

# POLICY BOARD MEETING MINUTES

January 18, 2023

3:30 P.M.

CITY OF IDAHO FALLS COUNCIL CHAMBERS

## POLICY BOARD MEMBERS PRESENT

### **In-Person:**

Lisa Burtenshaw – Idaho Falls City Council

Larry Gilmore – Ucon City Council

Rebecca Casper – Idaho Falls Mayor

Karen Hiatt – ITD Engineering Manager

Jim Francis – Idaho Falls City Council

Jim Freeman – Idaho Falls City Council

**Members Attending Via Teams:** Jon Walker – Bonneville Count Commissioner

**ALSO PRESENT:** BMPO Director Darrell West, Transportation Planner DaNiel Jose, BMPO Office Assistant Stephanie Gazdik, Chris Canfield – I.F. Assistant Public Works Director, Chris Fredrickson – I.F. Public Works Director, Austin Black – Bonneville County Planning and Zoning Administrator, Kelly Hoops – Horrocks Engineers, and Ryan Day – ITD were also present in-person.

**CALL TO ORDER:** Jim Freeman called the meeting to order at 3:30

## CONSENT ITEMS

### **MINUTES – Policy Board Meeting November 16, 2022**

Jim Francis made the motion to approve the minutes of the November 16, 2022, Policy Board Meeting. The motion was seconded by Rebecca Casper. A roll call vote was as follows: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Gubler, yes; Hiatt, yes; VanderMeer, abstained from the vote; Walker, yes. The motion passed.

**\*A motion to change to agenda order and move the I-15/ US 20 Project to the first item in the meeting was made by Jim Freeman. Lisa Burtenshaw seconded the motion. The vote was unanimous.**

## DISCUSSION ITEM

**I-15/US 20 Project Discussion** – Ryan Day from Idaho Transportation Department updated the Policy Board on the I-15/US 20 project. Ryan said the most current information on the project could be found on the website. <https://i15us20connector.com/>

## ACTION ITEMS

**Election of Officers** – Jim Freeman nominated Lisa Burtenshaw as Policy Board Chair and Jon Walker as Policy Board Vice Chair. Rebecca Casper seconded the nomination. The nominees both accepted the nomination. The roll call vote was as follows for Lisa Burtenshaw as Policy

Board Chair: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Gubler, yes; Hiatt, yes; VanderMeer, yes; Walker, yes. The roll call vote was as follows for Jon Walker as Policy Board Vice Chair: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Gubler, yes; Hiatt, yes; VanderMeer, yes; Walker, yes. The motion for Chair and Vice Chair passed unanimously.

**FY 2022 UPWP End of Year Report** – Darrell West went over the summary of the UPWP End of Year Report with Policy Board members. TAC recommended approval of the UPWP End of Year Report to Policy Board.

FY 2022 End of Year Summary and Annual Report								
Task	Funds				Hours			%
	Programmed	Expended	% Expended	Balance	Programmed	Expended	% Expended	Completion
Task 1: Program Administration	79,039	98,153	124%	-19,114	1800	2296	128%	100%
Completed normal administrative tasks including, financial, procedural, review and documentation. New administrative support.								
Task 1: Overhead	39,650	23,692	60%	15,958	-	-	-	-
Included rent, maintenance, subscriptions, insurance, office equipment and supplies, etc.								
Task 2: Alternative Transportation Planning	36,930	36,282	98%	648	710	775	109%	100%
Participated in bicycle and pedestrian activities, programs, and training. Assisted in the restoration of public transportation services.								
Task 2: BMPO Staff (TAP)	23,840	21,510	90%	2,330	520	519	100%	100%
Managed SR2S coordinators and participated in safety education and training activities								
Task 2: Support/Overhead (TAP)	36,160	20,782	57%	15,378	-	-	-	-
Equipment, supplies and funding for coordinators								
Task 3: Data Support and Modeling (inc. Contract)	29,972	51,467	171%	-21,495	360	859	239%	80%
Updated 2020 demographic data and boundaries with Census data. Adjusted 2035 and 2050 data with the support of area planners and engineers. Adjusted current calibrated model. <b>Demographics updated prior to anticipated schedule.</b>								
Task 4: Metropolitan Transportation Plan	78,661	28,290	36%	50,371	1500	429	29%	60%
Performed tasks for the completion of the long-range transportation plan. This included strategies, investments, and prioritized projects with revenues and expenditures. Performance measures, environmental issues, and transportation security were also documented. Reviewed Bonneville County Transportation Plan. <b>Accelerated schedule for long-range transportation plan.</b>								
Task 5: Transportation Improvement Program	19,139	21,033	110%	-1,894	310	319	103%	100%
Normal activities with the development of FY 2023 TIP and annual report								
Total	343,391	301,209	88%	42,182	5200	5,197	100%	

Rebecca Casper made the motion to approve the UPWP End of Year Report. Jim Freeman seconded the motion. The roll call vote was as follows: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Gubler, yes; Hiatt, yes; VanderMeer, yes; Walker, yes. The motion passed unanimously.

**FY 2022 TIP Annual Listing** – Darrell West discussed the FY 2022 TIP Annual Listing. TAC recommended approval of the FY 2022 TIP Annual Listing to Policy Board. Jim Francis made the motion to approval the Annual Listing. Karen Hiatt seconded the motion. The roll call vote was as follows: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Gubler, yes; Hiatt, yes; VanderMeer, yes; Walker, yes. The motion passed unanimously.

### **DISCUSSION ITEMS**

**FY 2023 TIP Modifications #1 thru #3** – Darrell West discussed the modifications. These modifications were FY 2022 modifications that effect the FY 2023 TIP, so the FY 2023 TIP also needed to be modified.

**STBG-U Funding Formula Update** – Darrell West discussed updates on the STBG-U Funding Formula. The ITD Board unanimously approved Policy 4028 (STBG-U Distribution) as presented by ITD Staff. Apparently, the MPO letter was acknowledged but basically had no bearing on the decision.

The MPOs will discuss the implications of the new policy and other federal guidelines at the STBG-Urban Committee and MPO Director’s meetings scheduled for Thursday, February 2, 2023. Possible discussion items may include but are not limited to:

- Evaluate the implementation of federal guidance that splits the urban area into large urban (50,000 – 200,000) and small urban (5,000 – 50,000). *A request will be presented to the ITD Board tomorrow* to add a new Local – Small Urban program and move existing small urban programmed projects to this new program. This new program would begin in FY 2024.
- Assess current project programming with new funding amounts made available through the application of the updated ITD Board Policy 4028. This includes the removal of small urban projects and the inclusion of Twin Falls as a large urban area. Ultimately, this will require an evaluation of program years and what years might be under-programmed or over-programmed. Thus, assessing the potential to advance or delay projects.
- Evaluate the value of continued project partnerships.
- Assess the next steps, if any, that might be taken to further the discussion of unmet MPO, and local jurisdiction needs and concerns regarding ITD Board Policy 4028.

**2020 Urbanized Area Population and Boundary** – Darrell West showed the 2020 urbanized area population. Boundaries will be published sometime this month. Once published BMPO will look at smoothing the urban boundary and evaluate the need to modify the planning area boundary.

**High Capacity Roadway Study (HCRS) Steering Committee** – Darrel West discussed the Steering Committee for the HCRS. Those that will form that Steering Committee are as follows, Kent Fugal, Lance Bates, Tracy Bono, Kerry Beutler, Micah Austin, Austin Black, Jeff Sneddon, and Chris Canfield. The Steering Committee will review the technical aspects of the study.

**2023 Meeting Calendar** – Darrel West went over the Policy Board and TAC Meeting calendar for 2023. Due to availability of Policy Board members for the June meeting a joint TAC/PB meeting will be held on June 14<sup>th</sup>.

Meeting Adjourned

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Stephanie Gazdik  
Recording Secretary