

# POLICY BOARD MEETING MINUTES

March 15, 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

Jason Minzghor – ITD Engineering Manager

Jim Freeman – Idaho Falls City Council

Michelle Ziel-Dingman – Idaho Falls City Council

**Members Attending Via Teams:** George VanderMeer – Ammon City Council

**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, City of Idaho Falls Economic Development Administrator Christian Ashcroft

**CALL TO ORDER:** Lisa Burtenshaw called the meeting to order at 3:30

## CONSENT ITEMS

### **MINUTES – Policy Board Meeting January 18, 2023**

Jim Freeman made the motion to approve the minutes of the January 18, 2023, Policy Board Meeting. The motion was seconded by Rebecca Casper. A roll call vote was as follows: Burtenshaw, yes; Casper, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; VanderMeer, yes; Ziel-Dingman, yes. The motion passed.

## ACTION ITEMS

### **Safety Performance Measures**

Darrell West discussed the Safety Performance Measures from the State of Idaho. Jim Freeman made the motion to approve the Safety Performance Measures. Lisa Burtenshaw seconded the motion. A roll call vote was as follows: Burtenshaw, yes; Casper, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; VanderMeer, yes; Ziel-Dingman, yes. The motion passed.

### **FY2023 TIP Amendments #1 and #2**

Darrell West went over FY 2023 TIP Amendments #1 and #2. The amendments went out for public comment and received none. Jim Freeman moved to approve FY 2023 TIP Amendments #1 and #2. Jason Minzghor seconded the motion. A roll call vote was as follows: Burtenshaw, yes; Casper, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; VanderMeer, yes; Ziel-Dingman, yes. The motion passed.

**BMPA FY 2023 TIP - Amendment #1 - March 15, 2023**

Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2023	2024	2025	2026	2027	2028	2029	PD	PD Unfunded	Federal Aid	Sponsor Match	Total	2024-PD Current Year \$	
22959	Pancheri Trail Phase 2 / Transportation Alternatives Program / City of Idaho Falls	CE/CN		1013	485								939	74	1013		
		PE/PC	61											57	4	61	
		RW												0	0	0	

CE/CN costs for #22959 are being advanced from FY24 to FY 23 and increased by \$528,000. Note CE/CN cost of \$485,000 were previously delayed from FY23 to FY24

**BMPA FY 2023 TIP Amendment #2 - May 15, 2023**

Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2023	2024	2025	2026	2027	2028	2029	PD	PD Unfunded	Federal Aid	Sponsor Match	Total	2024-PD Current Year \$
19753	Capital Service Contract / 5307 / ITD			1853	0	0	0	0					1482	371	1853	

#19753 is a new project that programs previously unused FTA 5307 for use in FY 2023

**STBG-U Existing Project Priorities**

Darrell West discussed the existing STBG-U projects with Policy Board members.

**BMPA FY 2024 TIP by Numerical Key Number**

Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2024	2025	2026	2027	2028	2029	2030	PD	PD Unfunded	Federal Aid	Sponsor Match	Total	2024-PD Current Year \$		
23023	Elm Street Reconstruction; Yellowstone to S. Blvd / STBG-Urban / City of Idaho Falls	CE/CN				899							833	66	899	847		
		CE/CN*				1124											1059	
		PE/PC										162	#1	150	12	162		
		RW												0	0	0		
23302	Woodruff Avenue, US-26 to Lincoln Expansion / STBG-Urban / City of Idaho Falls	CE/CN									2604		2410	191	2601	2356		
		CE/CN*									3251	#3					2945	
		PE/PC										225	#1	208	17	225		
		RW												0	0	0		
23303	17th Street, Hitt to Avocet Pavement Rehabilitation / STBG-Urban / City of Ammon	CE/CN										611	#2b	566	45	611	553	
		PE/PC	75											69	6	75		
		RW												0	0	0		
23304	17th/Curlew Intersection Improvements / STBG-Urban / City of Ammon	CE/CN										103	#2a	95	8	103	93	
		PE/PC	18											17	1	18		
		RW												0	0	0		
23702	Woodruff Ave, Meppen Canal to Lincoln Pavement Overlay / STBG-Urban / City of Idaho Falls	CE/CN										4005		931	74	1005	910	
		CE/CN*										1256	#4					1138
		PE/PC			97									90	7	97		
		RW												0	0	0		
23703	Citywide Radar Signs / STBG-Urban / City of Idaho Falls	CE/CN										373	#5	346	27	373	338	
		PE/PC			16									14	2	16		
		RW												0	0	0		

Potential increase (current project)

137 475 225 0 901

Potential increase (PD advancement)

387 0 0 714 3979

Potentially available

1700 3000 10000

\*CE/CN increases by 25 percent

#1 - It was agreed that when the PE/PC funds were delayed to cover cost increases of another project that they would be advanced ahead of the CE/CN

#2a/b - Best if projects can be advanced together but not a must. Identify if they can be advanced even further. If advanced #2a can be ahead of #2b

#3 - The first project to be recommended to advance to FY 2028, if sufficient funds are not available it will remain in PD

#4 - The second project to be recommended to advance to FY 2028, if sufficient funds are not available it will remain in PD

#5 - The third project to be recommended to advance to FY 2028, if sufficient funds are not available it will remain in PD unless there is an opening in another year

Rebecca Casper made the motion to follow TAC recommendations as follows. Key Numbers 23023 and 23302 move to PE/PC from PD in 2024. Key Numbers 23303 and 23304 move to CE/CN from PD in 2027. Key Numbers 23702 and 23703 move to CE/CN (with 25 percent increases) from PD in 2028. Jim Freeman seconded the motion. A roll call vote was as follows: Burtenshaw, yes; Casper, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; VanderMeer, yes; Ziel-Dingman, yes. The motion passed.

**STBG-U New Project Priorities**

Darrell West went over the scoring of the new STBG-U Projects.

-Six projects at a total cost of about \$15 million

- Four projects are roadway reconstruction and expansion.
- Two projects focused on pavement conditions.

15<sup>th</sup> East Roadway Expansion and Improvements – Sunny Pine to Elk Creek - \$4,493,000  
 Ammon Road/1<sup>st</sup> Street Traffic Signal and Intersection Improvements - \$1,300,000  
 E Street Roadway Expansion and Improvements – Memorial to Yellowstone - \$3,267,000  
 Holmes Ave Roadway Expansion and Improvements – Taylorview to Sunnyside - \$3,700,000  
 26<sup>th</sup> West Pavement Reconstruction/Widening – 17<sup>th</sup> N to 33<sup>rd</sup> N - \$1,000,000  
 26<sup>th</sup> West Pavement Reconstruction/Widening – 33<sup>rd</sup> N to 49<sup>th</sup> N - \$1,000,000

-Two local communities submitted the 6 projects

- City of Idaho Falls – 3 projects
- Bonneville County – 3 projects

-Eleven TAC members participated in scoring the projects

Rank	Project	Total Points	Average	Median	High	Low	Highest Score	Lowest Score
1	Ammon Road Signal - \$1.3M	886	81	81	5	1	100	65
2	Holmes - Taylorview to Sunnyside - \$3.7M	824	75	77	4	0	90	63
3	26th West Widening - 17th N to 33rd N - \$1.0M	758	69	75	2	2	95	28
4	E Street - Memorial to Yellowstone - \$3.3M	757	69	74	2	2	84	16
5	15th East - Sunny Pine to Elk Creek - \$4.5M	754	69	71	0	1	85	48
6	26th West Widening - 33rd N to 49th N - \$1.0M	701	64	73	2	7	95	22

TAC recommended to follow the score ranking of the New STBG-U Projects to the Policy Board. The Policy Board discussed the TAC Ranking of the New STBG-U Projects. The Policy Board reordered the New STBG-U Project Priorities from the scoring order. Jim Freeman made the motion to prioritize the projects in the following order, Ammon Road Signal, Holmes - Taylorview-Sunnyside, E Street – Memorial to Yellowstone, 15<sup>th</sup> East – Sunny Pine to Elk Creek, 26<sup>th</sup> West Widening 17<sup>th</sup> N to 33<sup>rd</sup> N, 26<sup>th</sup> West Widening 33<sup>rd</sup> N to 49<sup>th</sup> N. Rebecca Casper seconded the motion. A roll call vote was as follows: Burtenshaw, yes; Casper, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; VanderMeer, yes; Ziel-Dingman, yes. The motion passed.

## DISCUSSION ITEMS

### **High Capacity Roadway Study Update**

Darrell West said the HCRS Steering Committee met to discuss if the HCRS Methods and Assumptions appropriately captured everything from the previous meeting, the public involvement discussion with Policy Board and TAC officers, and submitted comments primarily focused on added projects.

After discussing changes to the project list for anticipated construction years and the inclusion of using the ITD Public Outreach Plan (POP) the Committee accepted the Memorandum.

### **Urban and Planning Boundaries**

Darrell West discussed smoothing the urban planning boundaries.

Primary reasons to smooth the urban boundary

- Align with existing planning boundaries
- Incorporate local knowledge of urban landscape/characteristics
- Address irregularities in boundary shape
- Maintain consistency with highway functional classifications

Other reasons to smooth the urban boundary

- Include the entire municipality
- Include significant traffic generators such as airports, industrial areas, etc.

The smoothing of the boundary increases the size of the urban area and therefore increases the number of roadway segments that are eligible to receive STBG-Urban funds. However, those areas added to the urban area are no longer eligible to receive STBG-Rural funding.

The smoothing of the boundary does not increase the population that is used to distribute metropolitan planning funds. The urban population is also used to determine the allocation of various federal-aid funding programs.

Ucon is no longer within the urban area but will remain in the Bonneville Metropolitan Planning Area (BMPA) if the boundary is unchanged.

All projects regardless of federal transportation program funding, in the urban area and metropolitan planning area, need to be programmed in the Transportation Improvement Program (TIP).

**FY2023 TIP Modification #4**

FY 2023 TIP Modification # 4 was shown as follows.

BMPA FY 2023 TIP Modification #4 - February 13, 2023																	
Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2023	2024	2025	2026	2027	2028	2029	PD	PD Unfunded	Federal Aid	Sponsor Match	Total	2024-PD Current Year \$	
22886	Raised Curb Median Safety Improvements / LHSIP / City of Idaho Falls	CE/CN		<del>338</del> 450									417	33	450		
		PE/PC	53										49	4	53		
		RW											0	0	0		
#22886 - increase CE/CN by \$112,000 in FY 2023																	

Meeting Adjourned

---

Stephanie Gazdik  
Recording Secretary