

IDAHO TRANSPORTATION BOARD

129K ROUTE SUBCOMMITTEE



CHARTER
MEMBERSHIP
PROCESS

129K Route Subcommittee

October 2024

Charter

This Charter is developed from guidance provided in the combination of Senate and House Bills SB1064, SB1117 and HB322. Along with the Governor's transmittal of SB1117 to the Secretary of State on April 1, 2013. Membership in the 129K Route Subcommittee shall include Idaho Transportation Board (ITB) members, Idaho Transportation Department (ITD) Headquarters staff, applicable ITD District personnel and advisors as determined by the Chairman of the Board.

The ITB in collaboration with Idaho State Police (ISP) must draft rules for: 1) a criteria that will be used in assessing the suitability of any nominated stretch of interstate or state highway and 2) for the public participation process in considering any proposed designation. (The Governor "...must be satisfied with the process before any rules are approved".)

Safety must be the highest priority when determining necessary and prudent restrictions in selecting designated routes, enforcement procedures from jurisdiction to jurisdiction, mechanical requirements for commercial vehicles, driver certification requirements, pavement and roadbed conditions, bridge conditions and load carrying capacities, route geography, weather conditions, possible restrictions caused by horizontal and vertical alignment, and other factors unique to each geographical area. The review process for nominated routes must include timely, well advertised public hearings and publicly published notification(s) for adjacent property owners. (Published notification(s) does not mean that adjacent property owners will receive individual notification. Notification(s) will be provided via news releases and information published on the ITD 129K Route website.)

Rules developed by the ITD and approved by the Idaho legislature for the 129K Pilot Project referenced in SB1064 shall be incorporated as a baseline for implementing the thirty-five (35) routes made permanent by SB1064. Rules for assessing the suitability of any additional route(s) that are nominated by the state, or any local highway jurisdiction having authority over a nominated highway or highway segment, will be developed for consideration and approval by the Idaho legislature as part of the formal rules review process.

The 129K Route Subcommittee will meet on an as-needed basis. Subcommittee meetings shall be open to the public and minutes will be taken.

Membership

Chairman

Jim Thompson - Member, District 1, Idaho Transportation Board

Board Members

Bob Hoff - Member, District 6

Mitch Watkins – Floating Member*, District 4

*The floating member will serve on the Subcommittee unless a route in a non-Subcommittee member's District is on the agenda. In that case, the member from that respective District will serve to ensure the District is represented by its Board member.

Staff and Coordinating Agencies

Chief Engineer (CE), Idaho Transportation Department (ITD)

Highway Safety Manager (ITD)

Bridge Asset Management Engineer (ITD)

Division of Motor Vehicles Administrator (ITD - DMV)

District Engineer from the route requested district (ITD)

Division of Motor Vehicles, Commercial Vehicle Services (ITD - DMV)

Idaho State Police (ISP)

Business Executive to the Board (ITD)

Idaho Department of Commerce

Trucking Advisory Council (TAC)

Idaho Trucking Association (ITA)

Freight Program Manager** (ITD)

Advisors

Deputy Attorney General

Office of Communication Manager (ITD)

Governmental Affairs Manager (ITD)

Representative from the Local Highway Technical Assistance Council (LHTAC)

Others as required

** The ITD Chief Engineer has designated ITD's Freight Program Manager as the 129K Route Program Manager and as such is responsible for coordinating the 129K Program.

Process

1. **Application Submission:** The application is submitted using ITD Form 4886 to the Idaho Transportation Department Office of the Chief Engineer by the requester (applicant). The applicant will forward to the adjacent (contiguous) local jurisdictions and the Local Highway Technical Assistance Council (LHTAC) in accordance with guidance on ITD Form 4886.

2. **Review/Analysis:** Following submission of ITD Form 4886, the request will be reviewed for completeness by the Freight Program Manager (FPM). If the application is incomplete, it will be returned to the applicant with an explanation for the return. If the application is complete, the department's analysis for engineering and safety criteria will commence. Analysis criteria shall include assessment of pavement and bridges to allow for legal axle, axle-bridge, and gross weight limits as per IC49-1001 and IC49-1002. The analysis will also consider route off-track requirements which includes road width and curvature. Additional consideration shall be given to traffic volumes and other safety factors, see **Appendix 1**.
 - The FPM creates a case file and schedules a kick-off meeting to synchronize the processing of the application. The goal of the kick-off meeting is to establish the application timeline using a future ITB meeting and working backwards. The idea is to establish an executable timeline that takes no more than three (3) months to complete the application process.
 - **Participants in the kick off meeting are:**
 - - Division of Motor Vehicles Representative
 - Applicable District Engineer Representative
 - Applicable District Public Information Officer
 - Office of Highway Safety Representative
 - Bridge Asset Management Representative
 - Business Executive to the Board
 - Government Affairs Representative
 - Office of Communications Representative

 - The FPM will provide the completed ITD Form 4886 to the Office of Highway Safety, Bridge Asset Management, the applicable ITD District, and the Division of Motor Vehicles to conduct their respective evaluation of the applicable route(s).

 - The FPM sends the application to the Business Executive to the Board, who in turn, sends the application to the Board member whose district the application is being requested.

 - The FPM will forward the application to ITD's Office of Communications to publish on the 129K Route website.

 - The applicable District, Office of Highway Safety, Bridge Asset Management and DMV will complete a review/analysis of the requested route(s) and return the review/analysis to the FPM with a documented recommendation to approve, reject, or request additional information from the applicant. The ITD district engineers shall also contact local jurisdictions that the route(s) travel through to ensure they are aware of the request.

- If an applicant’s proposal includes local road sections, ITD district engineers will engage with appropriate (*affected*) local government officials. ITD will provide assistance in local bridge analyses where required.
- Once the ITD staff analysis is complete, the FPM will finalize an evaluation of the application and forward it to the CE for review.
- If the evaluation is favorable toward the application, a public hearing is scheduled to gather public testimony.
- If the evaluation is not favorable toward the application, the FPM will present the findings to the 129K Route Subcommittee for its consideration. If the Subcommittee concurs with the unfavorable evaluation, the Subcommittee can elect to:
 - Return the evaluation to the FPM who will coordinate a re-evaluation with the applicant, HQ staff, DMV, and applicable district. Should the re-evaluation be favorable to the request, the FPM will present the updated evaluation to the Subcommittee. If the Subcommittee concurs with the revised evaluation, the FPM will coordinate with the applicable District PIO for a public hearing, see **Appendix 2**.
 - Recommend the ITB deny the application, see **Appendix 3**.

3. Public Hearing: If the evaluation is favorable toward the application, the Business Executive to the Board will work with the appropriate (*affected*) Board member(s), the District Public Information Officer (PIO) and respective district engineers to schedule a hearing. If more than one route has been requested in a district, one hearing is sufficient to gather testimony on all of the routes in that district.

- The District PIO will publish information on the ITD 129K Route website announcing the hearing date and the closing date for public comments. (The date and time for closing public comments to be at least 15 days after published notification of the hearing.)
- The Governmental Affairs Manager will notify appropriate legislators and local elected officials of the date, time and location of the hearing.
- The FPM will inform the applicant of the hearing date and time.
- The District PIO will provide a script for the hearing officer (Board member) to the Business Executive to the Board.
- The District PIO will forward any and all public communications that were received to the FPM who will consolidate the comments and coordinate getting them published on the ITD 129K Route website. The FPM will also forward a copy to the Business Executive to the Board.
- The Business Executive to the Board will provide information packets, including public comments received, to the affected Board member prior to the hearing.
- Hearings will be open to the public.

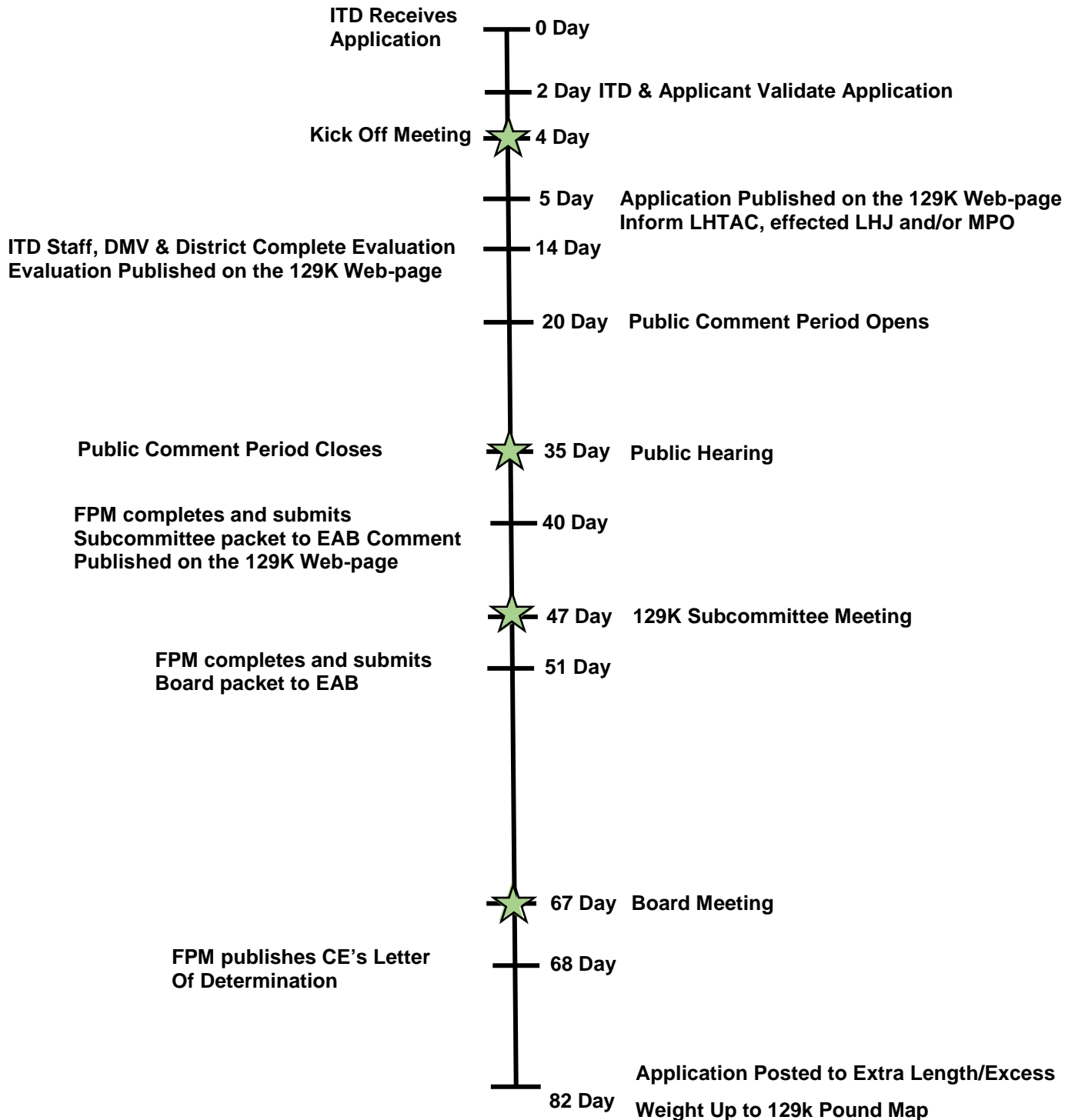
- The affected Board member will take testimony. The District PIO is responsible to transcribe the testimony and forward the transcript to the FPM. The FPM will then publish it on the ITD 129K Route website.
4. **Chief Engineer's Recommendation to the 129K Route Subcommittee:**
The FPM will present findings and relevant information to the 129K Route Subcommittee along with a recommendation to approve or reject the application based on the evaluation.
5. **Subcommittee Meeting:**
- The Business Executive to the Board will work with the Subcommittee Chair on scheduling meetings. Subcommittee meetings will be held at ITD Headquarters with audio/visual connections to applicable district offices or at a location determined by the Subcommittee Chair.
 - The Governmental Affairs Manager will notify appropriate legislators and local elected officials of the date, time and location of the Subcommittee meeting.
 - The Business Executive to the Board and the Office of Communications will issue a news release regarding the Subcommittee meeting date, time and location. The Office of Communications will publish the meeting agenda on the ITD 129K Route website.
 - The FPM will inform the applicant(s) of the meeting.
 - The Business Executive to the Board will provide information packets, including public comments or reference to public comments, posted on the ITD 129K Route website prior to the Subcommittee meeting.
 - Subcommittee meetings will be open meetings without additional public testimony, however, comments received up until the published closing date will be considered and specifically addressed by an advisory member of the Subcommittee or ITD staff as required.
 - The FPM will present the analysis of the route(s) and a recommendation for Subcommittee action.
 - If the recommendation is favorable, the Subcommittee will discuss and the voting Subcommittee members, identified on page 3 in **bold**, shall vote on a motion to hold the request for additional information or recommend the full Board approve or reject the application.
 - The results of the decision on the motion or the direction taken on an unfavorable report will be provided to the ITB at the first available meeting scheduled by the Chairman of the Board.
 - The Business Executive to the Board will take minutes. The minutes will be published on the ITD 129K Route website by the FPM.
6. **Idaho Transportation Board Meeting:** The 129K Route Subcommittee will make a recommendation (to include, but are not limited to, holding the request for additional

information or recommending the full Board approve or reject the application) to the ITB based upon the ITD analysis.

- The FPM will present the analysis of the route(s).
 - A summary of relevant comments received on the request will be provided. If appropriate, a responsible party (i.e. ITD staff, the Department of Commerce, or ISP) will address the comments.
 - The Subcommittee Chair will present the Subcommittee's recommendation.
7. If the ITB approves or rejects the Subcommittee recommendation to either approve or deny the request, the FPM will prepare a CE Letter of Determination for CE endorsement. The Letter will be sent to the requester and published on the ITD 129K Route website. An applicant has 14 days to file an appeal with the ITD Director. The Director then appoints a hearing officer to review the appeal in accordance with the Idaho Administrative Appeals Act. If no action is taken, the decision becomes final 14 days after the Letter of Determination is posted.
- The FPM will send a copy of the CE's Letter of Determination to the DMV. If the decision is to approve the route, the DMV will update the Route for up to 129K Vehicle Combinations map.
 - The FPM will publish the CE's Letter of Determination on the ITD 129K Route website with the published date.
 - The original CE's Letter of Determination will be maintained by the FPM.

Appendix 1

129K Timeline

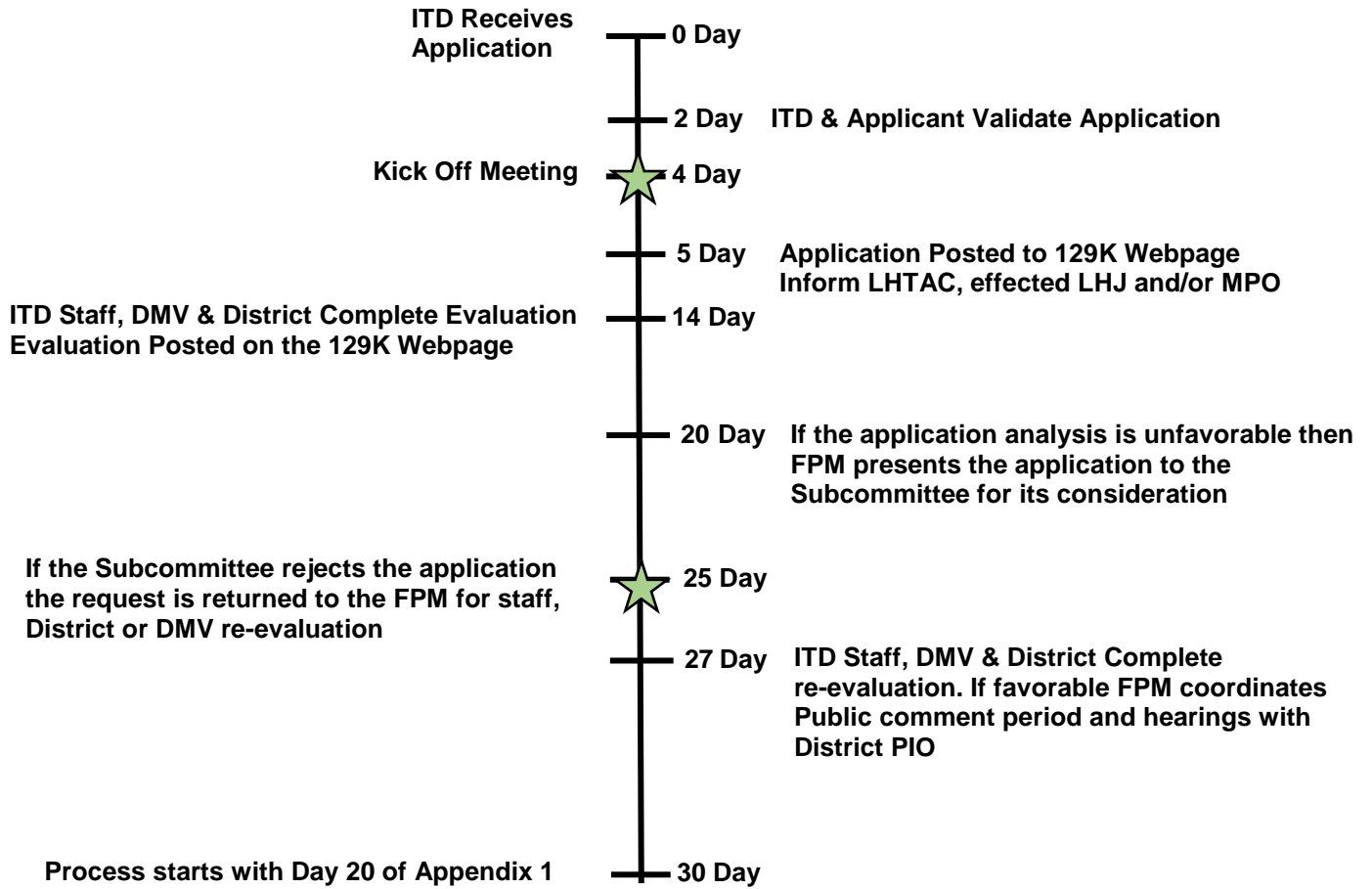


- 15 Days - Open Comment Period
- 7 Days - Meeting packet submitted to Subcommittee
- 17 Days - Board agenda submission to Board Meeting
- 14 Days - Open appeal dates from published Letter of Determination to when approved route is published on the *Designated Routes up to 129K Map*.

Appendix 2

129k Timeline

Returned to ITD Staff



Appendix 3

129,000 Pound Time Line "Request Denied"

