencies or the receipt of a large amount of federal funds. She commended staff for its efforts during the session.

Proposed Legislative Ideas – 2022 Legislative Session. GAM McCarty said an additional legislative idea for the 2022 session regarding fees for online motor vehicle services is being considered. She summarized the three proposals presented last month related to the driver license surrender requirement, Interagency Working Group membership changes, and the one-year commercial learner's permit.

Division of Motor Vehicles Policy Manager Brian Goeke said the Trucking Advisory Council discussed the commercial learners permit idea at length, and ultimately supported the legislative proposal.

GAM McCarty added that the four legislative ideas will be submitted to the Governor's Office in June. Draft legislation for approved ideas will be submitted to the Board for approval.

The Board thanked GAM McCarty for the presentations and for her work during the legislative session.

Consolidation of Administrative Policy 5505 Operating State-Owned Vehicles and 5535 State Owned Vehicle Usage Practices. Employee Safety Manager Randy Danner presented Administrative Policy 5505 Operating and Usage Practices of State-Owned Vehicles. The title was changed from Operating State-Owned Vehicles because the revised policy incorporates Administrative Policy 5535 State Owned Vehicle Usage Practices, which would be deleted. In addition to the consolidation of the policies, revisions include edits to reflect modernization and compliance with current policies and language on the use of telematics to collect data from vehicles.

Member DeLorenzo referenced the requirement for non-state employees to submit a Release and Acknowledgement of Responsibility form to the supervising employee before riding in or driving a state vehicle. She questioned who the supervising employee would be for a non-state employee. Chairman Moad recommended attaching the referenced form to the policy.

Vice Chair Vassar made a motion to revise the policy to clarify who the supervising employee of a non-state employee is and to attach the Release and Acknowledgement of Responsibility form and to present the revised policy next month. Member Kempton seconded the motion and it passed unopposed.

Idaho Battle of the Belts. Highway Safety Manager (HSM) John Tomlinson said there have been 52 fatalities on Idaho's highways to date this year. Last year at this time there were 55 fatalities.

Tabitha Smith, Grants Contracts Officer (GCO), said the Battle of the Belts is a scholarship competition for high school juniors and seniors in partnership with State Farm Insurance. The intent is to raise awareness about the importance of seatbelts. There were a record number of participants this year due to some changes to the application and program and more extensive outreach. She recognized the second-place winner from Orofino, Mattie Drobish.

Chairman Moad congratulated Ms. Drobish and thanked her for participating in this important program. He also thanked GCO Smith for the presentation.

Idaho Law Enforcement Phlebotomy Program. HSM Tomlinson welcomed District 2 Idaho State Police (ISP) Trooper Tauna Davis as the District's new law enforcement liaison. Officer Davis reported on some of her activities, such as outreach with law enforcement agencies and raising awareness about highway safety through social media and other means.

District 2 ISP Captain Richard Adamson thanked the Board for its commitment to highway safety. Impairment is one of the leading contributing factors in highway fatalities, and blood evidence is critical to help prosecutors get convictions. The phlebotomy program is an

important tool. ISP recently joined the state's program. Statewide, about 15 law enforcement agencies participate, and there are about 65 certified law enforcement phlebotomists. He expressed appreciation to ITD for its support of this program.

Chairman Moad thanked Captain Adamson for the informative presentation and for his service.

Highway Safety Plan. HSM Tomlinson presented the draft federal FY22 Highway Safety Plan designed to eliminate traffic crashes, deaths, injuries, property damage, and economic losses resulting from traffic crashes. It must have measurable highway safety targets, descriptions of the process used in determining the highway safety problems, and activities on how projects will address the highway safety problems. The document, required by the National Highway Traffic Safety Administration, was approved by the Idaho Traffic Safety Commission earlier this month. HSM Tomlinson highlighted some of the proposed projects.

Chairman Moad thanked HSM Tomlinson for the presentations.

Department Activities, Continued. Director Ness reported that the Department's CEC package was approved earlier this morning. There are several components, such as a bigger pay increase for some hard-to-fill positions. The average increase will be around 4%, based on merit.

District 2 Annual Report. District 2 Engineer (DE) Doral Hoff expressed appreciation for the office remodel, which is nearing completion. Staff kept the roads clear of ice and snow 80% of the time this past winter, exceeding the goal of 73%. He added that accidents in adverse conditions have been decreasing. All six of the FY22 projects were delivered by March 31, 2021. He summarized a number of construction projects scheduled this year.

DE Hoff said staff will be working on delivering the FY23 projects, preparing older snow plow trucks for next winter, and conducting summer maintenance activities. He added that the District will receive new snow plows later this year to replace half of its fleet. The Nez Perce Tribe received a \$19 million federal grant for the US-95 Aht'Wy Interchange. The right-of-way has been acquired, and the project should be bid this fall with a two-year construction season. The 404 permit was signed in March for the US-95, Thorn Creek to Moscow project. Right-of-way acquisition is expected to be completed by summer, and the project is expected to be bid in fall at an estimated construction cost of \$60 million. In closing, DE Hoff commended staff for its work on the US-95, Milepost 188 Rock Slide near Riggins, which received an Excellence in Construction Partnering award.

The Board commended DE Hoff for the excellent report and for his leadership.

Spending Plan for Available One-Time Funds. Program Management Office Manager (PMOM) Randy Gill summarized available funds. The Department set aside state FY21 funds early in the Covid pandemic because it did not know how the pandemic would impact revenue. Because revenue did not decrease significantly, \$48.4 million is available. Additionally, the legislature approved \$72.8 million for ITD's Strategic Initiative Program Fund from surplus general funds, and \$63.175 million is available from Covid Relief Federal Aid Funds.

Chairman Moad noted the importance of backfilling the Program as projects are advanced. Member Kempton questioned the industry's ability to respond to the additional projects. PMOM Gill concurred that ITD's partners are crucial to the success. The industry was aware of the potential infusion of additional funding and PMOM Gill believes it will be prepared to assist.

Member DeLorenzo moved to approve the following resolution, seconded by Member Horsch, and passed 6-0 by individual roll call vote:

RES. NO. WHEREAS, it is the intent of the Idaho Transportation Board to effectively
ITB21-32 utilize all available federal, state, local, and private capital investment funding;
and

WHEREAS, the FY21 Covid Mitigation Set-Aside Funds became available as the Idaho Transportation Department prepared for what might happen to the state funds as we headed into the unknown during the pandemic; and

WHEREAS, currently ITD has received and has current year spending authority for \$63 million. In past meetings the Board has approved the use of \$14.6 million. The use of the remaining \$48.4 million is shown as Exhibit #536, which is made a part hereof with like effect; and

WHEREAS, the Building Idaho's Future plan, House Bill 308 was recently approved appropriating and transferring \$126 million from the General Funds Surplus of which \$72.8 million was transferred to the Strategic Initiative Program Fund for use by ITD; and

WHEREAS, in the March 2021 Board meeting the Board was presented with a distribution plan for the \$71 million of FY21 Covid Relief Federal Aid Funds Idaho received for highway projects. ITD's share of that is \$63.175 million with ITD's matching share; and

WHEREAS, ITD is prepared to incorporate the projects, as shown as Exhibit #536, which is made a part hereof with like effect, into the approved FY21-27 Idaho Transportation Investment Program (ITIP).

NOW THEREFORE BE IT RESOLVED, that the above additional funding will be added as described and incorporated into the ITIP; and

BE IT FURTHER RESOLVED, that the Idaho Transportation Board approves the staff making appropriate adjustments to the program and amending the approved FY21-27 Statewide Transportation Improvement Program.

Chairman Moad thanked PMOM Gill for the presentation.

129,000 Pound Truck Route Requests, District 2. Freight Program Manager (FPM) Scott Luekenga presented the Chief Engineer's evaluation for case #202101: SH-13 – milepost 24.400

to 26.390; US-12 – milepost 74.480 to 66.220; and SH-162 – milepost 23.065 to 8.00 and 38.819 to 31.077, District 2. The Division of Motor Vehicles reported that the highways are classified as blue routes, allowing 95-foot overall vehicle length and a 5.5-foot off-track. The bridge analysis determined that the nine bridges on the routes will safely support vehicle combinations up to 129,000 pounds, assuming the axle configuration conforms to the legal requirements. The pavement conditions range from good to poor. There are no safety concerns, and staff recommends approving the application.

Public Information Officer Megan Jahns said about 30 comments were received during the public comment period. The majority opposed the reclassification, with concerns related to the poor condition of the highway, damage from heavier trucks, and few passing opportunities.

Member Horsch said the Subcommittee on 129,000 Pound Routes reviewed the request and acknowledged the public opposition. The Subcommittee believes a number of the negative comments were due to a misunderstanding of the commercial vehicle combinations and recommends approval of the application. Vice Chair Vassar concurred. She added that the local highway jurisdictions responsible for old highway 7 are still evaluating that route. Because the Board is responsible for the state highway system, she supports proceeding with the designation of the requested routes.

Vice Chair Vassar made a motion, seconded by Member Horsch, and passed unanimously to approve the following resolution:

RES. NO. WHEREAS, Senate Bill 1117 was enacted in 2013 allowing the Idaho
ITB21-33 Transportation Board to designate state highways for permitted vehicle
combinations up to 129,000 pounds upon request; and

WHEREAS, the Board established a Subcommittee on 129,000 Pound Truck
Routes to implement provisions of the legislation; and

WHEREAS, the Idaho Transportation Department has received a request for
129,000 pound routes in District 2: SH-13 – milepost 24.400 to 26.390; US-12 –
milepost 74.480 to 66.220; SH-162 – milepost 38.819 to 31.077; and SH-162
milepost 23.065 to 8.00; and

WHEREAS, the Chief Engineer and Department staff received the application
and reviewed the proposed routes by conducting an engineering and safety
analyses of the routes; and

WHEREAS, upon completion of the engineering and safety analyses, a 15-day
public comment period was held, including an opportunity for verbal testimony,
and thirty-one (31) comments received, four (4) in support, twenty-two (22)
adversarial, and five (5) neither for nor against the specific routes; and

WHEREAS, the Chief Engineer presented his analyses to the Board
Subcommittee on 129,000 Pound Routes at its meeting on April 22, 2021 with a
recommendation to approve the routes; and

WHEREAS, after the Board Subcommittee reviewed the Chief Engineer's analyses and public comments, it passed a motion to approve the routes request; and

WHEREAS, the Chief Engineer and the Board Subcommittee presented their analyses and recommendations to the full Board at the regularly scheduled Board meeting of May 19, 2021.

NOW THEREFORE BE IT RESOLVED, that the Board accepts the Chief Engineer's analyses and recommendations on SH-13 – milepost 24.400 to 26.390; US-12 – milepost 74.480 to 66.220; SH-162 – milepost 38.819 to 31.077; and SH-162 milepost 23.065 to 8.00; and

BE IT FURTHER RESOLVED, that the Board directs the Chief Engineer to issue a Letter of Determination that approves the referenced routes request in District 2; and

BE IT FURTHER RESOLVED, following the fourteen day public appeals period, this resolution is effective June 1, 2021.

Chairman Moad thanked FPM Luekenga for the presentation.

2020 Census Results. Senior Transportation Planner (STP) Margaret Havey said the U.S. Census Bureau announced the resident populations of each state and the corresponding preliminary apportionment figures. The final census data won't be released until later this year. Idaho's population is 1,841,377, a 17% increase from 2010, rating it the second fastest growing state in the nation during that time period. The state will maintain its two Congressional representatives and its federal formula funding is expected to increase approximately 0.5%. The Twin Falls area is expected to be designated as a metropolitan planning organization (MPO) with a population of more than 50,000; however, the population for MPO designation may increase.

In response to Vice Chair Vassar's question, STP Havey said the MPO formula is defined in the federal Fixing America's Surface Transportation Act, which has been extended through fall of 2021. The new federal act may change the formula for MPO designation. Changing the formula to populations greater than 100,000 will impact Idaho's MPOs. Staff is monitoring the federal activity. In response to Member Kempton's question on the potential Twin Falls MPO, STP Havey said that MPO boundaries do not follow county lines. The boundaries are established based on the region's population. Member DeLorenzo believes it may be an opportune time to revisit the Department's distribution formula for federal funds to local public agencies.

Chairman Moad thanked STP Havey for the informative report.

Executive Session on Legal and Personnel Issues. Vice Chair Vassar made a motion to meet in executive session at 11:25 AM to discuss personnel issues as authorized in Idaho Code Section 74-206 (b) and legal issues as authorized in Idaho Code Section 74-206 (c) and (f). Member DeLorenzo seconded the motion and it passed 6-0 by individual roll call vote.

The discussions on legal matters related to the acquisition of property and operations. The discussions on personnel matters related to the performance of employees.

The Board came out of executive session at 1:00 PM.

Utility Accommodation Rulemaking. Ramón Hobdey-Sánchez, Governmental Affairs Program Manager, proposed negotiated rulemaking for IDAPA 39.03.43 Rules Governing Utilities on State Highway Right-of-Way. The process would focus on alternative use of highway right-of-way by non-public utilities; updates due to new technologies such as broadband and small cell wireless; requirements for permitting broadband and small wireless facilities; and ensure compliance with federal requirements. Public meetings would be held in June and the findings would be presented to the Board in July, with the final administrative rules language ready in late summer or early fall.

Robert Beachler, Senior Planner, summarized staff's efforts to accommodate broadband facilities in the state's right-of-way. This is partly in response to the Governor's Broadband Initiatives, along with the desire to support expansion of broadband availability throughout Idaho, and to respond to new Federal Highway Administration guidance and state regulations. Guidelines, policies, and administrative rules need to be updated to address the increasing demands for utility accommodation and access to the right-of-way.

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

RES. NO. WHEREAS, the Idaho Transportation Board and Idaho Transportation
ITB21-34 Department recognize their role in broadband connectivity within Idaho; and

WHEREAS, broadband connectivity is crucial to Governor Little's Building Idaho's Future Initiatives; and

WHEREAS, the Department accommodates private and public utilities in highway rights-of-way in accordance with local, state, and federal laws; and

WHEREAS, policy is *incorporated by reference* in IDAPA 39.03.43 - Rules Governing Utilities on State Highway Right-of-Way; and

WHEREAS, Department staff requests to collaborate with the general public, broadband vendors, elected officials, and the Governor's Office on broadband policy; and

WHEREAS, pursuant to Section 67-5220, Idaho Code, the Department will initiate the negotiated rulemaking process; and

WHEREAS, Department staff will use May and June 2021 to host and facilitate negotiated meetings.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board authorizes and directs Department staff to begin consultations and collaboration through the negotiated rulemaking process in order to work on identifying potential improvements and changes to the Utility Accommodation Policy and updating ITD's Guide for Utility Management.

Chairman Moad thanked staff for the presentation.

I-84 Cost Savings. Transportation Program Manager (TPM) Amy Schroeder reported that all three bids on the I-84 GARVEE corridor projects were below the engineer's estimate. She recommended re-directing the \$20.6 million savings in bonded funds to meet draw down requirements.

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

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the
ITB21-35 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-310 directs the Board to plan, design and develop statewide transportation systems when determined to be in the public interest; and

WHEREAS, Idaho Code § 40-315 directs the Board to consider the cost of the projects and whether or not the project could be funded without GARVEE bonding, and to balance and coordinate the use of bonding with the use of highways construction funding; and

WHEREAS, Idaho Code § 40-315 identifies the SH-16 and US-95 corridors as eligible corridors for the use of GARVEE bonds; and

WHEREAS, the Idaho Transportation Department has made a significant investment in the SH-16 corridor for the environmental evaluation, design, right-of-way acquisition, and construction of the connection between US-20/26 and SH-44 in 2014 (Phase 1); and design and right-of-way acquisition of the connection between I-84 and US-20/26 (Phase 2); and

WHEREAS, final design of the remaining elements of work between I-84 and US-20/26 is not funded; and

WHEREAS, it is beneficial to begin the final design of the remaining elements of work between I-84 and US-20/26 (referred to as Phase 3) in order to prepare the project of future funding opportunities; and

WHEREAS, the Department has made a significant investment in the US-95 corridor with the GARVEE bonding program, and the Granite North project is funded with GARVEE bonds from the 2017 authorization, as well as Freight and Transportation Expansion Congestion Mitigation funds; and

WHEREAS, \$20.6 million savings of GARVEE bonds from the 2017 authorization, included in the 2021A Series bond sale, have been identified on the I-84, Caldwell to Nampa corridor.

NOW THEREFORE BE IT RESOLVED, that the Board approves reallocating GARVEE bond savings from the I-84, Caldwell to Nampa corridor to advance the final design of SH-16 Phase 3 for \$15 million, and exchange \$5.6 million GARVEE funds on the US-95 Granite North project with Federal Aid in order to draw down the bonds faster.

Transportation Expansion Congestion Mitigation (TECM) Funded Projects. TPM Schroeder encouraged bonding TECM funds and proceeding expeditiously to take advantage of the current market conditions. She stressed the importance of preparing projects for construction, whether bonding or other funding mechanisms are used for construction. She summarized the list of corridors presented at the February workshop, and recommended proceeding with environmental work, design, right-of-way acquisition, and construction on several corridors with TECM funding. A more complete bonding proposal will be presented later.

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

RES. NO. WHEREAS, the Idaho Transportation Board is charged with determining the
ITB21-36 timeframe and scope of improvements for the State Transportation System; and

WHEREAS, Idaho Code § 40-310 directs the Board to plan, design, and develop statewide transportation systems when determined to be in the public interest; and

WHEREAS, House Bill 362 increased the sales tax distribution from 1% to 4.5% (not less than \$80 million annually), dedicated to the Idaho Transportation Department for large infrastructure projects on the state highway system; and

WHEREAS, there are many unfunded safety and capacity needs throughout the state; and

WHEREAS, a list of corridors and projects has been developed by staff and presented to the Board for inclusion into the Transportation Expansion Congestion Mitigation (TECM) program; and

WHEREAS, adding these projects to the TECM program is part of the Department's strategy to develop projects in preparation of future funding opportunities.

NOW THEREFORE BE IT RESOLVED, that the Board approves allocating TECM funds to the following list of corridors and projects in the amounts listed under TECM Environmental (Envr), TECM Design, TECM Right-of-way (ROW), and TECM Construction (Constr.); and

District	Location	Cost (\$ million)			
		TECM Envr	TECM Design	TECM ROW	TECM Constr.
1	I-90, Washington State Line to Coeur d'Alene	5			
2	US-95, Spalding Bridge & Interchange, Nez Perce Co	1.5			
2	US-12, Arrow Bridge Replacement, Nez Perce Co	1.5			
3	SH-16, I-84 to US-20/26 & SH-44 IC, Ada & Canyon Cos				
	Mainline + At-Grade Signalized Intersections (Phase 2)				170
3	US-20/26, I-84 to Middleton Rd				37
3	US-20/26, Middleton Rd to Star Rd		12	40	
3	I-84, Karcher IC (exit 33)		2	1	
3	I-84, Centennial IC to Franklin IC (exit 27 -29)		8	2	
3	I-84, Middleton IC to Centennial Way IC (exit 25 - 27)	2			
3	SH-55, Sunnyslope to Nampa				
	Pear Lane to Indiana Ave, Nampa		10	30	
4	SH-75, Timmerman Jct to Timber Way	3			
4	I-84, Interchanges, Minidoka Co	2			
	Burley IC (exit 208)		7		
	Heyburn IC (exit 211)		7		
4	I-84, South Jerome IC to Twin Falls IC	2	8		
5	I-15, Pocatello to Idaho Falls	5			

BE IT FURTHER RESOLVED, that the Board directs staff to develop a list of possible TECM bonding projects to present to the Board for approval.

Chairman Moad thanked TPM Schroeder for the presentations and her efforts on this important program.

WHEREUPON, the Idaho Transportation Board's regular monthly meeting adjourned at 1:40 PM.

BILL MOAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2021
_____, Idaho

BOARD MEETING DATES

2021

July 21-22 - District 5
August 17-18 - District 1
September 22-23 - District 6

October 19-20 – Boise
November 17 – Boise*

2021

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
January	February	March	April
31 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	July	August
30 31 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November	December
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

*consider changing date to November 18 to avoid a conflict.

“X” = holiday

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

July 17-21 – Transportation Research Board Executive Committee

August 10-12 – Public Transportation Summit; Boise, Idaho

August 23-25 – Highway Safety Summit; Boise, Idaho

September 10-15 – American Road and Transportation Builders Association (ARTBA) – Rockport, ME

November 6-10 – ARTBA southern regional meeting, Charleston, SC

November 12-17 – ARTBA western and central regional meeting, Scottsdale, AZ

Action: Approve the Board meeting schedule.



IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

Pages 21 - 58

RES. NO. WHEREAS, consent calendar items are to be routine, non-controversial, self-explanatory items that can be approved in one motion; and
ITB21-37

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 FY22-25 Strategic Plan for Division of Financial Management; GARVEE Program Annual Legislative Report; update of the state highway functional classification map; spending plan for \$5 million FY21 salary savings; Rail Safety spending plan for Building Idaho's Future one-time funds; consultant agreements; and a contract for award.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

Consent Item ☒

Information Item ☐

Amount of Presentation Time Needed N/A

Presenter's Name L. Scott Stokes	Presenter's Title Chief Deputy	Initials LSS	Reviewed By CRM
Preparer's Name Lorraine Dennis	Preparer's Title Executive Assistant to the Board	Initials LD	

Subject

FY2022-25 Strategic Plan for the Division of Financial Management (DFM)		
Key Number	District	Route Number

Background Information

Idaho Code 67-1903 – 67-1904 requires all state agencies to annually submit a Strategic Plan covering a minimum of four years, forward to DFM by July 1. The format, structure and required elements for the Strategic Plan are set by DFM inclusive of the following:

- Vision and/or Mission Statement
- Goals and Objectives
- Performance Measures and Benchmarks
- Key External Factors

Since the May 19, 2021 Board meeting, a few changes were made to reflect new DFM strategic plan guidelines; 1.) remove the Cybersecurity section because dates have passed and all requirements are met, and 2.) update the repealed Red Tape Reduction Act with the Zero-Based Regulation Executive Order.

Also, four performance measure achievement results were updated with final reporting data, as shown in the legislative format report version.

Recommendations

Staff is requesting Board members approve the final FY22-25 Strategic Plan report for DFM.

Board Action

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

Idaho Transportation Department

FY22-25 Strategic Plan



Quality Performance

The Idaho Transportation Department is committed to being fiscally responsible stewards of the taxpayer funds and provide excellent customer service to the citizens of Idaho. The first two bulleted goals listed below defines the department's commitment to maximize customer service outcomes while the latter two supports our vision.

Mission and Vision

The mission of the Idaho Transportation Department is *Your Safety. Your Mobility. Your Economic Opportunity.*

The department's vision is *to become the best transportation department in the country.*

Goals and Objectives

The department has set measurable objectives for each primary goal detailed below and further described in the "Measurement" section, next:

- **Provide the safest possible transportation system and work environment.**
 - o Reduce fatalities
- **Provide a mobility-focused transportation system that drives economic opportunity.**
 - o Keep highways clear of snow and ice during winter storms
 - o Maintain pavement and bridges in good or fair condition
 - o Complete project designs on time
 - o Reduce time to deliver motor vehicle credentials
- **Continually improve the employee experience.**
 - o Minimize employee voluntary turnover rates
- **Continually innovate business practices.**
 - o Save taxpayer's money through employee-driven innovations
 - o Increase the availability of online services

Measurement – What Are We Doing to Achieve our Goals?

ITD unveiled a dashboard of performance measures and benchmarks/objectives in January 2010. It can be found online at: <https://apps.itd.idaho.gov/apps/Dashboard/>. Look for new performance measures updated this summer.

Committed to: Provide the safest possible transportation system and work environment.

We care about your safety because each person is a mother, father, son or daughter and even one fatality or serious injury is not acceptable.

A safe transportation system connects families and communities, enables a vibrant economy, and allows the movement of essential supplies and services.

Safety is essential to maintaining and enhancing Idaho's high quality of life.

Objective: Maintain a safe and responsible five-year fatality rate.

Achievement: ITD recorded a five-year fatality rate of 1.35 for CY2015-19.

Future Targets: CY16-20 – 1.41, CY17-21 – 1.38, CY18-22 – 1.36, CY19-23 – 1.34

How Target Was Chosen: This represents federal standards for each state, and also adheres to ITD's own internal research.

Why This Is Important

Even one death on Idaho's highways is one death too many. Each death is a personal tragedy for the individual's family and friends, and has an enormous financial cost to the community. Every life counts.

How We Measure It

The measure is calculated by dividing the number of fatalities that occur over a five-year period by the number of vehicle miles traveled during that same five-year period.

What We're Doing About It

The department advances programs to eliminate traffic deaths, serious injuries, and economic losses. These programs focus on engineering, education, enforcement and emergency response.

Committed to: Provide a mobility-focused transportation system that drives economic opportunity.

A mobility-focused transportation system sets that stage for a healthy economy that improves quality of life and prosperity for every citizen, as well as future generations.

Investments in transportation allow citizens to work and build strong communities that attract new business. This brings more jobs and ensures Idaho's economy remains strong.

Objective: Keep highways free of ice and snow at least 73% of the time during winter storms.

Achievement: Last winter, roads were kept clear ~~80%~~ 84% of the time during winter

storms.

Future Targets: 73% Annually

How Target Was Chosen: 73% is above ITD initial target and represents performing to a high level of service.

Why This Is Important

Idaho travelers need safe and reliable highways during winter storms. Preventing the accumulation of snow and ice or quickly removing it from highways increases safety, mobility, and improves commerce.

How We Measure It

Idaho's highways are broken down into hundreds of sections. Nearly half of these highway sections, including the most heavily traveled corridors, have automated roadway condition sensors and weather information stations where winter storms most affect travel -- high elevation summits, steep grades, bridge overpasses, etc. This measure tracks the percent of time those highway sections are kept clear of ice and snow during winter storms.

What We're Doing About It

ITD is using this data from the automated roadway condition sensors and weather information stations to continuously improve the effectiveness of its winter maintenance efforts across the state. The department accomplishes this by customizing snowplowing practices and de-icing treatments.

Objective: Maintain 80% of pavement and bridges on State Highways in good or fair condition.

Pavement Achievement: In 2020, 87% of pavements were in good or fair condition.

Bridge Achievement: In 2020, 77% of bridges were in good condition.

Future Targets: Maintain up to 80% Annually

How Target Was Chosen: This target is the result of ITD research.

Why This Is Important

Pavement condition has an impact on the operating costs of passenger and commercial vehicles. Regularly scheduled preventive maintenance, preservation and reconstruction treatments extend the useful life of pavements.

Ensuring that Idaho's bridges are in good condition protects transportation investments and lowers repair costs. It also helps maintain connectivity and commerce, which depends on the carrying capacity and reliability of roads and bridges.

How We Measure It

Roughness and rutting are measured by driving a specially equipped rating van over the entire State Highway System during spring and summer. Cracking is measured in the summer and fall by a visual inspection and digital video recordings. Data and visual inspections are then used to rate pavement conditions.

The measurement is the ratio of deck area (or plan dimension) of bridges in good condition to the deck area of the entire inventory of state bridges stated as a percentage.

What We're Doing About It

ITD focuses on internal efficiencies to maximize investments in the transportation system. Investment decisions are prioritized to keep highways and bridges in good or fair condition to avoid costly replacement. New management systems help ITD strategically schedule preventative maintenance, preservation and restoration projects and at the optimal time.

Objective: *Get 100% of the projects scheduled for construction in any given year designed and ready to bid on or ahead of time.*

Achievement: *In ~~FFY20~~ FFY21, ITD had 92% 100% of projects designed and ready to bid on time.*

Future Targets: *100% Ready to Bid Annually*

How Target Was Chosen: *This represents the best possible outcome.*

Why This Is Important

Completing highway infrastructure projects on time for Idaho's state highway system is an important aspect of credibility and customer service. Getting projects ready to bid involves planning, designing, environmental documentation, permitting, and right-of-way acquisition. Stakeholders depend on the department to deliver projects in the year they are scheduled in the Idaho Transportation Investment Program (ITIP). Projects for which designs are completed on time cost less and provide ITD and the construction industry adequate lead times. This allows flexibility to plan and schedule resources for the construction phases of the projects.

How We Measure It

ITD monitors the dates when highway infrastructure projects are ready to bid. This includes highway paving, guardrails, traffic signals, signs, bridge repair, and more. ITD measures the percent of projects ready to bid at the beginning of the respective federal fiscal year.

What We're Doing About It

ITD holds managers accountable for delivering the state infrastructure projects on time. The Highway Leadership Team reviews the delivery status of the next year's projects monthly and provides assistance and commits additional resources as needed. Each infrastructure project in the Idaho Transportation Investment Program (ITIP) is assigned a Project Manager who is responsible for coordinating the work on the project and setting and keeping the project schedule while maintaining the project scope and budget. Each project has a completed charter before entering the ITIP which includes an approved scope, schedule and budget. A Program Management Office (PMO) has been created to provide training and assistance in project delivery including scheduling and estimating. Also, each district and the bridge section have a PMO Liaison assigned to assist the project managers and project owners deliver the programmed projects on or ahead of the scheduled time.

Objective: *Average a 5-day or less processing cycle for DMV title transactions.*

Achievement: *Maintained an average processing time of 3 days in FY20.*

Future Targets: *5 Days or Less Annually*

How Target Was Chosen: This target is the result of ITD research.

Why This Is Important

Customers need titles to be issued in a timely manner to legally conduct vehicle sales and trades, or use titles as collateral for loans. Average title turnaround time also measures efficiency and productivity to determine the best use of limited resources.

How We Measure It

Annual cycle times are calculated by dividing the monthly sum by twelve.

What We're Doing About It

DMV recognizes the direct customer component of their services. The division prioritizes staffing and provides training so applications are submitted quickly and correctly in minimal time.

Committed to: Continually improve the employee experience

Creating an ideal experience for employees, where they are engaged in meaningful work with opportunities for development and growth, drives better results and increased customer satisfaction.

Employees thrive in an environment where their innovation and contributions matter.

Employees are essential to delivering transportation systems and services, so attracting and retaining quality employees is critical to our success.

Objective: Hold employee voluntary turnover rate to 5% (NEW for FY22).

Achievement: In FY20, held turnover rate to 5.3%.

Future Targets: 5% Annually

How Target Was Chosen: Historical performance.

Why This Is Important

Employees are the driving force of our agency. Retaining employees minimizes cost invested in time and dollars spent onboarding and training. Ultimately it affords us the ability to support our mission as we strive to be a highly sought after employer known for providing extraordinary customer service, fostering a constructive, results-driven culture, implementing innovative business practices and continually developing employees.

How We Measure It

Turnover rates are calculated comparing data from the number of employees at the beginning and end of a fiscal year to voluntary employee separations. Retirements are not included.

What We're Doing About It

We are committed to creating an Ideal Workplace where employees are engaged in their work and provided opportunities for development and growth. This drives better results and services for the public and increases customer satisfaction. ITD conducts

assessment surveys every other year that measure the behaviors of our organization and tracks how close we are to achieving an Ideal Workplace.

Committed to: Continually innovate business practices

Adapting to growth and change is essential to meeting customer expectations. Innovation provides freedom and motivation for employees to try new things and helps ITD to make the best use of our resources.

Saving time and money allows us to stretch resources further, making us a more efficient agency.

Continuous improvement keeps ITD focused on the future.

Objective: Save taxpayer's money through employee-driven innovation (NEW for FY22).

Achievement: In FY20, saved ~~\$1.16~~ \$1.5 million in time and money from Innovate ITD.

Future Targets: Annual Savings \$1.4 million

How Target Was Chosen: Historical performance of employee-driven innovative efforts.

Why This Is Important

Measuring the results of employee-driven innovation demonstrates the contribution of the efforts back toward ITD priorities of putting as many dollars to work on transportation services as possible.

How We Measure It

Employees calculate the dollars saved from their efforts as well as their time. Time is converted into dollars at the flat average rate of \$30 per hour of time.

What We're Doing About It

Innovate ITD! is an employee-driven program. Since 2014, ITD employees have generated 1,689 innovative ideas that save time, money and improve the ITD customer's experience, whether it is a DMV service or traveling the state. ITD has a senior leadership team that steers this effort supported by leaders and employees across the state that inspire and motivate employees to create efficiencies and customer service improvements.

Objective: Increase the number of transactions processed online.

Achievement: in 2020, we processed ~~600,000~~ 860,000 DMV transactions online.

Future Targets: 2021 – ~~700,000~~ 860,000, 2022 – 900,000, 2023 – 950,000, 2024 – 1,000,000

How Target Was Chosen: Historical performance combined with planned actions.

Why This Is Important

Online services provide the public an alternative method of payment for motor-vehicle services such as licenses and permits. These services minimize staffing requirements and eliminate the need for motorists to travel and wait in line.

How We Measure It

This measure captures transactions by direct DMV customers who purchase online services for licenses, permits and endorsements.

What We're Doing About It

ITD has expanded the ability of customers to obtain licenses and permits online, and continually spreads the word for these options through targeted communication.

Key External Factors

Growth

- As of 2020, Idaho's population is 1,839,106 according to the U.S. Census Bureau. Current data shows the state has seen a 17.3% increase in resident population from 2010. Idaho the second-fastest-growing state in the nation.
- Skyrocketing growth creates an increasing demand on the transportation system, as citizens rely on the highway system to access work, supplies, services and recreational opportunities. ITD has to be strategic with statewide infrastructure investments in order to meet the demands.

Federal Regulatory Climate

- The department continues to work within federal funding provided by the Fixing America's Surface Transportation (FAST) Act. This act was extended to September 30, 2021. There is emerging pressure nationally to shift a larger proportion of funding to large urban areas in the country reducing amounts allocated to rural areas.

Resources

- Employee recruitment and retention is the biggest risk to ITD's ability to deliver on its mission. External factors include the lack of competitive pay, benefits and other environmental factors.
- One significant factor is housing shortages and cost. Across Idaho, the demand for housing has exacerbated an already thin inventory creating shortages in Idaho's three largest counties: Ada, Canyon, and Kootenai. In 2020, the Boise metro area price of rent increased and home prices rose substantially. Soaring costs and limited housing options, places additional burdens and challenges to workforce recruitment efforts.
- Materials and supplies costs and shortages; nationwide, home builders and other construction companies are battling record-high prices and material shortages like they have never seen before. Various natural disasters, political treaties, and shipping delays create critical shortages of essential materials like lumber, steel and paint.

Technological

- Rampant technological advancement is touching every aspect of our lives. There is no escaping it. The causes are many and the impacts are pressing. Technology impacts that are immediate for ITD include 1) data – storage, processing, and securing; 2) infrastructure modernization and architectural advancement; and 3) mobile demand for access to devices, applications and information. These challenges will need to be addressed in the immediate near term in order to ensure the successful delivery of service for ITD customers.

- ~~Security of the transportation system is a high priority as ITD makes transportation decisions and investments. ITD's progress toward information technology security is noted below:~~

Cybersecurity

~~Below is the status on five items that require ITD action in Executive Order 2017-02:~~

- ~~Adopt and implement NIST Cybersecurity Framework **Complete**~~
- ~~Implement first five CIS Critical Security Controls **Complete**~~
ITD has implemented and is continuing to improve all Critical Security Controls in coordination with the Office of ITS.
- ~~Develop and submit employee education and training plans for mandatory cybersecurity training **Complete**~~
- ~~Require all state employees to complete annual cybersecurity training **Complete**~~
- ~~Include a link to statewide cybersecurity website on all public websites **Complete**~~

Red Tape Reduction Act (RTRA) Compliance Zero-Based Regulation

~~Under~~ Since Governor Little's 2019 Red Tape Reduction Act E.O., ~~and subsequent which was repealed and replaced with the~~ 2020 [Zero-Based Regulation E. O.](#), ITD has made significant regulatory reductions and modifications to the department's administrative rules, also known as IDAPA Title 39.

ITD's innovative thinking and customer-focused approach to administrative rulemaking has made ITD an example of what other agencies strive for under this initiative. ITD staff has also heavily engaged with DFM on many rulemaking topics, issues and projects.

Under the Zero-Based Regulation Executive Order, there was a moratorium on administrative rulemaking in 2020, with few exceptions, such as, in order to comply with new state, federal or court ordered laws. During FY21, ITD executed two rulemakings and each were the direct result of passed legislation from Idaho's 2020 legislative session. As the Department begins work on 2021-22 rulemakings for FY22, there will be multiple opportunities for continued regulatory cuts. The table below depicts that effort beginning in FY19:

	FY19 – FY21	
Number of Chapters	-36	(-45.0%)
Number of Words	-17,637	(-14.5%)
Number of Restrictive Words	-319	(-17.5%)

*Percentages are per year basis.

Additionally, ITD successfully moved one piece of legislation through the 2021 legislative session. The proposal addressed new federal regulation and was signed into law on March 17, 2021, which directly supports the ~~Red Tape Reduction Act~~ [Zero-Based Regulation E.O.](#) and/or the [Licensing Freedom Act](#). The bill was [HB128](#): Title Transaction

Odometer Disclosure.

Idaho Transportation Department

FY22-25 Strategic Plan



Quality Performance

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The department has set measurable objectives for each primary goal detailed below and further described in the "Measurement" section, next:

- **Provide the safest possible transportation system and work environment.**
 - o Reduce fatalities
- **Provide a mobility-focused transportation system that drives economic opportunity.**
 - o Keep highways clear of snow and ice during winter storms
 - o Maintain pavement and bridges in good or fair condition
 - o Complete project designs on time
 - o Reduce time to deliver motor vehicle credentials
- **Continually improve the employee experience.**
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Measurement – What Are We Doing to Achieve our Goals?

ITD unveiled a dashboard of performance measures and benchmarks/objectives in January 2010. It can be found online at: <https://apps.itd.idaho.gov/apps/Dashboard/>. Look for new performance measures updated this summer.

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We care about your safety because each person is a mother, father, son or daughter and even one fatality or serious injury is not acceptable.

A safe transportation system connects families and communities, enables a vibrant economy, and allows the movement of essential supplies and services.

Safety is essential to maintaining and enhancing Idaho's high quality of life.

Objective: Maintain a safe and responsible five-year fatality rate.

Achievement: ITD recorded a five-year fatality rate of 1.35 for CY2015-19.

Future Targets: CY16-20 – 1.41, CY17-21 – 1.38, CY18-22 – 1.36, CY19-23 – 1.34

How Target Was Chosen: This represents federal standards for each state, and also adheres to ITD's own internal research.

Why This Is Important

Even one death on Idaho's highways is one death too many. Each death is a personal tragedy for the individual's family and friends, and has an enormous financial cost to the community. Every life counts.

How We Measure It

The measure is calculated by dividing the number of fatalities that occur over a five-year period by the number of vehicle miles traveled during that same five-year period.

What We're Doing About It

The department advances programs to eliminate traffic deaths, serious injuries, and economic losses. These programs focus on engineering, education, enforcement and emergency response.

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A mobility-focused transportation system sets that stage for a healthy economy that improves quality of life and prosperity for every citizen, as well as future generations.

Investments in transportation allow citizens to work and build strong communities that attract new business. This brings more jobs and ensures Idaho's economy remains strong.

Objective: Keep highways free of ice and snow at least 73% of the time during winter storms.

Achievement: Last winter, roads were kept clear 84% of the time during winter storms.

Future Targets: 73% Annually

How Target Was Chosen: 73% is above ITD initial target and represents performing to a high level of service.

Why This Is Important

Idaho travelers need safe and reliable highways during winter storms. Preventing the accumulation of snow and ice or quickly removing it from highways increases safety, mobility, and improves commerce.

How We Measure It

Idaho's highways are broken down into hundreds of sections. Nearly half of these highway sections, including the most heavily traveled corridors, have automated roadway condition sensors and weather information stations where winter storms most affect travel -- high elevation summits, steep grades, bridge overpasses, etc. This measure tracks the percent of time those highway sections are kept clear of ice and snow during winter storms.

What We're Doing About It

ITD is using this data from the automated roadway condition sensors and weather information stations to continuously improve the effectiveness of its winter maintenance efforts across the state. The department accomplishes this by customizing snowplowing practices and de-icing treatments.

Objective: Maintain 80% of pavement and bridges on State Highways in good or fair condition.

Pavement Achievement: In 2020, 87% of pavements were in good or fair condition.

Bridge Achievement: In 2020, 77% of bridges were in good condition.

Future Targets: Maintain up to 80% Annually

How Target Was Chosen: This target is the result of ITD research.

Why This Is Important

Pavement condition has an impact on the operating costs of passenger and commercial vehicles. Regularly scheduled preventive maintenance, preservation and reconstruction treatments extend the useful life of pavements.

Ensuring that Idaho's bridges are in good condition protects transportation investments and lowers repair costs. It also helps maintain connectivity and commerce, which depends on the carrying capacity and reliability of roads and bridges.

How We Measure It

Roughness and rutting are measured by driving a specially equipped rating van over the entire State Highway System during spring and summer. Cracking is measured in the summer and fall by a visual inspection and digital video recordings. Data and visual inspections are then used to rate pavement conditions.

The measurement is the ratio of deck area (or plan dimension) of bridges in good condition to the deck area of the entire inventory of state bridges stated as a percentage.

What We're Doing About It

ITD focuses on internal efficiencies to maximize investments in the transportation system. Investment decisions are prioritized to keep highways and bridges in good or fair condition to avoid costly replacement. New management systems help ITD strategically schedule preventative maintenance, preservation and restoration projects and at the optimal time.

Objective: *Get 100% of the projects scheduled for construction in any given year designed and ready to bid on or ahead of time.*

Achievement: *In FFY21, ITD had 100% of projects designed and ready to bid on time.*

Future Targets: *100% Ready to Bid Annually*

How Target Was Chosen: *This represents the best possible outcome.*

Why This Is Important

Completing highway infrastructure projects on time for Idaho's state highway system is an important aspect of credibility and customer service. Getting projects ready to bid involves planning, designing, environmental documentation, permitting, and right-of-way acquisition. Stakeholders depend on the department to deliver projects in the year they are scheduled in the Idaho Transportation Investment Program (ITIP). Projects for which designs are completed on time cost less and provide ITD and the construction industry adequate lead times. This allows flexibility to plan and schedule resources for the construction phases of the projects.

How We Measure It

ITD monitors the dates when highway infrastructure projects are ready to bid. This includes highway paving, guardrails, traffic signals, signs, bridge repair, and more. ITD measures the percent of projects ready to bid at the beginning of the respective federal fiscal year.

What We're Doing About It

ITD holds managers accountable for delivering the state infrastructure projects on time. The Highway Leadership Team reviews the delivery status of the next year's projects monthly and provides assistance and commits additional resources as needed. Each infrastructure project in the Idaho Transportation Investment Program (ITIP) is assigned a Project Manager who is responsible for coordinating the work on the project and setting and keeping the project schedule while maintaining the project scope and budget. Each project has a completed charter before entering the ITIP which includes an approved scope, schedule and budget. A Program Management Office (PMO) has been created to provide training and assistance in project delivery including scheduling and estimating. Also, each district and the bridge section have a PMO Liaison assigned to assist the project managers and project owners deliver the programmed projects on or ahead of the scheduled time.

Objective: *Average a 5-day or less processing cycle for DMV title transactions.*

Achievement: *Maintained an average processing time of 3 days in FY20.*

Future Targets: *5 Days or Less Annually*

How Target Was Chosen: *This target is the result of ITD research.*

Why This Is Important

Customers need titles to be issued in a timely manner to legally conduct vehicle sales and trades, or use titles as collateral for loans. Average title turnaround time also measures efficiency and productivity to determine the best use of limited resources.

How We Measure It

Annual cycle times are calculated by dividing the monthly sum by twelve.

What We're Doing About It

DMV recognizes the direct customer component of their services. The division prioritizes staffing and provides training so applications are submitted quickly and correctly in minimal time.

Committed to: Continually improve the employee experience

Creating an ideal experience for employees, where they are engaged in meaningful work with opportunities for development and growth, drives better results and increased customer satisfaction.

Employees thrive in an environment where their innovation and contributions matter.

Employees are essential to delivering transportation systems and services, so attracting and retaining quality employees is critical to our success.

Objective: Hold employee voluntary turnover rate to 5% (NEW).

Achievement: In FY20, held turnover rate to 5.3%.

Future Targets: 5% Annually

How Target Was Chosen: Historical performance.

Why This Is Important

Employees are the driving force of our agency. Retaining employees minimizes cost invested in time and dollars spent onboarding and training. Ultimately it affords us the ability to support our mission as we strive to be a highly sought after employer known for providing extraordinary customer service, fostering a constructive, results-driven culture, implementing innovative business practices and continually developing employees.

How We Measure It

Turnover rates are calculated comparing data from the number of employees at the beginning and end of a fiscal year to voluntary employee separations. Retirements are not included.

What We're Doing About It

We are committed to creating an Ideal Workplace where employees are engaged in their work and provided opportunities for development and growth. This drives better results and services for the public and increases customer satisfaction. ITD conducts assessment surveys every other year that measure the behaviors of our organization and tracks how close we are to achieving an Ideal Workplace.

Committed to: Continually innovate business practices

Adapting to growth and change is essential to meeting customer expectations. Innovation provides freedom and motivation for employees to try new things and helps ITD to make the best use of our resources.

Saving time and money allows us to stretch resources further, making us a more efficient agency.

Continuous improvement keeps ITD focused on the future.

Objective: Save taxpayer's money through employee-driven innovation (NEW).

Achievement: In FY20, saved \$1.5 million in time and money from Innovate ITD.

Future Targets: Annual Savings \$1.4 million

How Target Was Chosen: Historical performance of employee-driven innovative efforts.

Why This Is Important

Measuring the results of employee-driven innovation demonstrates the contribution of the efforts back toward ITD priorities of putting as many dollars to work on transportation services as possible.

How We Measure It

Employees calculate the dollars saved from their efforts as well as their time. Time is converted into dollars at the flat average rate of \$30 per hour of time.

What We're Doing About It

Innovate ITD! is an employee-driven program. Since 2014, ITD employees have generated 1,689 innovative ideas that save time, money and improve the ITD customer's experience, whether it is a DMV service or traveling the state. ITD has a senior leadership team that steers this effort supported by leaders and employees across the state that inspire and motivate employees to create efficiencies and customer service improvements.

Objective: Increase the number of transactions processed online.

Achievement: in 2020, we processed 860,000 DMV transactions online.

Future Targets: 2021 – 860,000, 2022 – 900,000, 2023 – 950,000, 2024 – 1,000,000

How Target Was Chosen: Historical performance combined with planned actions.

Why This Is Important

Online services provide the public an alternative method of payment for motor-vehicle services such as licenses and permits. These services minimize staffing requirements and eliminate the need for motorists to travel and wait in line.

How We Measure It

This measure captures transactions by direct DMV customers who purchase online services for licenses, permits and endorsements.

What We're Doing About It

ITD has expanded the ability of customers to obtain licenses and permits online, and continually spreads the word for these options through targeted communication.

Key External Factors

Growth

- As of 2020, Idaho's population is 1,839,106 according to the U.S. Census Bureau. Current data shows the state has seen a 17.3% increase in resident population from 2010. Idaho the second-fastest-growing state in the nation.
- Skyrocketing growth creates an increasing demand on the transportation system, as citizens rely on the highway system to access work, supplies, services and recreational opportunities. ITD has to be strategic with statewide infrastructure investments in order to meet the demands.

Federal Regulatory Climate

- The department continues to work within federal funding provided by the Fixing America's Surface Transportation (FAST) Act. This act was extended to September 30, 2021. There is emerging pressure nationally to shift a larger proportion of funding to large urban areas in the country reducing amounts allocated to rural areas.

Resources

- Employee recruitment and retention is the biggest risk to ITD's ability to deliver on its mission. External factors include the lack of competitive pay, benefits and other environmental factors.
- One significant factor is housing shortages and cost. Across Idaho, the demand for housing has exacerbated an already thin inventory creating shortages in Idaho's three largest counties: Ada, Canyon, and Kootenai. In 2020, the Boise metro area price of rent increased and home prices rose substantially. Soaring costs and limited housing options, places additional burdens and challenges to workforce recruitment efforts.
- Materials and supplies costs and shortages; nationwide, home builders and other construction companies are battling record-high prices and material shortages like they have never seen before. Various natural disasters, political treaties, and shipping delays create critical shortages of essential materials like lumber, steel and paint.

Technological

- Rampant technological advancement is touching every aspect of our lives. There is no escaping it. The causes are many and the impacts are pressing. Technology impacts that are immediate for ITD include 1) data – storage, processing, and securing; 2) infrastructure modernization and architectural advancement; and 3) mobile demand for access to devices, applications and information. These challenges will need to be addressed in the immediate near term in order to ensure the successful delivery of service for ITD customers.

Zero-Based Regulation

Since Governor Little's 2019 Red Tape Reduction Act E.O., which was repealed and replaced with the 2020 [Zero-Based Regulation E. O.](#), ITD has made significant regulatory reductions and modifications to the department's administrative rules, also known as IDAPA Title 39.

ITD's innovative thinking and customer-focused approach to administrative rulemaking has made ITD an example of what other agencies strive for under this initiative. ITD staff has also heavily engaged with DFM on many rulemaking topics, issues and projects.

Under the Zero-Based Regulation Executive Order, there was a moratorium on administrative rulemaking in 2020, with few exceptions, such as, in order to comply with new state, federal or court ordered laws. During FY21, ITD executed two rulemakings and each were the direct result of passed legislation from Idaho's 2020 legislative session. As the Department begins work on 2021-22 rulemakings for FY22, there will be multiple opportunities for continued regulatory cuts. The table below depicts that effort beginning in FY19:

	FY19 – FY21
Number of Chapters	-36 (-45.0%)
Number of Words	-17,637 (-14.5%)
Number of Restrictive Words	-319 (-17.5%)

*Percentages are per year basis.

Additionally, ITD successfully moved one piece of legislation through the 2021 legislative session. The proposal addressed new federal regulation and was signed into law on March 17, 2021, which directly supports the Zero-Based Regulation and/or the [Licensing Freedom Act](#). The bill was [HB128](#): Title Transaction Odometer Disclosure.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

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

Presenter's Name Amy Schroeder, P.E.	Presenter's Title Transportation Program Manager	Initials	Reviewed By DM
Preparer's Name Merrill Sharp	Preparer's Title GARVEE Project Manager	Initials	

Subject

GARVEE Program Annual Legislative Report		
Key Number	District	Route Number

Background Information

In 2017, Senate Bill 1206 authorized an additional \$300 million GARVEE bonds. That legislation requires the Board submit an annual report by June 30th of each year. The report describes the planned highway projects and projects under construction that are being financed with GARVEE bonds.

This annual report summarizes the amounts allocated to various GARVEE-approved corridors, summarizes the bond amounts, and graphically shows the location of projects included in this funding authorization.

All of the projects are on schedule and tracking well against their budgets. The expansion of I-84 from Franklin to Karcher began in spring of 2021 and will continue into 2023. Construction began on the Granite North project on US-95 (15 miles north of the Coeur d'Alene area) in fall of 2020 and will continue into 2023.

Upon approval of this consent item, staff will distribute the annual report.

Recommendations

Approval of the 2021 GARVEE Transportation Program Annual Report.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____

2021 GARVEE Annual Report

FUNDING

The 2017 Idaho Legislature passed Senate Bill 1206 authorizing \$300 million in additional Grant Anticipation Revenue Vehicle (GARVEE) Bonds for much-needed transportation improvements. ITD reviewed the unfunded projects in all of the approved GARVEE corridors, and selected these improvements because of their positive benefits to safety and mobility. To complete the critical improvements, the Idaho Transportation Board committed several other sources of state and federal aid to the following transportation corridors:

PROJECT	Total	Funding Sources (in millions)			
		GARVEE	State ³	Federal	Local
I-84, Caldwell to Nampa	\$295.3	\$130.2	\$70.1	\$90.2 ¹	\$4.8
U.S. 95, Garwood to Sagle	\$91.0	\$69.6	-	\$21.4	-
Idaho 16, I-84 to U.S. 20/26 ²	\$147.9	\$100.2	\$21.7	\$26.0	-
Fund Source Total:		\$300.0	\$91.8	\$137.6	\$4.8

¹ Federal Funds = Infrastructure for Rebuilding America (INFRA) Grant

² Final design and right-of-way acquisition

³ TECM approved in 2021 Legislative Session not included in this annual report

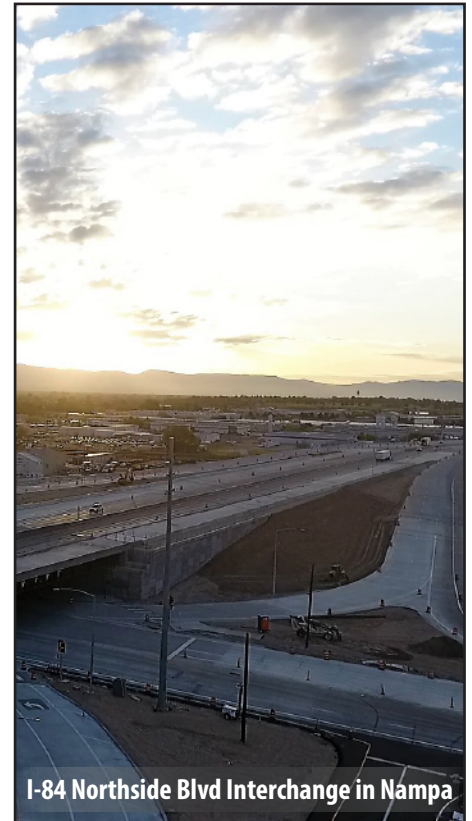
GARVEE BONDS

The Idaho Transportation Department (ITD) secures its GARVEE bonds with a pledge of future federal transportation funding. Bonds are issued on an as-needed basis to ensure that funds are available for the duration of the contract while limiting interest costs, and with consideration of the bond market, interest rates, and draw-down periods.

ITD, in partnership with the Idaho Housing and Finance Association, has issued nine bond series to provide funds for construction projects. In addition, there have been four bond series refinanced providing a program total weighted average interest rate of 3.43%.

The previous GARVEE Program included improvements in six of the 13 authorized corridors and included a commitment from the Idaho Transportation Board of \$857.6 million for GARVEE Bonds (\$840 million + \$17.6 million interest earnings) and \$81 million of federal-aid for a total program of \$938.5 million.

The \$300 million of bonds authorized in 2017 were sold in two series. May 2019 bonds were sold providing \$141.6M for project costs at 3.27% and April 2021 bonds were sold providing \$158.4M for project costs at 2.33%. These bond series included funds for US 95, I-84, and Idaho 16.



I-84 Northside Blvd Interchange in Nampa



US-95 Granite North

Current GARVEE Project Information

US 95

Granite North, SH 53 Interchange and Garwood Road

Safety and capacity improvements in two areas: Granite North from the Bonner County Line north to Trails End Road, and a new interchange and realignment on SH 53, with a grade separation at Garwood Road.

\$69.6 million GARVEE bonds, \$21.4 million in Federal Aid

Construction: Start Summer 2019, Finish 2023

I-84

Caldwell to Nampa Expansion

Safety and capacity improvements between Caldwell and Franklin Blvd. in Nampa.

\$130.2 million GARVEE bonds, \$70.1 million State funds, \$90.2 million Federal Aid (INFRA grant), \$4.8 million local match

Construction: Start Fall 2018, Finish 2023

SH 16

I-84 to US 20/26 and SH 44

Final design of Phase 2 and Phase 3, and of right-of-way acquisition.

\$100.2 million GARVEE bonds

\$21.7 million State funds, \$26.0 million Federal Aid



Design: Phase 2 Complete 2021; Phase 3 Complete 2023

Right-of-way: Start acquisition Spring 2020

GARVEE BOND ALLOCATIONS BY CORRIDOR

(millions of dollars, rounded)

CORRIDOR	PRIOR GARVEE	CURRENT GARVEE	TOTAL
US 95, Garwood to Sagle	135.7	69.6	205.3
US 95, Worley North	57.6	-	57.6
Idaho 16, Jct I-84 to Emmett	107.0	100.2	207.2
I-84, Caldwell to Meridian	284.9	130.2	415.1
I-84, Orchard to Isaacs Canyon	183.8	-	183.8
US 30, McCammon to Lava Hot Springs	88.6	-	88.6
TOTAL*	857.6	300.0	1,157.6

 = Previous GARVEE work in authorized corridors.
 = Current GARVEE work in authorized corridors.

*Corridors include program-management costs. Non-GARVEE fund sources are not shown. TECM approved in 2021 Legislative Session not included in this annual report.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

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

Presenter's Name Rob Beachler	Presenter's Title Broadband Program Manager	Initials RB	Reviewed By DM
Preparer's Name Ken Kanownik	Preparer's Title Planning Services Manager	Initials KJK	

Subject

Annual Update of Idaho State Highway Functional Classification Map		
Key Number	District	Route Number

Background Information

In accordance with Board Policy 4060, an updated Functional Classification Map of the State Highway System is to be presented to the Board for approval each year.

There have been no changes to Idaho's State Highway Systems Functional Classification map since approval by FHWA October 28, 2016.

Functional classification is the process by which "streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide". Basically, this process is the recognition that individual roads and streets do not serve travel independently; rather, most travel involves movement through a network of roads.

Functional classification carries with it expectations about roadway design, including its speed, capacity and relationship to existing and future land use development. Transportation agencies often describe roadway system performance, benchmarks and targets by functional classification. As agencies continue to move towards a more performance-based planning approach, functional classification will be an increasingly important consideration in setting expectations and measuring outcomes for preservation, mobility and safety.

Federal Highways Administration distributes transportation funding based on functional classification designations; federal funding is available to projects on Interstate, Other Freeways and Expressways, Other Principal Arterial, Minor Arterial and Major Collector designations.

Recommendations

Request approval of the annual update as the Idaho State Highway Functional Classification Map dated October 28th, 2016.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____

Idaho

State Highway System

Functional Classification Map

FHWA approved October 28, 2016



Legend

Interstate

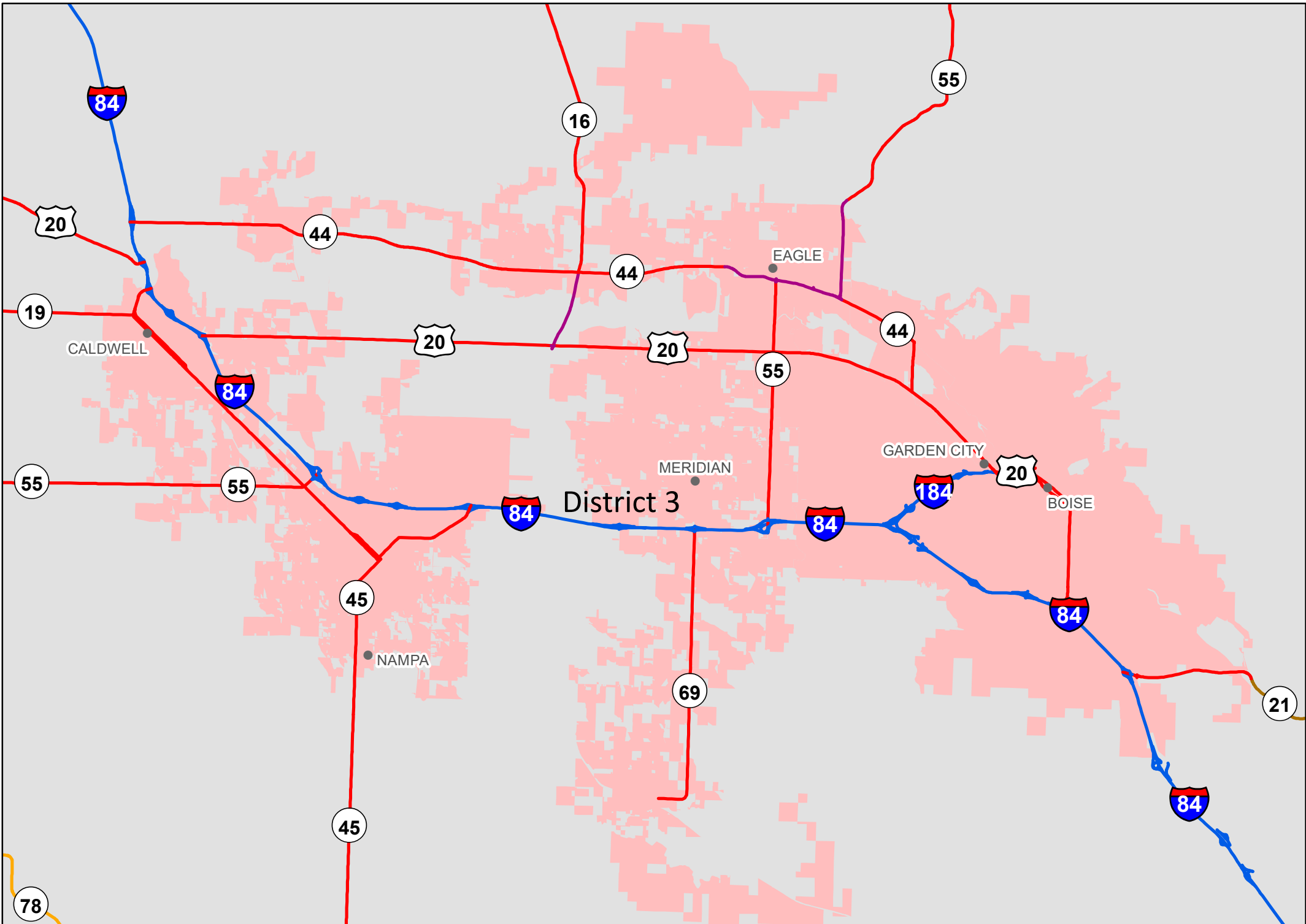
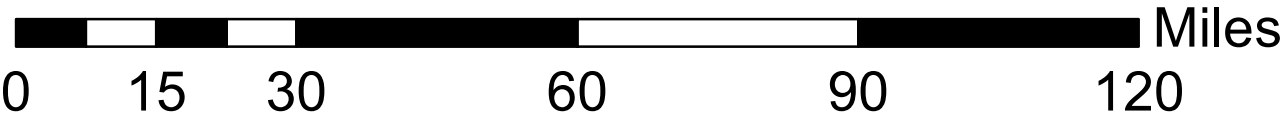
Other Freeways or Expressways

Other Principal Arterials

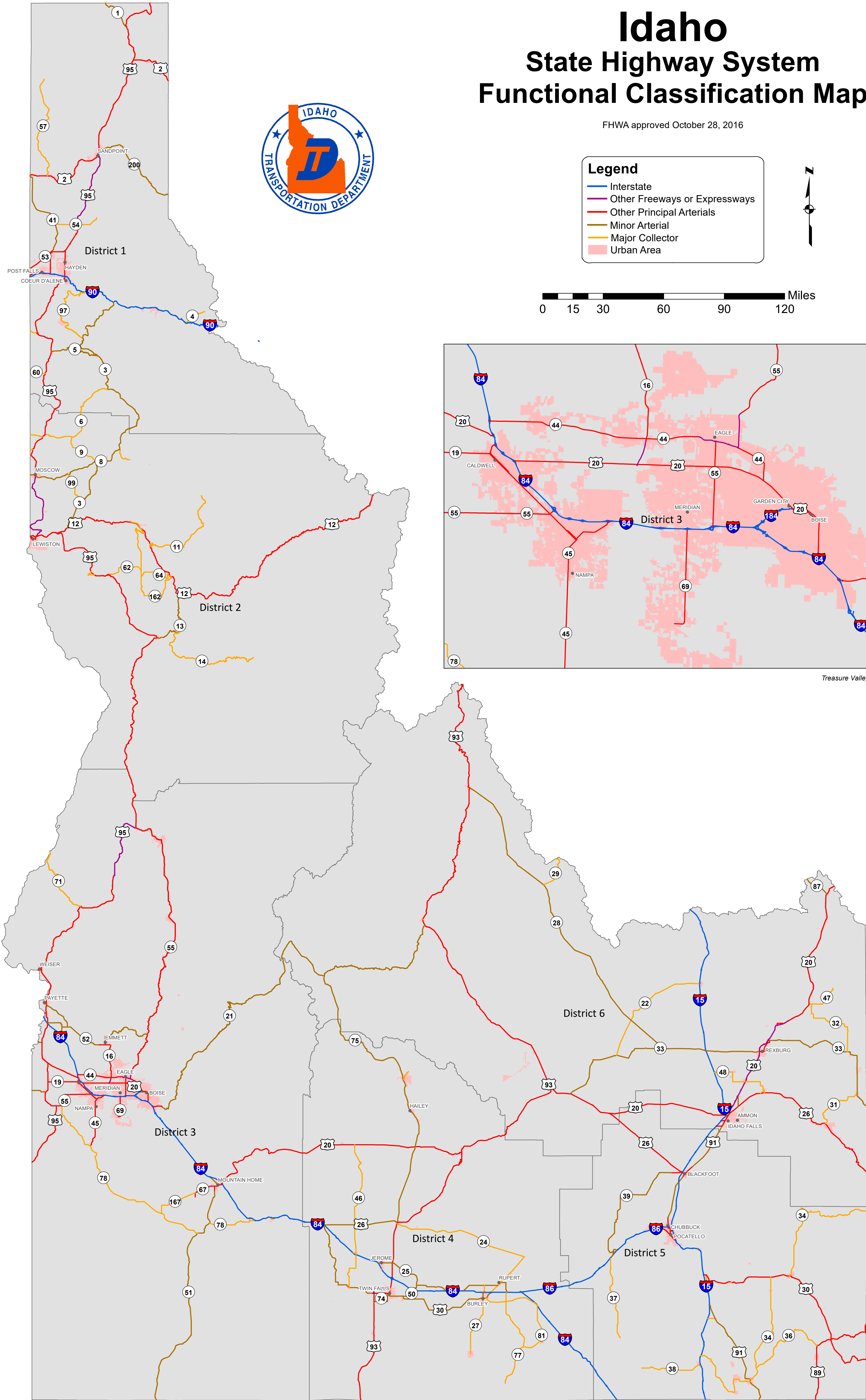
Minor Arterial

Major Collector

Urban Area



Treasure Valley Map Inset





Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

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

Presenter's Name	Presenter's Title	Initials	Reviewed By
Randy Gill	PMO Manager	rg	
Preparer's Name	Preparer's Title	Initials	
Randy Gill	PMO Manager	rg	

Subject

Spending Plan for \$5 Million FY21 Salary Savings		
Key Number	District	Route Number

Background Information

The purpose of this Board item is to present projects to the Board for approval to use \$5 Million of FY21 ST Salary Savings Funds.

Due to the change in employee compensation being held, \$5 Million of FY21 personnel savings became available to use for state infrastructure projects.

It is recommended that the Board approve using these available funds to add one project to the Idaho Transportation Investment Program (ITIP), advance two projects in the ITIP and remove 1 project from the ITIP program and as shown below.

<u>Dist</u>	<u>KN</u>	<u>LOCATION</u>	<u>\$ 1000's</u>	<u>ACTION</u>
3	NEW	SH 55, Banks Intersection	100	Add to FY21
4	22706	SH 75, Cobblestone to Cottonwood	2,650	Advance from 2027
4	22722	SH75, Cottonwood to Timberway	3,650	Advance from 2027
4	23141	SH 75, Hailey to Ohio Gulch	-1,400	Remove from FY21
TOTAL			5,000	

The SH 55, Banks Intersection project is an interim improvement to add queue detection, add signage and add interconnection between signs at the SH 55 and Banks-Lowman Road intersection at Banks.

Since parts of SH 75 are in need of repair now a new project, KN 23141, was recently approved using Board Unallocated Funds to aid in a section of these repairs. If the above two projects with Key Numbers (KNs) 22706 and 22722 are approved by the Board to advance the needed work and the funds from KN 23141 will be rolled into these two advanced projects since the limits of this project are included in the proposed advanced projects. With the Salary Savings Funds and these Board Unallocated Funds we can complete mill and overlay work between milepost 117.2 and 122.9. This allows us to expand the repair to cover additional needed sections and not have to disrupt traffic an additional time. The intent is to have this work completed this year.

Recommendations

That the Board approves:

Adding a new interim improvement project in District 3 at the SH 55 and Banks-Lowman Road intersection to FY21 in the amount of \$100K.

Advancing 2 FY27 SH-75 projects, KN 22706 and KN 22722 in the amounts of \$2,650K and \$3,650K to FY21, removing KN 23141 and including the work and the funds from KN 23141 to the advanced projects.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 23-24, 2021

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

Presenter's Name Monica Crider	Presenter's Title Contracting Services Manager	Initials mc	Reviewed By DM
Preparer's Name Barbara Waite	Preparer's Title Railroad/Utility Manager	Initials bw	

Subject

Rail Safety Spending Plan for Available Building Idaho's Future "One-Time" Funds		
Key Number	District	Route Number

Background Information

The purpose of this Board item is to recommend projects to the Board for approval to use the FY22 ST Building Idaho's Future - General Fund Surplus in the Program for rail-highway crossing safety projects.

As part of Building Idaho's Future plan, \$2 Million is to be used for rail crossing improvement projects.

It is proposed that the Board approve using these available one-time funds to add the following rail-highway crossing safety projects into the program and increase the scheduled funds for one existing project, Key No. 21990. Proposed actions/projects are in accordance with Board and Administration policies 4085 and 5085, Rail-Highway Crossing Program.

District	RR Crossing Name/DOT #	Cost (thousands)
1	Key: 21990, RR crossing near Sandpoint, LHTAC LHSIP project	\$230
1	Stephens St, Clark Fork, MRL DOT#091169Y	250
3	Milwaukee Street, Boise, BVRR DOT#906394X Cost split with BVRR. Total cost \$400k	200
4	N2500E, Curry Crossing, E of Filer, EIRR DOT#819196N/819197V	700
5	Quigley Rd & Fish Hatchery Rd, American Falls, UPRR DOT #812658D/812653U. Cost split with UPRR. Total cost \$130k	65
5	Michaud Creek Rd, W of American Falls, UPRR DOT#812632B. Cost Split with UPRR. Total cost \$160k	80
6	E Anderson/Holmes (US20), Idaho Falls, EIRR DOT#811927P. Cost split with EIRR. Total cost \$300k	150
6	E400N & N2300E, S of St. Anthony, EIRR DOT#811909S/811908K	325
TOTAL		\$2,000

Recommendations

That the Board approve the inclusion of the above projects and budget adjustment into the Idaho Transportation Investment Program for State FY22.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

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

Presenter's Name Monica Crider, P.E.	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By MC
Preparer's Name Chaz Fredrickson	Preparer's Title Consultant Services Proj Manager	Initials CF	DM

Subject

REQUEST TO APPROVE CONSULTANT AGREEMENTS		
Key Number Various	District Various	Route Number OFFSYS

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 service 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)

- District 6 2021 Projects Materials Testing (District 6) – for Materials Testing Services of approximately \$1.61M
- KN 23080 & 23081 – Franklin IC to Karcher IC - West & Franklin IC to Karcher IC - East, Canyon County (District 3) – for Construction Services of approximately \$9M
- KN 20038 – Ramsey Road; Chilco to Scarcello, Lakes Highway District (District 1) – for Construction and Inspection Services of approximately \$1.61M

Board Action

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



DATE: May 17, 2021
TO: Monica Crider, PE
Contracting Services Engineer
FROM: Jason Minzghor
D6 District Engineer
RE: Request to Increase Professional Services Agreement Amount to Over 1,000,000 for Materials Testing Services by Strata, Inc.

Program Number(s) A019(871), A020(490),
A020(581), A020(608), A020(730), A022(223),
A022(426), A022(454) & A023(072)
Key Number(s) 19871, 20490, 20581, 20608,
20730, 22223, 22426, 22454, 23072
Program ID, County, Etc. District 6 2021 Projects
Materials Testing

The purpose of this agreement is to provide district-wide quality assurance materials services during construction on multiple projects.

In April 2021, through Request for Proposals (RFP), Strata, Inc. was selected to perform materials testing, materials inspection, recording, reporting, and traffic control monitoring for construction projects during 2021-22 construction year totaling \$928K in agreement value. The projects on the current agreement are listed below:

Key Number	Project Name
19871	US 26 JCT SH 31 TO WYOMING, BONNEVILLE CO
20608	US 20 DIVIDED HWY RRX EIRR CLOSURES
22223	SH 33 MP 100 TO BEG REALIGNMENT, FREMONT CO
22426	US 20 RIGBY LIGHTING
22454	US 20 I-15 INTERIM RAMP MODIFICATIONS, IDAHO FALLS

The District requires four additional projects to be added to the current agreement estimating an additional \$678K bringing the total to \$1.61M. The additional projects are listed below:

Key Number	Project Name
20490	I-15 EXIT 113 ROUNDABOUT, BONNEVILLE CO
20581	US 20 SHEEP FALLS TO PINEHAVEN OVERLAY, FREMONT CO
20730	FY22 D6 BRIDGE REPAIR
23072	US 26 RRX UNDERPASS, IDAHO FALLS

The purpose of this board item is to request approval to increase the existing consultant services agreement amounts to \$1.61M to complete additional material testing services.



DATE: May 25, 2021

Program Number(s)A023(080) & A023(081)

TO: Monica Crider, PE
Contracting Services Engineer

Key Number(s)23080 & 23081

FROM: Amy Schroeder, PE
Transportation Program Manager

Program ID, County, Etc.Franklin IC to Karcher
IC - West & Franklin IC to Karcher IC - East,
Canyon County

RE: Request to Increase Professional Services Agreement Amount to Over \$1,000,000 for
Additional Construction Services by Horrocks

The purpose of this project is to fully reconstruct I-84 to widen the Interstate to three travel lanes in each direction between the Franklin Road Interchange and the Karcher Interchange. I-84 mainline will be reconstructed as a Portland Cement Concrete Pavement (PCCP) section.

The project includes reconstruction of the Linder Road overpass, Notus Canal structures, as well as several irrigation crossings. These projects have been advertised for construction bids, and are scheduled to begin construction in the Summer of 2021.

A Request for Proposals (RFP) was issued January 2021 for professional services for Construction Engineering, Inspection, Materials Sampling and Testing, and Project Close-out services.

The agreements will be funded with the GARVEE and some federal INFRA and State sources. The project currently has available obligated funds to cover this request.

The purpose of this board item is to request approval to increase the existing Consultant Services agreement amounts to \$9M to complete additional construction services.



DATE: May 17, 2021

Program Number(s) A020(038)

TO: Monica Crider, PE
Contracting Services Engineer

Key Number(s) 20038

FROM: Laila Kral
LHTAC Administrator

Program ID, County, Etc. Ramsey Road; Chilco
to Scarcello, Lake Highway District

RE: Request to Increase Professional Services Agreement Amount to Over 1,000,000 for Construction, Engineering and Inspection (CE&I) Services by David Evans and Associates, Inc.

The purpose of this project is to improve the safety of the traveling public by constructing a new railroad overpass over a local intersection.

In March 2020, through the Request for Proposal (RFP) process, David Evans and Associates was selected to provide CE&I Services. Engineer of Record Services were then added bringing the total to \$642K. David Evans and Associates was also the project's Design Consultant for \$843K bringing the project total to \$1.485M. Due to an oversight, we did not request approval to increase the existing consultant services agreement amounts to \$1.485M.

This project was originally to be completed in May of 2021. Before construction began, numerous unanticipated utility conflicts were discovered and took more than 4 months to fully resolve. These conflicts resulted in slowed Contractor production rates and a project delay that has pushed contract completion to late September 2021. The Consultant's schedule has now been extended requiring \$120K in additional CE&I services.

The project currently has available obligated funds to cover this request.

The purpose of this board item is to request approval to increase the existing consultant services agreement amounts to \$1.61M to complete additional CE&I services.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name Dave Kuisti, P.E.	Presenter's Title Transportation Engineering Division Administrator	Initials DK	Reviewed By DM
Preparer's Name Dana Dietz, P.E.	Preparer's Title Contracts Engineer	Initials DD	

Subject

Board Approval of Contracts for Award		
Key Number	District	Route Number

Background Information

INFORMATION

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

Year to Date Bid Summary 10/1/20 to 05/31/21					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
47	14	3	2	1	0

ACTION

In accordance with board policy 4001, the construction contract on the attached report exceeded the engineer's estimate by more than ten percent (10%) but are recommended for award with board approval.

The following table summarizes the contract requiring Board approval to award since the last Board Agenda Report.

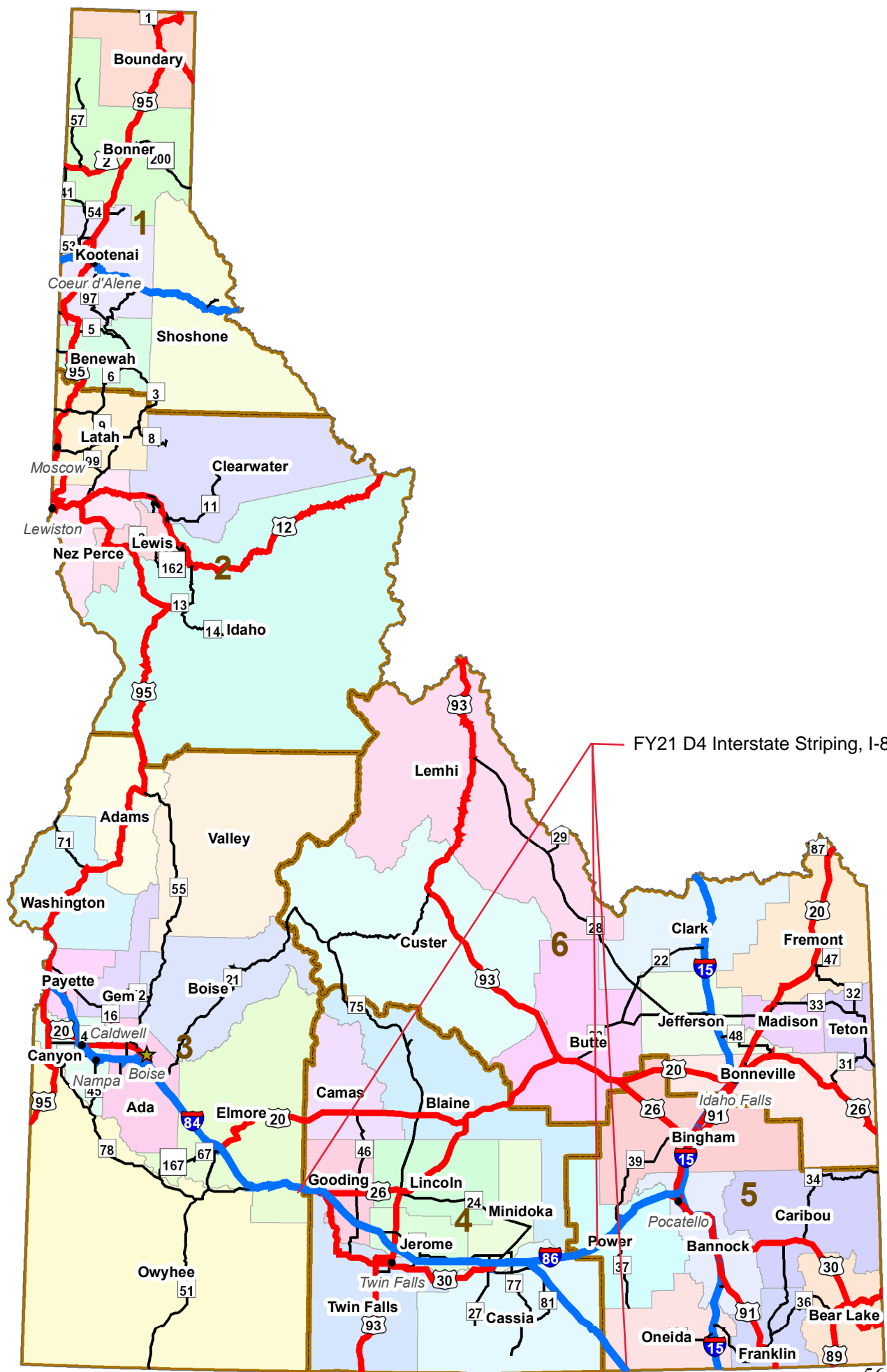
Contracts requiring Board Approval to Award -Justification received 05/04/21 to 05/31/21	
ITD	Local
1	0

Recommendations

In accordance with board policy 4001, the construction contract on the attached report are recommended for award with board approval.

Board Action

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



Monthly Status Report to the Board

CONTRACT(S) FOR BOARD APPROVAL

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
4	21840 SIA	Various	5/11/2021	2	\$377,677.50	\$476,465.40	\$98,787.70
FY21 D4 Interstate Striping, I-84/I-86					State		126%
Contractor: Idaho Lines & Signs LLC							



DATE: June 9, 2021

Program Number(s) 21840

TO: Dana Dietz, PE
Contracts Engineer
Scott E. Malone for DE
FROM: Jesse Barrus
District 4 Engineer

Key Number(s) 21840

Program ID, County, Etc. FY21 D4
Interstate Striping, I-84 & I-86
Gooding, Jerome, Minidoka, Cassia, & Oneida

RE: Justification for Award of Bid

On May 11, 2021 two bids (1 irregular) was opened for FY21 D4 Interstate Striping, I-84 & I-86 in the counties of: Gooding, Jerome, Minidoka, Cassia, and Oneida. The final Engineer's Estimate was \$377,677.50. The low bid was \$476,465.40. The low bid exceeded the Engineer's Estimate by \$98,787.90, as shown in the figures below. The Engineer's estimate was based on historical pricing for similar projects.

Item	Description	QTY	UM	Estimated Price	Low Bid Price	\$ Difference
630-025A	Pav Marking	4,443,700	FT	\$333,277.50	\$364,383.40	\$31,105.90
S902-05A	Brooming Mechanical	20	HR	\$7,200.00	\$14,100.00	\$6,900.00
S902-05B	Brooming Rotary	20	HR	\$7,200.00	\$11,720.00	\$4,520.00
S904-05A	Temp Traffic Control	1	LS	\$10,000.00	\$52,632.00	\$42,632.00
Z629-05A	Mobilization	1	LS	\$20,000.00	\$33,630.00	\$13,630.00
Total				\$377,677.50	\$476,465.40	\$98,787.90

The Engineer's Estimate was adjusted to meet budget, rather than adjusting the scope, resulting in some of the difference in pricing.

Other possible reasons for the disparity in pricing could be related to state funding, a paint shortage, and the unique Idaho specification for paint compared to other state specifications. Because the project is state funded, out of state contractors may not have bid due to the requirement to be in compliance with Idaho Code 44-1001-1005, requiring a 90-95% bona fide Idaho resident workforce.

With the rising prices of fuel, shortage of materials (paint), and inflation from Covid, a lower bid is very unlikely if we were to re-advertise. Additionally, we will miss the desired window for painting pavement markings. This interstate highway work is needed soon because it improves public safety by providing clear and visible pavement markings.

District 4 recommends awarding this project. The additional funds will come from statewide balancing.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name Dave Kuisti, P.E.	Presenter's Title Transportation Engineering Division Administrator	Initials DK	Reviewed By DM
Preparer's Name Dana Dietz, P.E.	Preparer's Title Contracts Engineer	Initials DD	

Subject

Contract Awards and Advertisements		
Key Number	District	Route Number

Background Information

INFORMATION

The following table summarizes the contracts bid since the start of the fiscal year by jurisdiction, along with those requiring Board approval to award and Board approval to reject. The attached chart only shows the ITD State Infrastructure Projects listed by Summary of Cost and Summary of Contract Count.

NOTE:

The table below shows year to date summaries for both ITD and Local contracts bid. These ITD Contracts and the ITD project numbers do not match as there are times that multiple projects are companioned and bid and awarded as one contract.

Year to Date Bid Summary 10/01/20 to 05/31/21					
Contracts Bid		Contracts Requiring Board Approval to Award		Contracts Requiring Board Approval to Reject	
ITD	Local	ITD	Local	ITD	Local
47	14	3	2	1	0

RECENT ACTIONS

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

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

Contracts Requiring no action from the Board 05/04/20 to 05/31/21	
ITD	Local
3	1

FUTURE ACTIONS

The Current Advertisement Report is attached.

Recommendations

For Information Only.

Board Action

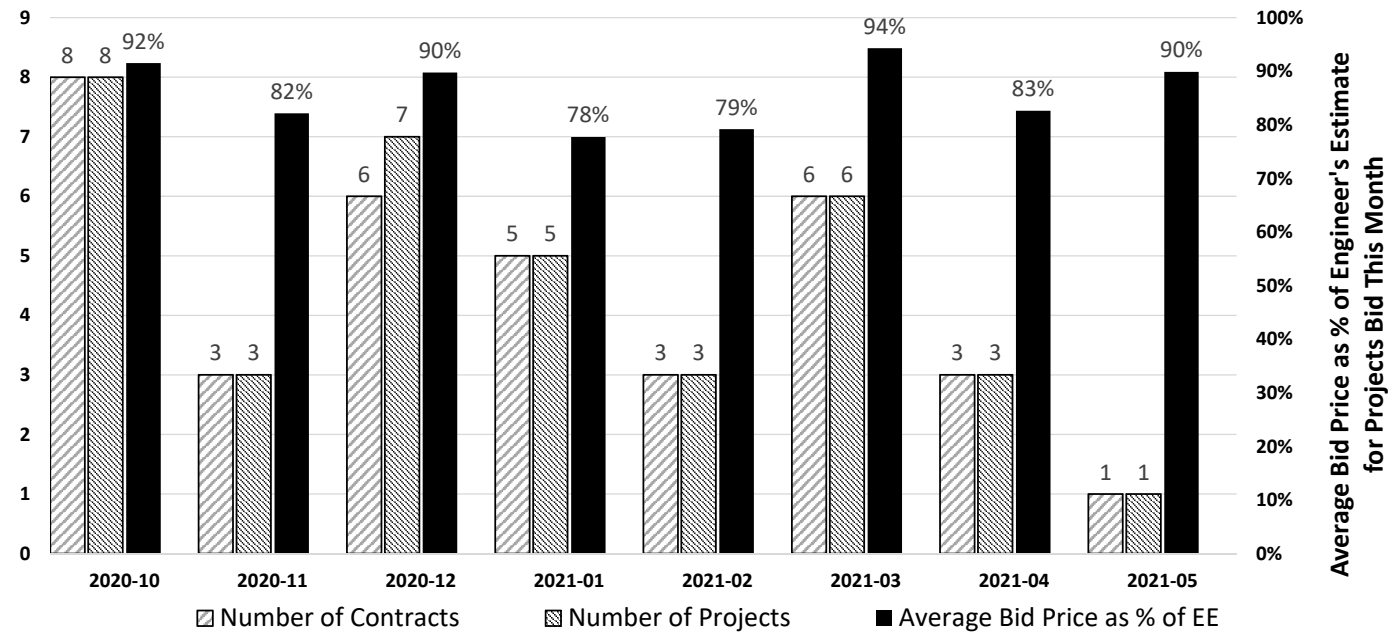
☐ Approved ☐ Deferred _____
☐ Other _____

FFY21 State Infrastructure Project Bid Results: YTD Summary By Cost

36 Projects YTD through May 31, 2021

YTD Total for all 36 projects:

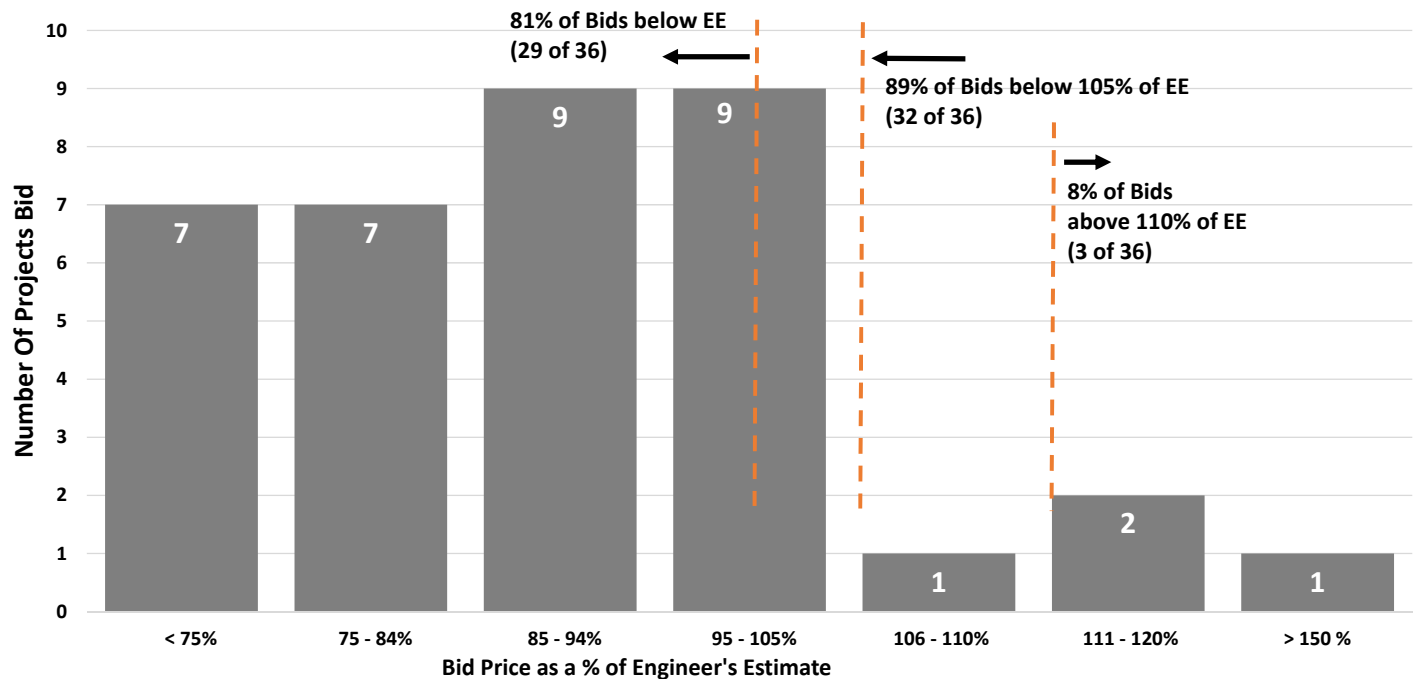
Ratio of Bid Costs / Engineer's Estimates = \$245.8 / \$279.3 M = 88.0%



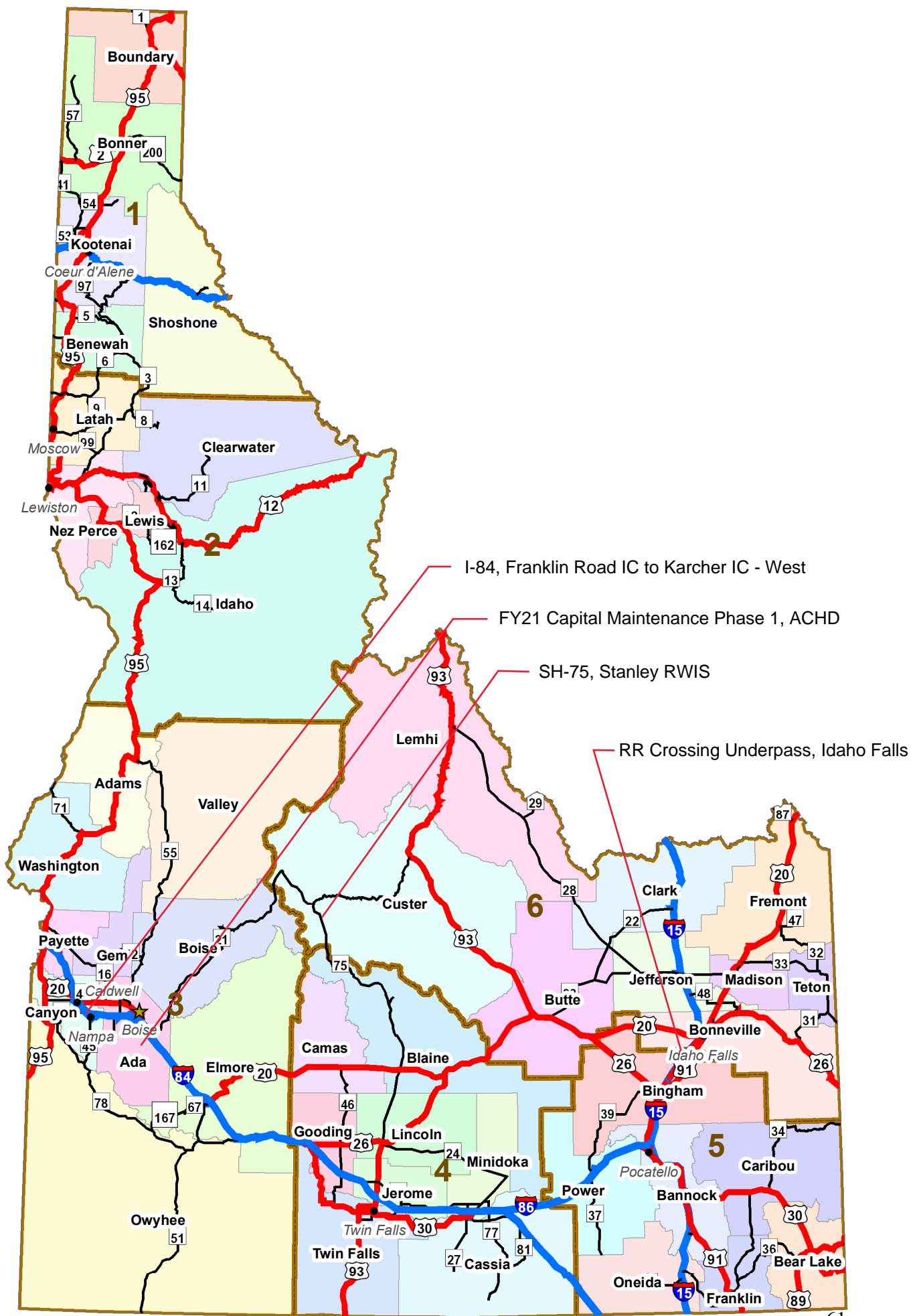
Notes: 1) Local and SIA Projects are not included 2) Contracts may have multiple Projects

FFY21 State Infrastructure Project Bid Results: YTD Summary By Project Count

36 Projects YTD through May 31, 2021



Note: Local and SIA Projects are not included



Monthly Status Report to the Board

CONTRACT(S) ACCEPTED BY STAFF SINCE LAST BOARD MEETING

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
3	23080	I-84	5/11/2021	4	\$65,958,205.31	\$59,293,309.73	(-\$6,664,895.58)
I-84, Franklin Road IC to Karcher IC West							90%
Contractor: Western Construction Inc					Federal		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
ACHD(3)	18701	OFF SYS	5/11/2021	4	\$3,999,512.75	\$4,197,000.00	\$197,487.25
FY21 Capital Maintenance Phase 1, ACHD							105%
Contractor: Knife River Corporation-Mountain West					Federal		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
6	23072 SIA	US-26/US-20	5/25/2021	2	\$574,475.00	\$599,705.05	\$25,230.05
RR Crossing Underpass, Idaho Falls							104%
Contractor: Sunroc Corporation					State		

District	Key No.	Route	Opening Date	No. of Bids	Eng. Est.	Low Bid	Net +/-
							% of EE
4	21823 SIA	SH-75	5/25/2021	3	\$135,197.10	\$123,162.50	(-\$12,034.60)
SH-75, Stanley Road Weather Information System (RWIS)							91%
Contractor: Angle & Associates					State		

Monthly Contract Advertisement As of 06-07-2021

District	Key No.	Route	Bid Opening Date
LHTAC(6)	14059	OFF SYS	6/8/2021
STC-6770, N. Salem Road			Federal
\$2,500,000.00 to \$5,000,000.00			

District	Key No.	Route	Bid Opening Date
4	22471 SIA	SH-77	6/8/2021
Permanent Snow Fence			State
\$100,000.00 to \$250,000.00			

District	Key No.	Route	Bid Opening Date
6	20581	US-20	6/15/2021
US-20, Sheep Falls to Pinehaven Overlay			State
\$2,500,000.00 to \$5,000,000.00			

District	Key No.	Route	Bid Opening Date
6	20730	US-20	6/15/2021
FY22 D6 Bridge Repair			State
\$1,000,000.00 to \$2,500,000.00			

District	Key No.	Route	Bid Opening Date
LHTAC(2)	21998	I-90	6/15/2021
SMA-7384, Int. 21st Street & 19th Avenue, Lewiston			Federal
\$500,000.00 to \$1,000,000.00			

District	Key No.	Route	Bid Opening Date
6	23108 SIA	US-20	6/15/2021
US-20, Island Park Tree Removal			State
\$1,000,000.00 to \$2,500,000.00			

District	Key No.	Route	Bid Opening Date
6	20490	I-15	6/15/2021
I-15, Exit 113 Roundabout			State
\$5,000,000.00 to \$10,000,000.00			

District	Key No.	Route	Bid Opening Date
4	23141	SH-75	6/22/2021
SH-75, Hailey to Ohio Gulch Intersection			State
\$1,000,000.00 to \$2,500,000.00			

District	Key No.	Route	Bid Opening Date
6	22427 SIA	I-15	6/22/2021
FY22 D6 Signal Upgrades			State
\$250,000.00 to \$500,000.00			



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

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

Presenter's Name Monica Crider, P.E.	Presenter's Title Contracting Services Engineer	Initials MC	Reviewed By MC
Preparer's Name Chaz Fredrickson	Preparer's Title Consultant Services Proj Manager	Initials CF	DM

Subject

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

Background Information

For all of ITD:

Consultant Services processed forty (40) new professional services agreements and work tasks totaling **\$7,413,892** and eleven (11) supplemental agreements to existing professional services agreements totaling **\$3,101,282** from April 30, 2021 through May 31, 2021.

New Professional Services Agreements and Work Tasks

<i>Reason Consultant Needed</i>	<i>District</i>								<i>Total</i>
	1	2	3	4	5	6	HQ		
Resources not Available									
Construction	2		4						6
Public Involvement							2		2
Design	1			1					2
Bridge	1				1				2
Materials		1	1	1		1	1		5
Survey					1				1
Planning							4		4
Airports							1		1
Special Expertise									
Local Public Agency Projects	2	3	7	2	0	2	0		16
Total	6	4	12	4	2	3	8		39



Board Agenda Item

ITD 2210 (Rev. 10-13)

For ITD Projects:

Twenty-four (24) new professional services agreements and work tasks were processed during this period totaling **\$6,040,332**. Seven (7) supplemental agreements totaling **\$2,842,942** were processed.

District 1

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US 95, Garwood Road Grade Separation & Frontage Roads, Kootenai County	Resources not available: Construction	Construction, Engineering & Inspection Services	Individual Project Solicitation	HMH, LLC	\$936,030
US 95, Sagle Road to Long Bridge Interim Improvement, Phase 2	Resources not available: Design	Project Development Services	Individual Project Solicitation	Horrocks	\$49,946
I 90, FY20b D1 Bridge Repairs	Resources not available: Construction	Project Closeout Services	Direct from Term Agreement	Ruen-Yeager & Associates	\$46,115
I 90, Golconda Access Road Interchange West Bound Lane, Shoshone County	Resources not available: Bridge	Preservation Work to Extend Bridge Life	Direct from Term Agreement	WHPacific	\$74,164

District 2

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
SH 13, Mount Idaho Road to Top of Harster Grade, Idaho County	Resources not available: Materials	Materials/ Geotechnical Services	Direct from Term Agreement	J-U-B Engineers	\$68,878



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 3

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I 84, Franklin Road Interchange to Karcher Interchange – West, City of Nampa	Resources not available: Construction	Engineer of Record Services	Individual Project Solicitation	Parametrix	\$416,797
I 84, Franklin Road Interchange to Karcher Interchange – East, City of Nampa	Resources not available: Construction	Engineer of Record Services	Individual Project Solicitation	Parametrix	\$362,948
I 84, Franklin Road Interchange to Karcher Interchange – West & East, City of Nampa	Resources not available: Construction	Construction, Engineering & Inspection Services	Individual Project Solicitation	Horrocks	\$889,565
SH 55, Eagle Road; I 84 to SH 44, Ada County	Resources not available: Materials	Materials/ Geotechnical	RFI from Term Agreement	American Geotechnics	\$184,876
SH 19, Downtown Homedale Reconstruction	Resources not available: Construction	Construction, Engineering & Inspection Services	RFI from Term Agreement	HMH, LLC	\$197,258

District 4

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I 84, South Jerome Interchange, Jerome County	Resources not available: Design	Project Development Services	Individual Project Solicitation	J-U-B Engineers	\$993,734
US 93, Shoshone to Marley Road, Lincoln County	Resources not available: Materials	Materials Testing & Construction, Engineering & Inspection Services	RFI from Term Agreement	Horrocks Engineers	\$149,730



Board Agenda Item

ITD 2210 (Rev. 10-13)

District 5

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
I 86/I 15 System Interchange, City of Pocatello	Resources not available: Bridge	Bridge Design Services	RFI from Term Agreement	HDR Engineering	\$97,539
Non-ITIP; Aerial Mapping Services	Resources not available: Survey	Data Transformation Service for D5 Aerial Mapping Collected in 2016	Direct from Term Agreement	Aero-Graphics	\$10,000

District 6

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
US 20, I 15 Interim Ramp Modifications, City of Idaho Falls; US 20, Rigby Lighting; SH 33, Mile Post 100 to Beginning Realignment, Fremont County	Resources not available: Materials	Materials Acceptance Testing	Individual Project Solicitation	Strata	\$924,135

Headquarters

<i>Project</i>	<i>Reason Consultant Needed</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
Idaho System Plan, Update Statewide, Pavement Condition Index (PCI) Year 1 National Plan of Integrated Airport Systems (NPIAS)	Resources not available: Airports	Network Pavement Management Update, Year 1	Individual Project Solicitation	Kimley-Horn and Associates	\$125,007



Board Agenda Item

ITD 2210 (Rev. 10-13)

Density Testing with Ground Penetrating Radar	Resources not available: Materials	Support for Proscan Instrument	Direct from Term Agreement	Atlas Technical Consultants LLC	\$69,032
FY21 Strategic Management Agreement	Resources not available: Planning	Broadband Initiative Services	Direct from Term Agreement	Horrocks	\$70,625
SH 55 Intersection Improvement, City of Eagle	Resources not available: Design	Roadway Design Services	Non-Routine Agreement	Murraysmith	\$39,754
Statewide Rail-Highway Safety Action Plan	Resources not available: Planning	Rail-Highway Grade Crossing Safety Action Plan	RFI from Term Agreement	Parametrix	\$149,916
Non ITIP; Updating Idaho's Statewide Freight Plan	Resources not available: Planning	Update Freight Plan with Federal Requirements	Direct from Term Agreement	Burgess and Niple	\$49,980
Non ITIP; Americans with Disabilities Act Transition Plan Public Involvement	Resources not available: Public Involvement	Overarching Public Involvement/Communications Plan That Identifies Stakeholders, Outreach Methods and Schedule	Direct from Term Agreement	HDR Engineering	\$53,393
Non ITIP; Mobility Performance Measure Review	Resources not available: Planning	State Highway System Plan to Develop a Primary Index for Mobility Performance	Direct from Term Agreement	High Street Consulting Group, LLC	\$34,463
Non ITIP; Updating the ITD Guide for Public Involvement	Resources not available: Public Involvement	Update the Statewide Guide to Public Involvement in areas of Environmental, Planning, Design and Construction	Direct from Term Agreement	HDR Engineering	\$46,447



Board Agenda Item

ITD 2210 (Rev. 10-13)

Supplemental Agreements to Existing ITD Professional Service Agreements

<i>District</i>	<i>Project</i>	<i>Consultant</i>	<i>Original Agreement Date/Description</i>	<i>Supplemental Agreement Description</i>	<i>Total Agreement Amount</i>
1	SH 3, Goosehaven Road to Round Lake Road, Benawah County	Ruen-Yeager & Associates	9/2020, Surveying Services	Continued Survey Services	Prev: \$66,846 This: \$19,931 Total: \$86,777
2	SH 162, Zenner Road to Nez Perce, Lewis County; SH 11, Grangemont Road to Headquarters, Clearwater County; FY21b D2 Bridge Repair; SH 13, Mount Idaho Road to Top of Harster Grade Separation, Idaho County; US 95, Riverside Northbound Passing Lane, Latah County; US 95, Westlake Road to Culdesac, Lewiston/Nez Perce County; SH 3 Middle Fork Potlatch Creek Bridge, Latah County	HMH, LLC	3/2021, Continued Construction, Engineering & Inspection Augmentation Services	Construction, Engineering & Inspection Augmentation Services	Prev: \$586,809 This: \$118,483 Total: \$705,292
2	SH 13, Curve Improvements Near Kooskia	Parametrix	8/2017, Roadway Design Services	Preliminary Design, ROW Plans and Extra Environmental Work from the Nez Perce Tribe's Preferred Alternative	Prev: \$289,700 This: \$225,025 Total: \$514,725



Board Agenda Item

ITD 2210 (Rev. 10-13)

2	US 95, Mission Creek to Webb Road Passing Lane, Nez Perce County	TD&H Engineering	1/2018, Roadway Design Services	Continued Roadway Design Services	Prev: \$228,800 This: \$68,933 Total: \$297,733
3	SH 16, I 84 to US 20/26 & SH 44 Interchange, Ada & Canyon Counties	David Evans and Associates	9/2020, Design Services	Additional Design Services	Prev: \$13,580,789 This: \$2,281,395 Total: \$15,862,184 Board Approved \$16.5M during April 2021 Meeting
3	SH 69, Kuna to Meridian, Corridor Plan	Six Mile Engineering, PA	5/2019, Traffic Study	Continuation of Services	Prev: \$193,300 This: \$39,060 Total: \$232,360
6	US 20, I 15 Interim Ramp Modifications, City of Idaho Falls; I 15, Broadway; Yellowstone to Bellin Road, City of Idaho Falls; SH 31, FY20 D6 High Priority Bridge Repairs; Sage Junction Port-of-Entry Northbound Weigh-in-Motion; FY21 D6 Bridge Repair; US20, FY20 D6 Signals Upgrade, City of St Anthony; FY21 D6 Signals Upgrade; I 15, FY20 D6 Ballast Stabilization; SH 48, Rigby to Ririe, Jefferson County; FY20 D6 Bridge Repair; SH 48, 4000 East/4100 East	Atlas Technical Consultants LLC	3/2020, Materials Testing & Inspection During Construction	Testing & Inspection Services	Prev: \$909,444 This: \$90,115 Total: \$999,559



Board Agenda Item

ITD 2210 (Rev. 10-13)

	Intersections Improvement, Jefferson County				
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For Local Public Agency Projects:

Sixteen (16) new professional services agreements totaling **\$1,373,560** were processed during this period. Four (4) supplemental agreements totaling **\$258,340** were processed.

<i>Project</i>	<i>Sponsor</i>	<i>Description</i>	<i>Selection Method</i>	<i>Consultant</i>	<i>Amount</i>
French Gulch/Fernan Hill Road, Eastside Highway District	Eastside Highway District	Construction, Engineering & Inspection Services	Direct from Term Agreement	J-U-B Engineers	\$82,000
Benewah Creek Road Safety Improvements, Benewah County	Benewah County	Roadway Design Services	Direct from Term Agreement	HMH, LLC	\$21,968
Clear Creek Bridge, Idaho County	Idaho County	Engineer of Record	Direct from Term Agreement	TD&H Engineering	\$35,120
Cherrylane Bridge, Nez Perce County (Construction)	Nez Perce County	Engineer of Record	Individual Project Solicitation	Keller Associates	\$78,560
Cherrylane Bridge, Nez Perce County	Nez Perce County	Archaeological Monitoring Services	Direct from Term Agreement	Nez Perce Tribe	\$27,436
FY19 Capital Maintenance, Phase 3 & FY20 Capital Maintenance, Phase 2/3, Ada County Highway District	Ada County Highway District	Construction, Engineering & Inspection Services	Individual Project Solicitation	David Evans and Associates	\$199,721
Intersection North Middleton Road & Cornell Street, City of Middleton	City of Middleton	Construction, Engineering & Inspection Services	RFI from Term Agreement	Stanley Consultants	\$126,496
FY22 Stoddard Pathway, City of Nampa	City of Nampa	Roadway & Pathways Design Services	RFI from Term Agreement	Paragon Consulting	\$55,700
South Johns Ave; East 12 th to East 4 th Street, City of Emmett	City of Emmett	Construction, Engineering & Inspection Services	Individual Project Solicitation	Stanley Consultants	\$339,951
Intersection Holly Street and Northwest Nazarene University	City of Nampa	Project Development Services	RFI from Term Agreement	Precision Engineering, LLC	\$78,766



Board Agenda Item

ITD 2210 (Rev. 10-13)

Roadway, City of Nampa					
South Johns Ave; East 12 th to East 4 th Street, City of Emmett	City of Emmett	Survey Services	Individual Project Solicitation	Keller Associates	Prev: \$407,890 This: \$13,825 Total: \$421,715
FY17 Capital Maintenance, Ada County Highway District	Ada County Highway District	Construction, Engineering & Inspection Services	Direct from Term Agreement	HMH, LLC	\$15,200
Buhl School Sidewalk, City of Buhl	City of Buhl	Project Development Services	Direct from Term Agreement	HMH, LLC	\$69,837
3000 East & Foothill Road Curve, Twin Falls Highway District	Twin Falls Highway District	Roadway Design Services	RFI from Term Agreement	Civil Science	\$109,972
Transportation Plan, Madison County	Madison County	Studies & Plans	Direct from Term Agreement	Horrocks Engineers	\$69,368
Holmes Ave Safety Audit, City of Idaho Falls	City of Idaho Falls	Road Safety Audit	Direct from Term Agreement	Horrocks Engineers	\$49,640

Supplemental Agreements to Existing Local Professional Services Agreements

<i>District</i>	<i>Project</i>	<i>Consultant</i>	<i>Original Agreement Date/Description</i>	<i>Supplemental Agreement Description</i>	<i>Total Agreement Amount</i>
3	SH 55, Bike/Pedestrian Bridge Over Boise River, City of Eagle	T-O Engineers	4/2020, Bike/Pedestrian Bridge Design, Phase 2: Completion of Design though PS&E Services	Additional Design Services	Prev: \$635,822 This: \$61,841 Total: \$697,663
3	FY22 Pavement Preservation and American Disabilities Act, Phase 1, City of Boise	Six Mile Engineering	5/2020, Pavement Rehabilitation & Upgrades to Pedestrian Ramps	Continued Pavement Rehabilitation & Upgrades to Pedestrian Ramps Services	Prev: \$513,592 This: \$160,148 Total: \$673,740
6	A2 Highway, Clark County	Forsgren Associates	4/2017, Roadway Design though PS&E	Continued Right of Way Services	Prev: \$335,401 This: \$24,078 Total: \$359,479



Board Agenda Item

ITD 2210 (Rev. 10-13)

6	Fun Farm Bridge, Fremont County	Forsgren Associates	12/2017, Bridge Design though PS&E	Continuation of Design for Ice Build Up & Retaining Walls	Prev: \$659,265 This: \$12,273 Total: \$671,538
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Recommendations

For Information Only

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 23-24, 2021

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

Presenter's Name David Tolman	Presenter's Title Controller	Initials DT	Reviewed By CRM
Preparer's Name David Tolman	Preparer's Title Controller	Initials DT	

Subject

State Fiscal Year 2021 Financial Statements		
Key Number	District	Route Number

Background Information

July 01, 2020 thru April 30, 2021, Fiscal Year 2021 Financial Statements

The financial operations of the Department as of April 30, 2021 continues this fiscal year with revenue coming in ahead of forecast year-to-date for the State Highway Account with expenditures following projected budgets.

- Revenues to the State Highway Account from all state sources are ahead of forecast by 6.2%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by \$17.7M. ITD forecasted lower revenue due to Covid and intentionally lowered expectations for the months of July and August which has receipts from fuel sales in May and June. State revenues to the State Aeronautics Fund are below forecast by -5.3% or -\$122,500. During March, the transfer of \$4M resulting from the passage of HB308 which is the Governor's initiative of "Building Idaho's Future" is shown in the financial statements for the State Aeronautics fund. These moneys are to be expended as grants to local airports. Staff continues to monitor revenue, make adjustments where necessary and will continue to provide updates.
- Expenditures are within planned budgets YTD. The differences YTD are timing between planned and actual expenditures plus encumbrances. Personnel costs have savings of \$4.7M or 4.2% which is due to vacancies and timing between a position becoming vacant and filled. Management continues to work diligently to keep vacancy counts low.
- Contract construction cash expenditures in the State Highway Account for April is \$19.1M.

The balance of the long term investments as of the end of April is \$111.9 Million. These funds are obligated against both construction projects and encumbrances. The long term investments plus the cash balance (\$122.5M) totals \$234.4M and includes the reserve to mitigate the impact of Covid on FY21 revenue.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), through the month of April, were \$16.5M. Additional receipts of interest earned of \$222k based on the cash balance. In addition, there was a transfer in of \$72.8M in March as part of the Governor's initiative for "Building Idaho's Future" and is to be spent on eligible projects and rail crossing safety improvements.

Sales Tax deposits into the Transportation Expansion and Congestion Mitigation Fund of \$17M is ahead of the forecast by 27%. The receipts into this fund for FY21 are committed to construction projects identified in the ITIP. Expenditures for selected projects YTD were \$33.7M.

As part of the CARES Act, ITD received a federal grant from the Federal Transit Administration of \$27.3M. The activity for this grant are shown in a fund created specifically for CARES funding and had expenses of \$4.2M YTD.

Recommendations

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Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

User ID: mmcbride
 Report ID: AD-FN-GL-010
 Run Date: 6 May 2021
 % of Time
 Remaining: 16.67

Idaho Transportation Department

SUMMARY OF RECEIPTS AND DISBURSEMENTS
 STATE HIGHWAY ACCOUNT AND STATE AERONAUTICS FUND
 BUDGET TO ACTUAL
 FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDING 4/30/2021
 (all amounts in '000)

Fiscal Year: 2021

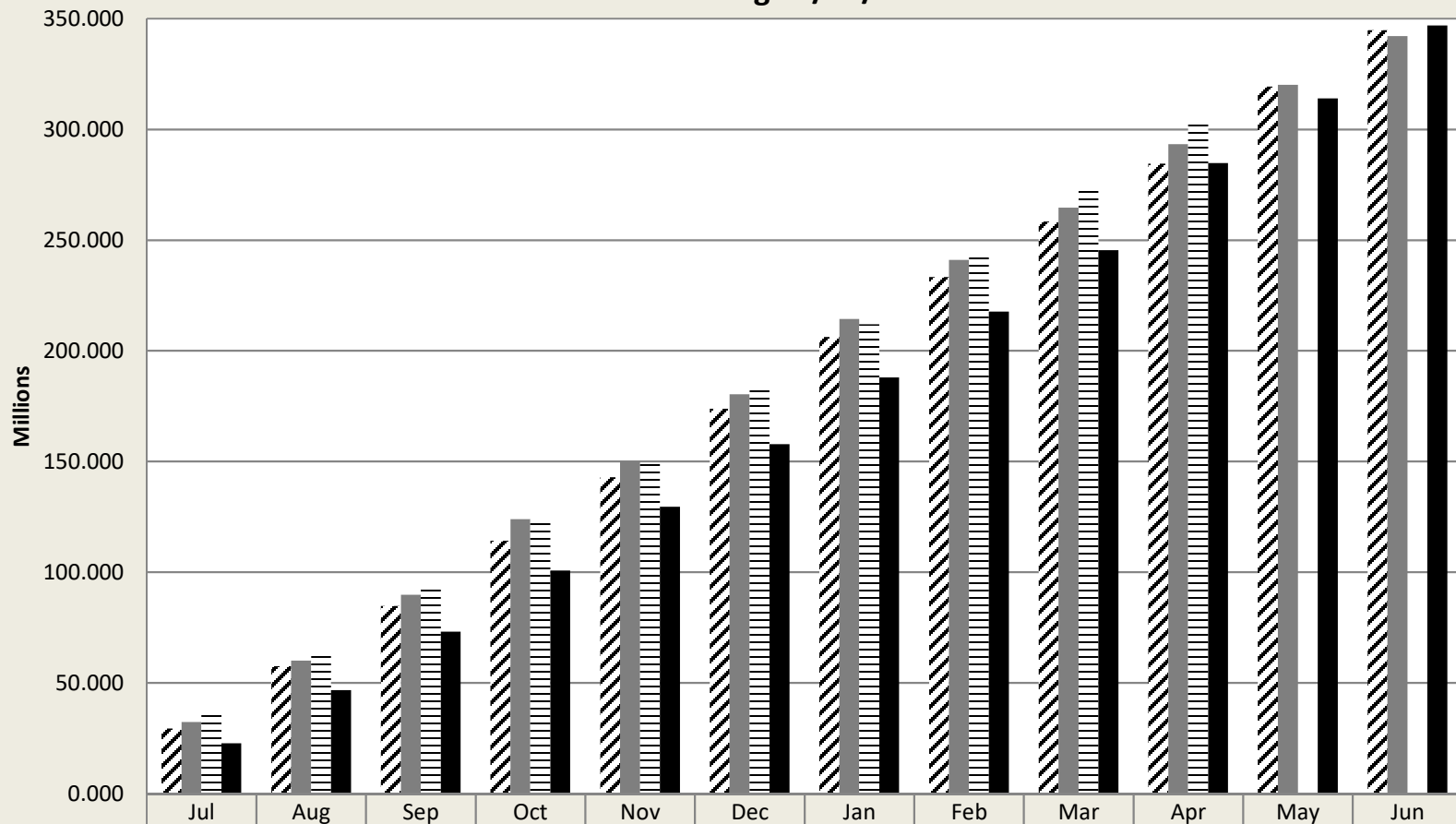
Funds Received					
	FY20 Actual YTD	FY21 Actual YTD	FY21 Forecast YTD	FY21 to FY20 Actual	FY 21 to Forecast
<u>State Highway Account</u>					
Federal Reimbursements	296,902	294,300	249,444	-0.9%	18.0%
State (Inc. H.D.A.)	293,293	302,353	284,716	3.1%	6.2%
Local	21,041	7,418	14,800	-64.7%	-49.9%
Total State Highway Account:	611,236	604,071	548,960	-1.2%	10.0%
<u>State Aeronautics Fund</u>					
Federal Reimbursements	483	577	350	19.3%	64.8%
State	2,853	6,193	2,316	117.1%	167.4%
Total State Aeronautics Fund:	3,336	6,770	2,666	102.9%	154.0%
Total Fund Received:	614,572	610,841	551,625	-0.6%	10.7%
Disbursements (includes Encumbrances)					
	FY20 Actual YTD	FY21 Actual YTD	FY21 Budget YTD	FY21 to FY20 Actual	FY 21 to Budget
Construction Payouts	397,066	342,998	384,730	-13.6%	-10.8%
<u>Operations Expenses</u>					
Highways	151,304	167,393	180,333	10.6%	-7.2%
DMV	26,518	26,160	29,201	-1.4%	-10.4%
Administration	22,115	20,828	23,919	-5.8%	-12.9%
Facilities	3,572	4,709	5,418	31.8%	-13.1%
Aeronautics	2,641	2,529	2,999	-4.2%	-15.7%
Total Operations Expenses:	206,150	221,619	241,871	7.5%	-8.4%
<u>Transfers</u>					
Debt Service	12,809	12,173	12,013	-5.0%	1.3%
Total Transfers:	12,809	12,173	12,013	-5.0%	1.3%
Total Disbursements:	616,025	576,789	638,615	-6.4%	-9.7%
	FY20 Actual YTD	FY21 Actual YTD	FY21 Budget YTD	FY21 to FY20 Actual	FY 21 to Budget
<u>Expenditures by Type</u>					
Personnel	98,960	106,098	110,789	7.2%	-4.2%
Operating	72,144	71,300	81,194	-1.2%	-12.2%
Capital Outlay	21,678	26,248	31,004	21.1%	-15.3%
Sub-Grantee	13,369	17,974	18,885	34.4%	-4.8%
Totals Operations Expenses:	206,150	221,619	241,871	7.5%	-8.4%
Contract Construction	397,066	342,998	384,730	-13.6%	-10.8%
Totals (excluding Transfers):	603,216	564,616	626,602	-6.4%	-9.9%

State Highway Fund 0260

Fiscal Year 2021

State Revenue Source Forecast vs Actual

March - For Period Ending 04/30/2021



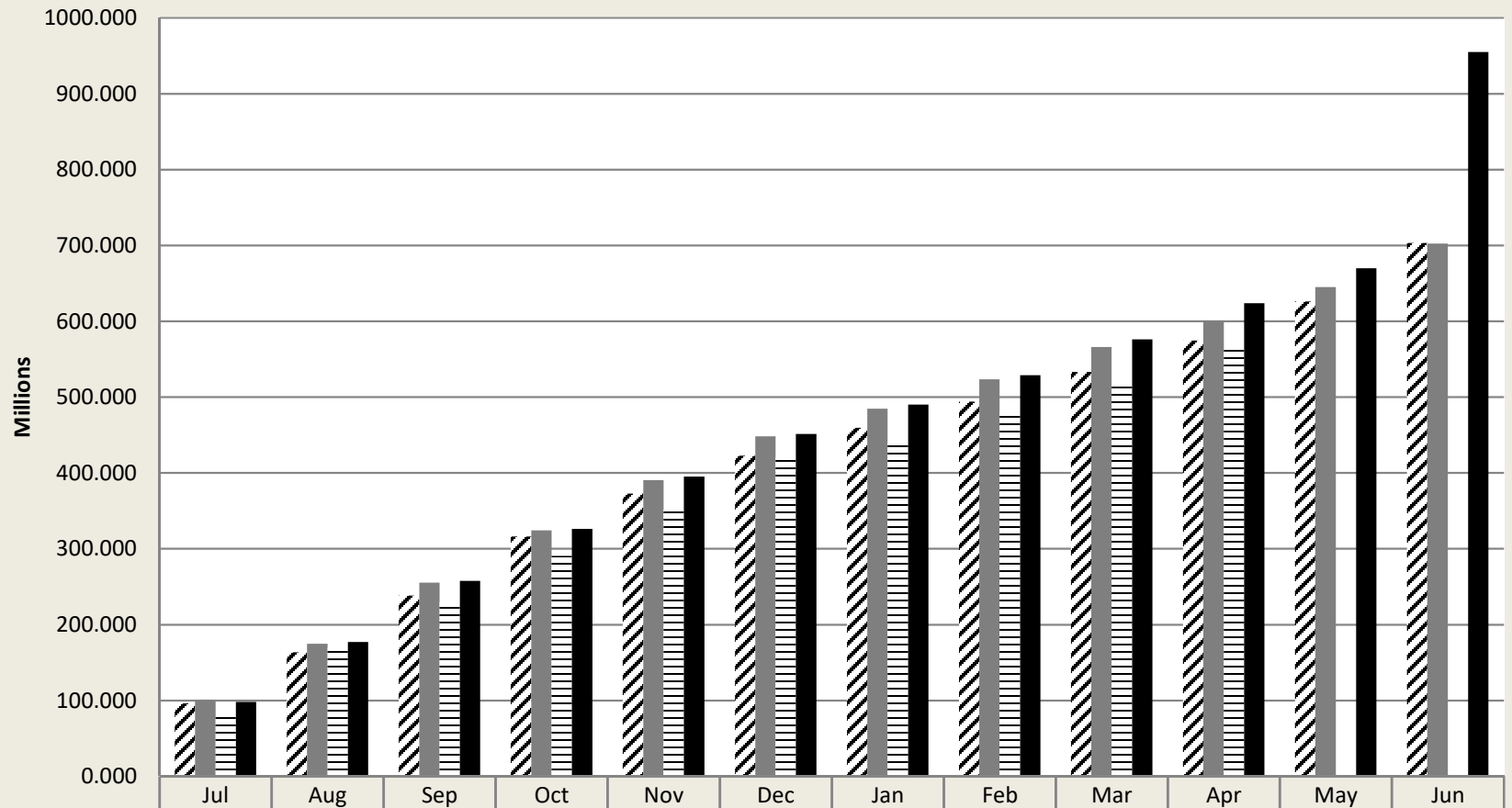
FY19 Actual Revenue	29.298	57.454	84.752	114.108	142.878	173.775	206.239	233.249	258.362	284.523	319.267	344.728
FY20 Actual Revenue	32.334	60.074	89.748	123.908	150.217	180.320	214.342	240.972	264.584	293.293	320.052	342.120
FY21 Current	35.679	64.171	94.151	123.596	149.350	184.635	211.939	244.099	272.992	302.353		
FY21 Forecast	22.639	46.708	73.139	100.685	129.569	157.723	187.974	217.623	245.443	284.716	314.032	346.885

State Highway Fund 0260

Fiscal Year 2021

Expenditures

March - For Period Ending 04/30/2021



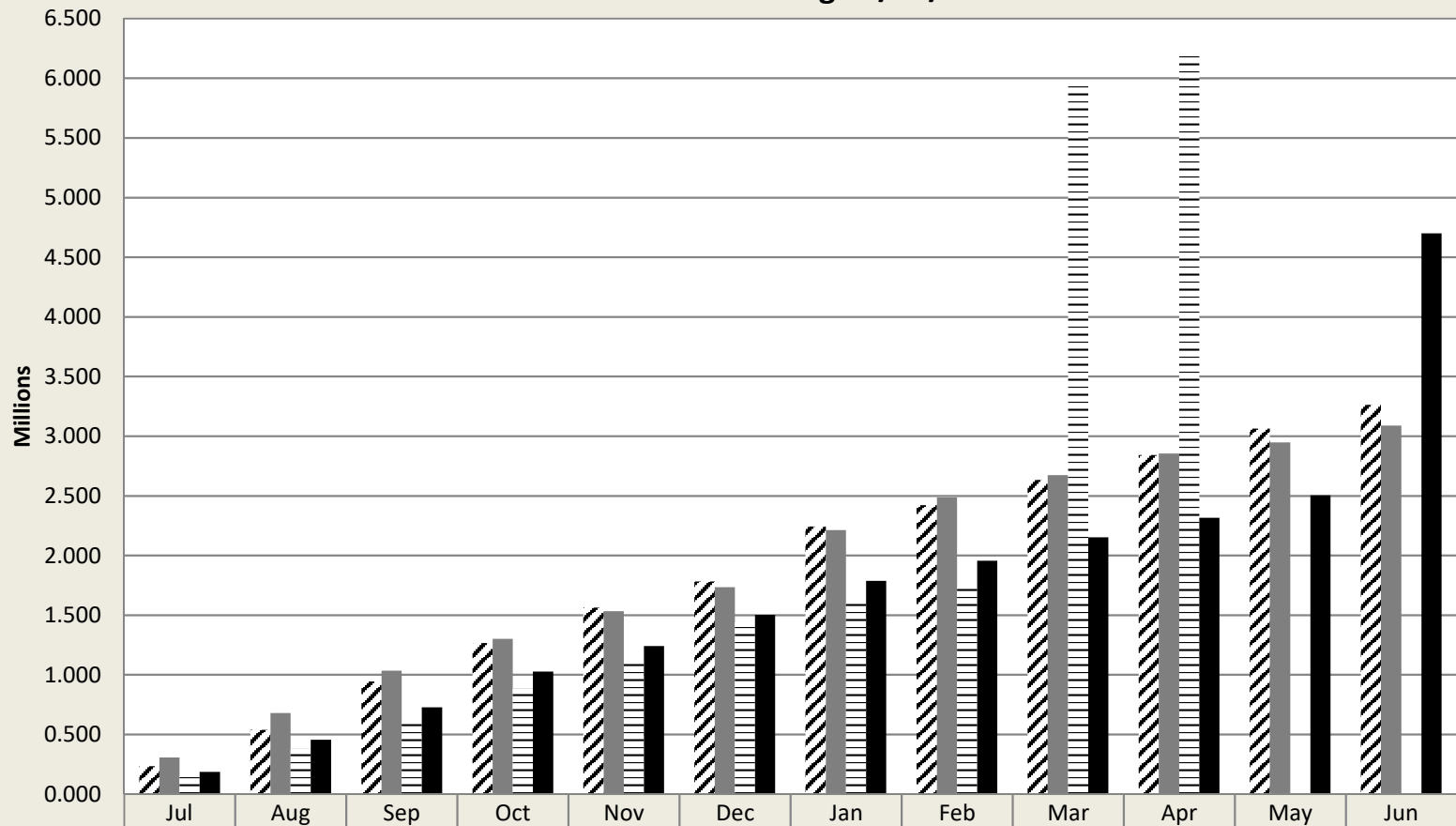
FY19 Actual Expenditures	95.849	163.446	238.100	316.163	372.747	422.734	459.444	493.898	533.081	574.555	626.054	703.065
FY20 Actual Expenditures	100.532	174.652	255.180	324.290	390.416	448.247	484.733	523.466	565.891	600.575	645.173	702.364
FY21 Current	78.041	169.582	229.279	290.676	351.690	420.679	440.459	480.646	517.509	562.101		
FY21 Forecast	97.929	176.988	257.412	326.039	394.937	451.178	489.866	528.731	576.098	623.617	669.698	954.768

Aeronautics Fund 0221

Fiscal Year 2021

State and Interagency Revenue Sources Forecast vs Actual

March - For Period Ending 04/30/2021



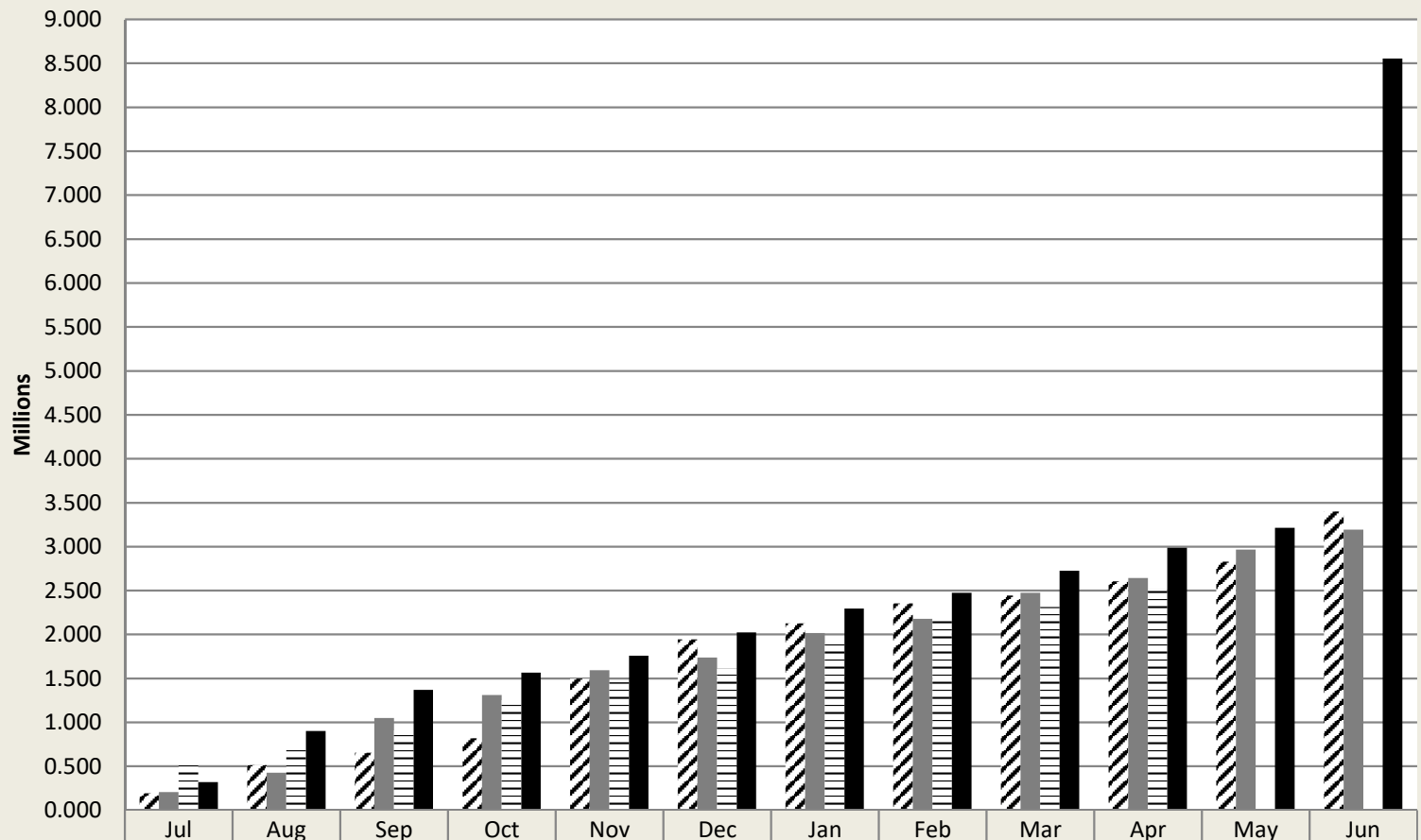
▨ FY19 Actual Revenue	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ FY20 Actual Revenue	0.234	0.538	0.943	1.265	1.563	1.782	2.242	2.421	2.631	2.840	3.064	3.261
□ FY21 Current	0.306	0.679	1.033	1.301	1.531	1.733	2.211	2.486	2.673	2.853	2.947	3.087
■ FY21 Forecast	0.149	0.382	0.596	0.888	1.121	1.438	1.602	1.732	5.952	6.193		
	0.186	0.456	0.726	1.026	1.241	1.501	1.786	1.956	2.152	2.316	2.503	4.700

Aeronautics Fund 0221

Fiscal Year 2021

Expenditures

March - For Period Ending 04/30/2021



▨ FY19 Actual Expenditures	0.193	0.512	0.652	0.816	1.498	1.943	2.124	2.351	2.441	2.604	2.826	3.398
■ FY20 Actual Expenditures	0.206	0.426	1.047	1.310	1.591	1.736	2.014	2.177	2.474	2.641	2.965	3.191
▤ FY21 Current	0.546	0.729	0.906	1.253	1.455	1.609	1.888	2.187	2.312	2.515		
■ FY21 Forecast	0.319	0.899	1.369	1.565	1.756	2.021	2.294	2.473	2.722	2.985	3.214	8.551

UserID: mmcbride
 Report ID: AD-FN-GL-002
 Run Date: 06 May 2021

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 4/30/2021

	State Aeronautics Fund 0221		State Highway Fund 0260		Transportation Expansion and Congestion Mitigation Fund 0269	
	Mar-21	Apr-21	Mar-21	Apr-21	Mar-21	Apr-21
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Operations)	6,584,627	6,551,409	113,083,844	122,542,462	24,766,360	26,757,603
Investments (Long Term: STO - Diversified Bond Fund)	871,297	872,567	111,733,475	111,898,229	0	0
Total Cash & Investments	7,455,925	7,423,976	224,823,164	234,446,536	24,766,360	26,757,603
Receivables - Other	0	0	1,184,662	1,219,414	0	0
- Due From Locals (Project Overruns)	0	0	1,058,742	1,379,767	0	0
- Inter Agency	7,785	45,470	756	399	0	0
Total Receivables	7,785	45,470	2,244,160	2,599,580	0	0
Inventory on Hand	0	0	20,456,630	23,641,981	0	0
Total Assets:	7,463,709	7,469,447	247,523,954	260,688,098	24,766,360	26,757,603
LIABILITIES						
Vouchers Payable	0	0	21,527	20,447	0	0
Sales Tax Payable	0	0	30,698	29,540	0	0
Deferred Revenue (Local Projects Match)	0	0	22,643,036	23,064,474	0	0
Accounts Receivable Overpayment	0	0	16,019	16,019	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	222,613	231,715	0	0
Total Liabilities:	0	0	22,933,891	23,362,194	0	0
FUND BALANCE						
Reserve for Encumbrance	200,833	133,615	30,052,759	33,678,106	0	0
Fund Balance	7,262,876	7,335,832	194,537,304	203,647,798	24,766,360	26,757,603
Total Fund Balance:	7,463,709	7,469,447	224,590,063	237,325,904	24,766,360	26,757,603
Total Liabilities and Fund Balance	7,463,709	7,469,447	247,523,954	260,688,098	24,766,360	26,757,603

UserID: mmcbride
 Report ID: AD-FN-GL-002
 Run Date: 06 May 2021

Idaho Transportation Department

OPERATING FUND BALANCE SHEET FOR THE PERIOD ENDED 4/30/2021

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270		CARES Act Covid-19 0345	
	Mar-21	Apr-21	Mar-21	Apr-21	Mar-21	Apr-21	Mar-21	Apr-21
ASSETS								
Cash on Hand (Change Fund)	0	0	0	0	0	0	0	0
Cash in Bank (Daily Operations)	76,419,383	76,401,156	2,000,053	2,000,116	78,419,436	78,401,272	(5,152)	(4)
Investments (Long Term: STO - Diversified Bond Fund)	0	0	0	0	0	0	0	0
Total Cash & Investments	76,419,383	76,401,156	2,000,053	2,000,116	78,419,436	78,401,272	(5,152)	(4)
Receivables - Other	0	0	0	0	0	0	0	0
- Due From Locals (Project Overruns)	0	0	0	0	0	0	0	0
- Inter Agency	0	0	0	0	0	0	0	0
Total Receivables	0	0	0	0	0	0	0	0
Inventory on Hand	0	0	0	0	0	0	0	0
Total Assets:	76,419,383	76,401,156	2,000,053	2,000,116	78,419,436	78,401,272	(5,152)	(4)
LIABILITIES								
Vouchers Payable	0	0	0	0	0	0	0	0
Sales Tax Payable	0	0	0	0	0	0	0	0
Deferred Revenue (Local Projects Match)	0	0	0	0	0	0	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	0	0	0	0	0	0
Total Liabilities:	0	0	0	0	0	0	0	0
FUND BALANCE								
Reserve for Encumbrance	0	0	0	0	0	0	0	0
Fund Balance	76,419,383	76,401,156	2,000,053	2,000,116	78,419,436	78,401,272	0	0
Total Fund Balance:	76,419,383	76,401,156	2,000,053	2,000,116	78,414,284	78,401,272	(5,152)	(4)
Total Liabilities and Fund Balance	76,419,383	76,401,156	2,000,053	2,000,116	78,414,284	78,401,272	(5,152)	82 (4)

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 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0260 State Highway Fund

Fiscal Year: 2021
 Budget Fiscal Year: 2021
 REVENUES

	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
Federal Sources									
FHWA - Highway	217,056,200	258,839,825	16,823,875	0	41,783,625	19.25 %	375,381,680	116,541,855	31.05 %
FHWA - Indirect Cost	19,837,600	20,297,937	1,749,462	0	460,337	2.32 %	25,000,000	4,702,063	18.81 %
Federal Transit Authority	8,300,000	10,311,444	1,032,286	0	2,011,444	24.23 %	14,759,600	4,448,156	30.14 %
NHTSA - Highway Safety	3,250,000	3,542,575	403,992	0	292,575	9.00 %	6,142,800	2,600,225	42.33 %
Other Federal Aid	1,000,000	1,308,368	536,146	0	308,368	30.84 %	11,621,300	10,312,932	88.74 %
Total Federal Sources:	249,443,800	294,300,149	20,545,760	0	44,856,349	17.98 %	432,905,380	138,605,231	32.02 %
State Sources									
Equipment Buy Back	11,414,100	2,693,568	0	0	(8,720,532)	-76.40%	11,414,100	8,720,532	76.40 %
Miscellaneous Revenues	25,496,943	27,856,635	3,442,945	0	2,359,691	9.25 %	31,014,968	3,158,334	10.18 %
Total State Sources:	36,911,043	30,550,203	3,442,945	0	(6,360,841)	-17.23%	42,429,068	11,878,866	28.00 %
Local Sources									
Match For Local Projects	14,800,000	7,397,879	588,333	0	(7,402,121)	-50.01%	19,284,600	11,886,721	61.64 %
Other Local Sources	0	20,085	0	0	20,085	0.00 %	0	(20,085)	0.00 %
Total Local Sources:	14,800,000	7,417,964	588,333	0	(7,382,036)	-49.88%	19,284,600	11,866,636	61.53 %
TOTAL REVENUES:	301,154,843	332,268,316	24,577,038	0	31,113,472	10.33 %	494,619,048	162,350,733	32.82 %
TRANSFERS-IN									
Highway Distribution Account	176,886,500	194,633,947	18,617,421	0	17,747,447	10.03 %	215,599,000	20,965,053	9.72 %
Fuel/Registration Direct	56,724,495	61,006,833	5,950,994	0	4,282,338	7.55 %	67,657,200	6,650,367	9.83 %
Ethanol Fuels Tax	14,193,700	16,161,664	1,349,432	0	1,967,964	13.87 %	17,700,000	1,538,336	8.69 %
Statutory	0	0	0	0	0	0.00 %	3,500,000	3,500,000	100.00 %
TOTAL TRANSFERS-IN:	247,804,695	271,802,444	25,917,846	0	23,997,749	9.68 %	304,456,200	32,653,756	10.73 %
TOTAL REV AND TRANSFERS-IN:	548,959,538	604,070,759	50,494,884	0	55,111,221	10.04 %	799,075,248	195,004,489	24.40 %

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 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0260 State Highway Fund

Fiscal Year: 2021
 Budget Fiscal Year: 2021
 EXPENDITURES

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Operations Expense									
Permanent Staff Salaries	74,863,598	71,830,770	9,732,997	0	3,032,828	4.05 %	88,026,291	16,195,521	18.40 %
Board, Hourly, OT, Shift Diff	1,121,196	1,209,090	105,035	0	(87,894)	-7.84%	1,253,547	44,457	3.55 %
Fringe Benefits	33,742,482	32,078,418	3,795,122	0	1,664,064	4.93 %	39,978,286	7,899,868	19.76 %
Internal Holdback-Personnel	0	0	0	0	0	0.00 %	2,367,276	2,367,276	100.00 %
In State Travel Expense	1,397,446	497,561	64,557	0	899,885	64.39 %	1,709,146	1,211,585	70.89 %
Out of State Travel Expense	372,633	3,710	295	0	368,923	99.00 %	454,748	451,038	99.18 %
Technology Operating Expense	24,140,269	17,227,512	1,099,899	2,774,239	4,138,518	17.14 %	27,015,981	7,014,230	25.96 %
Operating Expense	54,413,480	42,939,817	3,835,697	6,993,742	4,479,922	8.23 %	71,097,623	21,164,064	29.77 %
Technology Equipment Expense	2,097,283	986,640	201,923	851,837	258,806	12.34 %	2,692,183	853,706	31.71 %
Capital Equipment Expense	23,832,200	10,306,866	632,617	9,708,642	3,816,693	16.01 %	27,762,100	7,746,593	27.90 %
Capital Facilities Expense	5,030,000	1,991,673	176,474	2,291,788	746,539	14.84 %	6,209,807	1,926,346	31.02 %
Capital Projects	0	3,199	3,199	0	(3,199)	0.00 %	0	(3,199)	0.00 %
Trustee & Benefit Payments	17,875,609	12,260,554	1,110,311	5,147,865	467,190	2.61 %	21,321,900	3,913,481	18.35 %
Total Operations Expense:	238,886,196	191,335,810	20,758,126	27,768,112	19,782,275	8.28 %	289,888,888	70,784,966	24.42 %
Contract Construction									
Technology Operating Expense	0	1,861,075	508,323	108,914	(1,969,989)	0.00 %	0	(1,969,989)	0.00 %
Operating Expense	4,014,000	1,887,017	121,094	438,109	1,688,874	42.07 %	10,600,000	8,274,874	78.06 %
Capital Projects	380,127,339	337,763,844	18,426,771	0	42,363,495	11.14 %	644,641,164	306,877,320	47.60 %
Trustee & Benefit Payments	589,000	938,553	59,674	0	(349,553)	-59.35%	9,637,800	8,699,247	90.26 %
Total Contract Construction:	384,730,339	342,450,489	19,115,862	547,022	41,732,827	10.85 %	664,878,964	321,881,452	48.41 %
TOTAL EXPENDITURES:	623,616,535	533,786,299	39,873,988	28,315,134	61,515,102	9.86 %	954,767,852	392,666,418	41.13 %
TRANSFERS OUT									
Statutory	0	108,900	0	0	(108,900)	0.00 %	0	(108,900)	0.00 %
Operating	12,013,007	12,063,783	0	0	(50,776)	-0.42%	57,646,439	45,582,656	79.07 %
TOTAL TRANSFERS OUT:	12,013,007	12,172,683	0	0	(159,676)	-1.33%	57,646,439	45,473,756	78.88 %
TOTAL EXPD AND TRANSFERS OUT:	635,629,542	545,958,982	39,873,988	28,315,134	61,355,426	9.65 %	1,012,414,291	438,140,174	43.28 %
Net for Fiscal Year 2021:	(86,670,004)	58,111,777	10,620,896		116,466,647		(213,339,043)	(243,135,685)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0260 State Highway Fund

		Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
		(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year:	2021									
Budget Fiscal Year:	2021									
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	360,000	283,425	50,814	40,176	36,398	10.11 %	2,500,000	2,176,398	87.06 %
Operating Expenditures	Federal	3,640,000	3,463,552	578,603	506,846	(330,398)	-9.08%	8,000,000	4,029,602	50.37 %
Operating Expenditures	Local	14,000	1,115	0	0	12,885	92.04 %	100,000	98,885	98.89 %
Total Operating Expenditures		4,014,000	3,748,092	629,417	547,022	(281,114)	-7.00%	10,600,000	6,304,886	59.48 %
Capital Outlay										
Capital Outlay	COVID	0	0	0	0	0	0.00 %	3,500,000	3,500,000	100.00 %
Capital Outlay	Dedicated	113,164,097	85,224,921	3,990,761	0	27,939,176	24.69 %	228,094,683	142,869,762	62.64 %
Capital Outlay	Federal	236,063,241	228,904,703	14,042,278	0	7,158,538	3.03 %	361,320,980	132,416,277	36.65 %
Capital Outlay	FICR	19,400,000	15,961,921	67,105	0	3,438,079	17.72 %	33,000,000	17,038,079	51.63 %
Capital Outlay	Local	11,500,000	7,672,298	326,626	0	3,827,702	33.28 %	18,725,500	11,053,202	59.03 %
Total Capital Outlay		380,127,339	337,763,844	18,426,771	0	42,363,495	11.14 %	644,641,164	306,877,320	47.60 %
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	24,000	66	0	0	23,934	99.72 %	500,000	499,934	99.99 %
Trustee & Benefit Payments	Federal	551,000	938,487	59,674	0	(387,487)	-70.32%	8,991,300	8,052,813	89.56 %
Trustee & Benefit Payments	Local	14,000	0	0	0	14,000	100.00 %	146,500	146,500	100.00 %
Total Trustee & Benefit Payments		589,000	938,553	59,674	0	(349,553)	-59.35%	9,637,800	8,699,247	90.26 %
Total Contract Construction:		384,730,339	342,450,489	19,115,862	547,022	41,732,827	10.85 %	664,878,964	321,881,452	48.41 %

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

Fiscal Year: 2021	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Budget Fiscal Year: 2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
Miscellaneous Revenues	550,000	140,278	8,127	0	(409,722)	-74.49%	670,000	529,722	79.06 %
TOTAL REVENUES:	550,000	140,278	8,127	0	(409,722)	-74.49%	670,000	529,722	79.06 %
TRANSFERS-IN									
Cigarette Tax	600,000	1,212,313	1,076,798	0	612,313	102.05 %	605,627	(606,686)	-100.17%
Sales Tax	13,350,000	17,028,977	1,979,392	0	3,678,977	27.56 %	18,612,996	1,584,019	8.51 %
TOTAL TRANSFERS-IN:	13,950,000	18,241,290	3,056,190	0	4,291,290	30.76 %	19,218,623	977,333	5.09 %
TOTAL REV AND TRANSFERS-IN:	14,500,000	18,381,568	3,064,317	0	3,881,568	26.77 %	19,888,623	1,507,055	7.58 %
EXPENDITURES									
Contract Construction - Capital Projects	30,000,000	33,747,879	1,073,074	0	(3,747,879)	-12.49%	67,900,346	34,152,467	50.30 %
TOTAL EXPENDITURES:	30,000,000	33,747,879	1,073,074	0	(3,747,879)	-12.49%	67,900,346	34,152,467	50.30 %
TOTAL EXPD AND TRANSFERS OUT:	30,000,000	33,747,879	1,073,074	0	(3,747,879)	-12.49%	67,900,346	34,152,467	50.30 %
Net for Fiscal Year 2021:	(15,500,000)	(15,366,310)	1,991,243		133,689		(48,011,723)	(32,645,412)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0270 Strategic Initiatives Program Fund (State 60%)

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Fiscal Year: 2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	217,486	222,568	3,501	0	5,082	2.34 %	259,000	36,432	14.07 %
TOTAL REVENUES:	217,486	222,568	3,501	0	5,082	2.34 %	259,000	36,432	14.07 %
TRANSFERS-IN									
Statutory	0	72,800,000	0	0	72,800,000	0.00 %	15,000,000	(57,800,000)	-385.33%
TOTAL TRANSFERS-IN:	0	72,800,000	0	0	72,800,000	0.00 %	15,000,000	(57,800,000)	-385.33%
TOTAL REV AND TRANSFERS-IN:	217,486	73,022,568	3,501	0	72,805,082	33475.76 %	15,259,000	(57,763,568)	-378.55%
EXPENDITURES									
Contract Construction - Capital Projects	18,000,000	16,531,583	21,728	0	1,468,417	8.16 %	35,376,559	18,844,977	53.27 %
TOTAL EXPENDITURES:	18,000,000	16,531,583	21,728	0	1,468,417	8.16 %	35,376,559	18,844,977	53.27 %
TOTAL EXPD AND TRANSFERS OUT:	18,000,000	16,531,583	21,728	0	1,468,417	8.16 %	35,376,559	18,844,977	53.27 %
Net for Fiscal Year 2021:	(17,782,514)	56,490,985	(18,227)		74,273,499		(20,117,559)	(76,608,545)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0270 Strategic Initiatives Program Fund (LHTAC-Local 40%)

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2021									
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	0	116	63	0	116	0.00 %	0	(116)	0.00 %
TOTAL REVENUES:	0	116	63	0	116	0.00 %	0	(116)	0.00 %
TRANSFERS-IN									
Statutory	0	2,000,000	0	0	2,000,000	0.00 %	2,000,000	0	0.00 %
TOTAL TRANSFERS-IN:	0	2,000,000	0	0	2,000,000	0.00 %	2,000,000	0	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	2,000,116	63	0	2,000,116	0.00 %	2,000,000	(116)	-0.01 %
EXPENDITURES									
Contract Construction - Trustee & Benefit Payments	25,831	49,051	0	0	(23,219)	-89.89%	2,049,831	2,000,781	97.61 %
TOTAL EXPENDITURES:	25,831	49,051	0	0	(23,219)	-89.89%	2,049,831	2,000,781	97.61 %
TOTAL EXPD AND TRANSFERS OUT:	25,831	49,051	0	0	(23,219)	-89.89%	2,049,831	2,000,781	97.61 %
Net for Fiscal Year 2021:	(25,831)	1,951,065	63		1,976,897		(49,831)	(2,000,897)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0345 CARES Act Covid-19

Fiscal Year:	2021	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Budget Fiscal Year:	2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES										
Federal Sources - Federal Transit Authority		6,900,000	5,818,653	145,397	0	(1,081,347)	-15.67%	12,200,000	6,381,347	52.31 %
TOTAL REVENUES:		6,900,000	5,818,653	145,397	0	(1,081,347)	-15.67%	12,200,000	6,381,347	52.31 %
TOTAL REV AND TRANSFERS-IN:		6,900,000	5,818,653	145,397	0	(1,081,347)	-15.67%	12,200,000	6,381,347	52.31 %
EXPENDITURES										
Operating Expenditures		3,739,910	278,314	0	0	3,461,596	92.56 %	4,951,395	4,673,081	94.38 %
Trustee & Benefit Payments		16,758,526	3,892,301	140,249	0	12,866,225	76.77 %	20,861,904	16,969,603	81.34 %
TOTAL EXPENDITURES:		20,498,436	4,170,615	140,249	0	16,327,821	79.65 %	25,813,299	21,642,684	83.84 %
TOTAL EXPD AND TRANSFERS OUT:		20,498,436	4,170,615	140,249	0	16,327,821	79.65 %	25,813,299	21,642,684	83.84 %
Net for Fiscal Year 2021:		(13,598,436)	1,648,038	5,148		15,246,474		(13,613,299)	(15,261,337)	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0374 GARVEE Capital Project Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2021									
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	0	32,176,730	3,177,828	0	32,176,730	0.00 %	0	(32,176,730)	0.00 %
TOTAL REVENUES:	0	32,176,730	3,177,828	0	32,176,730	0.00 %	0	(32,176,730)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	32,176,730	3,177,828	0	32,176,730	0.00 %	0	(32,176,730)	0.00 %
EXPENDITURES									
Operating Expenditures	0	261,518	22,523	0	(261,518)	0.00 %	0	(261,518)	0.00 %
Capital Projects	0	34,402,651	5,154,157	0	(34,402,651)	0.00 %	0	(34,402,651)	0.00 %
TOTAL EXPENDITURES:	0	34,664,169	5,176,680	0	(34,664,169)	0.00 %	0	(34,664,169)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	34,664,169	5,176,680	0	(34,664,169)	0.00 %	0	(34,664,169)	0.00 %
Net for Fiscal Year 2021:	0	(2,487,439)	(1,998,852)		(2,487,439)		0	2,487,439	

User ID: mmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0375 GARVEE Debt Service Fund

	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
Fiscal Year: 2021									
Budget Fiscal Year: 2021									
REVENUES									
State Sources - Miscellaneous Revenues	0	28,468	1,067	0	28,468	0.00 %	0	(28,468)	0.00 %
TOTAL REVENUES:	0	28,468	1,067	0	28,468	0.00 %	0	(28,468)	0.00 %
TRANSFERS-IN									
Operating	0	16,763,783	0	0	16,763,783	0.00 %	0	(16,763,783)	0.00 %
TOTAL TRANSFERS-IN:	0	16,763,783	0	0	16,763,783	0.00 %	0	(16,763,783)	0.00 %
TOTAL REV AND TRANSFERS-IN:	0	16,792,251	1,067	0	16,792,251	0.00 %	0	(16,792,251)	0.00 %
EXPENDITURES									
Bond Principal / Interest	0	60,775,324	403,073	0	(60,775,324)	0.00 %	0	(60,775,324)	0.00 %
TOTAL EXPENDITURES:	0	60,775,324	403,073	0	(60,775,324)	0.00 %	0	(60,775,324)	0.00 %
TOTAL EXPD AND TRANSFERS OUT:	0	60,775,324	403,073	0	(60,775,324)	0.00 %	0	(60,775,324)	0.00 %
Net for Fiscal Year 2021:	0	(43,983,074)	(402,007)		(43,983,073)		0	43,983,073	

User ID: mmmcbride
 Report ID: AD-FN-GL-003
 Run Date: 06 May 2021
 % of Time
 Remaining: 16.7

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET TO ACTUAL

FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 4/30/2021

Fund: 0221 State Aeronautics Fund

Fiscal Year: 2021	Year to Date Allotment	Year to Date Actual	Current Month Activity	Year to Date Encumbrance	Variance Favorable / Unfavorable	Percent Variance	Annual Appropriation	Appropriation Balance	Percent Remaining
Budget Fiscal Year: 2021	(A)	(B)	(C)	(D)	(E = A - B - D)	(F = E / A)	(G)	(H = G - B - D)	(I = H / G)
REVENUES									
Federal Sources - FAA	349,800	576,644	33,695	0	226,844	64.85 %	668,500	91,856	13.74 %
State Sources - Miscellaneous	320,474	330,660	6,686	0	10,186	3.18 %	347,000	16,340	4.71 %
Interagency Sources -	210,000	219,532	43,243	0	9,532	4.54 %	252,500	32,968	13.06 %
TOTAL REVENUES:	880,274	1,126,835	83,624	0	246,562	28.01 %	1,268,000	141,164	11.13 %
TRANSFERS-IN									
Statutory	0	4,000,000	0	0	4,000,000	0.00 %	2,000,000	(2,000,000)	-100.00%
Operating	1,785,491	1,643,273	191,376	0	(142,218)	-7.97%	2,100,000	456,727	21.75 %
TOTAL TRANSFERS-IN:	1,785,491	5,643,273	191,376	0	3,857,782	216.06 %	4,100,000	(1,543,273)	-37.64%
TOTAL REV AND TRANSFERS-IN:	2,665,765	6,770,108	274,999	0	4,104,344	153.96 %	5,368,000	(1,402,109)	-26.12%
EXPENDITURES									
Permanent Staff Salaries	713,752	655,433	91,289	0	58,319	8.17 %	847,578	192,145	22.67 %
Board, Hourly, OT, Shift Diff	42,000	44,899	0	0	(2,899)	-6.90%	64,100	19,201	29.95 %
Fringe Benefits	305,520	278,937	32,595	0	26,583	8.70 %	366,538	87,601	23.90 %
Internal Holdback-Personnel	0	0	0	0	0	0.00 %	16,084	16,084	100.00 %
In State Travel Expense	44,192	30,665	1,346	0	13,527	30.61 %	60,905	30,240	49.65 %
Out of State Travel Expense	12,034	8,157	0	0	3,877	32.22 %	12,034	3,877	32.22 %
Technology Operating Expense	42,578	41,057	7,663	0	1,521	3.57 %	48,235	7,178	14.88 %
Operating Expense	771,527	661,215	64,985	121,972	(11,660)	-1.51%	1,189,926	406,739	34.18 %
Technology Equipment Expense	6,000	5,170	0	0	830	13.83 %	6,000	830	13.83 %
Capital Equipment Expense	8,300	53,789	51,966	10,725	(56,214)	-677.28%	63,800	(714)	-1.12%
Capital Facilities Expense	30,000	37,686	0	0	(7,686)	-25.62%	92,324	54,638	59.18 %
Trustee & Benefit Payments	1,009,300	565,175	19,418	0	444,125	44.00 %	4,033,948	3,468,773	85.99 %
Internal Holdback-Trustee/Benefits	0	0	0	0	0	0.00 %	1,750,000	1,750,000	100.00 %
TOTAL EXPENDITURES:	2,985,203	2,382,183	269,262	132,697	470,323	15.76 %	8,551,472	6,036,592	70.59 %
TOTAL EXPD AND TRANSFERS OUT:	2,985,203	2,382,183	269,262	132,697	470,323	15.76 %	8,551,472	6,036,592	70.59 %
Net for Fiscal Year 2021:	(319,438)	4,387,925	5,737		4,574,667		(3,183,472)	(7,438,701)	



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☐Information Item ☒

Amount of Presentation Time Needed _____

Presenter's Name Justin Collins	Presenter's Title Financial Mgr., FP&A	Initials JC	Reviewed By CRM
Preparer's Name Colleen Wonacott	Preparer's Title Sr. Planner - Programming	Initials cw	

Subject

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

Background Information

Idaho received obligation authority through September 30th via an Appropriations Act signed on December 27, 2020. Obligation authority through September 30th (365/365^{ths}) is \$359.9 million which corresponds to \$363.4 million with match after a reduction for prorated indirect costs. This includes \$425,527 of *Highway Infrastructure General Funds* carried over from last year in the Transportation Management Area, \$71.0 million COVID Relief, and \$13.1 million of FY21 *Highway Infrastructure General Funds* as approved by the Board to date. The COVID Relief and general funds are also included in the apportionments detailed below.

An extension to the Fixing America's Surface Transportation (FAST) Act was signed on October 9, 2020. Additional apportionments were received via the Appropriations Act. Idaho has received apportionments of \$396 million. Currently, obligation authority is 91% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through May 31, 2021.

Recommendations

For Information

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Exhibit One Actual Formula Funding for FY2021

Per FAST Flatlined at FY 2020 – Total Year	
Federal Aid Only	\$316,590
Including Match	\$342,741
Per Apportionments + COVID + Hwy Infra.	
Federal Aid Only	\$395,992
Including Match	\$410,580
Obligation Limits through 9/30/2021	
Federal Aid Only	\$359,878
Less prorated \$25M indirect costs w/Match	\$363,386

- Notes:
1. All dollars in Thousands
 2. 'Approved Program' amounts from the 6/7/2021 Highway Funding Plan.
 3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through 05/31/2021

Exhibit Two Allotments of Available Formula Funding w/Match and Amount Remaining

Program	Allotted Program Funding through 9/30/2021	Program Funding Remaining as of 4/30/2021
All Other SHS Program	\$215,038	\$114,673
GARVEE Formula Debt Service*	\$63,025	\$50,006
State Planning and Research*	\$7,138	\$114
Metropolitan Planning*	\$2,409	\$0
Railroad Crossings	\$1,908	\$898
Transportation Alternatives (Urban/Rural)	\$3,373	\$683
Recreational Trails	\$1,510	\$1,710
STBG - Local Urban+	\$12,634	\$4,584
STBG - Transportation Mgt. Area	\$14,905	\$6,348
Transportation Alternatives (TMA)	\$423	\$78
STBG – Local Rural	\$17,591	\$9,763
Local Bridge+	\$14,005	\$7,843
Off System Bridge	\$3,605	(\$1,042)
Local Safety	\$7,882	\$3,003
Total (excluding indirect costs)	\$365,446	\$198,661

- Notes:
1. All dollars in Thousands.
 2. Allotments based on the 6/7/2021 Highway Funding Plan.
 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) through May 31st.
- * These programs are provided 100% Obligation Authority. Other programs are reduced accordingly.
+ \$335k Penstock Br and \$706k Northgate IC OA loan paybacks deferred until August Redistribution.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 23-24, 2021

Consent Item ☐

Information Item ☒

Amount of Presentation Time Needed Information Only

Presenter's Name	Presenter's Title	Initials	Reviewed By
Chase Croft	Contracts Manager	CC	CRM
Preparer's Name	Preparer's Title	Initials	
Chase Croft	Contracts Manager	CC	

Subject

Non-Construction Professional Service Contracts issued by Business & Support Management

Key Number	District	Route Number
N/A	N/A	N/A

Background Information

The purpose of this Board item is to comply with the reporting requirements established in Board Policy 4001 - 'Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month.' Business and Support Management section did not execute any professional service agreements in the previous month.

Recommendations

Information only

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 23-24, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Mollie McCarty	Governmental Affairs Prog. Mgr.		MM
Preparer's Name	Preparer's Title	Initials	DM
Matt Moore	TLPS		

Subject

2022 Draft Legislation		
Key Number	District	Route Number

Background Information

The three attached draft legislative proposals correspond to three ideas that were presented to the Board in May. The ideas are expected to be approved later in June by the Governor's Office and Division of Financial Management (DFM), allowing for staff to proceed with draft legislation.

The potential 2022 legislative proposals are:

- Red Tape Reduction - Driver License Surrender Requirement – C-22-002
- Red Tape Reduction - Interagency Working Group membership change - C-22-003
- Red Tape Reduction - One Year Commercial Learner's Permit - C-22-004

Staff will submit this draft legislation on behalf of the Board for further consideration by the Governor's Office and DFM.

Draft legislation approved by the Governor's Office and DFM will be forwarded to the Idaho Legislative Services Office where it will be formatted into a Routing Slip (RS) and referred to an appropriate legislative committee for potential introduction.

Recommendations

Approve the attached resolution on page 104



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

1 AN ACT
2 RELATING TO DRIVER'S LICENSES; REPEALING SECTION 49-327, IDAHO CODE,
3 RELATING TO THE SURRENDER OF A DRIVER'S LICENSE; AMENDING
4 SECTION 49-331, IDAHO CODE, TO IDENTIFY THE UNLAWFUL USE OF A
5 DRIVER'S LICENSE; AND REPEALING SECTION 49-1222, IDAHO CODE,
6 RELATING TO THE SURRENDER OF A DRIVER'S LICENSE; AND TO MAKE
7 TECHNICAL CORRECTIONS.

8 Be It Enacted by the Legislature of the State of Idaho:

9 SECTION 1. That Section [49-327](#), Idaho Code, be, and the same is hereby repealed.

10 SECTION 2. That Section [49-331](#), Idaho Code, be, and the same hereby amended to read as
11 follows.

12 49-331. UNLAWFUL USE OF DRIVER'S LICENSE. (1) It is a misdemeanor for any
13 person:

14 (1a) To display or cause or permit to be displayed ~~or have in his possession~~ any
15 mutilated or illegible, cancelled, revoked, suspended, disqualified, fictitious or fraudulently
16 altered driver's license or have in his possession any driver's license cancelled pursuant to
17 section 49-322(1), Idaho Code;

18 (2b) To lend his driver's license to any other person or knowingly permit the use of his
19 driver's license by another;

20 (3c) To display or represent as one's own a driver's license not issued to him;

21 (4d) To fail or refuse to surrender to the department, upon its lawful demand, any
22 driver's license ~~which that~~ has been ~~suspended, revoked, disqualified or~~ cancelled pursuant to
23 section 49-322(1), Idaho Code;

24 (5e) To use a false or fictitious name in any application for a driver's license, or to
25 knowingly make a false statement, or to knowingly conceal a material fact or otherwise commit a
26 fraud in any application;

27 (6f) To permit any unlawful use of a driver's license issued to him; or

28 (7g) To manufacture, produce, sell, offer for sale or transfer to another person any
29 document purporting to be a certificate of birth or driver's license.

30 (2) In addition to the misdemeanor penalties that may be imposed for violation of the provisions
31 of ~~paragraphs (1) through (7)~~ subsection 1 of this section, the court upon conviction may enter an
32 order directing the department to suspend the driver's license, a permit to drive, privileges or any
33 nonresident's driving privileges for a period of ninety (90) days. A conviction under this section
34 shall not be used as a factor or considered in any manner for the purpose of establishing rates of
35 motor vehicle insurance charged by a casualty insurer, nor shall such conviction be grounds for
36 nonrenewal of any insurance policy as provided in section 41-2507, Idaho Code.

37 SECTION 3. That Section [49-1222](#), Idaho Code, be, and the same is hereby repealed.

1 AN ACT RELATING TO PUBLIC TRANSPORTATION SERVICES ADVISORY COUNCIL;
2 AMENDING SECTION 40-514, IDAHO CODE, RELATING TO AGENCY
3 REPRESENTATIVES.

4 Be It Enacted by the Legislature of the State of Idaho:

5 SECTION 1. That Section 40-514, Idaho Code, be, and the same hereby amended to read as
6 follows.

7 TITLE 40

8 HIGHWAYS AND BRIDGES

9 CHAPTER 5

10 IDAHO TRANSPORTATION DEPARTMENT

11 40-514. PUBLIC TRANSPORTATION SERVICES — PUBLIC TRANSPORTATION
12 SERVICES ADVISORY COUNCIL CREATED — INTERAGENCY WORKING GROUP
13 CREATED — DEPARTMENT SUPPORT. (1) All state agencies except the department of
14 education, and all public entities that use public funds to provide public transportation services
15 within the state shall report not less often than semiannually to the department the amount of
16 funding expended, audits conducted, the number of passengers carried, the agency vehicles used
17 and the vehicle miles driven to provide transportation for Idaho citizens. Upon receipt of such
18 information, the department shall:

19 (a) Develop a uniform data collection and reporting system; information from said system shall
20 be submitted annually to the joint finance-appropriations committee of the Idaho legislature; and
21 as public information, it shall also be available upon request;

22 (b) In cooperation with other state agencies and public entities, develop a comprehensive plan
23 for public transportation; and

24 (c) Provide assistance to operators of local and regional transportation systems that are
25 consistent with public program objectives of the state plan.

26 (2) There is hereby created the public transportation advisory council to advise the Idaho
27 transportation department on issues and policies regarding public transportation in Idaho. The
28 council shall participate in planning activities, identify transportation needs, and promote
29 coordinated transportation systems. Before setting programs and priorities, the council shall seek
30 pertinent information, facts and data from local governments, agencies and providers regarding
31 rural public transportation issues.

32 The advisory council shall be composed of six (6) members appointed by the Idaho
33 transportation board. Appointed members shall be representatives of local governments and
34 agencies, private organizations, citizen groups and private providers that have an interest in
35 public transportation, and people with disabilities and the elderly who utilize public
36 transportation. The board shall appoint said members from recommendations submitted by said
37 organizations, groups, providers, users and state agencies in each district. One (1) member shall

be appointed from each of the six (6) transportation department director districts as provided in section [40-303](#), Idaho Code. 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.

The council is authorized to meet three (3) times per year with additional meetings as authorized by the board.

Members of the advisory council shall be reimbursed according to the provisions of section [59-509\(g\)](#), Idaho Code.

(3) The director of the Idaho transportation department together with the directors of the affected state agencies shall establish an interagency working group to advise and assist the department in analyzing public transportation needs, identifying areas for coordination, and developing strategies for eliminating procedural and regulatory barriers to coordination at the state level. The group shall undertake detailed work assignments related to transportation services which promote cooperation and collaboration among systems.

The working group shall be composed of a representative from the office of the governor and one (1) staff representative from each of the following agencies which expend public funds for transportation services or associations representing public transportation interests:

(a) Idaho commission on aging;

~~(b) Idaho head-start association;~~

~~(e)(b)~~ Two (2) representatives from the Idaho department of health and welfare, one (1) of whom shall represent the division of medicaid;

~~(d)(c)~~ Idaho department of education;

~~(e)(d)~~ Idaho transportation department;

~~(f)(e)~~ Community transportation association;

~~(g)(f)~~ Idaho council on developmental disabilities;

~~(h)(g)~~ Division of vocational rehabilitation; and

~~(i)(h)~~ Idaho department of labor, workforce development council.

Ex officio members may be appointed to the group as deemed necessary. Members of the working group representing state agencies shall be reimbursed by their respective agencies according to the provisions of section [59-509\(b\)](#), Idaho Code.

(4) The interagency working group established in subsection (3) of this section shall:

(a) Meet at least once in each calendar quarter; and

(b) Discuss all agenda items submitted to it by any member of the group; and

71 (c) Provide notice of each meeting at least two (2) weeks in advance of the meeting; and
72 (d) Annually elect a chairman from among its members; such person shall not serve consecutive
73 terms as chairman.

74 (5) The department shall provide the administrative support required by the council and the
75 interagency working group.

76 History:

77 [40-514, added 1992, ch. 149, sec. 4, p. 449; am. 1996, ch. 35, sec. 2, p. 89; am. 2000, ch. 417,
78 sec. 2, p. 1329.]

79

1 AN ACT
2 RELATING TO COMMERCIAL LEARNER'S PERMITS; AMENDING SECTION 49-305,
3 IDAHO CODE, RELATING TO THE EXPIRATION OF COMMERCIAL LEARNERS
4 PERMITS.

5 Be It Enacted by the Legislature of the State of Idaho:

6 SECTION 1. That Section [49-305](#), Idaho Code, be, and the same hereby amended to read as
7 follows.
8

9 49-305. INSTRUCTION PERMITS — COMMERCIAL LEARNER'S PERMIT —
10 TEMPORARY LICENSES — MOTORCYCLE ENDORSEMENT INSTRUCTION
11 PERMIT. (1) Upon passage of the required knowledge tests appropriate for the vehicle being
12 operated, the department may issue a commercial learner's permit for the type of vehicle(s)
13 the person will be operating, or a class D instruction permit for a class D motor vehicle,
14 ~~entitling the applicant~~ Applicants, while ~~having the permit in his immediate~~ in immediate
15 possession of the permit, ~~to~~ may drive a motor vehicle upon the highways for a period of up
16 to one (1) year with a commercial learners permit and one hundred eighty (180) days with a
17 class D instruction permit or as provided in paragraph (b) of this subsection (1) for certain
18 class D instruction permits. That person must be accompanied by an adult driver eighteen (18)
19 years of age or older who holds a valid driver's license appropriate for the vehicle being
20 operated and who is actually occupying a seat beside the driver. Unless otherwise provided,
21 a ~~commercial learner's permit or~~ class D instruction permit will be valid for one hundred
22 eighty (180) days and may be renewed one (1) time without requiring the permit holder to
23 retake and pass the required knowledge tests for that class of permit, provided the knowledge
24 tests are less than one (1) year old.

25 (a) Any person under the age of seventeen (17) years who has successfully completed an
26 approved driver's training course and has satisfied the requirements of a class D supervised
27 instruction permit, or any person who has reached the age of seventeen (17) years may apply
28 for a class D instruction permit. Any person applying for any class D instruction permit or
29 driving privileges who is under the age of eighteen (18) years shall be in compliance with
30 school attendance requirements of section 49-303A, Idaho Code.

31 (b) If a person reaches the age of seventeen (17) years while operating a class D vehicle with
32 a class D supervised instruction permit, and such class D supervised instruction permit
33 becomes a class D instruction permit as provided in section 49-307, Idaho Code, then such
34 class D instruction permit shall expire five (5) days after the permittee's eighteenth birthday.

35 (c) Any person who has reached the age of eighteen (18) years, holds a valid Idaho class D
36 driver's license and has at least one (1) year of driving experience, may apply for a
37 commercial learner's permit.

38 (d) The department shall not issue a hazardous material endorsement on any commercial
39 learner's permit.

40 (2) The department may, at its discretion, issue a temporary class D driver's license
41 to an applicant for a class D driver's license permitting him to operate a motor vehicle while
42 the department is completing its investigation and determination of all facts relative to the
43 applicant's right to receive a driver's license. The temporary license may be canceled at the

1 department's discretion at any time after issuance. The temporary license must be in the
2 applicant's immediate possession while operating a motor vehicle, and it shall be invalid when
3 the applicant's driver's license has been issued or for good cause has been refused.

4 (3) A certified copy of an applicant's birth certificate shall be required before a class
5 D driver's license or class D instruction permit will be issued.

6 (4) The department may issue a motorcycle endorsement instruction permit to an
7 applicant who has a valid driver's license and who has successfully completed the motorcycle
8 rider's knowledge test and paid the appropriate fees. The permit entitles the applicant, while
9 having the permit in his immediate possession, to operate a motorcycle upon the highways
10 for a period not to exceed one hundred eighty (180) days. The motorcycle endorsement
11 instruction permit may be renewed one (1) time without the requirement to retake and pass
12 the motorcycle rider's knowledge test if the test is less than one (1) year old. If the permittee
13 passes the skills test for a motorcycle endorsement within one hundred eighty (180) days of
14 issuance of the motorcycle endorsement instruction permit, he shall not be required to pay the
15 motorcycle endorsement fee. A person holding a motorcycle instruction permit shall not carry
16 any passenger while operating a motorcycle, shall not operate a motorcycle except during the
17 hours of daylight only and shall not operate a motorcycle upon any interstate highway system.

18 A violation of the conditions of a motorcycle endorsement instruction permit is an
19 infraction. The department shall cancel the permit whether or not such violation results in
20 conviction of the infraction.

Res. No.

WHEREAS, the Idaho Governor's Office has directed that state agencies submit proposed 2022 legislation to the Division of Financial Management (DFM) for review and approval; and

WHEREAS, Idaho Transportation Department (ITD) staff presented three (3) draft legislative proposals at the June, 2021, Board meeting for consideration during the 2022 legislative session; and

WHEREAS, DFM will review the following legislative ideas, also authorizing the development of draft legislation to be submitted for its review and approval:

1. Red Tape Reduction - Driver License Surrender Requirement – C-22-002
2. Red Tape Reduction - Interagency Working Group membership change - C-22-003
3. Red Tape Reduction - One Year Commercial Learner's Permit – C-22-004

NOW, THEREFORE, BE IT RESOLVED, that the Idaho Transportation Board approves submittal of proposed draft legislation for corresponding DFM/Governor's Office approved legislative ideas, for further consideration.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 Minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Ramón S. Hobdey-Sánchez	GAPM	RSBS	DM
Preparer's Name	Preparer's Title	Initials	
Ramón S. Hobdey-Sánchez	GAPM	RSBS	

Subject

2021-22 ITD Administrative Rulemaking		
Key Number	District	Route Number

Background Information

This agenda item contains 2 sections:

- 1) The rules reauthorization of the Idaho Transportation Department's (ITD) 37 non-fee rules; and
- 2) The modification of the temporary effective date for ITD's 7 fee rules.

Section 1

The Department is working through a 3rd year of reauthorizing the administrative rules under IDAPA Title 39. ITD currently has 44 total rules (37 non-fee and 7 fee).

This section of the agenda item covers the reauthorization of ITD's 37 non-fee rules. These rules are currently set to expire at midnight on June 30, 2021. Through hard work and collaboration with the Governor's Office, the Division of Financial Management (DFM), staff across the entire Department and the Idaho Transportation Board, there has been another opportunity to continue our efforts of streamlining and updating the language within multiple rule chapters.

The changes being proposed directly support Governor Little's Red Tape Reduction Initiative and are strongly supported by DFM. Changes are predominantly focused on non-substantive modifications and removing restrictions and redundancies with Idaho Code. Proposed changes are being made to the following 11 non-fee chapters:

- [39.02.01](#): Rules Governing Vehicle Manufacturer and Distributor Franchise Requirements **(Repeal)**
- [39.02.09](#): Rules Governing Requirements for Manufacturer's Certificate of Origin (MCO)
- [39.02.27](#): Rules Governing Titling and Registration of Non-Resident Commercial Vehicles and Transient Farm Labor Vehicles
- [39.02.43](#): Rules Governing Registration and Title Fee Refunds
- [39.02.45](#): Rules Governing Fees for Lapsed Registration Periods
- [39.02.80](#): Rules Governing Motor Carrier Financial Responsibility
- [39.03.47](#): Rules Governing Certification of Local Improved Road Mileage
- [39.03.80](#): Rules Governing Legalization of Overloaded Vehicles
- [39.02.26](#): Rules Governing Temporary Vehicle Clearance for Carriers
- [39.03.05](#): Rules Governing Special Permits – Oversize Non-Reducible
- [39.03.81](#): Rules Governing Issuance of Temporary Permits In Lieu of Full Registration **(Repeal)**

Language changes are identified in the attachments and these rules and rule changes would have an effective date of July 1, 2021.

Section 2

In February 2021, the Department worked to safeguard against any gaps in authority for the Department's 7 fee rules, as this Board's action ensured they would not expire and would be advanced as temporary with no changes.



Board Agenda Item

ITD 2210 (Rev. 10-13)

However, February's motion and authority were conditional and contingent on the *sine die* adjournment of the 2021 Idaho Legislature; which was also identified as the temporary effective date. With no formal *sine die* of the legislative session, the Department respectfully requests that the temporary effective date of the fee rules under Title 39 be set as July 1, 2021.

Important to note, is that these rules are currently being advanced with no changes, as this is simply to ensure that the rules are reauthorized with the full force-and-effect of the law. ITD's 7 fee-rules are:

- [39.02.04](#): Rules Governing Manufacturer & New Vehicle Dealer Hearing Fees
- [39.02.05](#): Rules Governing Issuance of Certificate of Title
- [39.02.22](#): Rules Governing Registration and Permit Fee Administration
- [39.02.26](#): Rules Governing Temporary Vehicle Clearance for Carriers
- [39.02.41](#): Rules Governing Special Provisions Applicable to Fees for Services
- [39.02.60](#): Rules Governing License Plate Provisions
- [39.03.03](#): Rules Governing Special Permits – General Conditions and Requirements

Recommendations

Please see the 2 different rulemaking resolutions on pages 138 and 139.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

~~IDAPA 39 — IDAHO TRANSPORTATION DEPARTMENT~~

~~39.02.01 — RULES GOVERNING VEHICLE MANUFACTURER AND DISTRIBUTOR FRANCHISE REQUIREMENTS~~

~~000. — LEGAL AUTHORITY.~~

~~This rule is adopted under the authority of Sections 49-201, 49-501, 49-504, 49-519, 49-1602 and 49-1606, Idaho Code.~~ (9-14-92)

~~001. — TITLE AND SCOPE.~~

~~This rule is titled IDAPA 39.02.01, “Rules Governing Vehicle Manufacturer and Distributor Franchise Requirements.” and clarifies the operating procedures of vehicle manufacturers and distributors who franchise through vehicle dealers.~~ (12-26-90)

~~002. — 009. — (RESERVED)~~

~~010. — DEFINITIONS.~~

~~01. — Finished Vehicle. A vehicle offered for sale and delivered by the manufacturer for sale at retail.~~ (12-26-90)

~~02. — New Vehicle. A vehicle that has not been previously titled or registered and has not been previously required to be titled or registered.~~ (9-14-92)

~~03. — Used Vehicle. A vehicle that has been previously titled or registered or previously required to have been titled or registered.~~ (9-14-92)

~~04. — MCO/MSO. Manufacturer’s certificate of origin or manufacturer’s statement of origin.~~ (9-14-92)

~~05. — Motor Home. A vehicle designed to provide temporary living quarters which are built into or permanently attached to a self-propelled vehicle chassis or van. In addition to sleeping and dining facilities, the vehicle must contain permanently installed independent life support systems that provide at least four (4) of the following:~~ (9-14-92)

~~a. — A potable water supply system including plumbing, a faucet and a sink, designed as either self-contained or to be connected with an external water supply, or both;~~ (12-26-90)

~~b. — Permanently installed cooking facilities;~~ (12-26-90)

~~c. — A permanently installed ice box or refrigeration unit;~~ (12-26-90)

~~d. — A permanently installed 110-125 volt electrical power supply or L.P. gas supply, or both;~~ (12-26-90)

~~e. — A permanently installed heating or air conditioning system, or both;~~ (12-26-90)

~~f. — A permanently installed, self-contained toilet.~~ (12-26-90)

~~011. — 099. — (RESERVED)~~

~~100. — GENERAL PROVISIONS.~~

~~01. Vehicle Manufacturer or Distribution Licensing.~~ The Department shall issue a manufacturer or distributor license to firms that own the finished vehicle and either: (12-26-90)

~~a. Completely manufacture and assemble new vehicles; (2-26-90)~~

~~b. Install on previously assembled vehicle chassis: equipment designed for non transportation, contractor purposes such as cranes, backhoes, etc.; equipment designed for ambulance or mortuary purposes or for the transportation of physically handicapped persons confined to wheelchairs; equipment designed for special purpose use, such as van conversions, tank trucks, ambulances, etc.; or (12-26-90)~~

~~c. Construct or convert and equip previously assembled vehicles or chassis for use as motor homes. (12-26-90)~~

~~02. Licensed Manufacturers Provisions.~~ Licensed Manufactures may franchise any Idaho dealer; shall display the make, name and chassis identification number approved by the Society of Automotive Engineers on each vehicle; and furnish an MCO/MSO for each completed vehicle to dealers. (12-26-90)

~~03. Motor Home MCO/MSO Requirements.~~ MCOs for motor homes shall indicate the independent life support system features installed on the vehicle. (12-26-90)

~~101, 999. (RESERVED)~~

39.02.09 – RULES GOVERNING REQUIREMENTS FOR MANUFACTURER'S CERTIFICATE OF ORIGIN (MCO)

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-504 and 49-507, Idaho Code.

(12-26-90)

001. ~~TITLE AND SCOPE~~**PURPOSE.**

This rule ~~is titled IDAPA 39.02.09, "Rules Governing Requirements for Manufacturer's Certificate of Origin (MCO)."~~
~~The purpose of this rule is to~~ outline the requirements for a manufacturer's certificate of origin (MCO). All provisions of this rule also apply to any Manufacturer's Statement of Origin (MSO).

(7-1-21)T

002. -- 099. (RESERVED)

100. MCO REQUIREMENTS FOR TITLE APPLICATION.

01. Title Application Endorsement. New vehicles sold in Idaho being titled for the first time ~~must~~ will have the title application endorsed by an Idaho-licensed, franchised new vehicle dealer.

(7-1-21)T

02. Manufacturer's Certificate of Origin Required. Title applications for new vehicles ~~must~~ will be accompanied by a manufacturer's certificate of origin.

(7-1-21)T

03. Out-of-State Purchases. New vehicles purchased out-of-state by Idaho residents ~~shall~~ will be ~~titled on the~~ accompanied by an MCO that meets the legal requirements of the state where the vehicle was purchased.

(7-1-21)T

101. -- 199. (RESERVED)

200. CERTIFICATE CONTENTS.

01. MCO Content Requirements. Each ~~manufacturer's certificate of origin~~ MCO accompanying application for title ~~shall~~ will contain the following information:

(7-1-21)T

a. Date; (12-26-90)

b. Invoice number and document ~~serial~~ control number; (7-1-21)T

c. Name of distributor or dealer; (12-26-90)

d. Issuing location - city and state; (12-26-90)

e. Manufacturer's name and signature of authorized manufacturer's representative; (12-26-90)

f. Manufacturer statement - "I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer"; (12-26-90)

g. Year, make, body type, series or model; (12-26-90)

h. Vehicle identification number, approved by the American Society of Automotive Engineers; (12-26-90)

i. Shipping weight, horsepower (SAE), and number of cylinders when applicable, Gross Vehicle Weight and Rating (GVWR); (7-1-21)T

j. Certification attesting to the first transfer in ordinary trade or commerce: "It is further certified that this is the first transfer of such new vehicle in ordinary trade and commerce." (12-26-90)

02. Additional Motor Home Requirements. If the vehicle is a motor home, the following statement ~~must~~ will be included: "The undersigned certifies that the vehicle described hereon is a motor home, equipped with at least four (4) of the following life support systems: cooking, refrigeration or ice box, self-contained toilet, heating and/or air conditioning, a potable water supply system including a faucet and sink, separate 110-115 volt electrical power supply and/or an LP as supply, all of which meet ANSI A119.2 standards." (7-1-21)T

03. MCO Assignments and Reassignments. The reverse side of the certificate ~~shall contain information on~~ will provide for distributor/dealer assignments and reassignments: ~~See Exhibit "A" Attached.~~ (7-1-21)T

201. CERTIFICATE DESIGN.

Each ~~manufacturer's certificate of origin must~~ MCO will be printed on safety paper meeting the following standards: (7-1-21)T

01. Security Features. At a minimum, a ~~All~~ "Certificates of Origin" ~~should~~ will contain the following ~~nine~~ (9) security features: (7-1-21)T

~~a. Paper: Sensitized Security Paper -- paper that is reactive to chemicals commonly used to alter documents; Non Optical Brightener Paper -- paper without added optical brighteners which will not fluoresce under ultraviolet light;~~ (12-26-90)

~~b. Engraved Border -- a border produced from engraved art work which shall appear on the front of the document;~~ (12-26-90)

~~c. Prismatic -- rainbow printing which is used as a deterrent to color copying; and/or~~ (12-26-90)

~~d. Copy Void Pantograph -- the word "void" appears when the document is copied;~~ (12-26-90)

~~e. Complex Colors -- colors which are developed by using a mixture of two (2) or more of the primary colors (red, yellow or blue) and black if required;~~ (12-26-90)

~~f. Erasable Fluorescent Background Inks -- fluoresces under ultraviolet light and reacts to any attempt to erase in such a manner as to be immediately detectable;~~ (12-26-90)

~~g. Background Security Design -- a repetitious design consisting of a pattern which hinders counterfeiting efforts; and~~ (7-1-21)T

~~h. Microline -- a line of small alpha characters in capitol letters which requires a magnifying glass to read;~~ (12-26-90)

~~i.b.~~ Consecutively Numbered -- documents that contain a number which is consecutively numbered for control purposes; (7-1-21)T

~~j. Security Thread -- with or without watermark; and/or~~ (12-26-90)

~~k. Intaglio Print -- with or without latent image.~~ (12-26-90)

02. Document Size. ~~"Certificates of Origin" size specifications shall be s~~Seven (7) inches by eight (8)

inches.

(7-1-21)T

03. Paper Stock. ~~Sixty (60) pound offset or equivalent durability~~ Minimum twenty-eight (28) pound, number one (1) bond, smooth-surface. Paper will be of sufficient weight to preclude bleeding through or shadowing.

(7-1-21)T

04. Construction. ~~Unless otherwise specified by the user, the forms should be constructed and fanfolded for use on high speed pinfed computer printer and/or continuous typewriters.~~

(12-26-90)

05. Layout. Text matter space for one-tenth (1/10) inch horizontal and one-sixth (1/6) inch deep characters.

(7-1-21)T

20206. FACILITY SECURITY ~~Facility Security.~~

To insure the integrity of the manufacturer's "Certificates of Origin", the user should require the vendor to maintain secure printing and storage facilities.

(7-1-21)T

2032. -- 299. (RESERVED)

300. APPLICATION TO WAIVE SAFETY PAPER REQUIREMENTS APPROVAL BY DEPARTMENT.

01. Sample Requirement Waives. ~~A request to waive requirements must be submitted and approved prior to application for title.~~

(12-26-90)

a. ~~A sample copy of the proposed MCO or a complete list of printing specifications~~ will be submitted to the Department for approval for titling purposes ~~accompany the request.~~

(7-1-21)T

b. ~~The certificate shall contain all information specified in Section 4 Certificate Contents.~~

(12-26-90)

02. Waiver Authorization. ~~The Titles/Dealer Operations Manager or his designee may waive safety paper requirements upon written application documenting the reason for the requested action, and the benefits to the manufacturer and public.~~

(12-26-90)

03. Minimum Requirement. ~~As a minimum requirement, the certificate shall be printed with MICR-type inks on number one (1) bond, smooth surface, safety cheque paper.~~

(12-26-90)

04. Control Numbers. ~~The certificate shall have a control number for audit purposes.~~

(12-26-90)

301. -- 399. (RESERVED)

400. EFFECTIVE DATE AND APPLICABILITY.

~~This regulation is applicable to all motor vehicles bearing a 1981 or later model year or, in the case of manufacturer who does not assign a model year to his motor vehicles, this rule is applicable to those motor vehicles manufactured on and after 12:01 a.m., October 1, 1980.~~

(12-26-90)

401. -- 999. (RESERVED)

39.02.27 – RULES GOVERNING TITLING AND REGISTRATION OF NON-RESIDENT COMMERCIAL VEHICLES AND TRANSIENT FARM LABOR VEHICLES

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-201, 49-441 and 49-501, Idaho Code. (12-26-90)

001. ~~TITLE AND SCOPE.~~

This rule establishes the procedures for the titling and registering of non-resident commercial vehicles and transient farm labor vehicles. (7-1-21)T

002. -- 009. (RESERVED)

010. DEFINITIONS.

~~01. **Established Place of Business.** Means a physical structure owned, leased or rented by the registrant, designated by street number or road location, open during business hours, contains a telephone publicly listed in the name of the registrant and is the location where the operational records of the registrant can be made available.~~ (12-26-90)

~~02. **Idaho Trucking Company.** Means a~~ Any entity physically located within Idaho ~~and owned, leased or rented by the registrant, where the operational records of the registrant can be made available, which meets the requirement of "established place of business."~~ (7-1-21)T

~~032. **Lessee.** Means a~~ A person, firm or corporation which has legal possession and control of a vehicle and/or motor vehicle under the terms of a written lease agreement. (7-1-21)T

~~04. **Lessor.** Means an owner of a vehicle who, pursuant to the terms of a lease agreement, grants the legal right of possession, control and responsibility for the operations of the vehicle and/or motor vehicle to another person or entity.~~ (12-26-90)

~~053. **Non-Resident Owner-Operator.** Means a~~ An owner-operator of a vehicle and/or motor vehicle who is not a resident of Idaho, but is leasing transportation equipment, titled in another state jurisdiction, to an Idaho trucking company. (7-1-21)T

~~064. **Transient Farm Labor Vehicles.** Means a~~ A vehicle, or combination of vehicles, owned by a transient farm laborer, used in hauling unprocessed agricultural products for hire, and not exceeding sixty thousand (60,000) pounds maximum gross weight. (7-1-21)T

011. -- 099. (RESERVED)

~~100. GENERAL PROCEDURE.~~

~~01. **Out of State Title Required.** A non resident owner operator leasing equipment to an Idaho trucking company must submit a copy of the out of state title with a registration application to complete registration requirements.~~ (12-26-90)

~~02. **Temporary Clearance.** If the copy is not immediately available, temporary vehicle clearance or temporary registration may be issued.~~ (12-26-90)

~~03. **Idaho Title Required.** Non resident owner operators who lease to Idaho trucking companies and intend to obtain an Idaho registration in the name of the owner operator must obtain an Idaho title for the equipment to be registered in Idaho. The non resident owner operator must meet the requirements of "established place of business."~~ (12-26-90)

~~04. Documentation Provided.~~ Once the copy of the out of state title has been provided to the Motor Vehicle Bureau the lessee shall not be required to provide further copies if the lease arrangement and vehicle(s) remain unchanged. (12-26-90)

~~05. Registration Only.~~ If no Idaho title is issued, the registration document shall indicate "Reg. Only" in the title space. (12-26-90)

~~101. 199. (RESERVED)~~

200. NON-RESIDENT REGISTRATIONS.

01. No Reciprocity Agreement. Non-resident companies operating on an intrastate basis in Idaho when no specific agreement exists between Idaho and the state where the non-resident vehicle(s) are registered must register in Idaho. Idaho titling ~~will~~ is not ~~be~~ required. (7-1-21)T

~~02. Prorate Privilege.~~ Non resident companies operating in Idaho on an intrastate basis, having prorate privileges through a reciprocal agreement between Idaho and the state of registration must either prorate in Idaho, or purchase an Idaho registration or trip permit. (12-26-90)

023. Registration Required. Vehicles used on an intrastate basis in Idaho by an out-of-state company and are housed or garaged in Idaho, and do not return to the state where registered each day, must register in Idaho. (7-1-21)T

034. Proof of Ownership Required. Applicants registering transient farm labor vehicles must provide proof of ownership by one of the following means: (7-1-21)T

- a. Certificate of title in the name of the applicant; (12-26-90)
- b. Valid registration certificate from another state in the name of the applicant; or (12-26-90)
- c. Certified copy of the title in the name of the applicant. (12-26-90)

05. Employee Owned Vehicles. Employees of companies who are working in Idaho on a contract or project must purchase Idaho registration for their privately owned vehicles if they establish a place of residence in Idaho. Non-resident employees who return to their state of residence on a daily basis are not required to purchase Idaho registration for their privately owned vehicles. If the assignment is for the duration of the project or contract only, no Idaho titling is required. (12-26-90)

~~201. -- 299. (RESERVED)~~

~~300. RECIPROCITY.~~

~~01. Equal Registration Reciprocity.~~ Idaho shall deal fairly and equally in all reciprocity agreements, the International Registration Plan (IRP) and the Uniform Prorate Agreement. (12-26-90)

~~02. Equal Treatment.~~ Idaho shall treat out of state residents on the same basis as Idaho residents are being treated by the other state. (12-26-90)

~~301. 999. (RESERVED)~~

39.02.43 – RULES GOVERNING REGISTRATION AND TITLE FEE REFUNDS

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-201 and 49-507, Idaho Code.

(7-1-21)T

001. ~~TITLE AND SCOPE~~ **PURPOSE.**

This rule ~~is titled IDAPA 39.02.43, “Rules Governing Registration and Title Fee Refunds,” and~~ specifies provisions for the refund of vehicle title and registration fees ~~on vehicles and/or motor vehicles.~~

(7-1-21)T

002. -- 099. (RESERVED)

100. REQUEST FOR REFUND OF TITLE FEES.

A refund will be granted if:

(7-1-21)T

01. **Withdrawal of Application.** The applicant requests the title application be withdrawn before the county assessor ~~transmits~~ has processed the application ~~to the Motor Vehicle Bureau;~~ or

(7-1-21)T

02. **Process of Documents.** The title application has been mailed directly to the Department’s Division of Motor Vehicles ~~Bureau in Boise~~ and the request is made before the documents are processed.

(7-1-21)T

101. -- 199. (RESERVED)

200. REQUEST FOR REFUND OF REGISTRATION FEES.

01. **Refund Granted.** A refund may be granted only if:

(7-1-21)T

a. The applicant can show the motor vehicle was registered in error by the Department or County;

(7-1-21)T

b. All plates, stickers and registration certificates are returned to the Department or County.

(7-1-21)T

~~02. **Refund Denied.** A refund shall not be granted if:~~

~~(12-26-90)~~

~~a. An error by the Department or County in registering the motor vehicle exists but all plates, validation stickers and registration certificates are not returned to the Department.~~

~~(12-26-90)~~

~~b. The motor vehicle is registered and: The registrant is incapacitated, out of state, in the armed forces, or is otherwise unable to operate the motor vehicle; or the motor vehicle is damaged, destroyed by accident or fire, or is no longer operational; or the registration is rescinded for any violation of the Uniform Motor Vehicle Registration Act or other provisions of Section 49-202 and Section 49-456, Idaho Code.~~

~~(12-26-90)~~

03. **Mailing and Handling Fees.** The decision to refund the administrative mailing and handling fees for valid refund requests ~~shall~~ will be determined by individual counties or the Department.

(7-1-21)T

201. -- 999. (RESERVED)

39.02.45 – RULES GOVERNING FEES FOR LAPSED REGISTRATION PERIODS

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-201 and 49-401, Idaho Code.

(12-26-90)

001. ~~TITLE AND SCOPE~~ **PURPOSE.**

This rule ~~is titled IDAPA 39.02.45, “Rules Governing Fees for Lapsed Registration Periods,” and~~ ensures an applicant for motor vehicle registration renewal will not be charged for time periods when the registration was allowed to lapse beyond the current registration period.

(7-1-21)T

002. -- 099. (RESERVED)

100. GENERAL PROVISIONS.

01. Expired Registration Renewal. ~~If a~~An applicant for motor vehicle registration renewal ~~is renewing an expired registration, they will~~ ~~shall~~ be assessed registration fees for the ~~current established~~ registration period, ~~regardless of the month they renew only.~~ Registration ~~expired for more than one year will fees shall~~ not be assessed ~~fees~~ retroactively ~~for any time period following expiration of a former registration period.~~

(7-1-21)T

02. Expired License Plate Renewal. The applicant’s license plate may be used for renewal under the following conditions:

(12-26-90)

- a. The license plate was originally issued to the applicant. (12-26-90)
- b. The license plate is designed and numbered correctly. (12-26-90)
- c. The license plate is in serviceable condition. (12-26-90)

101. -- 999. (RESERVED)

39.02.80 – RULES GOVERNING MOTOR CARRIER FINANCIAL RESPONSIBILITY

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Section 49-1233(5) Idaho Code.

(4-5-00)

001. ~~TITLE AND SCOPE~~ **PURPOSE.**

~~01. Title. This rule is titled IDAPA 39.02.80, “Rules Governing Motor Carrier Financial Responsibility,” IDAPA 39, Title 02, Chapter 80.~~ (4-5-00)

~~02. Scope. It is the purpose of t~~This rule ~~to~~ establish~~es~~ the amount of liability coverage to be carried by motor carriers for personal injury suffered by one (1) person while being transported in a vehicle, any additional amounts for all persons receiving personal injury, and such amount for damage to the property of any person other than the insured. (7-1-21)T

002. INCORPORATION BY REFERENCE.

The Idaho Transportation Board incorporates by reference 49 CFR 171.8, 49 CFR 172.101 and its appendix, 49 CFR 173.403, 49 CFR 387 and 49 CFR 387.5, published in the Code of Federal Regulations volume dated October 1, 1997.

(4-5-00)

003. -- 009. (RESERVED)

010. DEFINITIONS.

01. Common Carrier. Any person who holds itself out to the general public to engage in the transportation by motor vehicle in commerce in the state of Idaho of passengers or property for compensation.

(4-5-00)

02. Contract Carrier. Any person who, under individual contracts or agreements, engages in the transportation by motor vehicle of passengers or property in commerce in the state of Idaho for compensation.

(4-5-00)

03. Environmental Restoration. ~~Restoration for the loss, damage, or destruction of natural resources arising out of the accidental discharge, dispersal, release or escape into or upon the land, atmosphere, watercourse, or body of water of any commodity transported by a motor carrier. This includes the cost of removal and the cost of necessary measures taken to minimize or mitigate damage to human health, the natural environment, fish, shellfish, and wildlife.~~ See 49 CFR 387.5.

(4-5-00)

04. Hazardous Material. ~~A substance or material, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials and materials designated as hazardous under the provisions of 49 CFR 172.101, and materials that meet the defining criteria for hazard classes and divisions in 49 CFR 173.~~ See 49 CFR 171.8, 49 CFR 172.101 and 49 CFR 173.

(4-5-00)

05. Injury. Harm to the body, sickness, or disease resulting from a motor carrier accident, including death from an injury.

(4-5-00)

06. Interstate Carrier. Any person who owns or operates any motor vehicle in the state of Idaho or on the highways of the state of Idaho, in commerce between the States, or between the States and a foreign Nation, used or maintained for the transportation of persons or property.

(4-5-00)

07. Private Carrier. Any person not included in the terms “common carrier” or “contract carrier” who or which transports in commerce in the state of Idaho by motor vehicle property of which such person is the owner, lessee, or bailee, when such property is for the purpose of sale, lease, rent or bailment, or in the furtherance

of any commercial enterprise; provided, that a motor vehicle of a private carrier, not in excess of eight thousand (8,000) pounds gross vehicle weight, not engaged in the transport of a hazardous substance, ~~shall be~~ **is** exempt ~~from the provisions of the Motor Carrier Financial Responsibility Rules.~~ (7-1-21)T

08. Property Damage. Damage to or loss of use of tangible property. (4-5-00)

011. -- 019. (RESERVED)

020. INSURANCE REQUIREMENTS.

01. Insurance Required. No motor carrier subject to the jurisdiction of the Department may transport property or passengers until the carrier has obtained and has in effect the minimum levels of insurance or a surety bond set forth in this rule. (4-5-00)

02. Passenger Carriers. The minimum levels of insurance or surety bond coverage (for injury, death, or property damage) in any one (1) accident for common/contract passenger carriers are: (4-5-00)

a. For any vehicle with a seating capacity of twenty-five (25) passengers or more -- five million dollars (\$5,000,000); (4-5-00)

b. For any vehicle with a seating capacity of twenty-four (24) passengers or less -- one million, five hundred thousand (\$1,500,000). (4-5-00)

03. Property Carriers -- Certain Risky or Perilous Cargoes. The minimum levels of insurance or surety bond coverage (for injury, death, environmental restoration, or property damage in any one accident) for common and contract property carriers are: (4-5-00)

a. Five million dollars (\$5,000,000) for carriers of: (4-5-00)

i. Any quantity of Division 1.1, 1.2, or 1.3; (4-5-00)

ii. Any quantity of Division 2.3, Hazardous Zone A, or Division 6.1, Packing Group 1, Hazardous Zone A; (4-5-00)

iii. Highway route controlled quantity of Class 7 material as defined in 49 CFR 173.403; (4-5-00)

iv. Hazardous substances, as defined in 49 CFR 171.8, transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of three thousand, five hundred (3,500) water gallons; (4-5-00)

v. Division 2.1 or 2.2 in bulk; (4-5-00)

b. One million dollars (\$1,000,000) for carriers of: (4-5-00)

i. Oil listed in 49 CFR 172.101; or (4-5-00)

ii. Hazardous waste, hazardous materials or hazardous substances as defined in 49 CFR 171.8 and listed in 49 CFR 172.101 or its Appendix, but not mentioned in Subsection 020.03.a. (4-5-00)

04. Other Property Carriers. The minimum level of insurance or surety bond coverage (for injury, death or property damage in any one (1) accident) for common and contract carriers of all other property (including drive away and tow away units transported by the carrier) is seven hundred fifty thousand dollars (\$750,000). (4-5-00)

05. Private Carriers. Private carriers must maintain the insurance required by Section 49-1229, Idaho Code, except private carriers transporting certain risky or perilous cargoes described in Subsection 020.03 must carry insurance as required by that Subsection. (4-5-00)

021. CERTIFICATES OF INSURANCE.

01. Filing. Common/contract carriers and interstate carriers who participate in the base state agreement by registering in Idaho as their base state must file with or be verifiable by the Department certificates that the insurance or bond described by the certificate of insurance and required by Section 020 is in effect for the account of the motor carrier.

02. Forms. The certificates for intrastate common/contract carriers must be either Form E, Department Form E-1 (available from the Department) or W.C. 3091 that is completed and signed by the insurance company's underwriting department or its authorized representative. For interstate carriers registered under the single state registration system the federal forms authorized by the U.S. Department of Transportation as set forth in Subpart C of 49 CFR 387. Surety bonds must be completed on a form provided by the Department. The Administrator of the Division of Motor Vehicles may prescribe additional forms as necessary. (7-1-21)T

03. Coverage. Policies of insurance and surety bonds required and filed with or verified by the Department under IDAPA 39.02.80, "Rules Governing Motor Carrier Financial Responsibility," remain in effect as described on the certificate filed with the Department until terminated according to Section 49-1233(3), Idaho Code. When certificates of insurance on file with the Department show that insurance has lapsed, the Department shall refuse to renew the carrier's vehicle registrations or shall revoke the carrier's motor vehicle registrations under the authority of Section 49-202(10)(12), Idaho Code. (7-1-21)T

022. -- 999. (RESERVED)

39.03.47 – RULES GOVERNING CERTIFICATION OF LOCAL IMPROVED ROAD MILEAGE

000. LEGAL AUTHORITY.

~~This rule is adopted u~~Under authority of Sections 40-110(1), 40-312 and 40-709, Idaho Code, ~~the Idaho Transportation Board hereby adopts the following rule concerning the annual certification of county and highway district improved road mileage for the apportionment of highway user revenues.~~ (12-26-90)

001. TITLE AND SCOPE.

~~01. Title.~~ This rule is titled IDAPA 39.03.47, “Rules Governing Certification of Local Improved Road Mileage,” IDAPA 39, Title 03, Chapter 47. (3-30-01)

~~02. Scope.~~ This rule relates to the annual certification of county and highway district improved road mileage for the apportionment of highway user revenues and sets ~~out~~ standards to be followed in determining which roads in counties are improved roads. (3-30-01)

002. INCORPORATION BY REFERENCE.

The Idaho Transportation Department incorporates by reference the “Road Inventory Determination of an Improved Road.” This publication is available on the Department’s website: <https://itd.idaho.gov/>.

003. -- 099. (RESERVED)

010. DEFINITIONS.

~~01. Graded and Drained Earth Road.~~ A traveled way of natural earth, aligned and graded to permit reasonable convenient use by a motor vehicle, and drained by longitudinal and transverse systems, natural or artificial, sufficiently to prevent serious impairment of the roadway by surface water. (12-26-90)

~~02. Improved Road.~~ A graded and drained earth road or better. (12-26-90)

100. DETERMINATION OF AN IMPROVED ROAD.

01. Status of Improvement. Highways laid out and marked to include four (4) or more travel lanes shall be considered as two (2) roadways and mileage for each roadway will be eligible for inclusion in the inventory dependent on Status of Improvement as provided below. (12-26-90)

02. Road Inventory Determination of an Improved Road. The “Road Inventory Determination of an Improved Road” sets forth standards for an improved road ~~and gives examples and illustrations of roadways that are eligible and are not eligible for inclusion in the inventory. (A copy of “The Road Inventory Determination of an Improved Road” can be obtained at the Idaho Transportation Department.~~ (3-30-01)

101. -- 200. (RESERVED)

201. BORDER LINE ROADS.

01. City Boundaries. If city corporate boundaries follow the centerline of an approved improved roadway, one-half (1/2) the mileage for each roadway surface along the length of said city boundary shall be included in county or highway district certification. (12-26-90)

02. County or Highway District Boundaries. If county or highway district boundaries follow the centerline of an approved improved roadway, mileage will be determined by agreement of the entities or if there is no agreement, then one-half (1/2) shall be attributed to each entity. (12-26-90)

202. -- 999. (RESERVED)

39.03.80 – RULES GOVERNING LEGALIZATION OF OVERLOADED VEHICLES

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 40-312 and 49-1001(8)(c), Idaho Code. (3-3-92)

001. ~~TITLE AND SCOPE PURPOSE.~~

This rule ~~is titled IDAPA 39.03.80, "Rules Governing Legalization of Overloaded Vehicles." Section 49-1001(8), Idaho Code,~~ provides that certain overweight vehicles may not proceed past the place of weighing until brought into compliance with the applicable weight limitations; however, these vehicles may be authorized to proceed to a location where they can be safely brought into compliance if it is determined that it would be unsafe or impractical to do so at the place of weighing. ~~This rule addresses the implementation of this procedure.~~ (7-1-21)T

002. -- 009. (RESERVED)

010. DEFINITIONS.

01. Place of Weighing. That location where a motor vehicle, semitrailer, trailer, or combination thereof, is weighed by enforcement personnel to determine its legal allowable axle, combination of axles, or gross weight. Such locations include: (3-3-92)

a. Permanent ports of entry. (3-3-92)

b. Temporary weigh sites where vehicles are weighed on portable scales; (3-3-92)

c. Privately owned scales which are currently certified by the Idaho Department of Agriculture, Bureau of Weights and Measures ~~(when directed by a peace officer or authorized Idaho Transportation Department employee).~~ (7-1-21)T

02. Perishable Commodity. Any product that will spoil, die, or otherwise become unusable for human or animal consumption, or becomes unmarketable when not properly cared for, maintained, or preserved. (3-3-92)

03. Legalization. Bringing a vehicle or load into compliance with applicable weight limitations by adjusting or shifting the load on the vehicle or by off-loading a portion of the load to another vehicle or place of storage. (3-3-92)

04. ~~Safely Legalized.~~ ~~A process which will not create undue risk to the driver of a vehicle, the general public, weight enforcement officials, or the commodity itself during removal of portions of the load from the transport vehicle.~~ (3-3-92)

05. Safe Point of Legalization. That point closest to the place of weighing where qualified personnel, equipment, or material exist to safely shift, off-load, or transfer cargo from a vehicle to a place of storage or to another vehicle. (7-1-21)T

06. Travel Authorization. A document authorizing a specific vehicle and its load to travel in an overweight condition from its place of weighing to a safe point of legalization. (7-1-21)T

011. -- 099. (RESERVED)

100. GENERAL PROVISIONS.

01. Place to Legalize. All vehicles exceeding the overweight tolerances of Section 49-1001(8), Idaho Code, ~~shall be~~ are required to legalize at the place of weighing unless, in the judgment of the weight enforcement

official, it would be unsafe and/or impractical to do so. (7-1-21)T

02. Travel Authorization. Those overweight vehicles, which in the judgment of the weight enforcement official cannot be safely or practically legalized at the place of weighing, ~~shall~~ will obtain a travel authorization to travel to a safe point of legalization by payment of the statutory fee. (7-1-21)T

a. The safe point of legalization ~~shall~~ will be determined by the weight enforcement official in consultation with the vehicle operator or other persons having interest in the vehicle or load. (7-1-21)T

b. Vehicles hauling the following commodities ~~shall be~~ are considered unsafe or impractical to legalize at the place of weighing. This list is illustrative and not all inclusive of the following: Bulk hazardous materials and hazardous waste as defined by Section 49-109, Idaho Code; livestock; hot asphalt; concrete; dead animals or parts thereof; highly perishable commodities (~~i.e., live fish, fresh milk, etc.~~); bees; and any load where removal of the tie downs may create a possible safety hazard. (7-1-21)T

c. The owner or operator of vehicles required to off-load portions of their load ~~shall~~ will adhere to all applicable safety regulations of the Occupational Safety and Health Administration (OSHA), United States Department of Transportation, and the Idaho Department of Commerce and Labor. (7-1-21)T

d. A supervisor within the port of entry chain of command ~~shall~~ will determine if loads of questionable safety should be off-loaded at the place of weighing or be allowed to purchase a travel authorization. (7-1-21)T

03. Permission to Off-Load. No off-loaded commodity ~~shall~~ will be left at the place of weighing unless done so with permission of the appropriate authority. (7-1-21)T

a. Any commodity left at the place of weighing may be removed and stored by the Department at the hauler's expense. (3-3-92)

b. A trailer as defined by Section 49-121(6), Idaho Code, may be left at the place of weighing for a reasonable time not to exceed five (5) days if the weight enforcement official determines a traffic hazard will not be created. (3-3-92)

c. Any commodity left at a privately owned place of weighing should be done so with the knowledge and express permission of the owner of the site. (3-3-92)

04. Travel Authorization Restrictions. (3-3-92)

a. Travel authorization ~~shall~~ will not be issued to vehicles traveling under the authority of an overweight permit issued pursuant to Section 49-1004, Idaho Code. (7-1-21)T

b. Travel authorization ~~shall~~ will not be issued to allow travel across a restricted structure at weights exceeding its maximum allowable weight or when such weight exceeds the maximum weight that would be permitted under Section 49-1004, Idaho Code. (7-1-21)T

101. -- 999. (RESERVED)

39.02.26 – RULES GOVERNING TEMPORARY VEHICLE CLEARANCE FOR CARRIERS

000. LEGAL AUTHORITY.

This rule is adopted under the authority of Sections 49-201, 49-202, and 49-501, Idaho Code. (7-1-21)T

001. ~~TITLE AND SCOPE.~~

~~01. Title. This rule is titled IDAPA 39.02.26, “Rules Governing Temporary Vehicle Clearance for Carriers,” IDAPA 39, Title 02, Chapter 26. (7-1-21)T~~

~~02. Scope. This rule provides for temporary vehicle clearance (TVC) procedures in Idaho, self issued by carriers or issued by the Department. (7-1-21)T~~

002. -- 009. (RESERVED)

010. DEFINITIONS.

01. **Carrier.** The person or company who is qualified for registration in Idaho, and whose vehicles are issued Temporary Vehicle Clearances. (7-1-21)T

02. **Temporary Vehicle Clearance (TVC).** Temporary clearance issued for immediate operation of a vehicle pending receipt of credentials. (7-1-21)T

011. -- 099. (RESERVED)

100. ADMINISTRATION.

Temporary Vehicle Clearances, valid for a maximum of forty-five (45) days or to the registration year expiration date, may be issued to a carrier whose account is in good standing. (7-1-21)T

101. -- 199. (RESERVED)

200. ISSUANCE OF TVC.

01. **Temporary Vehicle Clearances.** Carriers may request temporary vehicle clearances online, from the department or an Idaho port of entry. Fees are payable when the clearance is issued. (7-1-21)T

201. ISSUANCE OF VEHICLE REGISTRATION (CAB CARD) AND LICENSE PLATE(S).

01. **Issuance of Vehicle Registration & License Plate(s).** The vehicle registration and license plate(s) may be issued when: (7-1-21)T

a. The online application is received by the Department, all applicable fees are paid and all licensing requirements are met. (7-1-21)T

~~b. The carrier submits a copy of an Idaho title or title receipt showing that the vehicle is titled in the owners name;~~

02. **Permanent Identification.** When all criteria are met, a registration, license ~~and a validation~~ plate and ~~or~~ sticker (if applicable) will be issued. (7-1-21)T

202. -- 299. (RESERVED)

300. COST AND PAYMENT.

The fee for temporary vehicle clearances issued ~~via facsimile transceiver equipment or self issued by the carrier by the Department~~ is eighteen dollars (\$18) per clearance, payable in advance by the carrier, along with any registration fees. If self-issued by the carrier online, the temporary vehicle clearance fee is waived. (7-1-21)T

301. -- 999. (RESERVED)

03. Additional Restrictions Relating to Movement of Buildings and Houses: (7-1-19)

a. Excessively Oversize Loads. Excessively oversize loads ~~shall~~ will be restricted to the time of day, or day of the week, when traffic interference will be at a minimum. (7-1-21)T

b. Buildings. Time of travel of loads in the building size category ~~shall~~ will be restricted to the time of day and/or day of the week when traffic interference will be at a minimum. (7-1-21)T

c. Early Morning Moves. In metropolitan areas and in certain other cases where a serious disruption of traffic would otherwise be unavoidable, the movement of excessively oversize buildings may be permitted, at the discretion of the District Engineer, between 2 a.m. and daybreak to avoid traffic congestion. (7-1-19)

d. Overlength restrictions. Oversize vehicles operating under authority of a special permit that exceed seven (7') feet of front overhang, on any vehicle in the combination, are restricted to daylight travel only on two-lane, two-way highways. (7-1-19)

e. Other time of travel restrictions may be noted on the permit due to special circumstances. (7-1-19)

801. – 849. (RESERVED)

850. VERTICAL CLEARANCE REQUIREMENTS.

01. Permit for Over height. The issuance of any permit for movement of over height loads will be subject to the vertical clearance of any structure involved along the route of travel. The Department may require a minimum of twenty-four (24) working hours to allow for the proposed route to be evaluated and approved or denied. (7-1-19)

02. Overhead Traffic Signals. Any movement of a building, or other over height load, having a loaded height of sixteen feet six inches (16'6") or more may require advance notice if overhead traffic signals are involved in the route. (7-1-19)

03. Overhead Power Lines. Carriers whose load/vehicle combinations exceed seventeen (17') feet high must contact local utility company(s) for approval and assistance with power lines. (7-1-19)

851. – 869. (RESERVED)

870. INSURANCE AND BONDING REQUIREMENTS.

01. Insurance. The permittee when hauling buildings fourteen (14') feet or more in width ~~shall~~ will be required to carry evidence of insurance in the permitted vehicle in the same minimum amounts as is ~~required~~ necessary for those permits issued for the movement of overwidth manufactured homes. Minimum requirements are three hundred thousand dollars (\$300,000) combined single limit, (when hauling permittee's own building) and seven hundred fifty thousand dollars (\$750,000) when hauling for hire. (7-1-21)T

02. Permittee Responsibility. The permittee ~~shall~~ will be responsible for the protection of sign-posts, guideposts, delineators, and may be required to post bond to cover the costs of repairs or replacements of such facilities. (7-1-21)T

03. Bond Requirements. When an expense to the state can be presumed in providing clearance for an over height load, or for repair of signposts or other such facilities, a cash bond based on estimated costs to the State may be required before issuance of such permit. Any part of the cash bond in excess of material costs, labor, and equipment rental will be returned to the permittee after the actual costs to the State have been determined and deducted. (7-1-19)

871. – 879. (RESERVED)

880. FEES.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions required for the issuance of special permits. (7-1-19)

881. – 889. (RESERVED)

890. APPLICATION FOR PERMIT.

Refer to IDAPA 39.03.04, “Rules Governing Special Permits – Overweight Non-Reducible,” for conditions required for the issuance of special permits. (7-1-19)

891. – 899. (RESERVED)

900. CONVOY OF OVERSIZE LOADS.

01. Convoying Oversize Loads. Oversize loads that individually would require a pilot/escort vehicle, except overwidth manufactured homes, office trailers, and modular buildings, may be permitted to travel in convoy with pilot/escort vehicles in front of and behind the convoy, but such convoys ~~shall~~ will not exceed four (4) oversize loads or vehicles between pilot/escort vehicles. Maximum width of units in a convoy ~~shall~~ will be limited to fourteen (14’) feet wide on black-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map and to twelve feet six inches (12’6”) on red-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map. Oversize loads that do not individually require a pilot/escort vehicle may travel in convoy without pilot/escort vehicles. Maximum length of units in a convoy ~~shall~~ will be limited to one hundred (100’) feet on black-coded routes and seventy five (75’) feet on red-coded routes of the pilot/escort vehicle and travel time requirements map and one hundred twenty (120’) feet on the interstate system. (7-1-21)T

02. Convoying Manufactured Homes, Office Trailers, and Modular Buildings. No convoy of overwidth manufactured homes, modular buildings, or office trailers ~~shall~~ will include more than two (2) units between two (2) piloting/escorting vehicles. On those routes where pilot/escort vehicles are required in front and to the rear of an overwidth manufactured home or office trailer, two (2) units may travel in convoy between such piloting/escorting vehicles. On routes requiring only a front pilot/escort vehicle, the manufactured home or office trailer mover may have the option of convoying two (2) units between front and rear pilots/escorts. At no time ~~shall~~ will more than one (1) manufactured home or office trailer be piloted/escorted by one (1) pilot/escort vehicle. Maximum width of units in a convoy ~~shall~~ will be limited to fourteen (14’) feet wide on black-coded routes and to ten (10’) feet wide on red-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map. Minimum spacing of approximately one thousand (1,000’) feet ~~shall~~ will be maintained between all units in a convoy except when a pilot/escort is ~~required~~ necessary to control traffic in turning movements. Maximum length of units in a convoy ~~shall~~ will be limited to one hundred (100’) feet on black-coded routes and seventy five (75’) feet on red-coded routes of the Pilot/Escort Vehicle and Travel Time Requirements Map and one hundred twenty (120’) feet on the interstate system. (7-1-21)T

901. – 999. (RESERVED)

39.03.05 – RULES GOVERNING SPECIAL PERMITS – OVERSIZE NON-REDUCIBLE

000. LEGAL AUTHORITY.

This rule, governing the movement of vehicles or loads that are in excess of the sizes allowed by Sections 49-940, 49-1001, 49-1002, 49-1004, or 49-1010, Idaho Code, is adopted under the authority of Section 49-201 and 49-312, Idaho Code. (7-1-19)

001. ~~TITLE AND SCOPE~~ **PURPOSE.**

~~01. Title. This rule is titled IDAPA 39.03.05, “Rules Governing Special Permits – Oversize Non-Reducible,” IDAPA 39, Title 03, Chapter 05. (7-1-19)~~

~~02. Scope.~~ This rule states the requirements for the movement of oversize loads. (7-1-21)T

002. -- 009. (RESERVED)

010. DEFINITIONS.

Refer to IDAPA 39.03.01, “Rules Governing Definitions Regarding Special Permits,” for definitions of the terms used in this rule. (7-1-19)

011. – 049. (RESERVED)

050. SAFETY INSPECTION REQUIREMENTS FOR OVERSIZE VEHICLES AND/OR LOADS.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions required in this rule. (7-1-19)

051. – 059. (RESERVED)

060. BRAKES.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions required in this rule. (7-1-19)

061. – 069. (RESERVED)

070. GENERAL OVERSIZE LIMITATIONS.

01. Maximum Dimensions Allowed. The maximum dimensions of oversize vehicles or oversize loads depends on the character of the route to be traveled: width of roadway, alignment and sight distance, vertical or horizontal clearance, and traffic volume. (3-20-20)

02. Practical Minimum Dimension of Load. Oversize loads ~~shall~~ **will** be reduced to a practical minimum dimension. Except where noted below, permits will not be issued to exceed legal size if the load is more than one (1) unit in width, height, or length that results in them exceeding legal overhang. Additionally, permits ~~shall~~ **will** not be utilized for multiple unit loads that may be re-positioned to meet legal dimensions established in Section 49-1010, Idaho Code. (7-1-21)T

03. Multiple Overwidth Loads on Single or Double Trailers. Multiple non-reducible loads may be transported on double trailer combinations not exceeding seventy-five (75’) feet combination length and single trailers not exceeding fifty-three (53’) feet exclusive of load overhang. (3-20-20)

04. Overwidth Overhang. Overwidth loads ~~shall~~ **will** distribute overhang to the sides of the trailer as evenly as possible. (7-1-21)T

05. Oversize. Special permits may be issued for continuous operation to haul or transport nonreducible loads having specified maximum oversize dimensions provided such permits for multiple trips can maintain the same measure of protection to highway facilities and to the traveling public as is provided by single trip permits. (7-1-19)

a. Permits for continuous operation, oversize only. (7-1-19)

i. Permits for continuous operation ~~shall~~ will be issued to one (1) specified power unit. The permittee may tow various units with the specified power unit, either as towaway vehicles or as trailers hauling oversize loads. Oversize loads ~~shall~~ will be nonreducible in width, length, or height. In the case of specially constructed equipment, mounted on a towed vehicle, or if the towed vehicle is only hauling an oversize but not overweight load, the permit may be issued to the towed vehicle. (7-1-21)T

ii. Maximum size of loads or vehicles transported under authority of an annual oversize for black and interstate routes ~~shall~~ will be limited to a width of sixteen (16') feet, a height of fifteen feet six inches (15'6"), and to a combination length of one hundred ten (110') feet including load overhang. Annual oversize permits for red coded routes ~~shall~~ will be limited to a width of twelve feet six inches (12'6"). A current Pilot/Escort Vehicle and Travel Time Requirements Map ~~shall~~ will accompany such permits for extended operations and is considered to be a part of the permit. (7-1-21)T

06. Passing Lane Must Be Provided. Except for short movements in urban areas, and on routes having very low Average Daily Traffic (ADT), permits will not be issued for a load of such dimension that continuous passage of opposing traffic and frequent passing of following traffic cannot be maintained. Ten (10') feet or more of travelway should be provided for passage of traffic unless there are frequent turnouts, intersections, etc., to provide relief of accumulated traffic to the rear. (7-1-19)

~~**07. Hazardous Travel Conditions Restrictions.** Refer to IDAPA 39.03.03, "Rules Governing Special Permits—General Conditions and Requirements," for limitations on travel during hazardous conditions.~~
(7-1-19)

071. – 079. (RESERVED)

080. OVERWIDTH HAULING VEHICLES, RESTRICTIONS.

01. Width of Hauling Equipment. Special permits may be issued for up to ten (10') foot wide trailers hauling non-reducible loads smaller than ten (10') feet wide. The permit issued for oversize loads being hauled on oversize equipment will be valid for the unladen movement and the laden movement, which ~~shall~~ will not include commodities either to or from the point of loading or unloading of the oversize load. (7-1-21)T

02. Load Dimensions. Any load exceeding the dimensions of the trailer ~~shall~~ will be non-reducible in size. (7-1-21)T

03. Hauling Equipment in Excess of Ten Feet. Special overwidth hauling vehicles exceeding ten (10') feet in width will be permitted, and may be required, in the hauling of excessively heavy loads to improve the lateral distribution of weight, or when a combination of weight, width, or height makes extra width in the hauling vehicle desirable in the public interest. The use of such vehicles more than ten (10') feet in width ~~shall~~ will be restricted to loads requiring an overwidth hauling vehicle and the backhaul permit shall be for the unladen vehicle. (7-1-21)T

04. Buildings. Buildings that are too wide to be safely transported on legal-width hauling vehicles ~~shall~~ will be moved either on house moving dollies or on trailers that can be reduced to legal width for unladen travel. (7-1-21)T

081. – 089. (RESERVED)

090. GENERAL CONDITIONS AND REQUIREMENTS.

01. Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions required for the issuance of special permits. (7-1-19)

02. All oversize vehicles are required to stop at all POE sites for inspection. (7-1-21)T

091. – 099. (RESERVED)

100. LIGHTING REQUIREMENTS FOR OVERSIZE VEHICLES AND/OR LOADS TRAVELING AFTER DARK.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions in this rule. (7-1-19)

101. – 199. (RESERVED)

200. FLAGGING REQUIREMENTS FOR OVERSIZE VEHICLES AND/OR LOADS.

Refer to IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” for conditions in this rule. (7-1-19)

201. – 299. (RESERVED)

300. SIGNING REQUIREMENTS OF TOWING VEHICLES, OVERSIZE VEHICLES AND/OR LOADS.

Oversize load signs ~~shall~~ will meet the following specifications: (7-1-21)T

01. Dimensions. A minimum of twelve (12”) inches high by five (5’) feet wide and eight (8”) inch high letters, one (1”) inch stroke width and black letters on yellow background. (7-1-19)

02. Displaying Signs. Signs ~~shall~~ will be displayed on: (7-1-21)T

a. The front or the roof top of the towing vehicle and the rear of the oversize load; or (7-1-19)

b. The front and back or the roof top of self-propelled oversize vehicles. (7-1-19)

03. When Signs Are Required. Oversize load signs ~~shall~~ will be required on all vehicles and/or loads exceeding legal width or vehicle combinations inclusive of loads that exceed seventy five (75’) feet. Signs ~~shall~~ will not be displayed when the vehicle is empty and of legal dimensions. (7-1-21)T

301. – 399. (RESERVED)

400. PILOT/ESCORT VEHICLES.

Pilot/escort vehicle(s) ~~shall~~ will be furnished by the permittee and ~~shall~~ will be either passenger car(s), truck(s), or vehicles authorized by the Special Permit Office, however ~~shall~~ will not exceed sixteen (16,000) pounds. The truck(s) used as pilot/escort vehicle(s) ~~shall~~ will not be loaded in such a manner as to cause confusion to the public as to which vehicle is the one under escort. Vehicles towing trailers ~~shall~~ will not qualify as pilot/escort vehicles. (7-1-21)T

01. Loads Over Sixteen Feet High. Height poles are ~~required~~ necessary in the front of the pilot/escort vehicles leading all loads over sixteen (16’) feet high with a non-metallic height pole deployed. (7-1-21)T

02. Single Trip and Annual Permits. A pilot car is required for a Single Trip any time it is so stated in the escort section or restriction section of the permit. Annual Permit holders will require a pilot car in accordance with the Pilot/Escort Vehicle Travel Requirement and Vertical Clearance of Structures Map in relation to their size and route. (7-1-21)T

401. PILOT/ESCORT VEHICLE SIGN REQUIREMENTS.

01. Oversize Load Signs. All pilot/escort vehicles while escorting an oversize load ~~shall~~ will display a sign on the roof top of the vehicle having the words OVERSIZE LOAD. Such signs ~~shall~~ will not be displayed and ~~shall~~ will be considered illegal except when the pilot/escort vehicle is actually piloting/escorting an oversize load. (7-1-21)T

02. Dimensions. Twelve (12”) inches high by five (5’) feet wide and eight (8”) inch high letters, one (1”) inch stroke width, and black letters on yellow background. (7-1-19)

402. PILOT/ESCORT VEHICLE LIGHTING REQUIREMENTS.

01. Multiple Lights. Flashing or rotating amber lights displayed on the pilot/escort vehicle ~~shall~~ will be mounted at each end of the ~~required~~ necessary OVERSIZE LOAD sign above the roofline of the vehicle and be visible from the front, rear, and sides of the pilot/escort vehicle. These lights ~~shall~~ will meet the minimum standards outlined under oversize vehicle and/or load lighting requirements and ~~shall~~ will be on at all times during escorting movements. (7-1-21)T

02. Single Light. As an alternate, a pilot/escort vehicle may display one (1) rotating or flashing amber beacon visible from a minimum of five hundred (500’) feet, mounted above the roofline and visible from the front, and rear, and sides of the pilot/escort vehicle. The light ~~shall~~ will be on at all times during escorting movements. (7-1-21)T

03. Light Bars. Light bars, when in use ~~shall~~ will display amber colored lights meeting the minimum visibility requirements, found in IDAPA 39.03.03, “Rules Governing Special Permits – General Conditions and Requirements,” Section 070. (7-1-21)T

04. Pilot/Escort Lights On During Movement of Escorted Load. The pilot/escort vehicle’s headlights and taillights ~~shall~~ will be on while escorting the permitted load. (7-1-21)T

403. PILOT/ESCORT VEHICLE EQUIPMENT.

01. Required Equipment to be Carried in a Pilot/Escort Vehicle. A pilot/escort vehicle ~~shall~~ will carry the following items of equipment when piloting/escorting an over dimensional vehicle and/or load. (7-1-21)T

- a. Standard eighteen (18”) inch STOP and SLOW paddle sign. (7-1-19)
- b. Three (3) bi-directional emergency reflective triangles. (7-1-19)
- c. A minimum of one (1) five (5) pound B, C, fire extinguisher. (7-1-19)
- d. An ANSI Class 2 or 3 safety vest, shirt, or jacket either orange or yellow, which ~~must~~ will be worn by the operator when working out of the vehicle during daylight hours. An ANSI Class3 safety vest, shirt or jacket either orange or yellow, which ~~must~~ will be worn by the operator when working out of the vehicle during nighttime hours. (7-1-21)T
- e. Two (2) spare oversize load signs for escorted loads meeting the size requirements of Section 300 of these rules. (7-1-19)
- f. Non-conductive non-destructive height pole with a flexible tip on the front of the pilot/escort vehicle for determining vertical clearances (when required). (7-1-19)
- g. Valid drivers license. (7-1-19)
- h. Two-Way Radio. (7-1-19)
- i. Hardhat. (7-1-19)

j. Flashlight (operable). (7-1-19)

k. First Aid Kit. (7-1-19)

02. Two-Way Radio. On all movements ~~requiring~~ ~~necessitating~~ a pilot/escort vehicle, both the towing unit and the pilot/escort vehicle(s) ~~shall~~ will be equipped with two-way radio equipment licensed under Federal Communications Commission regulations adequate to provide reliable voice communication between the drivers thereof at all times during the movement of the piloted/escorted vehicle and/or load. Transmitting and receiving capabilities of the radio equipment used ~~shall~~ will be adequate to provide the required communication over a minimum distance of one-half (1/2) mile separation under conditions normally encountered along the proposed route. (7-1-21)T

404. PILOT/ESCORT VEHICLE PLACEMENT.

01. Front Pilot/Escort Vehicle. The movement of an oversize vehicle and/or load may be preceded by a pilot/escort vehicle on those sections of highway where the vehicle and/or load cannot travel within its proper travelway lane. (7-1-19)

02. Rear Pilot/Escort Vehicle. As authorized by Section 49-940, Idaho Code, when the width of a load obstructs the driver's view to the rear so they cannot see two hundred (200') feet behind them, a rear escort ~~shall~~ will be ~~required~~ ~~necessary~~ to accompany the oversize load and to communicate with the driver of the permitted load concerning impeded overtaking traffic for the purpose of providing passing opportunity. (7-1-21)T

03. Advance Pilot/Escort Vehicle. A third pilot/escort vehicle may be required when the load is of such extreme dimensions for the route of travel as to require holding opposing traffic at turnouts and intersections to provide for passage of the load. (7-1-19)

04. First Movement from the Forest. A pilot/escort vehicle is not required on the first movement from the forest of tree-length logs or poles if the overall length does not exceed one hundred ten (110') feet. Secondary movements must comply with the requirements stated on the Pilot/Escort Vehicle and Travel Time Requirements map. (7-1-19)

05. Spacing. Approximately one thousand (1,000') feet ~~shall~~ will be maintained in rural areas between the piloting/escorting vehicle and any oversize load. This spacing may be reduced in urban areas when necessary to provide traffic control for turning movements. (7-1-21)T

405. – 499. (RESERVED)

500. TIME OF TRAVEL RESTRICTIONS FOR SPECIAL LOADS.

Refer to IDAPA 39.03.04, "Rules Governing Special Permits – Overweight Non-Reducible," for conditions required in this rule. (7-1-19)

501. – 549. (RESERVED)

550. MOVEMENT, TRAFFIC CONTROL PLANS, LOADING, PARKING ON STATE HIGHWAYS.

Refer to IDAPA 39.03.04, "Rules Governing Special Permits – Overweight Non-Reducible," for conditions required in this rule. (7-1-19)

01. Additional District Approval and Allowance for Approval Time. District approval will be obtained by the Special Permit office and may require up to twenty-four (24) working hours. District approval is required when vehicles or loads exceed: (7-1-19)

a. Sixteen (16') feet wide on red coded routes; (7-1-19)

b. Eighteen (18') feet wide on black coded routes and interstate highways; (7-1-19)

- c. Sixteen (16') feet high on any route; or (7-1-19)
- d. One hundred twenty (120') feet long on any route. (7-1-19)

551. – 599. (RESERVED)

600. OVERWIDTH PERMITS FOR IMPLEMENTS OF HUSBANDRY.

01. Farm Tractors on Interstate Highways. Farm tractors transported on Interstate Highways are required to have special permit authority if width exceeds nine (9') feet. A farm tractor when attached to an implement of husbandry or when drawing an implement of husbandry ~~shall~~ will be construed to be an implement of husbandry and ~~is not required to have a permit~~ no permit is necessary. Farmers, equipment dealers, or custom operators may be issued single trip or annual permits under this rule for transportation of farm tractors, having a width in excess of nine (9') feet to or from a farm involving Interstate Highway travel. The transportation of farm tractors or implements of husbandry for hire, or not being transported from one farm operation to another, is a common-carrier operation. Exemptions from legal width limitation do not apply to common-carrier operations. Farm tractors or implements of husbandry hauled for hire, or used in the furtherance of a business (not to include farming operations), are subject to the same special permit regulations as other oversize loads when the width of the load exceeds legal-width limitations, and must operate under oversize permits. (7-1-21)T

02. Other Than Farm to Farm. Implements of husbandry exceeding eight feet six inches (8'6") in width being transported other than from one (1) farm operation to another farm operation ~~shall~~ will require special permits except when the farmer or their designated agents, including without limitation, equipment dealers transporting implements of husbandry and equipment for the purpose of: (7-1-21)T

- a. The repair or maintenance of such implements of husbandry and equipment when traveling to or from a farm to a repair or maintenance facility during daylight hours; or (7-1-19)
- b. The purchase, sale, lease or rental of such implements of husbandry or equipment when traveling between a farm and a dealership, auction house, or other facility during daylight hours. (7-1-19)

03. Farm Permits. Single trip permits must be ordered at the permit office. Annual permits will be issued to towing units or to self-propelled farm tractors or towed units, or blanket permits may be issued to an Idaho domicile applicant without vehicle identification. Such blanket permits may be transferred from one (1) vehicle to another vehicle but ~~shall~~ will be valid only when the permit is with the overwidth vehicle and/or load. A photocopy of the permit is valid, provided that the Pilot/Escort Vehicle and Travel Time Requirements Map and Vertical Clearance of Structures Map furnished by the Idaho Transportation Department are included. Such annual permits for implements of husbandry or farm tractors are subject to the same maximum dimensions, travel time exclusions, and safety requirements as other overwidth annual permits and are valid for continuous travel for twelve (12) consecutive months. (7-1-21)T

04. Overwidth Farm Trailers. Trailers or semi-trailers exceeding eight feet six inches (8'6") wide, but not wider than the implement of husbandry, used for the transportation of implements of husbandry to or from a farm for agricultural operations, ~~shall~~ will be exempt from special permitting requirements. This exemption does not apply to trailers or semi-trailers used in common carrier operations, hauling for hire or used in the furtherance of a business (not to include farming operations). (7-1-21)T

- a. Exempt trailers, as listed above, may not be used to haul implements of husbandry that are narrower than the overwidth trailer. (7-1-19)
- b. Empty trailers, as listed above, being used to pick up or drop off an implement of husbandry from a farm to a farm are also exempt and must be reduced to a practical minimum dimension (i.e. dropping side extensions). (7-1-19)

601. – 699. (RESERVED)

700. MANUFACTURED HOMES, MODULAR BUILDINGS, AND OFFICE TRAILERS.

01. Registration and Licensing Requirements. All manufactured homes moved on their own axles on any public highway are required to be licensed, permanently or temporarily, with the exception of, new manufactured homes, being transported either prior to first sale at retail or to the initial setup location of the original purchaser. The manufactured home registration (if required) and general property tax receipt shall will be made available for inspection upon demand of any enforcement officer. (7-1-21)T

02. Insurance Requirements. The permittee or the driver of the vehicle hauling or towing overwidth manufactured homes, modular buildings, and office trailers shall will be required to carry evidence of general liability insurance in the permitted vehicle written by a company licensed in Idaho showing coverage in the minimum amounts of three hundred thousand dollars (\$300,000) when hauling permittee's own manufactured home. When hauling for hire permittee must will carry a minimum amount of seven hundred and fifty thousand dollars (\$750,000) insurance coverage, and have proper authority. (7-1-21)T

03. Manufactured Homes, Modular Buildings, and Office Trailers Being Towed on Their Own Axles. (7-1-19)

a. Connection Device. Shall Will meet the requirements of Federal Motor Carrier Safety Regulations, 49 CFR part 393. (7-1-21)T

b. Length. Not in excess of eighty (80') feet including tongue. (7-1-19)

c. Width. Shall Will be limited to a maximum of sixteen (16') feet at the base and shall will not exceed eighteen (18') feet overall width including the eaves, except on a case-by-case basis as approved by the Department. All movements with a base width in excess of sixteen (16') feet and an overall width in excess of eighteen (18') feet must will submit a written request for movement of these units prior to being manufactured and a traffic control plan may also be required necessary with the submission. Prior approval for the movement must be granted before a special permit is issued. Determination of manufactured home, modular building, or office trailer width shall will be exclusive of such appurtenances as clearance lights, door handles, window fasteners, door and window trim, moldings and load securement devices up to but not in excess of three (3") inches on each side of load. (7-1-21)T

d. Eaves. No restrictions on eaves as long as the eighteen (18') feet maximum overall width limitation is not exceeded, or for those movements approved by the Department on a case-by-case basis. (7-1-19)

e. Weight. The maximum allowable load for any vehicle tire operated on any public highway shall will be in accordance with Code of Federal Regulations, Title 24, Chapter 20, Office of Assistant Secretary for Housing - Federal Housing Commissioner, Department of Housing and Urban Development, Part 3280, Subpart J, (CFR Title 24). (7-1-21)T

f. Running Gear Assembly – General. The entire system (frame, drawbar, and coupling mechanism, running gear assembly including brake systems, axles and lights) shall will be in accordance with CFR Title 24, for the year the manufactured home was built. In addition thereto, all tires used in transportation of manufactured homes under this category shall will be in accordance with Federal Motor Carrier Safety Regulations, part 393. (7-1-21)T

g. Construction. Construction shall will be in accordance with CFR Title 24, for the year the manufactured home was built. (7-1-19)

h. Axles. All axles shall will be in accordance with CFR Title 24, for the year the manufactured home was built, except that sixteen (16) foot wide (at the base) manufactured homes shall will be required to have a minimum of four (4) axles. (7-1-21)T

i. Brakes. Brakes shall will be in accordance with CFR Title 24, for the year the manufactured home was built, except that sixteen (16) foot wide (at the base) manufactured homes shall will be required to have brakes

on a minimum of three (3) axles.

(7-1-21)T

j. Lights. The unit ~~shall~~ will have stop lights, turn signals, and tail lights that meet the requirements of Federal Motor Carrier Safety Regulations, part 393. (7-1-21)T

k. Safety Chains. Two (2) safety chains ~~shall~~ will be used, one (1) each on right and left sides of, but separate from, the coupling mechanism connecting the tow vehicle and the manufactured home while in transit. Chain ~~shall~~ will be three-eighths (3/8) inch diameter steel. Chains ~~shall~~ will be strongly fastened at each end to connect the tow vehicle and manufactured home and assure that in the event of a coupling failure the manufactured home will track behind the tow vehicle. (7-1-21)T

04. Vehicles for Towing/Hauling Manufactured Homes, Modular Buildings, and Office Trailers. (7-1-19)

a. Towing Vehicle. Tow vehicles for manufactured homes, modular buildings, and office trailers ~~shall~~ will comply with the following minimum requirements:

Manufactured Homes and Office Trailers Width	Tire Width	Drive Axle Tire Rating	Min. Unladen Weight	Rear Axle Rating
Over 8 feet to 10 feet	7.00 inches	6 Ply	6,000#	None
Over 10 feet to 12 feet	8.00 inches	8 Ply	8,000#	15,000#
Over 12 feet	8.25 inches	10 Ply	12,000#	15,000#

(7-1-21)T

b. Brakes. ~~Shall~~ Will be in accordance with Federal Motor Carrier Safety Regulations part 393.

(7-1-21)T

c. Rear Axle. Towing vehicle ~~shall~~ will have a minimum of a single axle with dual mounted tires.

(7-1-21)T

d. Connection Device. ~~Shall~~ Will meet the requirements of Federal Motor Carrier Safety Regulations, part 393. (7-1-21)T

e. Horsepower Requirement. When towing/hauling a manufactured home, modular building, or office trailer a minimum speed of twenty-five (25) mph ~~must~~ will be maintained. (7-1-21)T

f. Operator Requirements. Operators of vehicles towing manufactured homes, modular buildings and office trailers over ten (10') feet wide at the base ~~shall~~ will have a class A or B Commercial Driver's License (CDL) as appropriate. (7-1-21)T

g. Speed Limit Requirements. Vehicles towing manufactured homes or office trailers on their own axles ~~shall~~ will be limited to a maximum of sixty (60) miles per hour. (7-1-21)T

05. Manufactured Home, Modular Building, Or Office Trailer Being Hauled. (7-1-19)

a. Length. Not in excess of eighty (80') feet. (7-1-19)

b. Width. Not in excess of sixteen (16') feet at the base and eighteen (18') feet overall, except on a case-by-case basis as approved by the Department. All movements with a base width in excess of sixteen (16') feet and an overall width in excess of eighteen (18') feet must submit a written request for movement of these units prior

to being manufactured and a traffic control plan may also be required with the submission. Prior approval for the movement must be granted before a special permit is issued. (7-1-19)

c. Eaves. No restrictions on eaves as long as the eighteen (18') foot maximum overall width limitation is not exceeded, or for those movements approved by the department on a case-by-case basis. (7-1-19)

701. – 729. (RESERVED)

730. HAULING EQUIPMENT FOR A MANUFACTURED HOME, MODULAR BUILDING, OR OFFICE TRAILER.

01. Hauling Equipment. Vehicles used to haul manufactured homes, modular buildings, and office trailers ~~shall~~ will be combinations designed to meet the requirements of Federal Motor Carrier Safety Regulations for vehicles engaged in interstate commerce. Such vehicles ~~shall~~ will be of structural capacity to safely accommodate the loading at all times. (7-1-21)T

02. Lights. The unit ~~shall~~ will have stop lights, turn signals, and tail lights that meet the requirements of Federal Motor Carrier Safety Regulations, part 393. (7-1-21)T

03. Securing Loads. A minimum of four (4) steel, three fourths (3/4") inch diameter bolts will be used to directly connect the main support members of the modular building, manufactured home, or office trailer to the support frame of moving equipment. Two (2) bolts each ~~shall~~ will be located not less than twelve (12') feet from the forward and rear ends of the modular building, manufactured home or office trailer. Each of the four (4) bolts ~~shall~~ will be at least four (4') feet apart. Equivalent methods of fastening, such as chains or binders, may be used as alternatives. (7-1-21)T

731. – 749. (RESERVED)

750. GENERAL PROVISIONS – MANUFACTURED HOMES, MODULAR BUILDINGS, AND OFFICE TRAILER.

01. Paneling of Open Sides of Multi-Section Modular Buildings, Manufactured Homes, or Office Trailers. ~~Shall~~ Will be rigid material, or six (6) mil plastic sheathing (or stronger) backed by a grillwork to prevent billowing and fully enclose open sides of section in transit. (7-1-21)T

02. Interior Loading. If the manufactured home, modular building, or office trailer is to transport furnishings or other loose objects, they ~~shall~~ will be secured in position for safe travel. (7-1-21)T

03. Construction. Modular buildings ~~shall~~ will be constructed in accordance with the Uniform Building Code as applies to design and construction requirements that will affect overall structural strength and roadability. Manufactured homes and office trailers ~~shall~~ will be constructed in accordance with Federal HUD Manufactured Home Construction and Safety Standards. (7-1-21)T

751. – 799. (RESERVED)

800. RELOCATION OF BUILDING OR HOUSES – GENERAL REQUIREMENTS.

01. Buildings Exceeding Sixteen Feet Wide. Special permits for the transportation of buildings or houses having a basic width in excess of sixteen (16') feet ~~shall~~ will be limited to the relocation of previously used buildings. The transportation of new, centrally manufactured houses, buildings, building sections, mobile or modular homes, etc., may be denied special permits if the width at the base is in excess of sixteen (16') feet. (7-1-21)T

02. Requirements for Permit. The requirements of each permit for relocation of a used building or house ~~shall~~ will depend on the dimensions of the load as well as a consideration of the width and alignment of the roadway, passing opportunity for the traveling public, vertical or horizontal clearance of bridges or other structures along the route of travel, and traffic volumes. (7-1-21)T

**~~39.03.81 — RULES GOVERNING ISSUANCE OF TEMPORARY PERMITS
IN LIEU OF FULL REGISTRATION~~**

~~000. — LEGAL AUTHORITY.~~

~~This rule is adopted under authority of Sections 49-201 and 49-432, Idaho Code. (3-15-02)~~

~~001. — TITLE AND SCOPE.~~

~~01. Title. The rule is titled IDAPA 39.03.81, “Rules Governing Issuance of Temporary Permits In Lieu of Full Registration.” (3-15-02)~~

~~02. Scope. This chapter clarifies the requirements governing the issuance of temporary permits for resident and nonresident vehicle operators or owners. (3-15-02)~~

~~002. — 009. — (RESERVED)~~

~~010. — DEFINITIONS.~~

~~01. Combination of Vehicles. A tractor or truck tractor and one (1) or more trailers and/or semitrailers. (5-3-03)~~

~~02. First Available Location. The first vendor along an owner’s or operator’s route of travel from whom one hundred twenty (120) hour temporary permits in lieu of registration can be purchased. (3-15-02)~~

~~03. Increased Registered Weight Temporary Permit. Temporary authority to exceed the registered maximum gross weight of a vehicle as authorized by Section 49-432, Idaho Code. (3-15-02)~~

~~04. Licensed Vehicle. A vehicle currently registered in any jurisdiction. (3-15-02)~~

~~05. One Hundred Twenty Hour Temporary Permit. A one hundred twenty (120) hour temporary permit issued in lieu of an IFTA license/decal and/or vehicle licensing and registration as authorized by Section 49-432, Idaho Code. (3-15-02)~~

~~06. Single Vehicle. Any tractor, truck tractor, or motor vehicle that is not combined with nor towing one (1) or more trailers and/or semitrailers. Additionally, any unlicensed trailer or semitrailer may be deemed a single vehicle. (5-3-03)~~

~~07. Vendor. A governmental agency, private or commercial business which sells temporary permits as an agent of the Idaho Transportation Department. (3-15-02)~~

~~011. — 099. — (RESERVED)~~

~~100. — GENERAL PROVISIONS.~~

~~01. Availability. One hundred twenty (120) hour temporary permits in lieu of registration are available to owners or operators whose jurisdiction of residence allows temporary permits to like vehicles from the state of Idaho. Increased registered weight temporary permits are available to currently registered vehicles capable of legally operating at the higher gross vehicle weight as declared by the owner or operator. (3-15-02)~~

~~02. Purchase of Temporary Permits. (3-15-02)~~

~~a. Owners or operators electing to use increased registered weight temporary permits must purchase permits prior to movement of vehicles on the public highways or roads. Failure to do so may result in enforcement action and may include mandatory full licensing and registration of such vehicle as required by Section 49-434, Idaho Code. The temporary permit shall be on a form prescribed by the department and prominently displayed on~~

the windshield of the permitted vehicle.

~~b. One hundred twenty (120) hour temporary permits in lieu of registration must be purchased by owners or operators of unlicensed vehicles prior to their movement on the highway. Licensed vehicles may purchase one hundred twenty (120) hour permits in lieu of registration at the first available location as defined by this rule. The temporary permit shall be on a form prescribed by the department and prominently displayed on the windshield of the permitted vehicle. (3-15-02)~~

~~c. All temporary permits shall be made available for inspection by any law enforcement officer and authorized personnel of the department upon request. (3-15-02)~~

~~d. Section 49-432, Idaho Code, provides that owners of motor vehicles or combinations of vehicles subject to registration may, in lieu of licensing and registration, purchase a one hundred twenty (120) hour temporary permit in lieu of registration for the operation of such vehicles for periods of one hundred twenty (120) hours. (3-15-02)~~

~~e. Section 49-432, Idaho Code, provides that owners or operators of motor vehicles currently and validly registered over fifty thousand (50,000) pounds gross vehicle weight may purchase an increased registered weight temporary permit for the operation of such vehicles in excess of the registered maximum gross weight for periods of thirty (30) days. Such permits shall be in addition to any other permit that may be required for excess weight as specified by Section 49-1004, Idaho Code. (3-15-02)~~

~~f. Section 49-432, Idaho Code, provides that owners or operators of motor vehicles currently and validly registered may purchase an increased registered weight temporary permit for the operation of such vehicles in excess of the registered maximum gross weight for periods of one hundred twenty (120) hours. Such permits shall be in addition to any other permits that may be required for excess weight as specified by Section 49-1004, Idaho Code. (3-15-02)~~

~~101. -- 199. (RESERVED)~~

~~200. PERMIT REQUIREMENTS.~~

~~01. Proof of Ownership. An operator or owner of a vehicle shall show proof of ownership before a permit is issued. (6-4-90)~~

~~a. Resident vehicle proof of ownership may be documented by: (3-15-02)~~

~~i. A copy of the Idaho title identifying the owner and vehicle; (3-15-02)~~

~~ii. A copy of a valid lease agreement identifying the owner and the vehicle; (3-15-02)~~

~~iii. A copy of an expired registration identifying the current owner and the vehicle; or (3-15-02)~~

~~iv. A copy of a valid bill of sale transferring ownership of the vehicle. (3-15-02)~~

~~b. Nonresident vehicle proof of ownership may be documented by: (3-15-02)~~

~~i. A copy of a valid registration from a base jurisdiction, which qualifies for a permit, identifying the owner and the vehicle; (3-15-02)~~

~~ii. A copy of an expired lease agreement of an owner/operator not acting as a lessee which identifies the owner and the vehicle; (3-15-02)~~

~~iii. A copy of a current lease agreement, providing the base jurisdiction qualifies for a permit, which identifies the owner/operator; (3-15-02)~~

~~iv. A copy of a valid bill of sale transferring ownership of the vehicle; or (3-15-02)~~

~~v. A copy of the title identifying owner and vehicle. (3-15-02)~~

~~**02. Weight of Vehicle.** One hundred twenty (120) hour temporary permits in lieu of registration shall authorize the legal operation of the permitted vehicle to the maximum combined gross weight of a vehicle, not to exceed one hundred five thousand five hundred (105,500) pounds. (3-15-02)~~

~~**03. Purchase of Multiple Permits.** Residents or nonresidents who qualify for permits may purchase more than one (1) permit at a time to cover a time period not to exceed ninety (90) days. Additional time periods must be purchased in increments of one hundred twenty (120) hours or thirty (30) days and assessed the appropriate fees for each increment. (3-15-02)~~

~~**04. Permit Denial.** Any person who has been notified by mail at his last known business address as it appears on department records, that his registration has been suspended or revoked shall not be allowed to register in Idaho by securing a temporary permit. Any person, having been duly notified, who purchases a permit and subsequently operates a vehicle displaying such permit while his registration is suspended or revoked is in violation of this rule. Any person failing to provide proof of current registration shall not be allowed to temporarily permit for increased registered weight. Any person obtaining a temporary permit for increased registered weight without a current registration is in violation of this rule. (3-15-02)~~

~~**05. Violation of Permit.** If an owner or operator of a vehicle exceeds the operating weight authorized by temporary permit, such owner or operator may be issued a citation for violation of Section 49-438, Idaho Code. The violation shall be limited to the difference between the amount of the actual operating weight and the operating weight authorized by temporary permit. A single temporary permit in lieu of full registration may not be purchased when operating in combination with one (1) or more trailers or semitrailers. Example: Registered or unregistered trailer(s) operating in combination with an unregistered tractor or truck tractor will be required to purchase a temporary permit for a combination of vehicles. (5-3-03)~~

~~**201. 299. (RESERVED)**~~

~~**300. REFUND OF FEES.**~~

~~**01. Cause for Refund.** The department will grant refunds for permits sold by its vendors or by Ports of Entry, if the permit was sold as the result of an error made by the department or its vendors. (3-15-02)~~

~~**02. Request for Refunds.** Owners or operators shall address all requests for refunds of temporary permit fees to the Idaho Transportation Department, Ports of Entry Section, P.O. Box 7129, Boise, Idaho 83707-1129. (3-15-02)~~

~~**03. Documentation for Refunds.** The following documentation must accompany refund requests: (6-4-90)~~

~~a. Both the yellow display copy and the white receipt copy of the permit; (6-4-90)~~

~~b. Proof that the vehicle held a valid Idaho registration at the time the permit was issued; and (6-4-90)~~

~~c. Proof that special fuel tax was paid at the pump or that the permitted vehicle was registered with the Idaho Tax Commission for quarterly payment of fuel tax at the time the permit was sold. (6-4-90)~~

~~**04. Denial of Refund.** If the certificate of registration of the permitted vehicle was mailed from Motor Carrier Services or the Division of Motor Vehicles to the correct address of the owner of the vehicle thirty (30) days or more prior to the purchase of the permit or if cause for refund was not provided, a request for refund shall be denied. (3-15-02)~~

~~**301. 399. (RESERVED)**~~

~~400. TEMPORARY PERMIT VENDOR PROGRAM.~~

~~01. Vendor Authorization. Vendors may be established to sell temporary permits provided the vendor meets state requirements. (3-15-02)~~

~~02. Payment to Vendor. Vendors shall be paid by the department at the rate of three dollars (\$3) per permit sold. Permits sold in multiple increments shall be deemed to be issued as one (1) permit for purposes of payment or remuneration to the vendor. (3-15-02)~~

~~401. -- 499. (RESERVED)~~

~~500. ADDITIONAL REQUIREMENTS.~~

~~Any overlegal permit required pursuant to Section 49-1004, Idaho Code, shall be in addition to those required by this rule. (3-15-02)~~

~~501. -- 999. (RESERVED)~~

Res. No. WHEREAS, final legislative action by the 1st Regular Session of the 66th
Idaho Legislature to adopt the Department's pending fee rules has not yet
occurred; and

WHEREAS, pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of these rules is appropriate to protect the public health, safety and welfare of the citizens of Idaho and confer a benefit on its citizens; and

WHEREAS, these rules implement the duly enacted laws of the state of Idaho, provide citizens with the detailed rules and standards for complying with those laws and assist in the orderly execution and enforcement of those laws; and

WHEREAS, the expiration of these rules without due consideration and processes would undermine the public health, safety and welfare of the citizens of Idaho and deprive them of the benefit intended by these rules; and

WHEREAS, the Governor has also found that the fees or charges being imposed are justified and necessary to avoid immediate danger to the Department's budget, to the state budget, to necessary state functions and services and to avoid immediate danger of a potential violation of Idaho's constitutional requirement that it balance its budget; and

NOW, THEREFORE BE IT RESOLVED, that the Idaho Transportation Board rescinds the contingent effective date of the Idaho Legislature's 2021 *sine die* adjournment; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Idaho Transportation Board is adopting these temporary fee rules to be effective July 1, 2021.

Res. No. _____ WHEREAS, the Idaho Transportation Department's 37 non-fee rules are set to expire at midnight on June 30, 2021; and

WHEREAS, the Department has the opportunity to continue streamlining and updating rule language in direct support of Governor Little's Red Tape Reduction Initiative; and

WHEREAS, changes and modifications have been proposed to the following 11 chapters:

- 39.02.01: Rules Governing Vehicle Manufacturer and Distributor Franchise Requirements (Repeal)
- 39.02.09: Rules Governing Requirements for Manufacturer's Certificate of Origin (MCO)
- 39.02.27: Rules Governing Titling and Registration of Non-Resident Commercial Vehicles and Transient Farm Labor Vehicles
- 39.02.43: Rules Governing Registration and Title Fee Refunds
- 39.02.45: Rules Governing Fees for Lapsed Registration Periods
- 39.02.80: Rules Governing Motor Carrier Financial Responsibility
- 39.03.47: Rules Governing Certification of Local Improved Road Mileage
- 39.03.80: Rules Governing Legalization of Overloaded Vehicles
- 39.02.26: Rules Governing Temporary Vehicle Clearance for Carriers
- 39.03.05: Rules Governing Special Permits – Oversize Non-Reducible
- 39.03.81: Rules Governing Issuance of Temporary Permits In Lieu of Full Registration (Repeal); and

WHEREAS, pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of these rules is appropriate to protect the public health, safety and welfare of the citizens of Idaho and confer a benefit on its citizens; and

WHEREAS, these rules implement the duly enacted laws of the State of Idaho, provide citizens with the detailed rules and standards for complying with those laws and assist in the orderly execution and enforcement of those laws; and

WHEREAS, the expiration of these rules without due consideration and processes would undermine the public health, safety and welfare, of the citizens of Idaho and deprive them of the benefit intended by these rules; and

NOW, THEREFORE BE IT RESOLVED, that the Idaho Transportation Board is adopting the non-fee rules under Title 39 of the Idaho Administrative Procedures Act with the proposed changes and these temporary rules will be effective July 1, 2021.

Board Agenda Item

Meeting Date June 24, 2021Amount of Time Needed for Presentation Consent

Presenter's Name Justin Collins	Presenter's Title Manager FP&A	Initials JC	Reviewed By DM
Preparer's Name Colleen Wonacott	Preparer's Title Sr. Transportation Planner	Initials CW	

Subject

Review of the Draft FY 2022 - 2028 Idaho Transportation Investment Program		
Route Number NA	Project Number NA	Key Number NA
District statewide	Location NA	

Background Information

From January through June, 2021, Department staff and our local partners from the metropolitan planning organizations (MPOs) and the Local Highway Technical Assistance Council (LHTAC) collaborated to create the Draft FY 2022 – 2028 Idaho Transportation Investment Program (ITIP).

The listing of projects for the FY 2022 – 2028 program years has been provided under separate cover to Board members. Projects in the ITIP are divided into separate programs with specific objectives as found in the online FY 2022 Program Update Manual. Projects require funds to be developed (preliminary engineering, design, and environmental approval), possibly for right-of-way acquisition, and for contract construction (including construction engineering). Project costs are shown accordingly in the ITIP. The program year listed for a project within the ITIP is the year by which all funds will be obligated with the State or Federal government. Except for very large projects which may be split funded over multiple years, this is usually the year of letting and construction. Projects are sequenced in each program by program year and District. Exhibits for the Workshop are also provided under separate cover which help analyze and explain the draft program.

The draft program is multimodal in nature and includes projects from the following categories: highway construction, planning, public transportation, alternative transportation (i.e. bicycle/pedestrian), and aeronautics.

The next step of the process is to proceed into a 30-day public comment period slated to occur during July, 2021. Board action on this item indicates concurrence to begin public involvement and is not meant to indicate Board approval of the projects in the draft program. Final review and subsequent approval is scheduled for the September 2021 Board Meeting.

Recommendations

Proceed with public involvement of the Draft FY 2022 - 2028 ITIP per the attached resolution, page 141.

Board Action

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

Board Agenda Item



RESOLUTION

WHEREAS, it is in the public's interest for the Idaho Transportation Department to publish and accomplish a current, realistic, and fiscally constrained seven year Idaho Transportation Investment Program (ITIP); and

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

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

WHEREAS, the Transportation Board has reviewed the list of projects and analysis for the Draft FY 2022 - 2028 ITIP; and

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

WHEREAS, public involvement and input from stakeholders and interested citizens allows the Transportation Board to better understand Idaho's various transportation needs; and

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

NOW THEREFORE BE IT RESOLVED that the Idaho Transportation Board will commence public involvement in July with project and program information incorporated from the publication entitled *Draft FY 2022 - 2028 ITIP, June Board Meeting*.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☐Information Item ☐Amount of Presentation Time Needed 10min

Presenter's Name Steve Spoor	Presenter's Title Maintenance Services Manager	Initials ss	Reviewed By BW
Preparer's Name Steven Spoor	Preparer's Title Maintenance Services Manager	Initials ss	

Subject

Consolidation and Update to Administrative Policy 5505		
Key Number	District	Route Number

Background Information

This is a consolidation of policy 5505, Operating State Owned Vehicles, and 5535, State Owned Vehicle Usage Practices into a single policy, 5505 Operating and Usage Practices of State Vehicles, with edits to reflect modernization and compliance with current ITD policies.

The first document is the full document in Legislative Format showing all proposed revisions, see page 143.

The second document is the May proposed revision showing the most recent changes in Legislative Format, see page 149.

The third document is the proposed changes to 5535 in Legislative Format, see page 154.

The fourth document is the supplemental 5505-S form. No changes. See page 156.

The fifth document is the final version of the revised policy as it would be signed, see page 158.

Recommendations

Approve resolution on page 163.

Board Action

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



OPERATING AND USAGE PRACTICES OF STATE-OWNED VEHICLES

Purpose

This policy defines the authorized ridership and use of state-owned vehicles, including aircraft and vehicles rented in the name of the Department (ITD).

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

Operating and Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle, including aircraft, usage requirements of state law and ITD policy. All usage of state vehicles shall be strictly for the conduct of official Department business. The use of state-owned vehicles is for official business or approved commuting only. Vehicles rented in the name of the Department ITD are included in this policy.

Department personnel shall Employees:

- Shall Follow the state laws governing motor vehicle, drivers, and traffic laws. Seat belts shall be worn in all seating positions that are equipped with operable seat belts whenever riding in or driving state-owned vehicles. Seat belts State Laws shall also be used followed when using personal vehicles for on department ITD business. Department Employees shall be liable for any fines arising from infractions of state and local traffic laws and personally liable for any damage if the employee is acting outside the course and scope of official duty. Employees who are found guilty of committing an infraction of state law may be requested to attend a defensive driving course and may be subject to disciplinary action depending on severity.
- Use state-owned vehicles for official business purposes only. Department employees, Along with authorized volunteers, and others in the conduct of doing conducting official business with the state of Idaho, shall be are the only passengers that may be transported. (Emergency assistance shall be considered official business.) The vehicle operator is responsible for determining if a passenger(s) can be transported in a Department vehicle. Any time a non-state employee will be riding in an ITD vehicle, the Employee Safety and Risk Manager or the District Safety Compliance Officer shall be notified and provided with a signed copy of the Release and Acknowledgement of Responsibility (see supplement 5505-S) form prior to the event unless the event is an emergency, in which case the release form shall be provided at the earliest opportunity. Non State employees may be allowed to drive or ride in state vehicles under the following limited conditions:
 - Non-State employees shall execute and deliver to the supervising Department employee a

signed copy of the supplemental ~~ITD-5505S~~ Release and Acknowledgement of Responsibility form prior to driving or riding in a state-owned vehicle;

ADMINISTRATIVE POLICY 5505

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May provide a ride for stranded motorists in emergency situations that involve isolation, dangerous inclement weather, and/or if there is no expectation that aid will be forthcoming in a reasonable amount of time.

- ~~▪ Non-State employees may be allowed to drive or ride in state-owned vehicles only when no other non-state-owned vehicles are reasonably available and such travel is directly associated with the business purpose of the relationship between the non-State employee and the Department ITD;~~
- ~~▪ Spouses or family member of Department employees shall not drive or ride in state vehicles unless they fall into the above category;~~
- ~~▪ Department ~~e~~Employees may pick up stranded motorists in emergency situations that involve isolation, dangerous inclement weather, and no expectation that aid will be forthcoming in a reasonable amount of time.~~
- ~~▪ Non-State employees shall not be allowed to drive a state-owned vehicle while an Department ITD employee is a passenger in the same vehicle.~~
- ~~▪ Prior authorization shall be obtained from a District Engineer, Division Administrator or a member of executive management before a non-State employee may be allowed to drive or ride in a state-owned vehicle. Said authorization shall not be given until sufficient evidence of the non-State employee's current and valid driver's license has been obtained by the authorizing individual;~~
- ~~▪ Any non-State employee authorized to drive or ride in a state-owned vehicle shall at all times abide by the terms and conditions of this policy relating to Department employees' operation of state-owned vehicles.~~
- Be Shall be authorized to drive a state vehicle by the Employee Safety/Risk Management Manager. The employee and supervisor shall submit an ITD-1211, Supervisor's Request For ITD Driving Authorization. The Safety/Risk Management Manager will validate after acceptance of the employee's driver record and possession of a valid Idaho Class D Driver's license or an Idaho Class A, B, or C Commercial Driver's license.
- Take Shall take reasonable precautions to adequately protect the state-owned vehicle from damage or theft.
- Shall perform a daily walk around inspection of the vehicle prior to use noting any damage or deficiencies that would prevent the safe operation of the vehicle.
- ~~• Park vehicles in areas which do not reflect adversely on the Department. Employees should not park state vehicles at nightclubs, recreational establishments, etc. Shall be conscious of public awareness of ITD vehicles and conduct yourself appropriately as a state employee and strive to not park at locations which would reflect poorly upon the Department's public image.~~

- ~~Promptly~~ Shall promptly report any incidents or accidents involving a state-owned vehicle to their supervisor or the Employee Safety/Risk Management section.
- Shall adhere to Administrative Policy, 5558 – USE OF ELECTRONIC DEVICES WHILE DRIVING AND OPERATING ITD VEHICLES AND EQUIPMENT
- ~~Follow~~ Shall follow the instructions on the Operator Information stickers placed in all road equipment.

Non-State Employees:

- May be allowed to drive or ride in state vehicles under the following limited conditions:
- May be allowed to drive or ride in state-owned vehicles only when no other non-state owned vehicles are reasonably available and such travel is directly associated with the business purpose of the relationship between the non-state employee and ITD;
- When riding with a state employee, shall provide a signed copy of the supplemental 5505S – Release and Acknowledgement of Responsibility form to the driver of the vehicle prior to riding in a state owned vehicle;
- When driving a state vehicle, shall provide a signed copy of the supplemental 5505S – Release and Acknowledgement of Responsibility form to their supervising Project Lead Work, Transportation Operations Team Lead, or supervising engineer/manager which authorized the non-state employee to operate the state vehicle;
- Including spouses and/or family members of employees shall not drive or ride in state vehicles unless they fall into the above category;
- Shall not be allowed to drive a state owned vehicle while an ITD employee is a passenger in the same vehicle.
- Must have prior authorization obtained from a District Engineer, Division Administrator or a member of executive management before a non-state employee may be allowed to drive or ride in a state owned vehicle. Said authorization shall not be give until sufficient evidence of the non-state employee's current and valid driver's license has been obtained by the authorizing individual;

ADMINISTRATIVE POLICY 5505

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- Shall at all time abide by the terms and conditions of this policy relating to employees' operation of state owned vehicles;

Employees shall NOT:

- ~~Smoke or vape in any department vehicle as required by Administrative Policy 5508 – DEPARTMENT SMOKING POLICY~~

- ~~Applicants~~ As applicants for employment positions ~~within the Department~~ may be allowed to operate ~~Department~~ ITD-owned heavy equipment/vehicles for the purpose of performing hands-on skills ~~testing~~ demonstration relating to the equipment/position for which they are applying. ~~Such operation shall be under the direct supervision of~~ The skills demonstration will be directed by an ITD supervisor/manager level employee who is directly involved in the evaluation process familiar with the job requirements and equipment to be operated. Prior to a non-employee applicant operating ~~Department-ITD~~ equipment for skills ~~testing~~ demonstration purposes, the ~~Employee Safety and Risk hiring Manager or the District Safety Officer~~ shall state that a review of the applicant's application materials indicate that the applicant has the basic skills and experience necessary to safely operate the specific equipment/vehicles being used for testing purposes and shall forward this information to the ~~Human Resource Manager for review and documentation~~ designee will conduct a joint walk around and thorough safety briefing for that piece of equipment. The non-employee applicant shall review and sign the ~~supplemental~~ ITD 5505-S Release and Acknowledgement of Responsibility form which shall be filed as part of the ~~interview files~~ recruitment file.

Employees and Non-State Employees shall NOT:

- Smoke or vape in any ITD vehicle as required by Administrative Policy 5508 – DEPARTMENT SMOKING POLICY.

Parking State Vehicles at Employee Residences

Driving a state vehicle from the employee's official duty station** to home, parking the vehicle at home, and/or returning the vehicle from home to the employee's official duty station is permissible only for the following reasons:

- De Minimus Usage
De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:
 - for an early departure or arrival that requires the employee to leave or return to the employee's home at least one-half hour (1/2) before or after the employee's normal home-to-work commuting schedule, and
 - involves travel to a distant location (over 50 miles) away from the employee's official duty station for an authorized business activity, and
 - does not pass by his/her official duty station to make the trip.

Use of a state vehicle that meets the De Minimus Usage limitation is exempt from being taxed as a fringe benefit.

***Official Duty Station** is the city, town, or other location where ITD designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The

official duty station is determined by the needs of ITD and not assigned because it is close to the official employee's home or preferred living area.

ADMINISTRATIVE POLICY 5505

Page 4 of 5

■ Commute Assignment

Commute Assignment occurs when a state employee is approved for travel between an employee's duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

■ Commute Assignment Approval

The Division Administrator shall review and authorize commute assignments, which must be submitted to the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.

Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.

Vehicle Telematics and Data Collection

State-owned equipment and vehicles including sedans, pickups, vans, and SUV's are equipped with telematics devices to record vehicle usage and on-board diagnostic information. The data generated by the vehicle and recorded by the telematics device is stored and maintained by the vendor. Data collected is used to track and monitor vehicle utilization including miles traveled, days used, idle time, speed, and usage of the vehicle. The system also collects data regarding vehicle on-board diagnostics.

The telematics system is not intended as an employee monitoring system, however, it does provide incidental vehicle alerts for unsafe and unusual operation which must be addressed appropriately by Management. Automated reporting from the system includes, but is not limited to excessive idling practices, driving at sustained speeds in excess of the posted speed limit, excessive speed, hard braking/acceleration, and vehicle diagnostic alerts regarding vehicle fault codes.

ITD reserves the right to review employee use of state owned equipment and vehicles at any time for any reason. Therefore, employees should not have an expectation of privacy as to the use of state owned equipment and vehicles. Tampering with the telematics or any GPS (Global Positioning System) device and/or equipment in the vehicle is expressly prohibited.

Access to the system and data generated is restricted to Headquarters and District Fleet Management personnel, Chief Officers, Division Administrators, and District Engineers. Any specialized reports or data requests must be sanctioned by one of these upper management positions. Any unauthorized use of the system shall be subject to corrective action.

ADMINISTRATIVE POLICY 5505

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.

~~Violation of the preceding state vehicle operation rules or if an employee is found abusing the privilege of using a state-owned vehicle for any unauthorized purpose shall be subject to immediate corrective action, up to and including disciplinary action.~~

~~Department personnel shall adhere to Administrative policy, A-18-12, ALCOHOL AND DRUG-FREE WORKPLACE. ****Official Duty Station** is the city, town, or other location where ITD designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of ITD and not assigned because it is close to the official employee's home or preferred living area.~~

Signed _____ Date July 26, 2013
 Brian W. Ness
 Director



OPERATING AND USAGE PRACTICES OF STATE-OWNED VEHICLES

Purpose

This policy defines the authorized ridership and use of state-owned vehicles, including aircraft and vehicles rented in the name of the Department (ITD).

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

Operating and Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle, including aircraft, usage requirements of state law and ITD policy. All usage of state vehicles shall be strictly for the conduct of official Department business. Vehicles rented in the name of the ITD are included in this policy.

Employees:

- Shall follow the state laws governing motor vehicle, drivers, and traffic laws. Seat belts shall be worn in all seating positions that are equipped with operable seat belts whenever riding in or driving state-owned vehicles. State laws shall also be followed when using personal vehicles for ITD business. Employees shall be liable for any fines arising from infractions of state and local traffic laws and personally liable for any damage if the employee is acting outside the course and scope of official duty. Employees who are found guilty of committing an infraction of state law may be requested to attend a defensive driving course and may be subject to disciplinary action depending on severity.
- Along with authorized volunteers, and others conducting official business with the state of Idaho, shall be the **only** passengers that may be transported. (Emergency assistance shall be considered official business.) The vehicle operator is responsible for determining if a passenger(s) can be transported in a Department ~~department~~ vehicle. Any time a non-~~State~~state employee will be riding in an ITD vehicle, the Employee Safety and Risk Manager or the District Safety Compliance Officer shall be provided with a signed copy of the ~~ITD-5505S~~— Release and Acknowledgement of Responsibility (see supplement 5505-S) form prior to the event unless the event is an emergency, in which case the release form shall be provided at the earliest opportunity.

- May provide a ride for stranded motorists in emergency situations that involve isolation, dangerous inclement weather, and/or if there is no expectation that aid will be forthcoming in a reasonable amount of time.
- Shall be authorized to drive a state vehicle by the Employee Safety/Risk Management Manager. The employee and supervisor shall submit an ITD-1211, Supervisor's Request For ITD Driving Authorization. The Safety/Risk Management Manager will validate the employee's driver record and possession of a valid Idaho Class D Driver's license or an Idaho Class A, B, or C Commercial Driver's license.
- Shall take reasonable precautions to adequately protect the state-owned vehicle from damage or theft.
- Shall perform a daily walk around inspection of the vehicle prior to use noting any damage or deficiencies that would prevent the safe operation of the vehicle.
- Shall be conscious of public awareness of ITD vehicles and conduct yourself appropriately as a state employee and strive to not park at locations which would reflect poorly upon the Department's public image.
- Shall promptly report any incidents or accidents involving a state-owned vehicle to their supervisor or the Employee Safety/Risk Management section.
- Shall adhere to Administrative Policy, 5558 – USE OF ELECTRONIC DEVICES WHILE DRIVING AND OPERATING ITD VEHICLES AND EQUIPMENT
- Shall follow the instructions on the Operator Information stickers placed in all road equipment.

Non-State Employees:

- May be allowed to drive or ride in state vehicles under the following limited conditions:
- May be allowed to drive or ride in state-owned vehicles only when no other non-state owned vehicles are reasonably available and such travel is directly associated with the business purpose of the relationship between the non-state employee and ITD;
- When riding with a state employee, Shall execute and deliver to the supervising employee a signed copy of the supplemental ITD-5505S - Release and Acknowledgement of Responsibility form to the driver of the vehicle prior to driving or riding in a state owned vehicle;
- When driving a state vehicle, shall provide a signed copy of the supplemental 5505S – Release and Acknowledgement of Responsibility form to their supervising Project Lead Worker, Transportation Operations Team Lead, or supervising engineer/manager which authorized the non-state employee to operate the state vehicle;

- Including spouses and/or family members of employees shall not drive or ride in state vehicles unless they fall into the above category;
- Shall not be allowed to drive a state owned vehicle while an ITD employee is a passenger in the same vehicle.
- Must have prior authorization obtained from a District Engineer, Division Administrator or a member of executive management before a non-State ~~state~~ employee may be allowed to drive or ride in a state owned vehicle. Said authorization shall not be given until sufficient evidence of the non-State ~~state~~ employee's current and valid driver's license has been obtained by the authorizing individual;
- Shall at all times abide by the terms and conditions of this policy relating to employees' operation of state owned vehicles.
- As applicants for employment positions, may be allowed to operate ITD-owned heavy equipment/vehicles for the purpose of performing hands-on skills demonstration relating to the equipment/position for which they are applying. The skills demonstration will be directed by an ITD supervisor/manager level employee who is familiar with the job requirements and equipment to be operated. Prior to a non-employee applicant operating ITD equipment for skills demonstration purposes, the hiring Manager or designee will conduct a joint walk around and thorough safety briefing for that piece of equipment. The non-employee applicant shall review and sign the ITD ~~form~~-5505-S Release and Acknowledgement of Responsibility form which shall be filed as part of the recruitment file.

Employees and Non-State Employees shall NOT:

- Smoke or vape in any ITD vehicle as required by Administrative Policy 5508 – DEPARTMENT SMOKING POLICY

Parking State Vehicles at Employee Residences

Driving a state vehicle from the employee's official duty station* to home, parking the vehicle at home, and/or returning the vehicle from home to the employee's official duty station is permissible **only** for the following reasons:

- De Minimus Usage
De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:
 - for an early departure or arrival that requires the employee to leave or return to the employee's home at least one-half hour (1/2) before or after the employee's normal home-to-work commuting schedule, **and**

***Official Duty Station** is the city, town, or other location where ITD designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of ITD and not assigned because it is close to the official employee's home or preferred living area.

- involves travel to a distant location (over 50 miles) away from the employee's official duty station for an authorized business activity, **and**
- does not pass by his/her official duty station to make the trip.

Use of a state vehicle that meets the *De Minimus Usage* limitation is exempt from being taxed as a fringe benefit.

- **Commute Assignment**

Commute Assignment occurs when a state employee is approved for travel between an employee's duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

- **Commute Assignment Approval**

The Division Administrator shall review and authorize commute assignments, which must be submitted to the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.

Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.

Vehicle Telematics and Data Collection

State-owned equipment and vehicles including sedans, pickups, vans, and SUV's are equipped with telematics devices to record vehicle usage and on-board diagnostic information. The data generated by the vehicle and recorded by the telematics device is stored and maintained by the vendor. Data collected is used to track and monitor vehicle utilization including miles traveled, days used, idle time, speed, and usage of the vehicle. The system also collects data regarding vehicle on-board diagnostics.

The telematics system is not intended as an employee monitoring system, however, it does provide incidental vehicle alerts for unsafe and unusual operation which must be addressed appropriately by Management. Automated reporting from the system includes, but is not limited to excessive idling practices, driving at sustained speeds in excess of the posted speed limit, excessive speed, hard braking/acceleration, and vehicle diagnostic alerts regarding vehicle fault codes.

ITD reserves the right to review employee use of ~~State-state~~ owned equipment and vehicles at any time for any reason. Therefore, employees should not have an expectation of privacy as to the use of ~~Statestate~~ owned equipment and vehicles. Tampering with the telematics or any GPS (Global Positioning System) device and/or equipment in the vehicle is expressly prohibited.

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Access to the system and data generated is restricted to Headquarters and District Fleet Management personnel, Chief Officers, Division Administrators, and District Engineers. Any specialized reports or data requests must be sanctioned by one of these upper management positions. Any unauthorized use of the system shall be subject to corrective action.

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.

Brian W. Ness
Director

Date _____



STATE-OWNED VEHICLE USAGE PRACTICES

Purpose

This policy defines the usage of state-owned vehicles.

Legal Authority

- Idaho Code 40-312(2) — Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) — Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 — The Director of the Idaho Transportation Department is the administrative officer of the Board.
- Idaho Code 67-2004 — Regulation of per diem travelling expense.
- Idaho Code 67-2007 — Standard travel pay and allowances.
- Idaho Code 67-2008 — Determination of per diem allowance by Board of Examiners.

The State Board of Examiners oversees and establishes state-owned vehicle usage practices and procedures for all state agencies and as noted in their *Idaho State Travel Policies and Procedures, Section 9, Use of State Vehicles*, “*The use of state vehicles for personal or other non-official business is strictly prohibited.*”

ITD Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle usage requirements of state law and Department policy. All usage of state vehicles shall be strictly for the conduct of Department business. Driving a state vehicle from the employee’s official duty station** to home, parking the vehicle at home, and/or returning the vehicle from home to the employee’s official duty station is permissible **only** for the following reasons:

1. De Minimus Usage

De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:

- for an early departure or arrival that requires the employee to leave or return to the employee’s home at least one-half hour (1/2) before or after the employee’s normal home-to-work commuting schedule, **and**
- involves travel to a distant location (over 50 miles) away from the employee’s official duty station for an authorized business activity, **and**
- does not pass by his/her official duty station to make the trip.

Use of a state vehicle that meets the *De Minimus Usage* limitation is exempt from being taxed as a fringe benefit.

2. Commute Assignment

Commute Assignment occurs when a state employee is approved for travel between an employee’s

~~-duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.~~

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

Commute Assignment Approval

~~The Director or delegate shall review and authorize commute assignments and submit commute assignment information to the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.~~

~~Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.~~

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

~~Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.~~

~~****Official Duty Station** is the city, town, or other location where the Department designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of the Department and not assigned because it is close to the official employee's home or preferred living area.~~

Signed _____ Date: November 25, 2014
Brian W. Ness
Director



**IDAHO TRANSPORTATION DEPARTMENT
RELEASE AND ACKNOWLEDGEMENT OF RESPONSIBILITY**

**Acknowledgment of Risks, Assumption of Risk, and Agreement for Exemption
From Liability, Covenant Not To Sue, and Indemnity Against Third Party Claims
for Non-Employees Operating or Riding in State Owned Vehicles**

I, _____, desire to operate or ride in a state owned vehicle. Operating or riding in state owned vehicles is being allowed by the Idaho Transportation Department, an agency of the State of Idaho. I agree as follows:

Acknowledgment of Risks: I acknowledge that the following describes some, but not all, of the risks involved in operating or riding in state vehicles: 1) harm, including permanent trauma or death, arising out of accidents involving vehicles, including cars, vans and/or trucks, in which I might be a driver or passenger; 2) harm, including permanent trauma or death, from equipment failure and/or operator error; 3) harm, including permanent trauma or death, from actions of other participants in this activity or associated with the activity. I understand the description of these risks is not complete and that unknown or unanticipated risks may result in injury, illness or death.

Express Assumption of Risk And Responsibility: I am aware that operating or riding in state vehicles entails risks of injury or death to myself. I agree to assume responsibility for such risks, including those risks not specifically identified. My participation in this activity is purely voluntary. No one is forcing me to participate and I elect to participate in spite of the risks. I am physically and mentally capable of participating in the activity and/or safely using the vehicles. I assume full responsibility for the risks of personal injury and any resultant expenses from any of the foregoing risks. I also assume responsibility for damage to or loss of my/our personal property as the result of any accident that may occur.

Authorization: I hereby authorize any medical treatment deemed necessary in the event of any injury while participating in the activity. I either have appropriate insurance or, in its absence, agree to pay all costs of rescue and/or medical services as may be incurred on my behalf.

Certification of Capacity: I certify that I am fully capable of participating in this activity. Therefore, I assume and accept full responsibility for myself, for bodily injury, death, loss of personal property, and expenses as a result of those inherent risks and dangers identified herein and those inherent risks and dangers not specifically identified, and as a result of my participating in this activity.

Exemption From Liability: I exempt and release the State of Idaho, including the Idaho Transportation Department, and members of its Board, director, officers, agents, employees and volunteers hereinafter collectively "the State") from any and all liability, claims, demands or actions or causes of action whatsoever arising out of any damage, loss or injury to me or my property while operating or riding in state vehicles, whether

such loss, damage, or injury results from the negligence of the State or from some other cause.

Covenant Not To Sue: I agree never to institute any suit or action at law or otherwise against the State, or members of the Idaho Transportation Board, or any officers, directors, agents, servants, employees or volunteers of the State, nor to initiate any or assist in the prosecution of any claim for damages or cause of action which I, my heirs, executors or administrators hereinafter may have by reason of injury to my person or to my property arising from the activities contemplated by this Agreement.

Indemnity Against Third Party Claims: I will indemnify, save and hold harmless the State, or members of the Idaho Transportation Board, or any officers, directors, agents, servants, trustees, employees or volunteers of the State from any and all losses, claims, actions, or proceedings of every kind and character which may be presented or initiated by any other persons or organizations and which arise directly or indirectly by my activities or neglect while engaged in operating or riding in state vehicles. This duty to indemnify includes court costs and reasonable attorney's fees incurred in the defense of lawsuits.

Continuation of Obligations: I agree and acknowledge that the terms and conditions of the foregoing shall continue in force and effect, now and in the future, at all times during which I am operating or riding in state vehicles and shall be binding upon my heirs, executors and administrators of my estate.

I REPRESENT AND WARRANT TO THE STATE THAT I HAVE READ AND FULLY UNDERSTAND THIS LEGAL DOCUMENT. I REALIZE THAT I AM WAIVING RIGHTS BY SIGNING THIS DOCUMENT, AND I FULLY UNDERSTAND THE EXTENT OF MY WAIVER OF RIGHTS. I UNDERSTAND THAT I AM NOT AUTHORIZED TO PARTICIPATE IN OPERATING OR RIDING IN STATE VEHICLES UNTIL THE FULL EXTENT OF MY WAIVER OF RIGHTS UNDER THIS LEGAL DOCUMENT HAS BEEN EXPLAINED TO ME TO MY SATISFACTION.

Participant's Name (printed) _____

Participant's Address _____

Participant's Signature _____ Date _____

ITD Employee (Witness)

Name _____

Signature _____



OPERATING AND USAGE PRACTICES OF STATE-OWNED VEHICLES

Purpose

This policy defines the authorized ridership and use of state-owned vehicles, including aircraft and vehicles rented in the name of the Department (ITD).

Legal Authority

- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-314(3) - Authority of Board to exercise any power or duty necessary to implement and carry out the provisions of Title 40 and the control of the financial affairs of the Board and the Department.
- Idaho Code 40-505 - The Director of the Idaho Transportation Department is the administrative officer of the Board.

Operating and Usage Practices for State-Owned Vehicles

The Idaho Transportation Department shall, at a minimum, comply with state-owned vehicle, including aircraft, usage requirements of state law and ITD policy. All usage of state vehicles shall be strictly for the conduct of official Department business. Vehicles rented in the name of the ITD are included in this policy.

Employees:

- Shall follow the state laws governing motor vehicle, drivers, and traffic laws. Seat belts shall be worn in all seating positions that are equipped with operable seat belts whenever riding in or driving state-owned vehicles. State laws shall also be followed when using personal vehicles for ITD business. Employees shall be liable for any fines arising from infractions of state and local traffic laws and personally liable for any damage if the employee is acting outside the course and scope of official duty. Employees who are found guilty of committing an infraction of state law may be requested to attend a defensive driving course and may be subject to disciplinary action depending on severity.
- Along with authorized volunteers, and others conducting official business with the state of Idaho, shall be the **only** passengers that may be transported. (Emergency assistance shall be considered official business.) The vehicle operator is responsible for determining if a passenger(s) can be transported in a Department vehicle. Any time a non-state employee will be riding in an ITD vehicle, the Employee Safety and Risk Manager or the District Safety Compliance Officer shall be provided with a signed copy of the Release and Acknowledgement of Responsibility (see supplement 5505-S) form prior to the event unless the event is an emergency, in which case the release form shall be provided at the earliest opportunity.

- May provide a ride for stranded motorists in emergency situations that involve isolation, dangerous inclement weather, and/or if there is no expectation that aid will be forthcoming in a reasonable amount of time.
- Shall be authorized to drive a state vehicle by the Employee Safety/Risk Management Manager. The employee and supervisor shall submit an ITD-1211, Supervisor's Request For ITD Driving Authorization. The Safety/Risk Management Manager will validate the employee's driver record and possession of a valid Idaho Class D Driver's license or an Idaho Class A, B, or C Commercial Driver's license.
- Shall take reasonable precautions to adequately protect the state-owned vehicle from damage or theft.
- Shall perform a daily walk around inspection of the vehicle prior to use noting any damage or deficiencies that would prevent the safe operation of the vehicle.
- Shall be conscious of public awareness of ITD vehicles and conduct yourself appropriately as a state employee and strive to not park at locations which would reflect poorly upon the Department's public image.
- Shall promptly report any incidents or accidents involving a state-owned vehicle to their supervisor or the Employee Safety/Risk Management section.
- Shall adhere to Administrative Policy, 5558 – USE OF ELECTRONIC DEVICES WHILE DRIVING AND OPERATING ITD VEHICLES AND EQUIPMENT
- Shall follow the instructions on the Operator Information stickers placed in all road equipment.

Non-State Employees:

- May be allowed to drive or ride in state vehicles under the following limited conditions:
- May be allowed to drive or ride in state-owned vehicles only when no other non-state owned vehicles are reasonably available and such travel is directly associated with the business purpose of the relationship between the non-state employee and ITD;
- When riding with a state employee, shall provide a signed copy of the supplemental 5505S - Release and Acknowledgement of Responsibility form to the driver of the vehicle prior to riding in a state owned vehicle;
- When driving a state vehicle, shall provide a signed copy of the supplemental 5505S – Release and Acknowledgement of Responsibility form to their supervising Project Lead Worker, Transportation Operations Team Lead, or supervising engineer/manager which authorized the non-state employee to operate the state vehicle;

- Including spouses and/or family members of employees shall not drive or ride in state vehicles unless they fall into the above category;
- Shall not be allowed to drive a state owned vehicle while an ITD employee is a passenger in the same vehicle.
- Must have prior authorization obtained from a District Engineer, Division Administrator or a member of executive management before a non-state employee may be allowed to drive or ride in a state owned vehicle. Said authorization shall not be given until sufficient evidence of the non-state employee's current and valid driver's license has been obtained by the authorizing individual;
- Shall at all times abide by the terms and conditions of this policy relating to employees' operation of state owned vehicles.
- As applicants for employment positions, may be allowed to operate ITD-owned heavy equipment/vehicles for the purpose of performing hands-on skills demonstration relating to the equipment/position for which they are applying. The skills demonstration will be directed by an ITD supervisor/manager level employee who is familiar with the job requirements and equipment to be operated. Prior to a non-employee applicant operating ITD equipment for skills demonstration purposes, the hiring Manager or designee will conduct a joint walk around and thorough safety briefing for that piece of equipment. The non-employee applicant shall review and sign the ITD 5505-S Release and Acknowledgement of Responsibility form which shall be filed as part of the recruitment file.

Employees and Non-State Employees shall NOT:

- Smoke or vape in any ITD vehicle as required by Administrative Policy 5508 – DEPARTMENT SMOKING POLICY

Parking State Vehicles at Employee Residences

Driving a state vehicle from the employee's official duty station* to home, parking the vehicle at home, and/or returning the vehicle from home to the employee's official duty station is permissible **only** for the following reasons:

- De Minimus Usage
De Minimus Usage occurs when a state employee occasionally drives a state vehicle from the official duty station to his/her home:
 - for an early departure or arrival that requires the employee to leave or return to the employee's home at least one-half hour (1/2) before or after the employee's normal home-to-work commuting schedule, **and**

***Official Duty Station** is the city, town, or other location where ITD designates that the employee's place of business is located, or where the employee's work is performed on a permanent basis. The official duty station is determined by the needs of ITD and not assigned because it is close to the official employee's home or preferred living area.

- involves travel to a distant location (over 50 miles) away from the employee's official duty station for an authorized business activity, **and**
- does not pass by his/her official duty station to make the trip.

Use of a state vehicle that meets the *De Minimus Usage* limitation is exempt from being taxed as a fringe benefit.

- **Commute Assignment**

Commute Assignment occurs when a state employee is approved for travel between an employee's duty station and home or another place of work and home for reasons considered in the best interest of the state and approved by the Director or delegate.

Employees who are authorized for a commute assignment shall pay taxable fringe benefits, as applicable, and be subject to the rules and procedures provided in the Financial Services manual.

- **Commute Assignment Approval**

The Division Administrator shall review and authorize commute assignments, which must be submitted to the State Board of Examiners for approval. Monitoring and usage of all state vehicles shall be the responsibility of the Chief Officers, Division Administrators, District Engineers, and the Controller.

Each year, all commute assignments shall receive written authorization by the Director or delegate, and then be approved by the State Board of Examiners. Each District shall assess the needs of the District and recommend commute assignments for specific conditions.

Vehicle Telematics and Data Collection

State-owned equipment and vehicles including sedans, pickups, vans, and SUV's are equipped with telematics devices to record vehicle usage and on-board diagnostic information. The data generated by the vehicle and recorded by the telematics device is stored and maintained by the vendor. Data collected is used to track and monitor vehicle utilization including miles traveled, days used, idle time, speed, and usage of the vehicle. The system also collects data regarding vehicle on-board diagnostics.

The telematics system is not intended as an employee monitoring system, however, it does provide incidental vehicle alerts for unsafe and unusual operation which must be addressed appropriately by Management. Automated reporting from the system includes, but is not limited to excessive idling practices, driving at sustained speeds in excess of the posted speed limit, excessive speed, hard braking/acceleration, and vehicle diagnostic alerts regarding vehicle fault codes.

ITD reserves the right to review employee use of state owned equipment and vehicles at any time for any reason. Therefore, employees should not have an expectation of privacy as to the use of state owned equipment and vehicles. Tampering with the telematics or any GPS (Global Positioning System) device and/or equipment in the vehicle is expressly prohibited.

Access to the system and data generated is restricted to Headquarters and District Fleet Management personnel, Chief Officers, Division Administrators, and District Engineers. Any specialized reports or data requests must be sanctioned by one of these upper management positions. Any unauthorized use of the system shall be subject to corrective action.

Immediate Corrective Actions for Abusing the Privilege of Using a State-Owned Vehicle

Any employee found abusing the privilege of using a state-owned vehicle for inappropriate use or unauthorized purposes shall be subject to immediate corrective action, up to and including disciplinary action.

Brian W. Ness
Director

Date _____

RES. NO

WHEREAS, the Idaho Transportation Board is charged with setting policies for the Idaho Transportation Department; and

WHEREAS, Administrative Policy 5505 Operating State-Owned Vehicles was consolidated with Administrative Policy 5535 State Owned Vehicle Usage Practices and renamed 5505 Operating and Usage Practices of State-Owned Vehicles; and

WHEREAS, 5505 Operating and Usage Practices of State-Owned Vehicles was revised to include the use of telematics and update references to other policies on smoking in vehicles and the use of handheld electronic devices in vehicles.

NOW THEREFORE BE IT RESOLVED, that the Board concurs with revisions to Administrative Policy 5505 Operating and Usage Practices of State-Owned Vehicles and deletion of Administrative Policy 5535 State Owned Vehicle Usage Practices.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Margaret Pridmore	Roadway Data Manager	MP	
Preparer's Name	Preparer's Title	Initials	
Margaret Pridmore	Roadway Data Manager	MP	

Subject

Report on 2020 traffic volumes and the current status of traffic in Idaho		
Key Number	District	Route Number

Background Information

Traffic in 2020 was highly affected by the pandemic. Last June, information was shown to the board that reflected the impact of COVID-19 on Idaho's traffic, using the Automatic Traffic Recorders (ATRs) operated by ITD's Roadway Data Unit.

The ATRs and portable counts taken throughout 2020 have been analyzed and the final Annual Vehicle Miles Travelled has been published at 17.4 billion. The Roadway Data Unit has also been monitoring traffic for 2021, which shows that overall the traffic across the state has already surpassed 2019 levels, and is continuing to rise, with only off-state urban roads still remaining below 2019 levels. Meanwhile, many rural roads are recording record high volumes.

Recommendations

For information.



Board Agenda Item

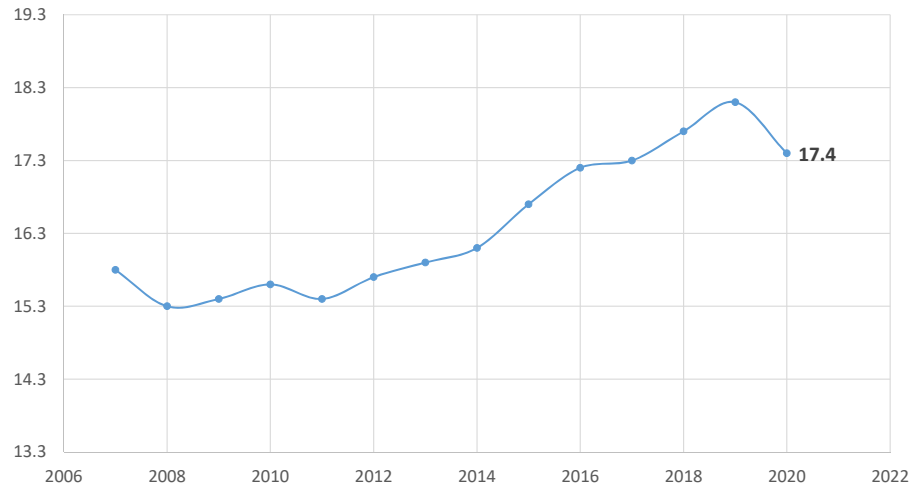
ITD 2210 (Rev. 10-13)

Board Action

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



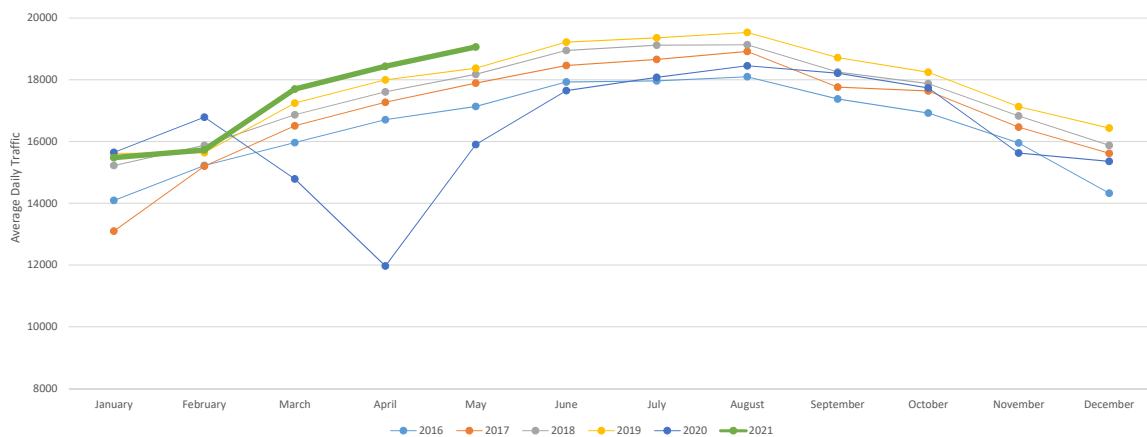
Idaho Average Vehicle Miles Traveled 2007 – 2020 (In Billions)



ATR Trend Report

All ATRs

Automatic Traffic Recorders Operating from January 2016 to December 2021





MAY Total Traffic YTD (Jan-May) Comparison

Roadway Type	% Change
All ATRs	1.80%
Rural Interstate	6.50%
Rural Non-Interstate	9.20%
Urban Interstate	1.30%
Urban Non-Interstate	-2.70%



Key Takeaways

- Well above 2019
- Rural Areas Booming
- Urban Still Low



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed 15 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
John Tomlinson and Lt. Jason Bailey	Lt., ISP Commercial Vehicle Safety	JT/JB	DM
Preparer's Name	Preparer's Title	Initials	
John Tomlinson & Lt. Jason Bailey	Lt., ISP Commercial Vehicle Safety	JT/JB	

Subject

ISP Commercial Vehicle Safety		
Key Number	District	Route Number

Background Information

Lieutenant Jason Bailey of the Idaho State Police Commercial Vehicle Safety (CVS) section will talk about what they do and what they see out on Idaho's highways. The mission of the CVS section is to increase safety on Idaho's roads. CVS officers work to enforce safety regulations and educate drivers and the industry about commercial vehicle safety. The CVS website says that there are currently 20 officers statewide in the CVS program.

Recommendations

For information.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed 20 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
John Tomlinson and ITSC Members	Various titles	JT	DM
Preparer's Name	Preparer's Title	Initials	
John Tomlinson	Highway Safety Manager	JT	

Subject

ITSC Annual Report		
Key Number	District	Route Number

Background Information

The Idaho Traffic Safety Commission (ITSC) Annual Report will be presented to the Board. This year, we have invited members of the ITSC to attend and be part of the report out. Several members are scheduled to be there to introduce themselves, share what they do, and their thoughts on serving as a commissioner on the ITSC.

The ITSC meets twice a year to discuss behavioral issues, provide suggestions on the Highway Safety Plan, and come up with ideas to focus on using the National Highway Traffic Safety Administration (NHTSA) funds.

Recommendations

For information.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

IDAHO TRAFFIC SAFETY COMMISSION

Created by Section 40-508, Idaho Code. The Idaho Transportation Department Director appoints not more than 15 members to review traffic safety problems, develop effective plans for additional local-state cooperative activities, recommend programs to receive federal aid for highway safety, and recommend future traffic accident prevention activities. Two of the members shall be the Chairman of the Senate Transportation Committee and the Chairman of the House Transportation and Defense Committee. The ITD Director or his designee will act as chairman. No compensation is paid, but actual travel expenses and meals are reimbursed at the State authorized travel and per diem rates.

Idaho Transportation Department	
Chairman L. Scott Stokes Deputy Director P.O. Box 7129 Boise, ID 83707 Office: (208) 334-8027 Fax: (208)467-9916 Email: scott.stokes@itd.idaho.gov	Highway Safety Manager John Tomlinson P.O. Box 7129 Boise, ID 83707 Office: (208) 344-8857 Fax: (208) 334-4430 Email: john.tomlinson@itd.idaho.gov
Law Enforcement	
State Law Enforcement Sheldon Kelley, for Colonel Wills Idaho State Police Headquarters 700 S Stratford Dr. Meridian, ID 83642 Office: (208) 884-7002 Fax: (208)884-7294 Email: Sheldon.kelley@isp.idaho.gov Email: Kedrick.wills@isp.idaho.gov	Orofino PD Chief Jeff Wilson P.O. Box 1011 Orofino, ID 83805 Office: (208) 476-5551 Email: jwilson@orofinopd.com
Bingham CSO Craig T Rowland 501 N Maple #405 Blackfoot, ID 83221 Office: (208) 782-3047 Email: crowland@co.bingham.id.us	

Medical		Legal	
VP, Idaho Hospital Association Stacey Carson PO Box 1278 Boise, ID 83701 Office: (208) 489-1401 Email: scarson@teamiha.org		Bonner County Prosecutor Louis Marshall 127 S First Ave Sandpoint, ID 83864 Office: (208) 263-6714 Email: louis.marshall@bonnercountyid.gov	
Idaho State Senate		Idaho House Representative	
The Honorable Lori Den Hartog PO Box 267 Meridian, ID 83680 Office: (208) 308-4961 Email: bbrackett@senate.idaho.gov		The Honorable Joe Palmer 1524 N. Meridian Road Meridian, ID 83642 Office: (208) 332-1000 Fax: (208) 884-0181 Email: jpalmer@house.idaho.gov	
STAR Program		Drivers Education	
Sunshine Beer 3500 W Chinden Blvd Boise, ID 83714 Office: (208) 639-4546 Email: sunshine@idahostar.org		State Dept. of Ed Emily Kormylo 650 W State St Boise ID, 83720 Office: (208) 332-6984 Email: ekormylo@sde.idaho.gov	
Local			
Mayor Brian Blad City of Pocatello PO Box 4169 Pocatello, ID 83205-4169 Office: (208) 234-6163 Email: mayor@pocatello.us			



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed 5 minutes

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

Subject

FFY 2022 Highway Safety Plan		
Key Number	District	Route Number

Background Information

This presentation is to seek Board approval of the FFY 2022 Highway Safety Plan, which is required to be submitted each year to the National Highway Traffic Safety Administration (NHTSA) on July 1, 2021.

I will answer any questions or comments made by the Board, based on the preliminary informational HSP presentation at last month's Board Meeting.

Resolution will be provided in the Board packet.

Recommendations

The Board approve the FFY 2022 Highway Safety Plan to be submitted to the National Highway Traffic Safety Administration. Resolution on page 172.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Board Action

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

WHEREAS, Idaho experienced 22,509 reportable traffic crashes, 215 traffic deaths, and 1,101 people seriously injured in 2020; and

WHEREAS, the economic cost of traffic crashes in Idaho for 2020 was more than \$3.9 billion; and

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

WHEREAS, the National Highway Traffic Safety Administration (NHTSA) may allocate nearly \$4 million in funding behavior safety programs for Idaho to help eliminate traffic deaths and serious injuries; and

WHEREAS, the Office of Highway Safety and the Idaho Traffic Safety Commission have developed the Highway Safety Plan for Federal Fiscal Year 2022 to work toward the elimination of Idaho traffic deaths, serious injuries, and economic losses; and

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

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board adopts the Highway Safety Plan for Federal Fiscal Year 2022, which is on file in the Office of Highway Safety.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 24, 2021

Consent Item ☐

Information Item ☐

Amount of Presentation Time Needed 10 min

Presenter's Name Blake Rindlisbacher, P.E.	Presenter's Title Chief Engineer	Initials BR	Reviewed By
Preparer's Name Blake Rindlisbacher, P.E.	Preparer's Title Chief Engineer	Initials BR	

Subject

Update of Board Policy 4076 - Use of Unallocated ITIP Funds		
Key Number	District	Route Number

Background Information

Chairman Moad has asked that Board Policy 4076 Use of Unallocated Idaho Transportation Investment Program (ITIP) Funds be updated to increase the amount of Unallocated Funding from \$5 million per year to \$10 million per year.

Increasing the Unallocated Funding will allow the Board Members and District Engineers to support partnership opportunities and provide the opportunity to promptly respond to economic, safety and operational needs that emerge that are difficult to anticipate, schedule and program in the normal seven year Idaho Transportation Investment Program.

In Fiscal Year 2021 projects funded with \$4,504,438 of Unallocated Funds include:

- US-30, Lava Hot Springs Rockfall Mitigation
- I-84, Blacks Creek Rest Area Well Replacment
- US-20 Island Park Center Line Rumble Strips
- US-20, Island Park Tree Removal
- SH-75, Hailely to Ohio Gulch Intersection
- I-84, Galloway Road Underpass Repair

Recommendations

Approve the resolution on page # ____.

Board Action

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



**USE OF UNALLOCATED IDAHO TRANSPORTATION
INVESTMENT PROGRAM (ITIP) FUNDS**

Purpose

This policy explains that an amount of state funds, not to exceed five-ten million dollars, shall be included annually within the Idaho Transportation Investment Program (ITIP) to be used at the discretion of the Board for addressing specific needs on the state highway system that cannot be anticipated and planned for in a 7-year funding cycle.

Legal Authority

Idaho Code 40-310(4) – The Board shall locate, design, construction, reconstruct, alter, extend, repair and maintain state highway, and plan, design and develop state transportation systems, determined by the Board to be in the public interest.

Idaho Code 40-310(8) – The Board shall expend funds appropriated for construction, maintenance and improvement of state highways.

Idaho Code 40-314(3) – The Board is authorized to exercise all powers and duties deemed necessary to fully implement and carry out the provisions of Title 40 of the Idaho Code, and to control the financial affairs of the Board and the Department.

Idaho Code 40-705 – All funds from whatever sources appropriated by law for the administration of the functions, powers and duties of the department and the board, including those in the state highway account, are made available to and placed under the control of the board and appropriated for expenditure by the board.

Idaho Code 40-708(1) – revenues in the state highway account must be spent exclusively for the maintenance, construction and development of highways and bridges in the state highway system.

Project Criteria

The requests to use unallocated ITIP funds throughout the year shall be made by the Director, Chief Operations Officer or District Engineer, after consultation with the local Board Member, at a Board meeting via a Board Agenda Item.

Examples of acceptable projects include:

- partnerships for highway improvements that will enhance Idaho's economic goals, mobility or operational efficiency
- urgent safety concerns,

- match for federal grants for state highway infrastructure
- project development for priority projects,
- advance right of way purchase
- emergency repairs to damaged highways and structures
- State Highway System adjustments

District Engineers and Board Members are encouraged to reach out to partners and stakeholders, including Board Advisory Committee members, to identify unmet needs and to generate project funding requests for unallocated ITIP funds. Projects must have a direct tie to the State Highway System. Funding for projects can be obligated upon Board approval.

Funding Cycle

Unallocated ITIP funds must be obligated prior to the end of each state fiscal year. Requests for unallocated ITIP funds may be submitted any time during the state fiscal year. The balance of the unallocated ITIP funds that have not been committed by May 1st of each year shall be used to advance projects previously approved in the ITIP in accordance with policy 4011.

Approved by the Board on:

Date 11/19/2020

Bill Moad
Board Chairman



BOARD POLICY 4076

Page 1 of 1

**USE OF UNALLOCATED IDAHO TRANSPORTATION
INVESTMENT PROGRAM (ITIP) FUNDS**

Purpose

This policy explains that an amount of state funds, not to exceed ten million dollars, shall be included annually within the Idaho Transportation Investment Program (ITIP) to be used at the discretion of the Board for addressing specific needs on the state highway system that cannot be anticipated and planned for in a 7-year funding cycle.

Legal Authority

Idaho Code 40-310(4) – The Board shall locate, design, construction, reconstruct, alter, extend, repair and maintain state highway, and plan, design and develop state transportation systems, determined by the Board to be in the public interest.

Idaho Code 40-310(8) – The Board shall expend funds appropriated for construction, maintenance and improvement of state highways.

Idaho Code 40-314(3) – The Board is authorized to exercise all powers and duties deemed necessary to fully implement and carry out the provisions of Title 40 of the Idaho Code, and to control the financial affairs of the Board and the Department.

Idaho Code 40-705 – All funds from whatever sources appropriated by law for the administration of the functions, powers and duties of the department and the board, including those in the state highway account, are made available to and placed under the control of the board and appropriated for expenditure by the board.

Idaho Code 40-708(1) – revenues in the state highway account must be spent exclusively for the maintenance, construction and development of highways and bridges in the state highway system.

Project Criteria

The requests to use unallocated ITIP funds throughout the year shall be made by the Director, Chief Operations Officer or District Engineer, after consultation with the local Board Member, at a Board meeting via a Board Agenda Item.

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- partnerships for highway improvements that will enhance Idaho's economic goals, mobility or operational efficiency

- urgent safety concerns,
- match for federal grants for state highway infrastructure
- project development for priority projects,
- advance right of way purchase
- emergency repairs to damaged highways and structures
- State Highway System adjustments

District Engineers and Board Members are encouraged to reach out to partners and stakeholders, including Board Advisory Committee members, to identify unmet needs and to generate project funding requests for unallocated ITIP funds. Projects must have a direct tie to the State Highway System. Funding for projects can be obligated upon Board approval.

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Approved by the Board on:

Date_____

Bill Moad
Board Chairman

RES. NO

WHEREAS, the Idaho Transportation Board supports the Idaho Transportation Department mission of safety, mobility and economic opportunity; and

WHEREAS, the Idaho Transportation Board is charged with considering the safety and convenience of the highway users; and

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

WHEREAS, the Idaho Transportation Board is charged with setting policies for the Idaho Transportation Department; and

NOW THEREFORE BE IT RESOLVED, that the Board approves revisions to Board Policy 4076 Use of Unallocated Idaho Transportation Investment Program (ITIP) Funds, increasing the amount of funds to not exceed \$10 million.



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 23, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed 5 Minutes

Presenter's Name Shauna Miller	Presenter's Title Grants/Contracts Officer	Initials SM	Reviewed By DM
Preparer's Name Shauna Miller	Preparer's Title Grants/Contracts Officer	Initials SM	

Subject

Public Transportation Advisory Council (PTAC) District 1 Appointment		
Key Number N/A	District 1	Route Number N/A

Background Information

Background: The Public Transportation Advisory Council (PTAC) created per Idaho Code 40-514 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 District 1 member's term ends at the end of June 2021. In order to fill the vacancy the Public Transportation (PT) Office solicited applications for the District 1 PTAC member position in early 2021. One applicant submitted to the PT Office. That application was reviewed by the PT Office and the remaining PTAC members.

During the June 15, 2021 meeting the PTAC moved by unanimous consensus that the applicant is fit to serve on the PTAC.

The District 1 member term began July 1, 2018 and is set to expire June 30, 2021. The applicant appointed will serve a term of July 1, 2021 through June 30, 2024.

ACTION: The Public Transportation Office hereby requests the Idaho Transportation Board reviews the application and makes a selection to fill the District 1 position.

Recommendations

Board approval of the attached resolution, page 185.

Board Action

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



Public Transportation Advisory Committee (PTAC) Application Form

Required for Submission

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

Contact Information

Full Name: Ryan Luttmann

Street Address: 607 W. Superior St. City/State/Zip: Sandpoint, ID 83864

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

Organization Affiliation (if any):

Name: _____

Street Address: _____ City/State/Zip: _____

District you are applying for:

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



Conflict of Interest

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.

Ryan Luttmann

Print Name

Signature

2-16-21

Date

RYAN J. LUTTMANN, P.E.

607 W. Superior St.

Sandpoint, ID 83864

208-627-7775

rluttmann@centurywest.com

ABOUT:

Ryan brings 23 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:

Public Transportation Advisory Council District 1, Vice Chairman, 2019-current

Rotary Club of Sandpoint, Past President 2004 & 2018, 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

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

Works with municipal clients within District 1 as a consulting civil engineer and serves as the contract City Engineer for the City of Kootenai and the District Engineer for the Independent Highway District in Sandpoint. As a Senior Project Manager, Ryan works 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. Manages project schedules, budgets and invoicing for engineering services. Reports regularly on progress of the projects and presenting at public meetings.

CITY OF SANDPOINT, SANDPOINT, IDAHO

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

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

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

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

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

BONNER COUNTY, SANDPOINT, IDAHO

Director of Road and Bridge/County Engineer, July 2004 – 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.

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 project engineers 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:

Letters of reference included.

Shauna Miller

From: Clif Warren <clifw75@gmail.com>
Sent: Monday, April 05, 2021 3:27 PM
To: Shauna Miller
Subject: [EXTERNAL] PTAC Application Comment

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

To the ITD Board,

I have known and worked with Ryan Luttmann for 17 years. From my perspective as the co-founder of Selkirks Pend Oreille Transit (SPOT) system, current SPOT board secretary and a former Mobility Manager for District 1, I believe Ryan will continue to do an excellent job as the District 1 PTAC representative. He thoughtfully works for the benefit of the citizens and providers alike. A wonderful choice!

Clif Warren

Clif Warren
224 Sunnyside Rd.
Sandpoint, Idaho 83864
Clifw75@gmail.com
208-610-4289 Cell
208-263-1542 Home

RYAN J. LUTTMANN, P.E.

607 W. Superior St.
Sandpoint, ID 83864
208-627-7775
rluttmann@centurywest.com

Idaho Transportation Department
Attn: Shauna Miller
PO Box 7129
Boise, ID 83707

February 15, 2021

RE: ITD Public Transportation Advisory Council (PTAC) Application – District 1

Dear Ms. Miller,

I am pleased to submit my application to continue to serve on the ITD Public Transportation Advisory Council for District 1. On April 18, 2019, I was appointed by the ITD Board to fill the remainder of the D1 PTAC term and I have served as Vice Chairman of the committee since October 1, 2020. As an active member of PTAC I look forward to this opportunity to continue to advise ITD on issues and policies regarding public transportation in Idaho.

My career as a civil engineer has been devoted to District 1 and I appreciate the relationships that have been developed through my service in the public and private sectors. As a representative of PTAC, I have worked with the District 1 Public Transportation providers and I have an understanding of the challenges and needs they face as they work to provide safe and efficient public transportation while navigating the impacts of the COVID-19 pandemic. In October of 2020, I led a roundtable discussion with the District 1 providers to understand:

- What they see as the role of PTAC
- How they think PTAC can better serve them
- The barriers they face
- Their challenges when addressing connectivity
- Any community needs they have difficulty addressing
- Future initiatives they would like PTAC to explore
- How they would like to engage more with PTAC

It is a pleasure to work with the ITD Public Transportation Manager, Ron Duran, his staff and the other members of PTAC. Over the last year, we have developed goals and actions for PTAC that align with ITD's mission for safety, mobility and economic opportunity. The strategic use of the CARES funding has greatly improved the financial sustainability of Public Transportation in Idaho and I am proud to have been a part of this process.

I have included letters of reference with my application which reflect my dedication to service on this council that is working to ensure the public transportation program is safe, financially stable, and capable to adjust to the changing transportation landscape in Idaho.

Respectfully,



Ryan J. Luttmann, PE



KOOTENAI COUNTY

PUBLIC TRANSPORTATION

16 February 2021

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:

It is an honor to support Ryan Luttmann in continued service as the District 1 Representative on the Public Transportation Advisory Council. Mr. Luttmann's dedication to serve is demonstrated by his exemplary commitment to public transportation and community within the district.

Mr. Luttmann's professional experience, knowledge, and understanding of public transportation and his drive to ensure the public transportation program is safe, financially stable, and proactive in adjusting to the changing transportation landscape in Idaho is a testimony to his service to date.

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

Sincerely yours,

Jody Bieze, Director
Kootenai County Public Transportation



Selkirks-Pend Oreille Transit Authority
31656 Hwy 200, St. 102, Box 8, Ponderay, Idaho 83852
208-263-3774

February 19, 2021

Idaho Transportation Board
3311 W. State Street - P.O. Box 7129
Boise, ID 83707

Dear Chairman Moad and the Idaho Transportation Board:

Selkirks Pend Oreille Transit Authority provides public transportation in Boundary and Bonner Counties in northern Idaho. The SPOT Board strongly supports the reappointment of Ryan Luttmann as the District One member on the Public Transportation Advisory Council.

Ryan has done an outstanding job as our District One PTAC member. Ryan reaches out to the providers in District One on a regular basis to see what our needs and concerns are. His excellent communication skills, ability to think of innovative solutions, and ability to work constructively with others makes him an ideal PTAC candidate.

Ryan is truly dedicated to public transportation, and has a passion to make public transportation successful in Idaho. Ryan's experience as an engineer in both the public and private sectors gives him a unique and thoughtful perspective on public transportation. We strongly encourage his reappointment so he can continue his fine work for public transportation.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Lewis". The signature is written in a cursive, flowing style.

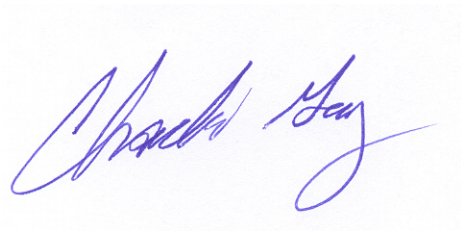
Nancy Lewis
Mayor of Kootenai, Idaho and SPOT Board Chair

February 9, 2021

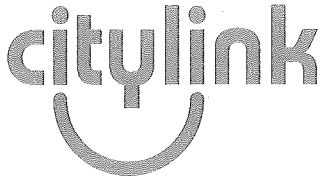
To Whom It May Concern

I am pleased to write a Letter of Recommendation for Ryan Luttmann, P.E. as a continuing member of the Public Transportation Advisory Council. I have known Ryan both professionally and personally for 25 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 are an asset to PTAC. He is familiar with the processes of ITD and grant programs and has taken an active role in District 1 public transportation. Ryan is a very good communicator and will continue to 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



February, 17, 2021

To Whom It May Concern:

Ryan Luttman was appointed by the ITD Board to fill a remaining term of the ITD PTAC District 1, (D1) on April 18, 2019, expiring on June 1, 2021.

Ryan is completing his application to continue in this position.

Ryan has shown us that he is dedicated to service on this council - working to ensure the public transportation program is safe, financially stable, and capable to adjust to the changing transportation landscape in Idaho.

In the past 2 years, he has been an active member of PTAC and currently serves as Vice Chair of the committee. During his tenure, PTAC has worked with the new Public Transportation Manager at ITD and staffing changes which has brought forth opportunities for more efficiency at ITD including developing a list of goals and drafting a charter for PTAC.

Ryan has reached out and communicated with the D1 providers and led a roundtable discussion at the annual summit to review the challenges, understand barriers and explore options for PTAC to better serve providers including the Coeur D' Alene Tribe's Citylink transit system.

We would like ITD to strongly consider and appoint Ryan to his prospective term as PTAC District 1 board member.

Thank you.

A handwritten signature in black ink, appearing to read "Alan R. Eirls", with a long horizontal line extending to the right.

Alan R. Eirls, Transportation Director, Coeur D' Alene Casino and CityLink Public Transit and

A handwritten signature in black ink, appearing to read "Robert A. Spaulding", with a stylized, cursive script.

Robert A. Spaulding, Grants Management Officer, Coeur D' Alene Tribe

Cc: file

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 one submitted application; and

WHEREAS, the Public Transportation Office solicited public comment on the submitted application from April 5, 2021 to May 5, 2021; and

WHEREAS, the submitted application and associated public comments were reviewed by the PTAC at their June 15, 2021 meeting where the council determined the applicant is 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 the completion of the term of July 1, 2021 through June 30, 2024.

Approved:



Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date June 23, 2021Consent Item ☐Information Item ☒Amount of Presentation Time Needed 5 Minutes

Presenter's Name Shauna Miller	Presenter's Title Grants/Contracts Officer	Initials SM	Reviewed By DM
Preparer's Name Shauna Miller	Preparer's Title Grants/Contracts Officer	Initials SM	

Subject

Public Transportation Advisory Council (PTAC) District 4 Appointment		
Key Number N/A	District 4	Route Number N/A

Background Information

Background: The Public Transportation Advisory Council (PTAC) created per Idaho Code 40-514 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 District 4 member's term ends at the end of June 2021. In order to fill the vacancy the Public Transportation (PT) Office solicited applications for the District 4 PTAC member position in early 2021. One applicant submitted to the PT Office. That application was reviewed by the PT Office and the remaining PTAC members.

During the June 15, 2021 meeting the PTAC moved by unanimous consensus that the applicant is fit to serve on the PTAC.

The District 4 member term began July 1, 2018 and is set to expire June 30, 2021. The applicant appointed will serve a term of July 1, 2021 through June 30, 2024.

ACTION: The Public Transportation Office hereby requests the Idaho Transportation Board reviews the application and makes a selection to fill the District 4 position.

Recommendations

Board approval of the attached resolution, page 192.

Board Action

☐ Approved ☐ Deferred _____
☐ Other _____



Public Transportation Advisory Committee (PTAC) Application Form

Required for Submission

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

Contact Information

Full Name: _____ Jeffrey C. McCurdy _____

Street Address: _____ 2957 Sunlight Road _____ City/State/Zip: _____ Twin Falls, ID 83301 _____

Phone: _____ (208) 731-5938 (mobile) _____ Email: _____ jmccurdy@csi.edu _____

Organization Affiliation (if any):

Name: _____ Region IV Development Association, Inc. _____

Street Address: _____ 202 Falls Avenue _____ City/State/Zip: _____ Twin Falls, ID 83301 _____

District you are applying for:

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



Conflict of Interest

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.

Jeffrey C. McCurdy

Print Name

Jeffrey C. McCurdy

Signature

March 29, 2021

Date

Jeffrey C. McCurdy

2957 Sunlight Road, Twin Falls, Idaho 83301

Cell Phone: (208) 731-5938

jmccurdy@csi.edu

April 1, 2021

Idaho Transportation Department – Public Transportation Office

P.O. Box 7129

Boise, ID 83707

Re: Application for Public Transportation Advisory Council (PTAC) – District 4 Appointment

Dear Idaho Transportation Department:

It is with great excitement for me to submit this application for the reappointment to Idaho Transportation Department's – Public Transportation Advisory Council (PTAC) – District 4 seat. Public transportation is a vital service used by thousands of Idahoans every year. Providing public transportation in both the large urban areas and small rural communities across the State of Idaho is challenging and requires strong leadership to help develop practical, affordable, and innovative solutions. ITD's Public Transportation Office (PTO) mission is to help grow Idaho's mobility network, providing exceptional customer service, and leverage emerging technology. I feel my involvement will help the PTO achieve its mission, provide guidance on critical public transportation issues and policies, while representing the communities, providers, and citizens in South-central Idaho.

I am currently serving as the President of Region IV Development Association, Inc., a non-profit organization that specializes in regional planning, connecting community and business leaders with financial resources, and fostering public-private collaboration. If appointed, I will bring to PTAC my experience and collaboration networks that I hope will enhance public transportation services in District 4.

I served as the Chief Financial Officer/Treasurer for the City of Rupert for over 5 years. In this role, I learned of the many challenges community leaders face with providing quality and useful amenities while dealing with budgetary constraints. My time serving as a public official will allow me to bring a unique perspective to PTAC discussions and decision making.

Since my appointment to serve as the PTAC Representative for District 4 in April 2020, I have gained a tremendous appreciation for the PTO staff and the public transportation providers that serve our great State. I feel I have a great amount to offer, if reappointed, to fill the District 4 seat. Thank you for your time and consideration of my application request.

Sincerely,



Jeffrey C. McCurdy

Jeffrey C. McCurdy

202 Falls Ave, P.O. Box 5079, Twin Falls, Idaho 83303-5079
Work Phone: (208) 732-5727 ext. 3010 Cell: (208) 731-5938
jmccurdy@csi.edu

OBJECTIVE

Serve as a member of the Public Transportation Advisory Council (PTAC) to represent the communities in South-central Idaho (District 4) and advise the Idaho Transportation Department on issues and policies regarding public transportation.

WORK EXPERIENCE

Region IV Development Association, Inc.

(December 2019 – Present)

Title: President and Chief Executive Officer

Responsibilities Included: Assist public and private partners in planning, developing, financing, and implementing economic development and job creation projects.

City of Rupert (March 2014 – December 2019)

Title: Chief Financial Officer/Treasurer, Human Resource Manager, Economic Development Specialist, Rupert Urban Renewal Agency Financial Officer

Responsibilities Include: Manage all financial transactions and records, reconcile monthly bank statements, prepare annual operating budgets (12 Departments and \$15 million annually), assist in preparing the annual financial audit, oversee and process bi-weekly payroll, maintain and renew property leases and insurance coverages, coordinate and maintain working relationships with vendors, advise City employees on human resource issues, assist with business recruitment, grant writing, and project development/implementation.

Region IV Development Association, Inc.

(August 2004 – March 2014)

Title: Community Development Planner, Grant Administration Specialist, and Loan Closing Officer

Responsibilities Included: Assist public and private partners' in developing, planning, financing, and implementing public infrastructure and economic development projects, prepare grant and loan applications to various funding agencies for local, State, Federal, and private funding programs, and coordinate with regulatory agencies to oversee compliance with funding program rules and regulations.

EDUCATION

Idaho State University – Bachelor of Business Administration – Marketing – May 2004

The National Development Council (NDC) – Economic Development Finance Professional Certification Program – May 2009

The Effective Facilitator Training Course – Leadership Strategies, Inc. – October 2010

Mini-Cassia Chamber of Commerce – Leadership (2016-2017)

ToP Facilitation Training – September 2019

ICDBG/RCBG Certified Grant Administrator – Idaho Department of Commerce – September 2020



SKILLS

Finance and Budgeting
Project Development/Grant Writing
Project Administration
Communication
Public Speaking
Human Resources
Facilitation
Microsoft Office Suite Programs

COMMUNITY INVOLVEMENT

Idaho Transportation Department's – Public Transportation Advisory Council (PTAC) – (June 2020 to Present)

Idaho Rural Partnership Board Member – (January 2021 to Present)

Economic Development Districts of Idaho – (December 2019 to Present)

Mini-Cassia Chamber of Commerce – Leadership Group (2016-2017)

Idaho City Clerks, Treasurers, and Financial Officers Association (2014 – 2019)

Southern Idaho Economic Development (SIED) – Board Member (2014 to Present)
Executive Board Member (July 2017 to November 2019)

Twin Falls School District – Facilities Planning Committee Member (2013)

City of Twin Falls – Wastewater Citizen Advisory Committee Member (2012 – 2013)

Youth Sports Coach (Basketball and Soccer) (2011 to 2019)

Jeffrey C. McCurdy

2957 Sunlight Road, Twin Falls, Idaho 83301

Cell Phone: (208) 731-5938

jmccurdy@csi.edu

REFERENCES

Senator Kelly Anthon, Idaho State
Legislator and City Administrator
City of Rupert
624 F Street
P.O. Box 426
Rupert, Idaho 83350
Phone: (208) 436-9600
kelly.anthon@rupert.id.us

The Honorable Michael D. Brown, Mayor
City of Rupert
624 F Street
P.O. Box 426
Rupert, Idaho 83350
Phone: (208) 436-9600

Mark Mitton, City Administrator
City of Burley
1401 Overland Avenue
Burley, Idaho 83318
(208) 878-2224
mmitton@burleyidaho.org

Rebecca Wildman, Executive Director
Business Plus, Inc.
P.O. Box 929
Twin Falls, ID 83303-0929
Phone: (208) 539-6470
Rebecca@BusinessPlusInc.org

Dennis Porter, Community Development
Manager
Idaho Department of Commerce
700 State Street
P.O. Box 83720
Boise, ID 83720-0093
(208) 287-0782
Dennis.Porter@commerce.idaho.gov

The Honorable Michel Tribe, District Court
Judge
Cassia County Judicial Center
1559 Overland Ave.
Burley, ID 83318
Phone: (208) 878-7152

Travis Rothweiler, City Manger
City of Twin Falls
203 Main Avenue East
Twin Falls, Idaho 83303-1907
(208) 735-7271
trothweiler@tfid.org

Brady Workman, CPA and Owner
Workman & Company
2190 Village Park Ave., Suite 300
Twin Falls, ID 83301
Phone: (208) 733-1161
bworkman@dennisbrownncpa.com

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 4 with one submitted application; and

WHEREAS, the Public Transportation Office solicited public comment on the submitted application from April 5, 2021 to May 5, 2021; and

WHEREAS, the submitted application and associated public comments were reviewed by the PTAC at their June 15, 2021 meeting where the council determined the applicant is qualified to fill the vacant District 4 position.

NOW THEREFORE BE IT RESOLVED that the Transportation Board has determined to appoint _____ for the District 4 PTAC position for the completion of the term of July 1, 2021 through June 30, 2024.

Approved: