

**MEETING AGENDA**  
**Policy Board**  
**Monday, August 7, 2023**  
**11:30 a.m.**

**Members Attending:**

Roger Hernandez – City of Chubbuck  
Brian Blad – City of Pocatello  
Linda Leeuwrik – City of Pocatello  
Todd Hubbard – Idaho Transportation Department  
Kevin England – City of Chubbuck  
Skyler Beebe – Pocatello Regional Transit

**Others Attending:**

Mori Byington – BTPO

**Members Not in Attendance:**

Jeff Hough – Bannock County Commissioner  
Rick Cheatum – City of Pocatello

Chair Leeuwrik called the meeting to order at 11:35 a.m.

**Agenda Item #1 - Administrative Approvals**

*Brian Blad motioned to approve Items 1a and 1b with a correction to the Minutes Agenda Item 3 correcting a miss spelling; Kevin England seconded the motion. The motion passed unanimously.*

**Agenda Item #2 – FY 2023 Budget (Idaho Registry Format)**

Mori stated that the submitted UPWP Budget did not meet the requirements of the Idaho Registry. The attachment includes the 2023 budget, as approved last September in the correct format, and a resolution stating that the budget was approved on September 12, 2022. *Kevin England motioned to approve the FY 2023 Idaho Registry format budget and resolution 2023; Brian Blad seconded the motion. The motion passed unanimously.*

**Agenda Item #3 – Metropolitan Transportation Plan 2050 Projects**

Mori reviewed the agenda summary and outlined the various options in selecting projects for the 2050 Metropolitan Transportation Plan. The Technical Advisory Committee recommends including the intersection of Chubbuck and Yellowstone and the widening of Hawthorne – Alameda to Quinn in the 2050 Metropolitan Transportation Plan horizon years 2040 and 2050, respectively. *Kevin England motioned to approve the Chubbuck and Yellowstone Intersection improvements in the 2040 horizon period and the widening of Hawthorne – Alameda to Quinn in the 2050 horizon period; Brian Blad seconded the motion. The motion passed unanimously.*

**Agenda Item #4 – Smart Grant**

The SMART grant is expected to start on September 1, 2023, but the agreement has yet to arrive. The first summit is scheduled for September 21 and 22. Staff would like to purchase the airline

ticket before the grant is signed. The purchase of the three tickets would come from the FY 2023 UPWP travel budget. The cost of the tickets would not be reimbursed. There were several questions about why the costs could not go on the grant. There was a question about why the summit was not delayed if grants will not be approved until September 1<sup>st</sup>. Mori also reviewed that the request for proposal and request for bid will be used in selecting the consultant and purchasing the equipment. *Brian Blad motioned to approve the purchases of three airline tickets not to exceed \$2,850, but the staff is to check to ensure the cost cannot be reimbursed or if the summit can be delayed; Todd Hubbard seconded the motion. The motion passed unanimously.*

**Agenda Item #5 – FY 2024 Unified Planning Work Program Budget Workshop**

The agenda summary, including anticipated revenue, expenditures, and anticipated carryover, was reviewed. The assumptions for the FY 2024 budget include two staff members, a six percent cost of living adjustment, and a Health Reimbursement Account of \$300 per month. The tasks list was reviewed, including any requested professional services, contract services, and capital purchases.

**Agenda Item #2– FY 2023 Transportation Improvement Program Amendments**

Mori reviewed amendments 9, 10, and 11 of the FY 2023 -2029 TIP.

**Chair Leeuwrik adjourned the meeting at 12:30 p.m.**

**Approved**

**Date: September 11, 2023**

**By:** \_\_\_\_\_  
**Linda Leeuwrik, Chair**

**Attested:**  
**By:** \_\_\_\_\_  
**Mori Byington, Planning Director**