

POLICY BOARD MEETING MINUTES

November 16, 2022

3:30 P.M.

CITY OF IDAHO FALLS COUNCIL CHAMBERS

POLICY BOARD MEMBERS PRESENT

In-Person:

Lisa Burtenshaw – Idaho Falls City Council

Rebecca Casper – Idaho Falls Mayor

Jim Francis – Idaho Falls City Council

Jim Freeman – Idaho Falls City Council

Larry Gilmore – Ucon City Council

Jason Minzghor – ITD District Engineer

Jon Walker – Bonneville Count Commissioner

Members Absent:

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 – Public Works Director, and Kade Marquez – GIFT Transit Director were also present in-person.

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

CONSENT ITEMS

MINUTES – TAC/PB Meeting October 19, 2022

Jon Walker made the motion to approve the minutes of the October 19, 2022, Joint TAC/PB Meeting. The motion was seconded by Jim Francis seconded the motion. Jim Freeman called for a roll call vote: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; Walker, yes. The motion passed unanimously.

ACTION ITEMS

2035/2050 Demographics Projections – Darrell discussed the final 2035/2050 Demographics and changes that were made. TAC recommended approval of the updated Demographics to the Policy Board. of the Jason Minzghor made the motion to approve the 2023/2050 Demographics. Larry Gilmore seconded the motion. Jim Freeman called for a roll call vote: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; Walker, yes. The motion passed unanimously.

High Capacity Roadway Study Contract – Darrell West went over the contract for the HCRS. The High-Capacity Roadway Study and Access Management Plan Update has been reviewed by legal parties and is ready for BMPO Policy Board approval. The contract outlines the standard terms and conditions for the project such as payment, documents, changes, etc. that are found in most professional service agreements. Responsibilities and requirements for Civil Rights and Title VI are included. The scope of work has been reviewed and modified by BMPO staff and some TAC members.

The project has a 14-month schedule. Lisa Burtenshaw made the motion to approve the 2023/2050 Demographics. Jon Walker seconded the motion. Jim Freeman called for a roll call vote: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; Walker, yes. The motion passed unanimously.

17th Street & Woodruff Street Intersection Project – Darrell West discussed the cost changes for this project. The bid for the project came in over budget by about \$1.42 million and with cost of contingency, the shortfall is around \$1.5 million.

BMPO staff made a request to the STBG-Urban Committee for additional funds.

There was over \$1 million available. The entire amount was made available for the project.

A request has been made that a majority of the remaining needed funds come from delaying FY 2023 PE/PC funds for the Elm Street Reconstruction and Woodruff Avenue Expansion projects to PD. This makes \$1,421,000 available for construction on the project.

Jason Minzghor made the motion to approve the cost adjustments to fund the 17th and Woodruff project. Lisa Burtenshaw seconded the motion. Jim Freeman called for a roll call vote: Burtenshaw, yes; Casper, yes; Francis, yes; Freeman, yes; Gilmore, yes; Minzghor, yes; Walker, yes. The motion passed unanimously.

BMPA FY 2022 TIP Modification #16 - November 4, 2022														
Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2022	2023	2024	2025	2026	2027	2028	PD	Federal Aid	Sponsor Match	Total
14024	17th Street and Woodruff Intersection Improvements / STBG-Urban / Idaho Falls	CE/CN		4005	1034	Additional funds from STBG-U Balance								
		PE/PC	400											
		RW	1224											
14024	17th Street and Woodruff Intersection Improvements / STBG-Urban / Idaho Falls	CE/CN		4005	387	PE/PC funds for KN23023 Elm Street and KN 23302 Woodruff Ave programmed for KN 14024 17th Street and Woodruff Ave CN								
		PE/PC	400											
		RW	1224											
14024	17th Street and Woodruff Intersection Improvements / STBG-Urban / Idaho Falls	CE/CN		4005	1421	New total funds available for CN					5028	398	5426	
		PE/PC	400									371	29	400
		RW	1224									1134	90	1224
23023	Elm Street Reconstruction; Yellow stone to S. Blvd / STBG-U / City of Idaho Falls	CE/CN						899				833	66	899
		PE/PC			462	KN23023 Elm Street PE/PC funds to be programmed in FY 2023 delayed to PD					162	150	12	162
		RW										0	0	0
23302	Woodruff Avenue, US-26 to Lincoln Expansion / STP-Urban / City of Idaho Falls	CE/CN									2601	2410	191	2601
		PE/PC			225	KN23023 Woodruff Ave PE/PC funds to be programmed in FY 2023 delayed to PD					225	208	17	225
		RW										0	0	0
Notes:														
In April 2023, BMPO staff will request that PE/PC funds for KN 23023 be advanced from PD and programmed in FY 2024														
In April 2023, BMPO staff will request that PE/PC funds for KN 23302 be advanced from PD and programmed in the earliest available year														
It is assumed that CE/CN for KN 23023 will maintain being programmed in FY 2026. However if PE/PC can't be advanced in a prior year it may have to delay														

DISCUSSION ITEMS

STBG-U Program Allocation Status – A meeting will be held on Thursday, November 17th to discuss ITD staff recommendations regarding Policy 4028. The meeting is a follow-up to the ITD Board Policy Subcommittee meeting held in June. The meeting will be held in Boise but there will be a WebEx option.

FY 2024 TIP Project & Application Schedules – Darrell West discussed FY 2024 TIP project and application schedules. See Attached

TIP Modifications – Darrell West presented FY 2022 TIP Modification #15 thru #17. Modification #16 was discussed during the 17th and Woodruff action item.

BMPA FY 2022 TIP Modification #15 - October 18, 2022														
Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2022	2023	2024	2025	2026	2027	2028	PD	Federal Aid	Sponsor Match	Total
#15	20539	US-26, Alternative Intersection Improvements, Idaho Falls / HSIP / ITD	CE/CN				4563					4228	335	4563
			PE/PC	200		400						556	44	600
			RW			730						676	54	730

Add \$400,000 in FY 2023 for PC. Note other costs are aligned with the FY 2023 TIP which is not yet federally approved.

BMPA FY 2022 TIP Modification #17 - November 8, 2022														
Key Number	Project Description / Funding Category / Project Sponsor	Phase	Prior Year Program	2022	2023	2024	2025	2026	2027	2028	PD	Federal Aid	Sponsor Match	Total
#17	22689	US20/26 Connector, Idaho Falls / National Highway System / ITD	CE/CN						8546			7919	627	8546
			PE/PC	20	2100	1700						3540	280	3820
			RW			2081						1928	153	2081

Add \$1,700,000 in FY 2023 for PE/PC. Note the FY 2023 TIP, which is not yet federally approved, identifies additional costs in later years that are not part of this modification.

Complete Streets Strategy – DaNiel Jose discussed the Complete Streets Program. A link for the 2013 Complete Streets Program was sent out previously. Jim Francis will set up a meeting with BMPO to discuss the next steps.

Meeting adjourned

Stephanie Gazdik
Recording Secretary

Summary of Proposed Locally Sponsored Project Schedules

Bridge Program

Local Bridge and Off-System Bridge Program applications are accepted every other year for a two-year programming period. This is an application year. Submittal Deadline (Postmark date via FedEx, UPS, or USPS): **January 16, 2023**. Completed applications must be submitted to the LHTAC office – 3330 Grace St. Boise, ID 83703. Note funds for construction are anticipated to be programmed in FY 2028 and FY 2029. The total project cost needs to be \$3 million or less. Only one application per jurisdiction will be accepted. Please provide BMPO with a copy of the application.

Local Highway Safety Improvement Program (FY 2025)

2023 LHSIP Application Deadline **January 26, 2023**. Completed applications must be submitted electronically to applications@lhtac.org by 4:00 p.m. MST. Please CC BMPO on the electronic application submittal.

STBG-Rural (LHTAC) – Projects within BMPA boundaries

STBG-Rural applications are accepted every other year for a two-year programming period. This is an application year. Submittal Deadline (Postmark date via FedEx, UPS, or USPS): **January 9, 2023**. Completed applications must be submitted to the LHTAC office – 3330 Grace St. Boise, ID 83703. Note projects selected from the 2023 STBG-Rural Application will likely be placed for construction in FY2027 and FY2028. A limit for project construction (CN/CE) costs is set at \$2 million. Projects can be submitted that exceed this amount by up to \$5 million but points will be deducted from scoring.

STBG-Urban (Preliminary Development) – Roadway (System), Pavement, Safety, and Study

Submit a Surface Transportation Block Grant Program – Urban (STBG-U) project application electronically to bmpo@bmpo.org by **January 25, 2023**, by 4:00 pm. Note: include attachments ITD 1150 and 2435 forms.

- Applications available on BMPO’s website on November 21, 2022.
- Training sessions (if necessary) with potential applicants will be held on an as-needed basis.
- No later than January 31, 2023, BMPO staff will notify the applicant if the application is accepted, rejected, and/or needs corrections. If an application needs to be corrected, the revised application will be due to BMPO by February 6, 2023, at 4:00 pm.
- Sponsors will present project information to TAC on February 8, 2023.
- TAC members will score applications and submit them to BMPO by 4:00 pm on March 1, 2023.
- BMPO staff will present a summary of scoring at the March 8th TAC and March 15th BMPO Policy Board meetings. Projects will be prioritized by considering the rating, available funding, and other values.

Transportation Alternatives Program (TAP)

Generally, Transportation Alternatives Program (TAP) applications are accepted every other year. The next application cycle will be in the Fall of 2023.

FTA 5307 and 5339

Written requests with project descriptions and cost estimates are dependent on decisions made regarding the use of funds for public transportation services. If new projects are requested for programming, these requests should be submitted electronically to bmbo@bmbo.org by **January 25, 2023**. If necessary, BMPO will work with the grant recipient/project sponsor to program federal transit funds.

FTA 5310

Funds are related to and support public transportation for enhanced mobility of seniors and individuals with disabilities. The funds are competitively bid and awarded based on applications submitted and ranked by BMPO. BMPO has no schedule to call for applications. However, if a need is identified, BMPO may schedule a call for applications. If this occurs mid-fiscal year an amendment may need to occur to the FY 2023 TIP.

Other Federal-Aid Programs

Local entities may be eligible to sponsor projects via other federal-aid transportation funding programs. However, funds are generally tied to stringent criteria or are nationwide competitive bids. Around March, BMPO staff typically provides an annual update of the federal-aid programs. If a local entity is interested in sponsoring a project from another federal-aid program (NHPP, etc.), representatives from District 6, the local entity, and BMPO should meet to discuss programming feasibility. District 6 will provide available information regarding potential state-sponsored projects located within the BMPO boundaries at the February and/or March TAC/Policy Board meetings.

FY 2023 STBG-Urban Application

Application Checklist

The evaluation and scoring of all projects is based on the information provided in the submitted application. At a minimum, the application materials must include:

Required

- Completed Project Information Sheet
- Completed STBG-U application (Reconstruction, Safety, System Preservation or Plan/Study)
- ITD 2435 and 1150 forms (**see STBG-U Application Data and Worksheets**)
- Project location map
- Preliminary design and/or typical section
- Documentation of approved or adopted plan, ordinance, and/or policy related to the project (include only necessary pages)
- Required capacity and/or accident evaluation worksheets associated with project application (**see STBG-U Application Data and Worksheets**)

All other materials are not required, but aid in the evaluation and scoring process and might include:

Optional

- Photographs of existing conditions
- Sketches and drawings of the proposed project
- Support letters, endorsements or petitions

STBG-U Funding Availability by Funding Category

Please note the following caps on the request for federal STBG-U funding:

Overall Program

Current Programmed Funds in Preliminary Development (PD): \$4,637,000

Current PD Cap: \$5,000,000 (includes local match)

Current Funds Available for Programming: \$363,000*

*Future availability dependent on the advancement of projects currently programmed in PD or an increase in the current PD cap.

Current 10-Year Rolling Average for FY 2027: 102 percent of the accumulative allocation of funds were/are programmed. This leaves approximately \$1,400,000 to be programmed to reach 100 percent.

Roadway/Intersection Congestion Mitigation

Funding Limitations: STBG-Urban + matching funds for a project can't exceed \$5,000,000. Total project cost can be greater than \$5,000,000 if other resources supplement the STBG-Urban + matching funds.

Current Programmed Funds for Roadway Reconstruction/Expansion Projects in PD: \$2,743,000

Current PD Cap and Funds Available for Programming Roadway Reconstruction/Expansion Projects: Refer to Overall Program

STBG-U Funding Availability by Funding Category

Please note the following caps on the request for federal STBG-U funding:

Safety

Funding Limitations: 20 percent of PD cap can be programmed for safety projects. An individual safety project cost can't exceed \$500,000. *Safety projects eligible for Local Highway Safety Improvement Program (LHSIP) funds are not eligible for STBG-Urban funding.*

Current Programmed Funds for Safety Projects in PD: \$431,000

Current PD Cap for Safety Projects: \$1,000,000

Current Funds Available for Programming Pavement Projects: \$569,000*

Pavement

Funding Limitations: 20 percent of PD cap can be programmed for pavement projects.

Current Programmed Funds for Pavement Projects in PD: \$1,463,000

Current PD Cap for Pavement Projects: \$1,000,000

Current Funds Available for Programming: (\$463,000)*

Planning

Funding Limitations: 10 percent of PD cap can be programmed for planning projects.

Current Programmed Funds for Planning Projects in PD: \$0

Current PD Cap for Planning Projects: \$500,000

Current Funds Available for Programming Planning Projects: \$500,000*

Application Requirements and Criteria

1) Roadway/Intersection Congestion Mitigation

- Eligible Projects
- V/C ratios – Current, Projected no-build, Projected build, Transportation system
- Scoring
- General congestion measures – identifies uncongested > failure

2) Safety

- Eligible Projects
- Accident rates and density – Crash rate, Severity rate, Crash density, Overall rate
- Average rates and density based on arterial and collector streets where traffic volumes have been collected
- Crash reduction counter-measure and crash reduction factor
- Scoring

3) Pavement

- Eligible Projects
- Pavement Surface Ratings
- Scoring

4) Multi-modal and Accessibility

- Eligible Projects
- Planning Documentation
- Scoring

5) Support Economic Vitality

- Eligible Strategies
- Scoring

6) Transportation Planning

- Eligible Studies and Plans
- Scoring

7) Project Feasibility

- Eligible Costs
- Current Limitations Per Project – Roadway/Intersection Mitigation Cap, Safety Project Cap, Pavement Project Cap, Study, and Plans Cap
- Total Project Cost
- Scoring
- Project Cost Per Mile
- Scoring
- Project Cost Per Benefit
- Scoring
- Additional Funding Sources
- Scoring
- Environmental Impacts
- Scoring