



Local Highway Technical  
Assistance Council  
3330 Grace Street  
Boise, ID 83703

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December  
2014

LHTAC  
QUARTERLY  
NEWSLETTER

LHTACTimes

## LHTAC Application Deadlines



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## Goodbye and Good Luck Commissioner Lan Smith

2016 LRHIP  
Due December 1, 2014

2015 Urban  
Due January 12, 2015

2015/2016 Rural  
Due January 12, 2015

2015 Bridge  
Due January 12, 2015

2017 LHSIP  
Due January 30, 2015

Commissioner Smith joined LHTAC in June of 2007. He was elected as Secretary/Treasurer in June of 2009. After that he served as Vice Chairman starting in June 2010 and the following year LHTAC Chairman beginning in June 2011.

Commissioner Smith has been a valuable addition to the Council, bringing leadership whether or not he was in an executive position. He always brought a fair and objective voice to meetings regarding scoring applications, awarding emergency funds and actions that lead to future policies. His considerate approach and concern for the Local Highway Jurisdictions of Idaho will be sorely missed.

## Another Successful Workshop Season!

D1 (37 Participants)  
D2 (19 Participants)  
D3 (30 Participants)  
D4 (25 Participants)  
D5 (27 Participants)  
D6 (30 Participants)  
Challis (4 Participants)  
New Meadows (20 Participants)

**Total 192 Participants**

This fall LHTAC traveled to all six ITD Districts and presented a half-day workshop overviewing our programs. This year we added an extra stop in New Meadows and Challis in an effort to reach more jurisdictions. Our presentations focused on applications and how to submit a successful package. We also added a brief presentation on how to properly fill out your Road and Street Financial Report. We wrapped up the workshop season with over 192 participants at eight locations.

We are looking for feedback and suggestions for new locations to hold additional workshops next year. Please email your suggestions to [lhtac@lhtac.org](mailto:lhtac@lhtac.org).

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### Work Zone Traffic Safety

Workers being struck by vehicles or mobile equipment lead to many work zone fatalities or injuries annually. Drivers may skid, or lose control of their vehicles more easily when driving on snow and/or ice covered roads. It is therefore, important to properly set up work zones with the traffic controls identified by signs, cones, barrels, and barriers, to protect workers. Workers exposed to vehicular traffic should wear the appropriate high visibility vest at all times, so that they can be visible to motorists

OSHA  
Work Zone Safety

## Upcoming Calendar of Events

Date/Time	Event	Location
December 1 5 p.m. MST	LRHIP Applications Due	LHTAC 3330 Grace St. Boise, ID 83703
December 4 8:00 a.m. MST	T2 Advisory Board Mtg	LHTAC 3330 Grace St. Boise, ID 83703
December 12 8:30 a.m.	LHTAC Quarterly Council Meeting	LHTAC 3330 Grace St. Boise, ID 83703
December 25	Holiday—Office Closed	LHTAC 3330 Grace St. Boise, ID 83703
December 31	Road & Street Financial Report Due	Idaho Controller's Office 700 W. State St. Boise, ID 83720
January 1	Holiday—Office Closed	LHTAC 3330 Grace St. Boise, ID 83703
January 12 5 p.m. MST	Rural, Urban and Bridge Applications Due	LHTAC 3330 Grace St. Boise, ID 83703

[www.lhtac.org](http://www.lhtac.org)



## Local Highway Technical Assistance Council Members

### Idaho Association of Counties

**Don Ebert, Chairman**  
Commissioner, Clearwater County

**Lan Smith**  
Commissioner, Gem County

**Lee Staker**  
Commissioner, Bonneville County

### Association of Idaho Cities

**Mac Pooler, Vice Chairman**  
Mayor, City of Kellogg

**Paul Loomis**  
Mayor, City of Blackfoot

**Diana Thomas**  
Mayor, City of Weiser

### Idaho Association of Highway Districts

**Terry Werner, Secretary /Treasurer**  
Commissioner, Post Falls Highway District

**Dan Schaeffer,**  
Commissioner, Hillsdale Highway District

**Gilbert Hofmeister**  
Commissioner, Power Co. Highway District

### Ex-Officio Members

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

**Seth Grigg, Executive Director**  
Association of Idaho Cities

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

## LHTAC Staff

Lance Holmstrom, MUP, Administrator  
 Jeff Miles, PE, Deputy Administrator  
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 Matthew Syphus, GIS/Web Manager  
 Nancy Ziebarth, Administrative Specialist  
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 Gerald Flatz, PE, Federal-aid Engineer  
 Wayne Herbel, PE, Federal-aid Engineer  
 Dan Coonce, PE, Federal-aid Engineer  
 G. Daniel Shirilla, Federal-aid Financial Manager  
 Craig Herndon, Federal-aid Engineer Assistant  
 Heather Parker, Federal-aid Administrative Assistant  
 Todd Bartolome, PE, Construction Engineer Manager  
 Odo Grandi, PE, Construction Engineer  
 Megan Kautz, Construction Coordinator  
 Karissa Hardy, PE, Environmental Engineer  
 Bev Williams, Construction Records Inspector  
 Laila Kral, PE, T2 & Safety Manager  
 Kevin Kuther, PE Safety Engineer  
 Steve Sprague, Safety Construction Coordinator  
 Lorie Cover, T2 Training Coordinator  
 Denise Shields, T2 Event Coordinator  
 Doug Chase, PE, T2 Instructor  
 Kevin Birch, Program Intern  
 Lauren Locklear, Administrative Intern

## T2 Center Advisory Board

**Kelly Brownsberger, Chairman**  
Road Supervisor  
Post Falls Highway District

**Leland Silkwood**  
Crew Chief of Adams Broom Crew  
Ada County Highway District

**John Zamora**  
Director  
Buhl Highway District

**Dan Copeland**  
Public Works Director  
Bannock County

**Rob Simon**  
Supervisor  
Clearwater County Road & Bridge Dept.

**Don Barr**  
Street Superintendent  
City of Nampa Street Division

**Garth Newman**  
Technical Training Specialist  
Idaho Transportation Department

**Ned Parrish, Associate Member**  
Research Program Manager  
Idaho Transportation Department

**Lance Holmstrom, MUP, Ex-Officio Member**  
Administrator  
Local Highway Technical Assistance Council

**Lori Porreca, PhD, Ex-Officio Member**  
Community Planner  
FHWA-Idaho Division

www.LHTAC.org

## Welcome to the team!

### Please join LHTAC in welcoming LHTAC's new Safety Engineer Kevin Kuther.

Kevin will be assisting LHTAC's Safety Section with administration of projects. He will be working directly under Laila Kral, our T2 and Safety Manager, and alongside the LHTAC Safety Team. He will assist local highway jurisdictions in preparing projects and contracts for submission for federal funding participation and oversee awarded safety projects through all phases. Kevin has over 7 years of transportation design experience as a consultant. He looks forward to assisting locals with all their safety and design needs.

For questions please contact Laila Kral [lkral@lhtac.org](mailto:lkral@lhtac.org).

## T2 Center

**Do you have a request for a specific T2 Center class in your area?**

If you have 15\* or more students to commit to a class and haven't seen it offered in your area call us today to request it.

We can add additional classes to meet the needs of your group.

Call the T2 Center today and ask for Lorie.

**208-344-0565**

*\*Please note that minimum of 15 students is required for most classes but may vary based on the course.*

## 86th Annual IAHD Convention



IDAHO ASSOCIATION OF HIGHWAY DISTRICTS

LHTAC recently attended the 86<sup>th</sup> Annual Idaho Association of Highway Districts (IAHD) Convention. The convention was held at the beautiful Coeur d'Alene Resort, November 12<sup>th</sup> -14<sup>th</sup>. LHTAC also attended Idaho Association of County Engineers and Road Supervisors (IACERS) which ran November 11<sup>th</sup> -12<sup>th</sup>. The convention program offered a mixture of general sessions, workshops, and some "hands-on" demonstrations. LHTAC presentations included:

### IAHD Presentations

- Road & Street Financial Report (Clerks) – Questions used on LHTAC Applications (*Susan Lasuen*)
- LRHIP Application (Clerks) (*Laila Kral*)
- Applications – State and Federal Opportunities (*Laila Kral and Scott Ellsworth*)
- LHTAC Update (*Lance Holmstrom*)
- LHTAC Project Update (*Jeff Miles*)
- T2 Center (*Laila Kral*)
- 129K Truck Permitting for Local Agencies (*Jeff Miles*)

### IACERS Presentations

- LHTAC Update (*Jeff Miles*)
- T2 Center (*Laila Kral*)
- Highway Safety Manual (*Laila Kral with Lance Johnson/FHWA*)

LHTAC would like to compliment both IACERS and IAHD on another successful conference. The networking and collaboration at the conference is invaluable for the Local Jurisdictions throughout the state.

## Winter Safety Tip

### Check Your Battery

When the temperature drops, so does battery power. For gasoline-powered engines, be aware that it takes more battery power to start your vehicle in cold weather than in warm. For electric and hybrid vehicles, the driving range is reduced and the battery systems work better after they warm up.

# Road and Street Financial Report

The report for the fiscal year ending September 30, 2014, must be submitted to the Idaho Controller's Office (P.O. Box 83720 Boise, ID 83720-0011) by December 31st.

Idaho Code 40-708 requires the certification of road fund disbursement each year.

Remember to complete all pages for the report since LHTAC receives page 3 information on the new construction, reconstruction, maintenance, etc.

**This is valuable information for reporting!**

## Notes to Remember on the Report

- Check the math.
- Page 1 is changing slightly, make sure you notice what you are filling out.
- All pages– make sure you put something on every line, even if it is zero.
- Check the math.
- Line 65– list all the projects at the total cost on page 3.
- Line 66 should include your reserve operating costs.
- Line 67 should not be less than zero.  
*Use line 5 if you need to equal zero.*
- Double check your lane mile numbers.
- Complete and submit page 3.
- If you change your report after it is submitted, please note it on your copy.



## Project Constructed in Record Time!

### Just 30 days from ground breaking to demobilization

Boise – The Local Highway Technical Assistance Council has announced that after excellent progress on construction repairs, the Middle Fork Boise River Road opened on October 31, 2014 ahead of schedule.

Heavy localized rain created flash flooding that washed out the road in early August. With just two access roads to the small community of Atlanta, this road being the only winter access road, crews had to work aggressively to finish the project.



We would like to thank everyone who helped in the completion of this project.

*Atlanta Highway District  
Bureau of Homeland Security  
Department Environmental Quality  
Environmental Protection Agency  
Federal Highway Administration  
HMH  
Idaho Department of Lands  
Idaho Department of Water Resources  
Idaho Fish and Game  
Idaho Transportation Department  
JUB  
SHPO  
US Army Corps of Engineers  
US Forest Service  
US Fish and Wildlife Services  
Western Construction Inc.  
Robison Logging and Excavating*

### Thank You Megan!

We would like to especially thank Megan Kautz for her dedicated work on this project. She spent a month in Atlanta ensuring the project was completed efficiently and timely.

## Safety Fest FREE Training!

Mark your calendar for 2015 Safety Fest dates and locations!

**BOISE, ID**  
Dates: January 20-23, 2015  
Location:  
URS Corp. Washington Group Plaza  
720 Park Boulevard  
Boise, ID

**POST FALLS, ID**  
Dates: February 18-20, 2015  
Location:  
NIC Workforce Training Center  
525 Clearwater Loop  
Post Falls, ID

*Moved from Oct '14 to Feb '15*

**LEWISTON, ID**  
Dates: February 24-26, 2015  
Location:  
LCSC – Williams Conference Center  
500 8<sup>th</sup> Avenue  
Lewiston, ID

**TWIN FALLS, ID**  
Dates: March 24-26, 2015  
Location:  
Southern Idaho College  
Fine Arts Building  
315 Falls Ave.  
Twin Falls, ID

*New Dates and Location*

**EASTERN IDAHO**  
Dates: April 7-9, 2015  
Location:  
Red Lion Hotel  
Conference Center  
1555 Pocatello Creek Road  
Pocatello, ID



# Road Scholar Graduates



Carl Kozain and Mark Scherer  
(pictured with Scott Ellsworth)  
City of American Falls



Lyle Kirkpatrick  
(pictured with Scott Ellsworth)  
City of Rigby



John White  
City of Post Falls



Lin Higley and Scott Blaisdell  
Oneida County Road and Bridge



Jason Brown  
Gem County Road and Bridge



Cody Keller  
Gem County Road and Bridge



Colebee Knudsen  
Raft River Highway District



## LHTAC Manuals

Available on our website <http://lhtac.org/resources/manuals/> are a collection of manuals produced by the Local Highway Technical Assistance Council. These are available free to download as a resource to assist the Local Highway Jurisdictions and are intended to provide guidance on various areas including: Design and Construction, Right-of-Way, Maintenance, Equipment Rates, Transportation Plans, and Local Highway Jurisdictions. We were able to update three manuals this year and hope to have more updated for 2015.

### Design and Construction

[Highway & Street Guidelines for Design and Construction](#) (PDF) 2001

[The Location, Support and Mounting of Mailboxes](#) (PDF) 1997

[USPS Standard Mailbox, Curbside](#) (Link)

[Development of a Highway System Map](#) (PDF) 2002

### Right-of-Way

[Field Guide For Accessible Public Rights-of-Way](#) (PDF) 2009

[Use of Public Right-of-Way Standard Approach Policy](#) (PDF) 1997

[Use of Public Right-of-Way Permits for Utilities and Encroachments](#) (PDF) 2001

[Highway Right-of-Way Acquisition Without Federal Funds](#) (PDF) 2014

[Joint Exercise of Powers, Transfer of Property and Use of Volunteers](#) (PDF) 1997

### Maintenance

[Managing Dust on Unpaved Roads for the LHJ's in Idaho](#) (PDF) 2001

FHWA's Handbook [Unpaved Road Dust Management](#) (PDF) 2013

[Permits For Operations and Maintenance](#) (PDF) 2004

### Prevention

[Sign Vandalism Prevention Program](#) (PDF) 2014 UPDATED

[Preventing Sign Vandalism Handout](#) (PDF) 2014 UPDATED

### Transportation Plans

[Transportation Plan](#) (PDF) 2014 UPDATED

### Local Highway Jurisdictions

[Local Highway Jurisdiction Funding](#) (PDF) 2014 UPDATED

[The Creation of Local Improvement Districts](#) (PDF) 1998

[The Formation of Highway Districts](#) (PDF) 2007

[Guidelines for Completing the Annual Report and Street Financial Report](#) (Video) 2010

# Winter Driving Tips

## Emergency Kit

When extreme weather is possible, keep an emergency kit in your car, especially if you're going on a long journey. If this seems unnecessary, take a moment to imagine yourself stranded in your car overnight, due to a snow storm or floods. How would you stay warm? What would you eat and drink? If you must drive in these conditions, we recommend that you carry:

- Tow rope
- A shovel
- Wellington boots
- A hazard warning triangle
- De-icing equipment
- First aid kit (in good order)
- A working torch
- A car blanket
- Warm clothes
- Emergency Rations (including hot drink in a flask – non-alcoholic, of course)
- Mobile Phone (fully charged)



## Winter is here, is your car packed?



# Road Scholar Graduates



Edward Nichols and Dan Mooney  
Worley Highway District



Casey Bingham, Jerry Ramirez and Bruce Tibbets  
(pictured with Laila Kral and Commissioner Hegsted)  
Jefferson County



Diana Brown  
(pictured with Dave Walrath,  
Kimber Ricks, and Laila Kral)  
Madison County Road and Bridge



Travis Ashby and Troy Moser  
Franklin County Road and Bridge



Ray Ellis and Brandon Russell  
City of Ammon



Ron McDaniel Jr. and Pat Malay  
(pictured with Mayor Thomas and Laila Kral)  
City of Weiser



Buck Taggart, Randy Voss, Randy Cochrane, Paul Stubbs,  
Joe Jensen, Craig Martinson and Tom Carter  
North Latah Highway District

# Road Scholar Graduates

# Road Master Graduates



Alan Dahlberg (picture with Jeff Miles)  
City of Moscow



Clay Smith  
Teton County



Jeff Azevedo and Lucio Rodriguez  
City of Nampa



Russ Grant  
City of Coeur d'Alene



Lucio Rodriguez  
City of Nampa



Kenny Womochil  
Lakes Highway District



Dave Gill  
Atlanta Highway District



Mike Horton  
Lakes Highway District



Steve Williams  
Lakes Highway District



Brandon Graham  
Lakes Highway District



Leland Silkwood  
Ada County Highway District



Nathan Rainey and Roger Trujillo  
Gem County



Dustin Whited  
(pictured with Scott Ellsworth)  
City of American Falls



Brian Lancaster, Kenny Spencer and Jason Whited  
Twin Falls Highway District



Matt Dunn\*, Mike Hensley and Daniel Bowman\*  
(pictured with Walt Appell)  
City of Jerome  
*Matt and Daniel received both their Road Scholar and Road Master.*



**Additional Road Scholar Recipients Not Pictured:**  
Carl Southwick, North Latah Highway District  
Dana Rand, City of Moscow  
Travis Galloway, City of Coeur d'Alene  
Stacey Field, Jefferson County Road and Bridge