



**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**



C
Beards

**VICTORIA F. SHEEHAN
COMMISSIONER**

**WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER**

Bureau of Turnpikes
November 5, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to continue its membership and participation with the International Bridge, Tunnel and Turnpike Association (IBTTA) Washington DC, (Vendor No. 170743) by paying annual membership dues in the amount of \$29,725.00 for Calendar Year 2016 and in the estimated amount of \$31,000.00 for Calendar Year 2017 to be effective upon Governor and Council approval. 100% Turnpike Funds.

Funds to support this request are anticipated to be available in the following account in State FY 2016 and State FY 2017 upon the availability and continued appropriation of funds with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

Funding is available as follows:

	<u>FY 2016</u>	<u>FY 2017</u>
04-96-96-961017-7022		
Turnpike Administration	\$29,725.00	\$31,000.00
026-500251 Organizational Dues		

EXPLANATION

The IBTTA is a non-profit association created in 1932 to serve the collective and individual needs of toll-supported roads, tunnels and bridges. With headquarters in Washington DC, the IBTTA is a worldwide organization with member agencies in 20 countries. The IBTTA serves its members through continuing activities and functioning committees in the areas of administration, engineering, design, finance, law, maintenance, operations, public relations, risk management and government. Probably its most important contribution is the resource it provides to all members regarding toll operations and maintenance.

The Department of Transportation, Bureau of Turnpikes has been a member of the organization since 1985. All turnpike agencies and affiliated companies throughout the world are represented by membership in the Association.

The Department of Transportation has benefited greatly from its membership and our participation will continue to be an invaluable source of information relative to Turnpike operations. The IBTTA is also at the forefront in researching new and innovative methods of toll collection and operation, including electronic toll collection.

Membership dues are based on an agency's most recently completed fiscal year toll revenue and the computation invoice is attached for reference.

Membership in the IBTTA is on a calendar year basis, January 1 through December 31, and fees were invoiced during the month of October. In response to the Governor's Executive Order 2008-11, directing Executive Branch spending reductions, the Department has evaluated all organizational memberships to determine whether each is essential to the core mission of the Department. Membership in the IBTTA is considered essential for the reasons cited above.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

The IBTTA was created in 1932. The Department has been a member of IBTTA for 30 years, since 1985.

2. Is there any other organization, which provides the same or similar benefits that your agency belongs to?

There are no other organizations that provide these benefits to the Department for the toll industry in New Hampshire.

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

IBTTA is a worldwide organization with member agencies in 20 countries. Over 50 U.S. State agencies or toll and bridge authorities are members. The Department is the only NH State agency that is a member.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

Membership dues are based on an agency's most recently completed fiscal year toll revenue and the computation invoice is attached for reference.

5. What benefit does the state receive from participating in this membership?

The IBTTA serves its members through continuing activities and functioning committees in the areas of administration, engineering, design, finance, law, maintenance, operations, public relations, risk management and government. Probably its most important contribution is the resource it provides to all members regarding toll operations and maintenance.

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

The IBTTA is at the forefront in researching new and innovative methods of toll collection and operation, including electronic toll collection. Materials are available through IBTTA publications, conferences and its website.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

This membership is not required to receive federal grants, participate in licensing or certification of exams.

8. Is there any travel included with this membership fee? Explain in detail any travel including the number of employees involved, the number of trips, destination of known and purposes of membership-supported trips.

Travel costs are not included in this membership fee; however, the Bureau of Turnpikes has sent employees to IBTTA meetings in previous years. The trips are budgeted in the Bureau's out of state travel account. There are no immediate travel plans for Calendar Year 2016.

The Board meetings and conferences offer an invaluable opportunity to discuss and share ideas with industry leaders and industry experts on topic critical to tolling in New Hampshire, particularly when considering aspects such as Open Road Tolling and National Interoperability.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and /or officers of the organization.

The former Administrator of Turnpikes resigned from the Board of Directors in FY 2015, due to travel restrictions. The IBTTA requires Board members to attend the 3 primary Board meetings that occur in January, April and September.

10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

Should the Department no longer be a member with IBTTA, the Department will no longer receive timely information regarding the Toll Industry. Additionally, the recent advancements regarding the successful implementation of Open Road Tolling in Hooksett and improvements in the violation enforcement system would not have been possible without involvement in IBTTA.

It is respectfully requested that this resolution be approved.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial 'V' and a distinct 'F'.

Victoria F. Sheehan
Commissioner

Attachment



Membership Dues Invoice

INVOICE NUMBER: 2016-A-NA-036

1146 19th Street NW, Suite 600
 Attn: Accounting
 Washington, DC 20036
 Phone 202.659.4620 Fax 202.659.0500

Date: October 15, 2015

PAYMENT DUE JANUARY 1, 2016

Primary Contact
 Mr. John Corcoran
 Assistant Administrator
 New Hampshire Department of Transportation - Bureau of Turnpikes
 P. O. Box 2950
 Concord, NH 03302-2950
 UNITED STATES

PAYMENT INSTRUCTIONS

BY CHECK: Please return this invoice with your check made payable to IBTTA to the address above.

By WIRE TRANSFER: For financial security purposes, please contact Harry Smith at 202.659.4620 x10 for bank details and instructions.

Instructions for Calculating 2016 Active Member Dues

Please complete the calculation below and return it with your dues payment by January 1, 2016. You will need to state and use your **total toll revenue** from your last complete fiscal year (year ended prior to January 1, 2016) as the basis of your calculation.
Fiscal year ended: 06 / 30 / 2015 (mm/dd/yyyy)

STEP 1:	Enter Total Toll Revenue	\$	120,415,979.34	
STEP 2:	Enter Excess toll revenue from Column D	\$	20,415,979.34	
STEP 3:	Multiply by appropriate factor in Column C	X	0.00006000	
	Calculate Sub-Total	\$	1,224.96	
STEP 4:	Add Base Dues from Column B	+\$	28,500.00	
STEP 5:	Calculate Total Dues			
	(Maximum Dues: \$35,000)	\$	29,725	(Round off cents)

Inside North America

(A)	(B)	(C)	(D)
Agency Toll Revenues (in US \$)	Base Dues	Factor	Toll Revenue in Excess of
\$0 - \$25 million	\$2,200	0.00065200	\$0 (you will enter your total toll revenue)
\$25 million - \$50 million	\$18,500	0.00022000	\$25 million
\$50 million - \$75 million	\$24,000	0.00010000	\$50 million
\$75 million - \$100 million	\$26,500	0.00008000	\$75 million
\$100 million - \$125 million	\$28,500	0.00006000	\$100 million
\$125 million - \$300 million	\$30,000	0.00002857	\$125 million
Over \$300 million (Maximum Dues Amount)	\$35,000		

DUES YEAR	DESCRIPTION	Toll Revenue	Total Dues
2016	*IBTTA Active Member Dues (complete computation above to determine dues amount)	\$	\$ 29,725

Your last dues payment was \$29,559.

IMPORTANT TAX INFORMATION

*ABOUT YOUR IBTTA DUES PAYMENT

Contributions or gifts made to IBTTA are not deductible as charitable contributions for U.S. Federal income tax purposes. Membership dues are deductible for most U.S. members of a trade association under Section 162 of the U.S. Internal Revenue Code as an ordinary and necessary business expense. In addition, we are required to notify you each year the portion of your dues that is allocated to lobbying expenses and is therefore not deductible as a business expense for U.S. income tax purposes. In 2016, 90% of your dues contribution may be deductible as a business expense. These laws apply only to tax-paying organizations in the United States. IBTTA TAX ID # 53-0259945

Thank you for supporting IBTTA. We're looking forward to working together in 2016!