



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: FRANK JOSEPH TOOKE
Street Address: 2857 S. SWALLOW TAIC LN City/State/Zip: BOISE, ID 83706
Phone: 208-866-0660 Email: NWPLYER68@HOTMAIL.COM

Organization Affiliation (if any):

Name: NONE - RETIRED 12/31/2016
Street Address: _____ City/State/Zip: _____

District you are applying for:

District 1 District 2 District 3 District 4 District 5 District 6

FRANK J. TOOKE

2857 S. Swallowtail Ln, Boise, ID 83706 · (208) 866-0660

Nwflyer68@hotmail.com

September 14, 2020

Shauna Miller
Grants & Contracts Officer
ITD – Public Transportation Office
P.O. Box 7129
Boise, ID 83707

DEAR MS. MILLER,

I am very interested in the Public Transportation Advisory Council (PTAC) District 3 position. I am retired but I have extensive experience in a variety of fields which is detailed in my enclosed resume. I am also a frequent user of many of the routes provided by Valley Regional Transit.

- I have 14 year's experience as a financial specialist and manager in Federal Transportation Finance and Oversight with the Federal Highway Administration, here in Idaho and in Sterling, VA.
- 20+ years as a CPA involved in audit and tax services to a variety of clients, initially with KPMG in Washington D.C. and as a partner in a practice in Montana.
- I served in the United States Navy as a Navy Pilot and an IT systems specialist, 6 years active duty and 18 years as a reservist. I attained the rank of Navy Commander.
- My Public Service includes:
- 7 years as an elected city councilman and finance committee member & chairman in Miles City MT
- 5 years as a member of the Miles City Airport Commission
3 years as Chairman
- 17 years as a member of Holy Rosary Hospital Board of Trustees, Finance Committee Member and Chairman

My primary experience is in finance but I also have extensive experience in personnel management, project oversight and administration and public involvement. And I have a keen interest in public transportation.



Frank J. Tooke



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.

Frank Joseph Tooke

Print Name

Frank J. Tooke

Signature

9/10/20

Date

RESUME OF FRANK J. TOOKE

2857 S. Swallowtail Ln
Boise, ID 83706
(208) 866-0660
Email · nwflyer68@hotmail.com

EDUCATION:

BA BUSINESS ADMINISTRATION WITH ACCOUNTING EMPHASIS, UNIVERSITY OF MONTANA JUNE 1972
GRADUATED WITH A 3.12 GPA AND PASSED THE UNIFORM CPA EXAM FIRST SITTING IN MAY 1972.

MASTERS IN BUSINESS ADMINISTRATION, GEORGE WASHINGTON UNIVERSITY, WASHINGTON D.C.
SEPTEMBER 1978

FOCUSED ON ACCOUNTING, FINANCE, AUDITING AND OPERATIONS RESEARCH. RECEIVED JOB OFFERS FROM ALL THE BIG 8 ACCOUNTING FIRMS AS WELL AS A NUMBER OF OTHER FIRMS.

PROFESSIONAL EXPERIENCE:

AUGUST 1972 TO SEPTEMBER 1972 – NAVAL AVIATOR AND SYSTEMS ANALYST, UNITED STATES NAVY

COMPLETED NAVY JET TRAINING FEB 1974. QUALIFIED IN T-2, A-4 JET AIRCRAFT AND C-131 TWIN ENGINE PROPELLOR AIRCRAFT. ACCUMULATED 800 PLUS FLIGHT HOURS. WAS ASSIGNED ADDITIONAL DUTIES AS A SYSTEMS ANALYST FOCUSING ON SOFTWARE TESTING AND ACCEPTANCE.

SEPTEMBER 1978 to NOVEMBER 1979 – STAFF AUDITOR, KPMG, WASHINGTON D.C. OFFICE

PARTICIPATED IN A NUMBER OF FINANCIAL AUDITS OF DOMESTIC AND INTERNATIONAL FIRMS INCLUDED FANNY MAE, BRITISH AEROSPACE, AAA AND A NUMBER OF LARGE SAVINGS & LOANS IN THE D.C. AREA.

NOVEMBER 1979 TO APRIL 2003 – AUDITOR & PARTNER, TOOKE & COMPANY, CPA'S, MILES CITY, MT.

PROVIDED AUDIT, TAX AND COMPUTER SERVICES TO A VARIETY OF CLIENTS INCLUDING HEAVY HIGHWAY CONTRACTORS, FARMERS AND RANCHERS, RETAIL BUSINESS AND NONPROFIT ORGANIZATIONS.

APRIL 2003 TO DECEMBER 2016 – FINANCIAL SPECIALIST & FINANCIAL MANAGER FEDERAL HIGHWAY ADMINISTRATION AT THE FHWA IDAHO DIVISION AND EASTERN FEDERAL LANDS, STERLING, VA.

PROVIDED FINANCIAL EXPERTISE AND OVERSIGHT FOR FEDERAL AID FUNDS PASSED THROUGH TO STATE AND LOCAL AGENCIES FOR HIGHWAY AND TRANSIT PROJECTS. RESPONSIBLE FOR OVERSIGHT AND ADMINISTRATION OF \$280 MILLION IN FEDERAL AID FUNDS. MAINTAINED CLOSE RELATIONSHIPS WITH STATE & LOCAL PROGRAM PLANNING AND FINANCIAL PERSONNEL AND AUDITED PROJECTS AND PROGRAMS TO ENSURE FEDERAL AID REQUIREMENTS WERE MET.

SKILLS:

- **HAVE EXTENSIVE INDEPTH KNOWLEDGE OF FEDERAL FINANCING OF TRANSPORTATION PROJECTS & PROGRAMS, PARTICULARLY IN IDAHO.**
- **EXTENSIVE FINANCIAL & ACCOUNTING EXPERIENCE IN THE PUBLIC & PRIVATE SECTORS.**
- **SIGNIFICANT EXPERIENCE AS A MEMBER AND CHAIRMAN OF A NUMBER OF CIVIL AND PUBLIC COMMITTEES AND COUNCILS.**
- **POSSESS SIGNIFICANT EXPERIENCE IN COMMUNICATING PERFORMANCE GOALS & OBJECTIVES FOR ORGANIZATIONS.**

I HAVE A PASSION FOR PUBLIC TRANSIT AND USE IT WHEREVER I TRAVEL IN THE UNITED STATES. I AM ALSO VERY FAMILIAR WITH WORKING WITH STATE AND LOCAL ENTITIES ON TRANSPORTATION ISSUES.



ITD – Public Transportation Office

Attn: Shawna Miller
PO Box 7129
Boise, Idaho 83707

Dear Shawna,

I am writing you to recommend Frank Tooke Whom I have known for 12 years as a candidate for your District 3 representative to the Public Transportation Advisory Committee (PTAC). Frank is a former employee of the FHWA Idaho Division. He served as our Financial Manager and demonstrated that he is a person of remarkable maturity, has excellent communication skills, and was very reliable. Also, he has served on committees like the PTAC in the past and he is very well acquainted with the process.

Frank would be a tremendous asset to represent your District on the PTAC and has my highest recommendations. If you have any further questions regarding Frank background or qualifications, please do not hesitate to call me.

Sincerely,



Gus Shanine

208-334-9180 Ext. 119

August 26, 2020

ITD - Public Transportation Office
Attn: Shauna Miller
P.O. Box 7129
Boise, ID 83707

Re: Recommendation Letter for District 3 PTAC

Dear Ms. Miller,

I am writing to you to recommend Frank Tooke to be a member of the PTAC for District 3. I have known Frank for many years and can speak to his passion for and commitment to public transportation. Frank regularly rides public transit and regularly promotes the bus system to friends and colleagues. He truly understands the value that public transit brings to the community.

I also worked with Frank at the FHWA Idaho Division Office for many years. Frank has a wealth of knowledge and skill in transportation policy and finance, which would be beneficial to his role on PTAC. He can provide valuable insights into the broader transportation sector that will be of value to PTAC.

Finally, I know Frank has a strong history of volunteerism throughout his life. He believes in giving back to the communities he has lived in and will be a dedicated and engaged volunteer for PTAC. I highly recommend Frank Tooke's application to District 3 PTAC.

Please don't hesitate to contact me if you have any questions.

Sincere Regards,



Lori Porreca
FHWA Office of International Programs
Lori.porreca@dot.gov