



## **A G E N D A**

### **Idaho Transportation Board Policies Subcommittee Remote Meeting**

**June 18, 2025**

Idaho Chinden Campus  
11331 Chinden Blvd., Building 8  
Canyon Creek Conference Room, 1<sup>st</sup> Floor  
Boise, Idaho

Call in: 1-208-473-7075

Access code: 918 634 720#

	<u>Page</u>	<u>Time*</u>
<u>Action Items</u>		
1. Call Meeting to Order – Chairman Gary Osborn		<b>9:00</b>
• Approval of April 2, 2025 meeting minutes	<b>2</b>	
2. Administrative Policy 5001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts Updates Business and Support Management Manager Michelle Doane	<b>3</b>	<b>9:05</b>
3. Board Policy 4039/Administrative Policy 5039 Public Transportation Advisory Council Updates Public Transportation Program Manager Ron Duran	<b>17</b>	<b>9:10</b>
4. Adjourn (estimated time)		<b>9:25</b>

\*All listed times are local and are estimates only. The Chairman reserves the right to move agenda items and adjust the scheduled time accordingly. The meeting is open to the public, except for an executive session, if held.

Idaho Transportation Board Subcommittee on Policies  
April 2, 2025, Chinden Campus

Idaho Transportation Board Subcommittee on Policies held a remote meeting on April 2, 2025. Subcommittee members in attendance were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo, District 5 Member John Bulger, and Business Executive to the Board Lorraine Dennis.

Key principals staff members present were Chief Engineer Dave Kuisti, Highway Program Project Manager Angie Heuring, and Employee Safety & Risk Manager (ESRM) Randy Danner. Deputy Attorney General Tiffany Hales participated remotely.

Chairman Osborn called the meeting to order at 3:02 PM.

Minutes. Member DeLorenzo made a motion to approve the minutes of February 25, 2025. Member Bulger seconded the motion and it passed.

Administrative Policy 5558 Use of Electronic Devices While Driving and Operating ITD Vehicles and Equipment. ESRM Danner reviewed the proposed policy changes. Idaho Code 49-140A(2) reference was added to the policy that states a person shall not operate a motor vehicle while using a mobile electronic device. At the time of the original policy, this Code was not written. Employees were given permission to use electronic devices in hands-free mode while driving with certain conditions such as single point access. Language was added encouraging employees to limit use to ensure the activity does not cause distraction. The revisions acknowledge the need for immediate cell phone communication and its benefit.

Member DeLorenzo made a motion, seconded by Member Bulger, to concur with staff's recommendations and refer it to the full Transportation Board for approval.

The meeting adjourned at 3:10 P.M.

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Respectfully submitted by:  
LORRAINE DENNIS  
Business Executive, Idaho Transportation Board



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

### **Purpose**

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

### **Legal Authority**

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

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

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

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

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

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

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

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

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

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

Idaho Code 67-5711 – Construction, Alterations, Equipping, Furnishing and Repairing of Public buildings and works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars (\$100,000) for labor,



materials and equipment (not including design costs, bid advertising and related bidding expenses).

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

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

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

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

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

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

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

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

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

## I. GENERAL CONDITIONS

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

All contracts, agreements, or grants require:

### **Financial Review and Approval**

Before signing a department contract or agreement that expends funds, the signing authority shall confirm that funds are available to meet the terms of agreement. Charges and cost distribution for payments shall be according to instructions issued by the Financial Services section. When the contract or agreement is



completed, Financial Services shall also be notified of all capital leases and proper budgetary approval shall be obtained.

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

### **Equal Opportunity/Affirmative Action**

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

### **Changes to the Provisions or Terms**

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

## **II. IDAHO TRANSPORTATION INVESTMENT PROGRAM (ITIP) CONTRACTS AND AGREEMENTS**

### **Project Construction Work**

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

### **Professional Service Agreements and Right of Way Agreements**

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

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

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

Routine engineering between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of \$1,000,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplemental agreements, including the original agreements, that would bring the Department's obligation to more than \$1,000,000 require Board



approval. Routine right of way agreements must follow these agreement limits, however, approval for agreements totaling up to \$1,000,000 is limited to appropriate Division Administrator or delegate. Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of \$50,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplements that would bring the Department's obligation to more than \$50,000 require Board approval.

### **State/Local Agreements**

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

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

### **Cooperative Agreements**

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

### **Railroad and Utility Agreements**

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

### **Road Closure and Maintenance Agreements**

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

## **III. GOODS AND SERVICES CONTRACTS AND AGREEMENTS**



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

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

#### **IV. NON-PROJECT HIGHWAY RELATED CONTRACTS AND AGREEMENTS**

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

#### **V. BUILDING FACILITY PUBLIC WORKS CONTRACTS AND AGREEMENTS**

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

#### **VI. GRANT PROGRAM AGREEMENTS**

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

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

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





## VIII. SPECIAL EVENT AGREEMENTS

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

## IX. MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT

Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) are agreements established between the Idaho Transportation Department (ITD) and other entities (nations, federal, states, Idaho state agencies or local governmental agencies, businesses, non-governmental organizations, etc.) ~~agreements with federal agencies, Idaho state agencies, local governments, other nations, and non-governmental organizations.~~ The approval shall be as designated in Administrative Policy 5007, Memorandum of Understanding or Memorandum of Agreement.

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

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

~~Approved by the Director on:~~

Date: 5/29/2018

~~Brian W. Ness~~ L. Scott Stokes

Director



# 5001 Exhibit A

Idaho Transportation Department Delegation of Authority Matrix - 5001, EXHIBIT A									
Contracts, Agreements, MOU/MOA									
Applicable Laws: including but not limited to	Applicable Policies:	Contract Type/Method:	Director, ITD	Executive Leadership	Chief Engineer	Division Admin / District Engineer	HQ Section Manager	Special Position Condition	
Highways - Idaho Code Title 40, Title 67, 23 CFR 172	4001, 5001, 5007, 5029, 5061, 5546	Highway Construction Contracts				HQCO-DA			
		Emergency Highway Contracts			Declared & Approved by CE				
		Local Public Agency Highway Contracts				HQCO-DA			
		Highway Professional Services Agreements - Routine				=<\$1mil			
		Highway Professional Services Agreements - Non Routine				<\$50k			
		Highway Work Task Agreement							
		Right of Way Agreement				<=\$1mil			
		State Local Agreements							
		Highways Cooperative Agreements							
		Railroad & Utility Agreements							
		Road Closure & Maintenance Agreements							
		Research Agreements							
		Special Event Agreements							
		Goods & Services Contracts/Agreeme nts						Purchasing Agent	
		Information Technology Service Contracts or Agreements							
		Contracts for Administrative Building <\$100K						Facility Management Contracting Officer	
		All Other Facility Contracts							
		Facility Professional Service Agreements							
		Emergency Facility Contract						67-5711(b)	
DMV - Title 49, Title 40		Agreements with other agencies, States & entities				DMV			
Other Agreements		Memorandum of Understanding/ Agreement & Any other agreements not identified **	Agency			District or Division			
			Can be delegated further						
			Cannot be delegated further						



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- Idaho Code 40-312(2) – Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.
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approval. Routine right of way agreements must follow these agreement limits, however, approval for agreements totaling up to \$1,000,000 is limited to appropriate Division Administrator or delegate. Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of \$50,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplements that would bring the Department's obligation to more than \$50,000 require Board approval.

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### **Railroad and Utility Agreements**

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

### **Road Closure and Maintenance Agreements**

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

## **III. GOODS AND SERVICES CONTRACTS AND AGREEMENTS**

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



services contracts or agreements shall be in compliance with procedures established by the Idaho Department of Administration, Division of Purchasing.

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

#### **IV. NON-PROJECT HIGHWAY RELATED CONTRACTS AND AGREEMENTS**

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

#### **V. BUILDING FACILITY PUBLIC WORKS CONTRACTS AND AGREEMENTS**

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

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

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

#### **VIII. SPECIAL EVENT AGREEMENTS**

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



## **IX. MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT**

Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) are agreements established between the Idaho Transportation Department (ITD) and other entities (nations, federal, states, Idaho state agencies or local governmental agencies, businesses, non-governmental organizations, etc.) . The approval shall be as designated in Administrative Policy 5007, Memorandum of Understanding or Memorandum of Agreement.

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

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

\_\_\_\_\_  
Date: \_\_\_\_\_

L. Scott Stokes  
Director



# 5001 Exhibit A

Idaho Transportation Department Delegation of Authority Matrix - 5001, EXHIBIT A									
Contracts, Agreements, MOU/MOA									
Applicable Laws: including but not limited to	Applicable Policies:	Contract Type/Method:	Director, ITD	Executive Leadership	Chief Engineer	Division Admin / District Engineer	HQ Section Manager	Special Position Condition	
Highways - Idaho Code Title 40, Title 67, 23 CFR 172	4001, 5001, 5007, 5029, 5061, 5546	Highway Construction Contracts				HQCO-DA			
		Emergency Highway Contracts			Declared & Approved by CE				
		Local Public Agency Highway Contracts				HQCO-DA			
		Highway Professional Services Agreements - Routine				≤\$1mil			
		Highway Professional Services Agreements - Non Routine				<\$50k			
		Highway Work Task Agreement							
		Right of Way Agreement				≤\$1mil			
		State Local Agreements							
		Highways Cooperative Agreements							
		Railroad & Utility Agreements							
		Road Closure & Maintenance Agreements							
		Research Agreements							
		Special Event Agreements							
		Goods & Services Contracts/Agreements						Purchasing Agent	
		Information Technology Service Contracts or Agreements							
	Facility Management - Idaho Code Title 67-57		Contracts for Administrative Building <\$100K					Facility Management Contracting Officer	
		All Other Facility Contracts							
		Facility Professional Service Agreements							
	DMV - Title 49, Title 40		Emergency Facility Contract					67-5711(b)	
			Agreements with other agencies, States & entities				DMV		
Other Agreements		Memorandum of Understanding/ Agreement & Any other agreements not identified **	Agency			District or Division			
Can be delegated further									
Cannot be delegated further									



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**PUBLIC TRANSPORTATION ADVISORY COUNCIL**

**Purpose**

This purpose of this policy is to outline the Public Transportation Advisory Council's duties to the Board.

The Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the Public Transportation Advisory Council is to provide the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the department's decision-making processes.

Idaho Code 40-312(6) – The Board shall establish a statewide comprehensive plan for public transportation.

Idaho Code 40-514 – Defines Department support for public transportation services and the Public Transportation Advisory Council and Interagency Working Group.

Idaho Code 40-528 – ITD and the Director are the designated recipients of the FTA funds for distribution within the State of Idaho.

**Coordination/Communication with the Board**

~~The Public Transportation Advisory Council (PTAC), as established by Sections 40-312(6) and 40-514(2), Idaho Code, advises the Idaho Transportation Board on issues, policies and performance concerning public transportation services in Idaho. PTAC shall present an annual update/report to the Idaho Transportation Board highlighting district PTAC activities, system improvements and issues, and goals/objectives for the next 12 months.~~

**Program Emphasis**

~~The PTAC shall work to ensure the public transportation program is safe, financially sustainable within the current funding constraints, and is capable of appropriately adjusting to the changing transportation landscape. PTAC activities should include promoting coordinated transportation systems, engaging in planning activities, and identifying transportation needs.~~

**PTAC Membership**

~~The Board shall appoint six member—one member for each of the six Transportation Department districts. Appointed members shall be representative of local governments, agencies, private organizations, citizen groups, and private providers that have an interest in public transportation; as well as people with disabilities and the elderly who utilize public~~

transportation. The Board shall appoint PTAC members from recommendations submitted by said organizations, groups, providers, users, and state agencies in each district. Each member shall serve a three-year term, except that the initial appointment may be for one to three years to allow two members to be appointed or reappointed each year.

The PTAC is authorized to meet three (3) times per year, with additional meetings as authorized by the Board. Each committee member will make a good faith effort to attend each full advisory committee meeting. Attendance in person is preferred, but if that is not possible attendance may be by teleconference or by videoconference. If a given District is unrepresented for two consecutive meetings, the Chairperson or a majority of the committee has the discretion to ask for the removal of said individual from the committee. The members shall be reimbursed for attending the PTAC meetings according to the provisions of the Section 59-509(g), Idaho Code. The PTAC members shall also be reimbursed by the Department for travel and expenses according to the limits specified in Section 67-2008, Idaho Code.

Applications to serve on PTAC will be coordinated by the Department. A call for applications must remain open for at least 30 calendar days, and applications received must be posted for public comment for at least 30 calendar days. Applications will then be reviewed by the seated members of the PTAC and a final appointment will be made by the Idaho Transportation Board.

#### **Chair Election**

A Chair is elected for a one (1) year term from among the PTAC members by a majority vote of the PTAC members, at the last meeting of the calendar year. The Chair's responsibilities include:

- Serving as the group's spokesperson;
- Partnering with the ITD Public Transportation Office to assist in program recommendations
- Participating in agenda development activities on behalf of the group, and
- Other functions as appropriate.

#### **Conflict Of Interest**

If, in any broad sense, a person may personally or through a professional affiliation or employment be in line to benefit in any manner from the decisions of the Idaho Transportation Board and/or Department, that person shall declare a conflict of interest and excuse him/herself from participation on that issue. If the conflict is recurring, he/she shall be restricted from membership on the PTAC.

The Idaho Transportation Department requests the advice and assistance of the Public Transportation Advisory Council in the administration of matters concerning public transportation. This advice may take the form of candid and robust conversations or specific recommendations.

Recommendations or ideas about policy changes that may require legislative action may be made to the department. The department will consider the recommendations internally and determine if further review is warranted. If approved by the Idaho Transportation Board, the idea will be advanced to the executive branch process for further consideration.

89 The Governor's Office and the Division of Financial Management, working with department  
90 staff, act as clearinghouses to ensure a cohesive executive branch position on all legislative  
91 issues. While members are free to share their opinions on various topics, they shall not  
92 individually represent the advisory council to external stakeholders or legislators about a  
93 potential legislative issue until the department confirms alignment with the Governor's Office,

94  
95 The Public Transportation Advisory Council will meet three times per year and as necessary as  
96 determined by the Director or the Public Transportation Program Manager. The Public  
97 Transportation Advisory Council Chairman, or his designee, will present annually to the Idaho  
98 Transportation Board a summary of its activities.  
99

100  
101 Approved by the Board on:

102  
103  
104 Date: - 9/13/2018

105 ~~Jerry Whitehead~~ Bill Moad  
106 Board Chairman  
107 Idaho Transportation Board Chairman  
108



## **PUBLIC TRANSPORTATION ADVISORY COUNCIL**

### **Purpose**

The Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the Public Transportation Advisory Council is to provide the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the department's decision-making processes.

### **Legal Authority**

- Idaho Code 40-312(6) – The Board shall establish a statewide comprehensive plan for public transportation.
- Idaho Code 40-514 – Defines Department support for public transportation services and the Public Transportation Advisory Council and Interagency Working Group.
- Idaho Code 40-528 – ITD and the Director are the designated recipients of the FTA funds for distribution within the State of Idaho.

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The Governor's Office and the Division of Financial Management, working with department staff, act as clearinghouses to ensure a cohesive executive branch position on all legislative issues. While members are free to share their opinions on various topics, they shall not individually represent the advisory council to external stakeholders or legislators about a potential legislative issue until the department confirms alignment with the Governor's Office.

The Public Transportation Advisory Council will meet three times per year and as necessary as determined by the Director or the Public Transportation Program Manager. The Public Transportation Advisory Council Chairman, or his designee, will present annually to the Idaho Transportation Board a summary of its activities.

Approved by the Board on:

Date: \_\_\_\_\_

\_\_\_\_\_  
Bill Moad  
Idaho Transportation Board Chairman



## ~~COORDINATION WITH PUBLIC TRANSPORTATION ADVISORY COUNCIL~~

### **Purpose**

This policy implements Board Policy 4039 concerning the activities of the Public Transportation Advisory Council.

### **Legal Authority**

~~Idaho Code Section 40-514 Public Transportation Services Council and Interagency Working Group created.~~

Idaho Code 40-514 – Public Transportation Services Council and Interagency Working Group created

Idaho Code 40-312(6) – The Board shall establish a statewide comprehensive plan for public transportation.

Idaho Code 40-528 – ITD and the Director are the designated recipients of the FTA funds for distribution within the State of Idaho.

~~The Public Transportation Manager shall coordinate with the Public Transportation Advisory Council to implement the provisions of Board Policy 4039, PUBLIC TRANSPORTATION ADVISORY COUNCIL (PTAC). The Public Transportation Manager shall:~~

- ~~• Schedule and provide support for up to three PTAC meetings per year with any additional meetings as authorized by the ITO Board.
  - ~~○ Support the development of PTAC annual goals/objectives~~
  - ~~○ Provide recommendations for application funding and support PTAC review and concurrence~~
  - ~~○ Discuss planning activities with PTAC~~~~
- ~~• Review Department policies and regulations affecting public transportation and make recommendations on policies and regulations.~~
- ~~• Concur in levels and priorities of funding for State public transportation projects.~~
- ~~• Discuss public transportation needs and issues in each District.~~
- ~~• Review the quality of the state public transportation system annually with PTAC.~~
- ~~• Arrange annual PTAC presentation to Board~~
- ~~• Coordinate review of proposed legislation which may affect public transportation.~~

On behalf of the Director, all Idaho Transportation Department activities concerning the Public Transportation Advisory Council shall be the responsibility of the Public Transportation Program Manager or designee.

In order to give proper consideration to matters concerning the public transportation industry in the state of Idaho, the Idaho Transportation Department requests the Public Transportation Advisory Council to function in the following manner:

- Provide industry perspective and advice to the Public Transportation Office regarding matters concerning public transportation in Idaho.

- 51 • Advise the Public Transportation Office on the needs, challenges, and barriers of the public  
52 transportation providers around the state.  
53

54 **Public Transportation Advisory Council Membership**

55 The Public Transportation Advisory Council shall be composed of six members appointed by the Idaho  
56 Transportation Board. Appointed members shall be representatives of local governments and agencies,  
57 private organizations, citizen groups and private providers that have an interest in public transportation, and  
58 people with disabilities and the elderly who utilize public transportation.  
59

60 The Idaho Transportation Board shall appoint Public Transportation Advisory Council members from  
61 recommendations submitted by said organizations, groups, providers, users, and state agencies in each  
62 district.  
63

64 One member shall be appointed from each of the six transportation department districts as provided in  
65 section 40-303, Idaho Code. The term of each member shall be three years and the initial appointments to  
66 the council shall be such that two members shall be appointed each year thereafter.  
67

68 Candidates for the position of chair and vice chair shall be elected by members of the Public Transportation  
69 Advisory Council. The terms shall be for a one-year period (July – June), and are eligible to serve  
70 consecutive terms  
71

72  
73 Date: 10/20/15

74 ~~Brian Ness~~ L.Scott Stokes  
75 Director  
76  
77





## **PUBLIC TRANSPORTATION ADVISORY COUNCIL**

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Candidates for the position of chair and vice chair shall be elected by members of the Public Transportation Advisory Council. The terms shall be for a one-year period (July – June), and are eligible to serve consecutive terms.

---

L. Scott Stokes  
Director

Date: \_\_\_\_\_