

TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

September 8, 2021

3:30 P.M.

CITY OF IDAHO FALLS COUNCIL CHAMBERS

MEMBERS PRESENT:

In-Person:

Lance Bates – Bonneville County Public Works Director
Kerry Beutler – Idaho Falls Assistant Community Development Director
Chris Canfield – Idaho Falls Assistant Public Works Director
Chris Horsley – Idaho Falls Recreation Superintendent
Paul Scoresby – Ucon Representative

Via Webex:

Kent Fugal – Idaho Falls City Engineer
Micha Austin – Ammon City Administrator
Kelly Hoopes
Mark Layton – ITD District 6 Planner
Steve Lewis – Senior Transportation Engineer Keller Associates
Aaron Swenson – Iona Representative
Max Wolf – INL Representative
Tracy Bono – Ammon Engineer

MEMBERS ABSENT: Steve Serr

ALSO PRESENT: BMPO Director **Darrell West**, BMPO Transportation Planner **DaNiel Jose**, BMPO Office Assistant **Stephanie Gazdik** were also present in-person.

CALL TO ORDER: Kent Fugal called the meeting to order at 3:40 PM.

CONSENT ITEMS

MINUTES – TAC Meeting, August 11, 2021

Mark Layton made a motion to approve the minutes of the August 11, 2021 TAC Meeting. **This was seconded by Kerry Beutler. The vote was unanimous.**

ACTION ITEMS

FY 2022 Final TIP

Darrell presented the changes to the FY 2022 TIP since the draft approval at the TAC meeting June 9, 2021. (See Attached) Most of these changes were based on modifications and amendments. An Appendix to the FY 2022 will be given to TAC once received from the State of Idaho. **Micha Austin made the motion to recommend approval of the FY 2022 TIP to the Policy Board. Chris Canfield seconded the motion. The vote was unanimous.**

FY 2022 UPWP

Darrell reviewed the FY 2022 UPWP. It is consistent with the 2021 UPWP. The main difference is the addition of the High Capacity Roadway Study cost added to the FY 2022 UPWP. (See Attached)

Chris Canfield made the motion to approve the FY 2022 UPWP. Aaron Swenson seconded the motion. The vote was unanimous.

High Capacity Roadway Study Scope

Darrell went over the project approach and plan coordination of the study scope for the HCR. Plan Coordination Efforts will include:

- Previous local and regional planning efforts related to future land use patterns.
- Bicycle and pedestrian goals, objectives, and existing/proposed facilities
- Other multi-modal systems and strategies
- Potential transportation technologies
- The movement of freight
- Regional transportation policies, goals, and objectives.

Bonneville County Transportation Plan will be added as a coordination item.

Approval of this motion is an approval to move forward with the Study Scope to be finalized as part of the Consultant Contract Negotiation Process.

Mark Layton made the motion to approve the HCR Study Scope with the above changes. Chris Canfield seconded the motion. The vote was unanimous.

DISCUSSION ITEMS

HCR Request for Information

This Item was change form an Action Item to a Discussion Item. The Request for Information (RFI) for consultants on the High Capacity Roadway Study was discussed. The RFI will provide a description of the study summarized from the scope of work.

August 11, 2021

The Study Scope of Work is divided into 3 categories, items that need to be accomplished to develop the study, items that need to be evaluated, identified, and recommended, and items that need to be updated in the Access Management Plan.

The Rating System will be changed to combined items 3 and 4. (See Attached) The scoring of that new item will be 20. The scoring on item 5 will change to 30 to give a higher score for experience on similar projects. The RFI will be presented to the Policy Board as a discussion item in their next meeting.

Project Updates

ITD project updates were given by Kelly Hoopes. Public Involvement meeting is being held to go over to address Hitt Road improvements for impact of Costco. Project is still at concept level. ITD's looking into a connector project between US-HWY 20 and US-HWY 26. This is separate and independent from the connector between US-HWY 20 and I-15. On the US-HWY 20 and I-15 project a pre-NOI packet has been submitted to FHWA which is in review. The next step is for FHWA to initiate the NOI.

NEXT MEETING

TBD

The meeting adjourned

Stephanie Gazdik
Recording Secretary

BMPA FY 2022 TIP

Project Sponsor	Phase	Prior Year Program	2022	2023	2024	2025	2026	2027	2028	PD	Federal Aid	Sponsor Match	Total
City of Ammon	CE/CN	0	0	0	0	0	0	0	0	702	650	52	702
	PE/PC	0	0	0	0	0	0	0	0	103	95	8	103
	RW	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0	0	805	745	60	805
Bonneville County	CE/CN	0	3673	0	0	0	2244	0	0	3099	8354	662	9016
	PE/PC	1279	0	0	0	0	0	0	0	0	1185	94	1279
	RW	0	0	153	0	0	0	0	0	0	142	11	153
TOTAL		1279	3673	153	0	0	2244	0	0	3099	9680	768	10448
City of Idaho Falls	CE/CN	0	4385	830	0	394	0	0	0	4835	9676	768	10444
	PE/PC	777	112	0	0	162	0	0	0	248	1202	97	1299
	RW	1224	290	11	23	0	0	0	0	0	1427	121	1548
TOTAL		2001	4787	841	23	556	0	0	0	5083	12306	985	13291
Idaho Transportation Department (ITD)	CE/CN	895	15666	0	2185	11153	8967	20912	28041	0	68648	19171	87819
	PE/PC	2749	670	0	884	0	0	0	0	0	3932	371	4303
	RW	735	1000	0	2081	0	0	0	0	0	3536	280	3816
TOTAL		4379	17336	0	5150	11153	8967	20912	28041	0	76116	19822	95938
ITD (Public Transportation Projects)		0	2100	2100	1625	1625	1625	0	0	0	7704	1371	9075
Other Planning Entities		0	625	325	261	261	261	0	0	0	1608	125	1733

BMPA Draft FY 2022 TIP by Numerical Key Number

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	Current Year \$
20461	5th and Holmes Traffic Signal / STBG-Urban / Idaho Falls	CE/CN PE/PC RW	99				394					92	29	394	371
						23						21	2	23	22
											1368	1268	100	1368	1239
22008	Science Center, N. Blvd to Holmes Overlay and Signal Upgrade / STBG-Urban / City of Idaho Falls	CE/CN PE/PC RW	130									120	10	130	130
				11								10	1	11	11
23244	US-20 - Bonneville County Line to Idaho Falls (AP 283-00 - 301-40) - Pavement Restoration / National Highway System	CE/CN PE/PC RW					40554					9779	775	10554	9769
				450								439	44	450	450
												0	0	0	
13268	Operations / 5307 / ITD			0	0	440	440	440				660	660	1320	
13269	Preventative Maintenance / 5307 / ITD			0	0	200	200	200				480	120	600	
13271	Capital (Other) / 5307 / ITD ¹			0	0	35	35	35				84	21	105	
13272	Training / 5307 / ITD			0	0	30	30	30				72	18	90	
13273	Capital (Bus Purchases) / 5307 / ITD			0	0	400	400	400				960	240	1200	
14304	Planning / 5307 / ITD			0	0	10	10	10				24	6	30	
14309	Paratransit Service / 5307 / ITD			0	0	175	175	175				420	105	525	
19406	Mobility Management / 5307 / ITD			0	0	80	80	80				192	48	240	
19800	Administration / 5307 / ITD			0	0	240	240	240				576	144	720	
22500	Safety and Security / 5307 / ITD			0	0	15	15	15				36	9	45	
NA	Operations / CARES 5307 / ITD			2100	2100	0	0	0				4200	0	4200	

Modification #17

Modification #18

Outside of BMPA

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Amendment #5

Table I
Anticipated TIP Revenues/Estimated Project Costs by Fiscal Year

Fiscal Year	Federal	State	Local/Other	TOTAL
FY 2022	13,947,000	13,927,000	647,000	28,521,000
FY 2023	3,322,000	0	97,000	3,419,000
FY 2024	6,202,000	379,000	478,000	7,059,000
FY 2025	12,259,000	819,000	517,000	13,595,000
FY 2026	11,723,000	733,000	641,000	13,097,000
FY 2027, FY 2028 & PD	53,638,000	3,642,000	660,000	57,940,000
TOTAL	\$101,091,000	\$19,500,000	\$3,040,000	\$123,631,000

Table II
STP-Urban Program Annual Fund Balances for the BMPO Planning Area

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	PD*
Allocated STP-U Funds	1,067,000	1,067,000	1,067,000	1,067,000	1,067,000	4,633,000
Match Requirement	84,500	84,500	84,500	84,500	84,500	367,000
Programmed Funds	3,893,000	161,000	22,000	524,000	2,073,000	5,333,000
Balance of Funds	\$-2,741,500	\$990,500	\$1,129,000	\$627,000	\$-922,000	\$-333,000

Note: Programmed STP funds include costs for preliminary engineering, right-of-way and construction.
 * \$5 million is the limit to program projects in PD. PD costs are shown in present value.

Table III

FTA 5307 Fund Balances for the BMPO Urbanized Area

	FY 2022	FY 2023	FY 2024	FY 2025
Allocated 5307 Funds	1,512,000	1,542,000	1,573,000	1,604,000

Table IV

Disbursement of Federal Funds

Projects	Federal	State	Local/Other	TOTAL	Percent
System¹	66,188,000	15,130,000	956,000	82,274,000	66.5%
Bridge²	2,871,000	0	228,000	3,099,000	2.5%
Pavement³	22,221,000	4,370,000	320,000	26,911,000	21.8%
Bicycle and Pedestrian⁴	499,000	0	40,000	539,000	0.4%
Planning⁵	1,896,000	0	197,000	2,093,000	1.7%
Public Transportation	7,416,000	0	1,299,000	8,715,000	7.1%
TOTAL	\$101,091,000	\$19,500,000	\$3,040,000	\$123,631,000	100%

¹ Includes roadway expansion, reconstruction and intersection projects

² Includes bridge replacement and rehabilitation projects

³ Includes pavement replacement and rehabilitation projects – some projects extend beyond the BMIPA;

however, total project cost is reflected in this table.

⁴ Includes bicycle and pedestrian improvements and ADA projects

⁵ Includes planning and training funds programmed by BMPO and ITD

Table V
Percent of Estimated Annual Revenue for Operations/Maintenance
and Expansion/Reconstruction

Type of Project	Total Estimated Annual Revenues	Percent of Revenues
Operations and Maintenance	17,868,254	60.5%
Expansion and Reconstruction	11,668,398	39.5%
TOTAL	\$29,536,352	100%

Source: Cities of Ammon, Idaho Falls, Iona and Bonneville County 2005-2018 Annual Road and Street Financial Reports and ITD Headquarters and District 6

Table VI
Estimated Annual Revenues for Operations and Maintenance by Revenue Source

Revenue Source	Total Estimated Annual Revenues	Percent of Revenues
Federal	5,358,098	30.0%
State	6,865,106	38.4%
Local	5,645,050	31.6%
TOTAL	\$17,868,254	100%

Source: Cities of Ammon, Idaho Falls, Iona and Bonneville County 2005-2020 Annual Road and Street Financial Reports and ITD Headquarters and District 6

BMPO TAC Meeting

FY 2022 Unified Planning Work Program

TABLE I

FUNDING SOURCES

Federal Share					Local Share					
FY 2022 CPG (PL/5303) ¹ 92.66%	Previously Unprogrammed FY 2020-21 CPG (PL/5303) ² 92.66%	Programmed Unused FY 2020-21 CPG (PL/5303) ³ 92.66%	FY 2021-22 TAP GRANT ³ 92.66%	FY 2022 STBG-U 92.66 ⁴	FY 2022 Local / State Match 7.34%	FY 2021 Local / State Match (new) 7.34%	Unused Match and Reserves 7.34%	School Districts 7.34%	Match for STBG-U Planning Activity	TOTAL
182,859					14,484					197,343
	58,216					4,612				62,828
		21,515					1,705			23,220
			55,596					4,404		60,000
182,859	58,216	21,515	55,596		14,484	4,612	1,705	4,404		343,391
				277,980					22,020	300,000
182,859	58,216	21,515	55,596	277,980	14,484	4,612	1,705	4,404	22,020	643,391

1 – KN 20665 (22); KN 14306 (22)

2 – KN 20204 (21); KN 19494 (20); KN 14306 (21/20)

3 – KN 22894 (22); KN 22041 (21)

4 – KN 23022 (22)

TABLE II

LOCAL MATCH PERCENTAGES

ENTITY	POPULATION	PERCENTAGE	LOCAL MATCH ¹	LOCAL MATCH ²	TOTAL MATCH
City of Ammon	17,115	15.0	2,571	3,303	5,874
City of Idaho Falls	62,888	55.2	9,459	12,153	21,612
City of Iona	2,354	2.1	360	460	820
City of Ucon	1,161	1.0	171	225	396
Bonneville County MPA	30,432	26.7	4,575	5,879	10,454
SUB-TOTAL	113,950	100%	17,136	22,020	39,156
ITD	-	-	2,000	-	2,000
MPO TOTAL	113,950	100%	19,136	22,020	41,156

Local Match Percentages are taken from US Census 2019 Population Estimates.

1 – local match percentages for normal annual tasks

2 – local match percentages for High Capacity Roadway Study task

Once the total anticipated funds are identified, they are assigned to individual tasks programmed to be performed during the fiscal year. The following pages provide a description of each task, anticipated workdays per staff, anticipated cost to complete the task, and Federal and local share of the total cost.

FY 2022 UPWP

TASK 1: PROGRAM ADMINISTRATION - 1800 hours

- 1A: General Administration – normal activities
- 1B: Financial Administration – normal activities
- 1C: Agency Coordination and Public Outreach – normal activities
- 1D: Transportation Planning Overview, Process and Guidelines – on-going effort, lower priority

TASK 2: ALTERNATIVE TRANSPORTATION PLANNING - 1230 hours

- 2A: Bicycle and Pedestrian Planning Activities – normal activities
- 2B: Safe Routes to School (SR2S) Coordination – normal activities
- 2C: *Public Transportation Planning Activities – activities that support planning and programming efforts of ITD/GIFT pilot project*

TASK 3: DATA SUPPORT AND MODELING 360 hours

- 3A: *Demographic Estimates and Projections – normal activities, restructure demographics based on 2020 census data and re-evaluate 2035 and 2050 demographic projections in coordination with High-Capacity Roadway (HCR) Study*
- 3B: Geographical Information Systems – normal activities and mapping for LRTP
- 3C: Traffic Counts - no counts taken by BMPO staff, but BMPO staff will gather counts and maintain data as deemed necessary
- 3D: *Travel Forecast Model – normal activities, evaluation of proposed project needs and coordination of modeling for HCR Study*
- 3E: Transportation Services – normal activities

TASK 4: METROPOLITAN TRANSPORTATION PLAN 1500 hours

Task 4a: Long Range Transportation Plan – as outlined in the LRTP scope of work

Task 4b: High-Capacity Roadway Study – BMPO staff will solicit bids, manage the contract and support the project

TASK 5: TRANSPORTATION IMPROVEMENT PROGRAM 310 hours

Task 5a: Transportation Improvement Program (TIP) Update – normal activities

Task 5b: Annual Listing – normal activities

TABLE III

BMPO BUDGET by TASK

FY 2022 Tasks	Federal Share	Local Share	Total
Task 1: Program Administration	73,238	5,801	79,039
*Task 1: Program Administration – Overhead	36,740	2,910	39,650
Task 2: Alternative Transportation Planning (includes TAP)	89,815	7,115	96,930
Task 3: Data Support and Modeling	27,772	2,200	29,972
Task 4A: Metropolitan Transportation Plan	72,887	5,774	78,661
Task 5: Transportation Improvement Program	17,735	1,404	19,139
BMPO Total	318,187	25,204	343,391
**Task 4B: Metropolitan Transportation Plan	277,980	22,020	300,000
Grand Total	596,167	47,224	643,391

Note: Federal funds are CPG unless noted

* Overhead and direct costs charged to Program Administration

** STBG-Urban Program Funds

STUDY RATING SYSTEM:

If your firm is interested in performing the described work, please respond to the following questions:

1. (25 points) Provide **Project Manager** biography and experience with federal-aid projects similar to this project and their current workload.
2. (25 points) Provide all relevant **key personnel** with experience on local Federal-aid projects and their current workload along with recent team experience.
3. (15 points) Provide examples of **cost effectiveness** you have incorporated into project development for other similar projects within the last five years.
4. (15 points) What **innovative method** would you propose to improve the performance of work and/or deliverables?
5. (20 points) Provide your **experience on similar projects** which are focused on assessment and identification of roadway alignments, corridor preservation and access management.

STUDY SELECTION CRITERIA:

A review team...

Questions:

*Provides information on submitting questions about the Study. **DATE.***

Responses:

*Provides information (e.g., format, pages, and to whom) regarding the submittal to the questions in the Study Rating System. **DATE.***

OTHER NOTES:

DBE Participation:

Provides information about ITD's goal and contact information.