

# Idaho Technology Assistance Newsletter

LHTAC / LTAP

June 2009

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Local Highway Technical Assistance Council



Idaho Technology Transfer Center

## Partnership Results in Statewide Data and Powerful Asset Management Tools for More Than 100 Idaho Agencies.



Logan, Utah April 11, 2008. iWorQ Systems, the largest provider of Internet applications to local government agencies and the Local Highway Technical Assistance

Council (LHTAC), an agency committed to assisting the Cities, Counties and Highway Districts of Idaho in dealing with the day to day issues of managing and operating the local highway system throughout the state, announced a partnership that will provide Idaho Cities, Counties and Highway Districts with pavement and sign management tools at NO COST.

The partnership enables Idaho local highway jurisdictions to benefit from the support and experience of LHTAC, as well as the tools and technology of an international company like iWorQ Systems. In addition, LHTAC and iWorQ are working

together to convert all existing data and provide agencies training required to operate the system.

iWorQ and LHTAC will be asking engineering firms, asphalt companies, construction companies, equipment companies, insurance trusts and more to pay a yearly sponsorship to fund the cost of this effort.

This Partnership will provide LHTAC access to more than 17,000 miles of pavement data which is more than 50 percent of the total local transportation network. Additional miles will be added as they become available. LHTAC will be able to use this information for strategic planning, forecasting, and budgeting.

### About LHTAC

The Local Highway Technical Assistance Council's mission is to assist the Local Highway Jurisdictions (cities, counties and highway districts) with utilizing the available resources for maintenance and construction of Idaho's local highway system in the most efficient and effective manner possible.

In October, 2003, LHTAC began assisting the local highway jurisdictions in the development of a uniform asset management and reporting system, including centerline GPS, sign-age GPS, and local road attributes.

### About iWorQ

iWorQ Systems is the leader in Internet Applications and services that assist government agencies with their infrastructure management. Local governmental agencies rely on iWorQ Systems for asset management processes, technologies, and Internet mapping, as well as Government Accounting Standards Board (GASB34) requirements for financial reporting and is an industry standard for managing capital assets.

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## LHTAC COUNCIL MEMBERS

### Association of Idaho Cities

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Mayor, City of Rexburg

**Thomas Limbaugh**  
Mayor, City of Fruitland

**Mac Pooler**  
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**Clark Kauffman**  
Commissioner, Filer Highway District

**Ralph Gant**  
Commissioner, Nampa Highway District

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**R. Tad Hegsted**  
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**Don Ebert**  
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Association of Idaho Cities

**Stuart Davis, Executive Director**  
Idaho Association of Highway Districts

**Tony Poinelli, Deputy Director**  
Idaho Association of Counties

### LHTAC Staff

**Lance Holmstrom, M.U.P.**  
Local Highway Administrator

**G. Daniel Shirilla**  
Deputy Administrator

**Susan Lasuen**  
Office Manager

**Cindy Stewart**  
Publication/Council Manager

**Vicki Courtois**  
Secretary/Receptionist

**Gerald H. Flatz, P.E.**  
Federal-aid Manager

**Wayne Herbel, P.E.**  
Deputy Federal-aid Manager

**Dan Coonce, P.E.**  
Deputy Federal-aid Manager

**Michael Moffett**  
Assistant Federal-aid Manager

**Jim Zier**  
Asset Manager

**Dylan Karaus**  
Local Highway Certification Coordinator

**Vacant**  
GIS Specialist

## LHTAC Staff Update

Dylan Karaus was promoted in May, from GIS Specialist to the Local Highway Certification Coordinator.

LHTAC is currently interviewing for the GIS Specialist position.

Dan Coonce, P.E., has recently joined LHTAC's Federal-aid team as Deputy Federal-aid Manager.

*Congratulations Dylan!  
Welcome Dan!*

## Retirement Announcements



Errol Morgan, Ada County Highway District's (ACHD) Maintenance Department Manager is retiring July 16, 2009. Morgan began working at ACHD in November 1991 as a maintenance superintendent and later became the manager of the maintenance department

His contributions to ACHD and the community include helping to develop a better and safer winter maintenance program and a more economical approach to maintaining the local roads in Ada County with a rotating chip-sealing schedule.



Patricia Raino (Patti) retired May 29, 2009 from the Idaho Transportation Department (ITD).

Her career extended from 1980 when she accepted a position in the Office of Highway Safety, then upward mobile, she became a senior transportation planner in the Office of Highway Programming and was promoted to Intermodal Planning Manager, a position she held from 1996 until her recent retirement.

Raino's influence on ITD and intermodal travel will extend long after her successful career – perhaps for another two decades.

## Changes to Open Meeting Laws

Updates to Open Meeting Laws became effective July 1, 2009. The Idaho Counties Risk Management Program (ICRMP) provided a free online training to its members on June 30th. The training was broadcast via the Internet in a web-

cast, and from that, ICRMP now obtains an on demand video of this training. For more information, visit ICRMP's website at [www.icrmp.org](http://www.icrmp.org) or call 1-800-336-1985.



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iWorQ Systems is an engineering, technology and services company located in Logan, Utah. The engineers and managers of iWorQ have been working with local government agencies and Departments of Transportation for more than 15 years. iWorQ is an international company

with cities all across the United States and in Canada.

For more information, please contact Jim Zier, LHTAC Asset Manager: (800) 259-6841, email: [jzier@lhtac.org](mailto:jzier@lhtac.org), or Fax: (208) 344-0789.

## Idaho T2 Website Update



The T2 Center website is in the process of being redesigned. The new site will have a fresh look and be user friendly.

With this new website you will be able to view the T2 class schedule and register

for classes online. We will also have our video library available, so you can view the catalog and check out videos through the site.

Another upcoming feature is the ability for agencies to pull class transcripts for their employees.

Our goal is to have the site up and running by this July. In the meanwhile, the T2 Center greatly appreciates your patience during these last few months.

Look for the new site soon and we welcome your comments!

*Reference: Lorie Cover, T2 Training Coordinator*

### IDAHO T2 CENTER

#### Staff

*Manager*  
Bruce Drewes

*Training Coordinator*  
Lorie Cover

#### Ex-Officio Member

Lance Holmstrom  
Administrator  
Local Highway Technical Assistance Council (LHTAC)  
1-800-259-6841

#### T2 Associates

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Idaho T2 Center webpage, [www.idahot2.org](http://www.idahot2.org)

### Idaho T2 Advisory Board

The people listed below help guide and direct the policies and activities of the Idaho T2 Center. You are invited to contact any of them to comment, make suggestions, or ask questions about the T2 Program.

**Nate Marvin – Chairman**  
Public Works Superintendent  
City of Weiser  
208-814-1965

**LeRoy Lewis**  
Road Supervisor  
Jerome Highway District  
208-324-4601

**Kim Reed**  
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Gem County Road/Bridge Dept.  
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Transportation Engineer  
Federal Highway Administration  
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**Steve Hyndman**  
Training Specialist  
Idaho Transportation Department  
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## Succession Planning: A Case Study

*William A. Sterling, P.E., Director of Public Works (Ret.) City of Greeley, Colorado  
Member, APWA Leadership and Management Committee*

***“If you want to be a master, study what the masters have done before you. Learn what they have done—have the guts to do it—and you will become a master too.”—Jos. J Charbonneau***

George Haines, in his article, “Succession Planning for Our Next-generation Leaders,” stressed the need for succession planning at all levels in any organization. The article, published in the September 2006 issue of the *APWA Reporter*, recommended four steps in the process: Recruit and hire good people, train your people well, develop leaders, and mentor the leaders you develop. George also points out, “If you are just now thinking about succession planning, you are already behind the curve.”

Jennifer L. Adams, in her article, “Succession Planning in Tempe,” described the succession plan adopted by the City of Tempe, Arizona, Department of Public Works. The article, published in the May 2006 issue of the *APWA Reporter*, describes the seven steps the agency used in their succession planning program: Recognition and Support by Management, Organize, Research, Budget, Define Next Generation, Military Partnerships, and Recruiting for the Future. While this program stressed diversity, the program is adaptable to any situation in succession planning.

This article relates the succession plan the City of Greeley, Colorado, used to fill the director of public works vacant position. The article describes the process our agency set up to mentor an in-house individual for the position after all other “standard” procedures (i.e., succession and recruitment) were not successful.

In organizational development, succession planning is the process of identifying and preparing suitable employees, through mentoring, training, and job rotation, to replace key employees. In public works there is a concern that there may be no successor to take over upon the retirement or voluntary separation (or even involuntary separation). It is people, or more aptly, the right people who make things happen or carry on the mission of the agency. A careful and considered plan of action ensures the least possible disruption to the organization. What is likely to happen to the organization when a key employee leaves without succession planning in place? First, there would be either no able successor, or where there is, the successor might be either unprepared to handle the heavy responsibilities placed on them or might not have the ability to manage the organization in the way it used to be. It is difficult enough to run an organization with experience and ability; lack of either makes it that much harder.

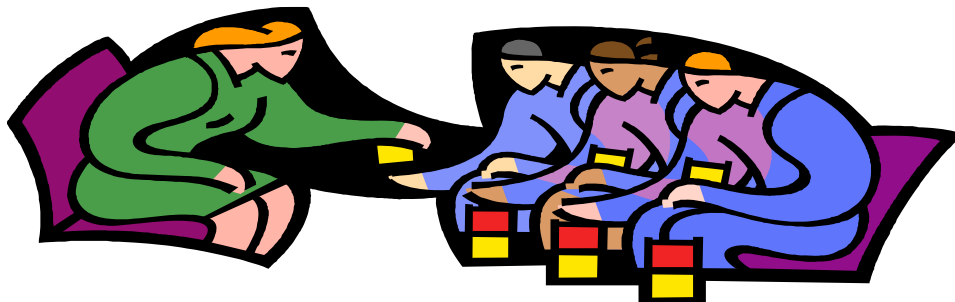
There are two main models that agencies can use to implement succession planning:

- Short-term or emergency replacement
- Long-term planning or managing talent

Unfortunately, the most common model is the short-term planning. The person in the key position leaves; the agency recruits and tries to fill the position. There is usually no opportunity to pass on the institutional knowledge or train the replacement. Short-term planning is focused on an urgent need caused by the sudden departure of a key individual. If agencies wish to grow leaders from within their existing talent pool and have the time and resources to develop a useful program, the agency can better prepare for the future by using the long-term model.

The Department of Public Works for the City of Greeley used both of the models. Unfortunately the first model, the short-term, didn’t work out very well when the director retired, even though he gave three months’ notice. However, the city was fortunate in that they were able to regroup and use the long-term model to replace its director when the retired director was able to return for a period of time.

The current housing market situation, the shortage of qualified candidates, shrinking resources, the shortage of the workforce, and the retirement of the “Baby Boomers” all led to the need for a paradigm shift in recruiting for this key position. This



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paradigm shift played out in the development of an internal succession plan that provided for a concentrated mentorship program. The City of Greeley developed a formal mentoring plan that was geared to the development of a qualified individual to succeed in the vacant position. While other agencies may have plans for the orderly replacement of their key staff, Greeley went one step further by identifying an individual and mentoring the employee over a period of time, and was able to replace the retired director with little or no disruption of continuity while breathing new life into the organization. Fortunately for the city, the retired director was able to return to the organization to mentor the replacement. You might say that the agency had a second chance to “do the right thing” this time around.

The formal mentoring program consisted of five key parts:

- mission statement,
- work plan outline,
- implementation plan,
- progress reviews, and
- appointment goal.

Each of the above parts contained specific steps. For example, the work plan outline had five steps: identification of a suitable in-house candidate, an orientation/training schedule, a mentoring/coaching plan, an implementation plan, and a transition plan.

A mission statement was developed: Develop a program to identify, train, mentor, and prepare an in-house candidate to move into the vacant public works director position.

The work plan was an outline of the activities used to develop a more detailed implementation program.

The identification of a suitable in-

house candidate or candidates was accomplished by announcements and the review of suitable candidates. You can post the position or, working through Human Resources (and the city manager), simply identify a single individual. Things that were considered included: Did the individual have basic related qualifications (i.e., current management responsibilities, public/private development involvement, an engineering background) and a desire to take on this responsibility; and when was this individual available to begin the training, keeping in mind that the candidate had other responsibilities within the organization? In Greeley’s case, a new position, titled assistant public works director, was developed. We transferred the candidate and began the mentoring program within three weeks. Many agencies have a position of assistant public works director; the City of Greeley did not. While many agencies have an assistant who can step into the role of acting or interim director, most individuals have not been properly prepared to take the permanent position. The identification process took two weeks.

Some points to look for in the selection process include ability, initiative, responsibility, commitment, flexibility, and being a team player. The selection has to be for the right reason and not just to fill the position. Some other things to look for include experience in operations/management, budgeting, people skills, and related education and experience in supervision.

The orientation and training phase took three months to complete, although the training and mentoring continued after the appointment was made. The length of this phase depends on the experience and availability of the candidate. Our candidate had some background in public works in some areas, but did not presently

work in public works and did not have the overall experience or knowledge of most of the responsibilities of the department or in the area of management.

The steps in this phase included orientation of the individual to the responsibilities of the department and included such components as attending all division one-on-one meetings with the director, attending the weekly staff meeting of the division heads, reviewing all of the division Operations Manuals (which we had for each division as part of our APWA Accreditation program), spending time with each division (a minimum of two days each, the goal of which was to get the individual a hands-on feel of each operating division); reviewing the current operating budget (we were in the development of the 2009/2010 budget and prepped this individual to present the budget to the City Council).

The mentor also developed a reading list and training schedule for the candidate to accomplish. The reading list included such titles as:

- *Manager’s Question and Answers* by Florence M. Stone
- *Leader/Manager* by William D. Hitt
- *The Effective Public Manager* by Steven Cohen
- *Core Competencies for Public Works Managers* by the APWA Leadership/Management Committee
- *Developing Operations Manuals* by William A. Sterling
- *It’s Your Move: Strategic Planning* by William A. Sterling

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## POISON IVY



Poison ivy isn't actually an ivy. It is a woody vine that is well known for its ability to produce urushiol, a skin irritant, that causes an itching rash known as urushiol-induced contact dermatitis.

When you head for the job site to do some brush cutting, you may be getting more than you bargained for. Test your knowledge about poison ivy.

- Q: Do poison ivy plants remain active for about 2 years?
- A: No. Dead plants remain active much longer than two years; up to 10 years in dry climates.
- Q: Will scratching poison ivy blisters spread the rash?
- A: No. Blisters do not contain poisonous sap and will not spread the rash.
- Q: Is poison ivy contagious?
- A: No. Poison ivy can only be contracted with the oil in the sap of these plants. It is not contagious.
- Q: Do allergic reactions to poison ivy decrease with age?
- A: Yes. Sensitivity to poison ivy tends to decrease with age.
- Q: Is poison ivy only a summer pest?
- A: No. Poison ivy can be contracted all year around.

Spring—Like many spring leaves, poison ivy leaves start out bright red which seems to fend off insects.

Summer—Poison ivy is in full swing. New leaves are shiny and still somewhat reddish. Older leaves are duller. During summer they grow prolifically at the edge of a field, forest, parking lot, or road.

Fall—Poison ivy turns all sorts of colors in the fall: yellow, red, orange. You can still get itchy from it in the fall.

Winter—The word is that you CAN get poison ivy from working with the vine in winter and you can get it in your lungs if you burn it and breathe the smoke.

Three methods for removal of poison ivy are: manually, smothering, and applying herbicides to the leaves of and stumps of poison ivy.

Protect yourself by covering all exposed skin as much as possible when getting rid of poison ivy. This means wearing gloves, long-sleeved shirt and full-length pants, socks and shoes.

Several herbicides are available that provide effective control of poison ivy. Due to the extensive root system, repeat applications often are required to control established plants. Care must be used when applying any herbicides. Glyphosate is sold as Roundup, Kleenup, and several other trade names. It is nonselective and kills or injures any green plants it contacts. Triclopyr is a growth regulator which doesn't kill grasses in treated areas when used at appropriate rates.

A permit may be required for the use of herbicides for right-of-way maintenance. At least one certified applicator shall be member of each crew using herbicides. To check whether a permit is required, call the Vermont Agency of Agriculture, Food and Markets at (802) 828-2431 twenty-four (24) hours prior to the commencement of herbicide application. Provide the location of spray initiation and the names and certificate numbers of the certified applicators who will be applying herbicides.

[http://landscaping.about.com/od/weedsdiseases/a/p\\_ivy\\_index.htm](http://landscaping.about.com/od/weedsdiseases/a/p_ivy_index.htm),

<http://www.vermontagriculture.com/ARMES/ROW06/VELCO2006.pdf>

Reference: *Vermont Local Roads, September, 2008*

### Home remedies for rashes

•Rinse as soon as possible with dish detergent. It is more potent than most hand soaps.

•Baking Soda—If you take a bath in room temperature water mixed with 1/2 cup of baking soda it can help or make a paste out of baking soda and water.

•Oatmeal—Boil a cup of oatmeal. Add 2 tsp. of chlorine and some salt. Spread the mix on wounds while the mix is still hot and let it dry.

•Saran Wrap and Cortaid Cream—Rubbing Cortaid cream and wrapping infected areas with saran wrap forces the area to sweat. The wound opens up and clears.

•Ammonia neutralizes urushiol. In a spray bottle, mix one part household ammonia to ten parts water. Spray your skin and clothes before and after going into areas with poison ivy. Allow to dry before washing up.

[poisonivy.aesir.com/](http://poisonivy.aesir.com/)

Reference: *Vermont Local Roads, September 2008*

## DUST SUPPRESSANTS

One car traveling a mile on an unpaved road every day will create one ton of dust in a year. Multiplied by the number of vehicles and one can see the impact of dust.

Dust indicates a weakened road surface. Dust or “fines” act as a road glue and hold the road surface together. An unstable surface is a driving hazard and limits visibility.

Dust suppressants reduce airborne dust. Dust may create a health hazard for those with breathing problems. It is hazardous for sensitive crops, roadside vegetation, and animals. Dust control results in less dust in homes, businesses, and vehicles. One agency benefit is fewer citizen complaints.

A suppressant holds or binds the surface particles together and increases the road density. Dust affects the bottom line. When fines are lost, maintenance costs increase.

### Dust Control Products

Chlorides and asphalts are two dust control products.

Chlorides are most widely used

and cost-effective. Liquid calcium chloride and liquid magnesium chloride are water based, odorless, colorless, nontoxic, nonflammable, and environmentally friendly” when applied properly.

Calcium chloride and magnesium chloride are hygroscopic and deliquescent. When chlorides are applied, they draw and hold the air’s moisture. A chloride-treated road can be graded without losing its dust control capabilities.

Cut back liquid asphalts and emulsified asphalts are readily available but are not as widely used. These products form a “crust” on the road surface. They do not bind well to the dry surface below. Asphalt-treated roads are difficult to maintain as they cannot be laded without removing the dust control properties.

Potholes can be an issue on asphalt-treated surface.

### Preparation and Application Tips

The road surface should contain a good gradation of aggregate materials with a maximum size of  $\frac{3}{4}$  inch. When

there is an insufficient gradation, add material to improve gradation.

Before blading, pre wet the gravel to the optimum moisture content (seven percent). Water breaks up the surface crust, potholes, and wash-board. Create a modified “A” crown (four percent).

Apply chlorides with a calibrated, ground-speed control unit designed for roads.



Do not allow traffic on the surface until it has started to cure--usually a few hours. If impossible, reduce traffic speed.

Roll the surface with a rubber tired roller. Roll to compact the road. Watch the rolling operation to ensure that the materials do not stick to the tires. If this happens, stop rolling, and allow more time to cure.

*Reference: UNH T2 Center, Road Business, Summer 2008, Vol. 23, No. 2*

## It's Pesticide Time: Make Safety Your Priority

*With summer comes sunshine, warm nights...and serious work managing roadside vegetation. Here are some safety measures you should follow when working with pesticides.*

Read the label and materials safety data sheet.

Wear the approved personal protection equipment (PPE).

- Long sleeve shirts and long pants (cotton), shoes and socks
- Head cover (rain hat)
- Eye protection (chemical resistant goggles)
- Gloves (Nitrile)
- Frontal protection apron (Nitrile) or coverall



Safety measures listed on the left are required for loading and mixing.

When spraying, refer to label requirements on what to wear when applying a pesticide.

Also, remember to keep accessible

- Eyewash (water)
- Soap and water plus towels



*Reference: The LINK, Summer 2008, Kentucky LTAP Center*

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- *Survive and Thrive* by John Ostrowski
- *Everything You Need to be a Public Works Director* by John Ostrowski
- *Working 101* by Mike Jacobs  
*Public Works Administration* (APWA)

Many of these publications are available through the APWA Bookstore ([www.apwa.net/bookstore](http://www.apwa.net/bookstore)).

The orientation phase continued with the protégé “shadowing” the director a minimum of four hours each day. At first the director set the weekly goals for the protégé; after two months the goals were jointly set, and after three months, the goals were set by the protégé with oversight by the director. Weekly progress reports were completed and shared with the city manager.

This phase may not take as much concentration if the individual is already working within the department; knowledge of the department may already be present.

The mentoring/coaching phase took two months. While there was some mentoring taking place during the orientation phase, mentoring be-

gan in earnest during this phase. It is during this phase that the mentor shares the information about the organization and how public works really works. This phase provided specific training (i.e., writing skills, speaking skills, personal productivity, management skills). The mentor began to give the protégé more assignments and a greater decision-making role. The protégé was asked, “How would you handle this situation?” Many times, the mentor would gently coach the protégé about how to go about decision-making or share approach options.

More reading was assigned during this phase. It’s almost like cramming for a master’s degree in public works, but in a concentrated period of time. More sharing of the mentor’s knowledge and leadership and management skills took place. The mentor began to share the experience gained in the general field of public works as well as being the former director of the department. It is at this time that the mentor must share everything and the protégé must take this information in the growth of the individual. Again, specific goals were set for this period.

During this period, two very specific goals were set for the protégé: The protégé had to attend the 2008 APWA Congress in New Orleans (as a first-time attendee) and apply for the Emerging Leaders Academy (he was subsequently accepted into the program).

As in the orientation phase, weekly progress reports were made and shared with the protégé and the city manager. The purpose of these reports was twofold: (1) to give the protégé a report card on progress and any course changes that were needed, and (2) to give the city manager an assessment of the candidate for the director’s position.

The implementation phase was much more detailed than the work plan outline and was a road map to success. Space doesn’t allow describing the detail that the implementation plan covered. Your agency may have different circumstances and needs. A copy of the detailed implementation plan is available upon request and could be used as a guide.

And finally, we get to the transition plan. This phase took one month. During this phase the mentor began to reduce the time in the position as the protégé was appointed and began to take charge. Decision-making was turned over to the new director; the mentor was able to reduce the time with the protégé and acted as a “security blanket” for an additional two months. During that time the outgoing director worked on special projects part-time and continued to mentor the new director, after which the “retired” director was able to retire again.

In summary, the agency must identify in-house replacements and give them the tools and the opportunity to move into key positions. Mentoring is one method to accomplish that goal. Things to keep in mind are: identification is important; patience is critical; the mentor must share everything; the protégé must be engaged; the mentor must recognize when the protégé is ready; and the mentor must be ready to back off.

*“Tell me and I’ll forget; show me and I may remember; involve me and I’ll understand.”—Chinese Proverb*

William A. Sterling, P.E., is a former director of public works for the City of Greeley, Colorado. A past APWA Top Ten recipient and former member of the Committee on Bylaws and Rules, he can be reached at: [sterling@publicworksmanagement.com](mailto:sterling@publicworksmanagement.com).

*Reference: Technology For Alaskan Transportation, Winter 2009, Volume 34, Number 1*

## ITD Unveils New Accountability Web Site



The Idaho Transportation Department (ITD) has introduced a new Web site in April that tracks the department’s progress in addressing recent audits and Governor C.L. “Butch” Otter’s executive order to document ongoing efficiencies.

“[Tracking our Progress](#)” organizes ITD’s reporting process into four areas:

1. Accountability and action plans
2. Reports
3. Federal stimulus projects and
4. Other ITD projects, such as GARVEE projects, project planning and traveler information

“(ITD) is committed to efficiency, transparency and accountability,” explains Director Pam Lowe on the new Web site. “As stewards of public funds and managers of Idaho’s largest infrastructure – the state highway system – we understand the importance of maintaining an open and responsive approach to all that we do.”

Perhaps one of the most important features of the new site is the opportunity for visitors to provide suggestions or ask questions via e-mail.

“We are committed to transparency,” Lowe says. “Improvements to the transportation system depend on thoughtful input from the public and policymakers. We value their insight and appreciate their participation.”

The Web site provides convenient

links to audits and ITD’s responses, action and strategic plans, its 2008 efficiency report, the annual GARVEE Program report, and expenditures of federal funds for highway construction, public transportation and airport projects.

The site also is linked to state and federal stimulus sites.

Information on the new site will change frequently as the reporting process is refined and additional accountability measures are completed.

“Our progress reporting is a living process,” Lowe explains. “It will continue to evolve as we reach new milestones, achieve new efficiencies and address new challenges.”

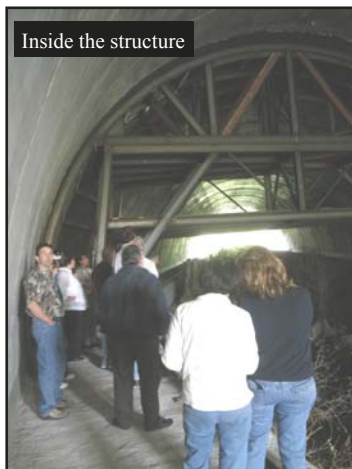
*Reference: Idaho Transportation Department TRANSPORTER, April 17, 2009*

## LTAP Regional Meeting—Reno, Nevada

Bruce Drewes and Lorie Cover, Idaho T2 Center, attended the LTAP Regional Meeting in Reno June 3-4, 2009. Their group toured the \$440 million project just south of Reno, and took a look at what will be the largest Arched Bridge in the U.S. once it is finished in 2011. The fill and the concrete tunnel will be removed once the structure has been built.



Entering the tunnel



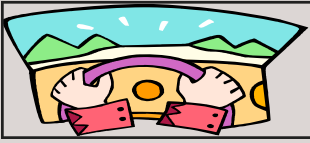
Inside the structure



Arched bridge



Group picture



## Be an Attentive Driver

It doesn't require a lot of effort to be an attentive driver. These simple actions can keep you focused and alert:

1. Check directions and maps before starting out.
2. Allow plenty of time to arrive safely.
3. Make sure the windshield is clean.
4. Adjust mirrors, radio and other controls before driving.
5. Buckle up.
6. Be aware of other roadway users.
7. Avoid demanding or emotionally charged conversations with other passengers.
8. Don't shave, apply make up, eat or talk on a cell phone when behind the wheel.
9. Look, listen and anticipate roadway hazards and react safely.
10. Concentrate on driving, keeping both hands on the wheel and both eyes on the road.

Reference: [www.aarpmotoring.com](http://www.aarpmotoring.com)



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## LTAP Can Be Player in Emergency Response

Emergency response to wild fires, tornados, floods, and earthquakes that ravaged cities and counties from New Hampshire to Hawaii demonstrated the important role that LTAP centers can play in preparing for and responding to disasters, said panelists at a plenary session of the National Local Technical Assistance Program Association (NLTAPA) conference held in Colorado July, 2008.

Panel members, including municipal and county leaders, said one of the biggest roles LTAP can play is to offer training on how government workers can do their jobs during an emergency.

"We need to consider what we can offer proactively at our meetings and conferences," noted John Habermann of the Indiana LTAP. "Some city always pulls ahead in terms of planning and preparation. We need to use their experience and leverage that with the contacts we have in our LTAP programs."

Carl Quiram, director of public works for Goffstown, N.H., said the list of contacts and the communications network maintained by the New Hampshire LTAP center proved critical in his city's response to devastating floods. Thanks to LTAP, he was able to draw on significant resources through the state's mutual aid program.

Contacts also proved critical in pulling together a training session on fire fighting for equipment operators in the face of widespread wild fires in Oklahoma. "It was a wildly successful class that saved millions and millions of dollars in property and probably saved some lives too," noted Mark Sharpton, county commissioner from Logan County.

Doug Wright from the Oklahoma LTAP said LTAP's long-standing relationships with trainers, facility managers, and equipment managers allowed them to pull together the training in 10 days. More than

300 equipment operators attended. Part of the training included hands-on experience in preparing fire breaks on an 80-acre site using new equipment provided by vendors.



Jiro Sumada of the Department of Public Works for the county of Hawaii challenged LTAP to think beyond its typical course formats to better prepare municipal and county workers to deal with emergency situations. Based on his experiences following a 2006 earthquake, he suggested "peer exchange training for field workers by field workers."

Sumada said training should include information on how to be sensitive to the public's needs, training on how to communicate with the public, and background on the chain of command during emergency operations.

Many of the panelists noted that managers need specialized training, too. Sumada noted that many managers have an aversion to formal disaster training and have to be prompted to think beyond their day-to-day work. "Fire and police department personnel are typically the only local government staff trained to think about emergency operations as part of their everyday jobs," he said.

More than 230 individuals attended the 2008 NLTAPA conference, including Jim Grothaus and Mindy Carlson of Minnesota LTAP, and Bruce Drewes, Idaho T2 Center. The conference featured workshops on retroreflectivity and road safety as well as roundtables that allowed LTAP staff members to share ideas, challenges, and issues related to funding, program growth, communications, newsletters, program management, products and services, and partnerships.

Reference: *Minnesota Technology Exchange, Vol. 16, No. 4, Fall 2008*



# Sign Up Now For Idaho T2 Summer Classes!

## Nampa, July 22

### Pavement Maintenance I (\$35)

**This is a required core class for the Road Scholar Program, Level I.**

This course will cover the basic types of pavement failures, distress identification and severity. It will look at the difference between preventive maintenance and reactive repairs. In addition, the class will look at the various repair methods and use of each under basic pavement management concepts. The FHWA Distress Identification Manual will be furnished as part of the class.

## Nampa, July 23

### Pavement Maintenance II (\$35)

*Pre-requisite Pavement Maintenance I.*

**This is a required core class for the Road Scholar Program, Level II.**

This course is a continuation of Pavement Maintenance I. After determining the type of distress the pavement has, this course looks at the alternative repair methods that are available. The applications covered include: fog coat, slurry seal, scrub seal, cape seal, and special emphasis on chip seal. The course details how each application is performed, when it use them, and the type of oils used.

Please note: The above listed courses are subject to change periodically with additions, deletions and/or corrections.

The Idaho T2 Center offers training courses by request. Please contact Lorie Cover at 1-800-259-6841 or email lcover@lhtac.org for more information.



Locations of classes will be confirmed by email and posted on the T2 website: [www.lhtac.org/idahot2](http://www.lhtac.org/idahot2)  
All classes begin at 8:30 AM unless otherwise noted.

*\*Road Scholar Courses \*\* Road Master Courses \*\*\*Elective*

### How To Register:

Complete and Fax this form to: 208-344-0789 or send by email to: [lcover@lhtac.org](mailto:lcover@lhtac.org)

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Class name & date: \_\_\_\_\_

Name of person(s): \_\_\_\_\_

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## CALENDAR OF EVENTS

July 13-14, 2009	Microsoft Excel—Basics and Beyond the Basics	Boise, ID
July 20-21, 22-23, 2009	How to Communicate with Tact and Professionalism	Boise, Lewiston, ID
July 22, 2009	Criticism & Discipline Skills for Managers and Supervisors	Boise, ID
July 30-August 1, 2009	American Council of Engineering Companies (ACEC) Annual Conference	Sun Valley, ID
August 9-12, 2009	ITD 2009 Annual Meeting and Exhibit	San Antonio, TX
August 11, 13, 2009	Management Skills for First-Time Supervisors	Idaho Falls, Boise, ID
September 11, 2009	Local Highway Technical Assistance Council (LHTAC) Meeting	Boise, ID
September 21-25, 2009	Idaho Association of Counties Annual Conference	Coeur d'Alene, ID
November 10-11, 2009	Idaho Association of County Engineers & Road Supervisors Annual Conference	Boise, ID
November 11-13, 2009	Idaho Association of Highway Districts Annual Convention	Boise, ID

*If you are interested in additional information regarding any of the above referenced meetings and/or training sessions, please contact LHTAC at 1-800-259-6841 or 1-208-344-0565.*