

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
3330 GRACE STREET, BOISE ID  
DECEMBER 12, 2014, 8:30 A.M.**

The meeting was called to order by Chairman Ebert at 8:30 a.m.

**Council:** Don Ebert, Lee Staker, Mac Pooler, Terry Werner, Lan Smith, Diana Thomas, Tony Poinelli, Stuart Davis, Justin Ruen, Seth Grigg, Dan Schaeffer, Gilbert Hofmeister

**Absent:** Paul Loomis

**Staff:** Lance Holmstrom, Jeff Miles, Susan Lasuen, Scott Ellsworth, Laila Kral, Nancy Ziebarth, Todd Bartolome, Dawn Christensen, Kevin Kuther

**Guests:** Pete Eshbacher-HDR, Dave Wynkoop-LHTAC Attorney, Caitlyn Rusche-Idaho Association of Counties, Mark Rekow-Gem County Commissioner

**INTRODUCTIONS AND ANNOUNCEMENTS**

Proxy was read for Paul Loomis to Diana Thomas. Wayne Hammon was not able to attend as the guest speaker due to a prior commitment. Chairman Don Ebert introduced Seth Grigg as the new Council Member from Association of Idaho Cities. Tony Poinelli introduced Caitlyn Rusche, who will take his place on the Council. Don Ebert recognized Lan Smith for his services on the Council. Don Ebert introduced Kevin Kuther, LHTAC Staff Engineer.

**Executive Session**

Chairman Ebert asked Council for a motion to enter into Executive Session, pursuant to Idaho Code 67-2345(1)(b)(f) Personnel and Legal Matters. Diana Thomas made the motion to enter into Executive Session. Seconded by Terry Werner. Motion passed unanimously. Roll Call: Lee Staker, Lan Smith, Gilbert Hofmeister, Dan Schaefer, Terry Werner, Mac Pooler, Diana Thomas, Don Ebert. Also in attendance was Dave Wynkoop-LHTAC Attorney, Kirtlan Naylor-Outside Council assigned by ICRMP.

Council entered into executive session at 8:38 a.m.

Council ended executive session at 9:55 a.m.

Council entered back into executive session at 10:27 a.m.

Council ended executive session at 10:59 a.m.

Council accepted a resignation from Lance Holmstrom.

**APPROVAL OF MINUTES**

**Motion by Tony Poinelli. Motion: For Council to approve the minutes from the bus tour and the Council Meeting on September 11<sup>th</sup> and 12<sup>th</sup> 2014 as submitted. Seconded by Dan Schaeffer. Motion passed unanimously.**

**FINANCIAL REPORTS**

**Expenditure Reports for June, July and August, September, October and November 2014**

Susan Lasuen reported on the audited version of the financials for June, July and August. As of the end of the year, LHTAC's balance is \$201,557.57; LRHIP's balance is \$760,332.84. LRHIP's expenditures for FY2014 is \$1,961,630.45. Notes of interest include: Office Supplies is high due to more in-house printing and utilities are high due to new building costs. As of the end of November, balances are: LHTAC \$250,119.77; LRHIP (\$1,849,343.83).

**Motion by Dan Schaeffer. Motion: For Council to accept Financial Reports as submitted. Seconded by Lan Smith. Motion passed unanimously.**

### **Current Balances**

Susan Lasuen presented the current balances of assets as of November 30, 2014 which includes a total of \$726,207.74 for LHTAC and LRHIP net is \$(334,931.66).

### **Draft Audit**

Susan Lasuen reported that the audit report is in progress and the final audit will be included in the annual report.

## **ADMINISTRATIVE REPORTS**

### **Deputy Administrator's Report:**

Jeff Miles reported on his activities which included working on the Burma Road project, attending sponsor conferences and responding to questions and concerns. LHTAC FY 2015 annual workshops were very successful with the annual applications being redone and easier to complete. Program efficiency measures were implemented and will be shared with ITD monthly. The Stewardship Agreement negotiations continue and we have agreed to the changes. We met with local Legislators to discuss how we assist local highway jurisdictions and how we support efficiency. August 6<sup>th</sup> and 7<sup>th</sup> and the week of August 11<sup>th</sup>, the Middle Fork of the Boise River drainage experienced major rainfall events washing out a multitude of roadways. We were able to obtain federal funding and the roadway was open in thirty days thanks to all who worked on this project. The safety section has been reorganized and added a staff engineer position which was open. The safety program continues to grow and additional resources are needed in this area. LHTAC has two construction claims that have advanced to the arbitration phase which I am looking for early settlements.

### **T2 Manager's Report:**

Laila Kral reported on the Road Scholar/Road Master presentations presented this quarter. There were 65 Road Scholar and 28 Road Master awards presented in 2014. Fall schedule was published on August 27, 2014 with a rolling registration that began on September 9, 2014. 34 courses were held which is an increase from 28 in 2013. There were 98 courses held in 2014 which is up for the 91 courses in 2013. The spring schedule will be published January 2015 and registration will open February 2015. The Course Management System should be implemented January 2015 prior to class registrations. T2 Survey was sent out, 110 responses received and 100% of the people responded said they get the assistance they needed.

### **Discussion:**

Dan Schaeffer would like to see more training on-line. Laila shared that we are researching an interactive classroom type system.

### **Federal-aid Report:**

Scott Ellsworth reported that there were six Federal-aid and two Emergency Relief projects delivered for bidding using FY 2014 funds. There is a total of 68 projects in the project design phase. FHWA has

awarded LHTAC a \$125,000 design project with 80/20 percent match to design a GRS-IBS bridge. We will be administering the design for a Jerome Highway District Bridge.

## **OLD BUSINESS**

### **Small Urban Program Proposal:**

Jeff Miles reported that staff was unable to include this discussion item for the December 2014 Urban Committee Meeting. LHTAC Staff will meet with the Chairman of this program to discuss issues and come up with a resolution.

## **NEW BUSINESS**

### **Increase Emergency Funds Proposal:**

Laila Kral shared that over the past five years Council has voted to award emergency LRHIP funds in excess of the \$200,000 that is annually reserved. The average amount awarded per year since 2011 is \$320,564. In the past, it has been voted to borrow against future year's award dollars to award funds for current emergencies. If we were to reserve \$400,000 annually with any unused funds in March to be rolled to the next year we would be able to reserve the funds up front instead of having to borrow against future years.

***Motion by Tony Poinelli. Motion: For Council to increase LRHIP Emergency Funds to \$400,000 per year. Seconded by Terry Werner. Motion passed unanimously.***

### **2016 LRHIP Recommendations:**

Laila Kral reported that 80 applications were received this year. We have included a suggested scoring for the first few questions which are financial questions that were reviewed as applications were received. Oneida County and City of Lapwai had errors on the Road and Street Report, however we believe we are showing the recommended scoring correctly. The City of Roberts submitted a construction application, however, they are showing no local funding so it is recommended that this application not be eligible. Shoshone County Public Works submitted a Federal-aid Match application for a project that is still in design and scheduled for construction in 2019, since the project must be scheduled for construction within the next two years to be eligible for funding, this should not be eligible. The City of Victor submitted a Federal-aid match application for the FLAP bike/pedestrian project, this project is along a State Highway and is a pedestrian project and should not be eligible. Scores will be due back February 20, 2015.

***Motion by Dan Schaeffer. Motion: For Council to support the proposal per discussion for LRHIP applications. Seconded by Tony Poinelli. Motion passed unanimously.***

### **Speaker:**

Stuart Davis shared an update on what the Idaho Transportation Coalition is doing regarding revenue. \$262M is what is needed to be raised this year. Matthew Syphus from LHTAC created a large map and individual county maps to show information regarding road and bridge data.

### **Guest Speaker List:**

Jeff Miles shared a list of possible guest speakers including Pete Hartman from FHWA regarding Federal Law and the effect on the local highway administration; a representative from ACEC; MPO and COMPASS.

Discussion: Other possible speakers include: Senator Brackett, Chairman of the IT Board regarding the strategic plan process, Molly McCarty from ITD

### **Every Day Counts-#3:**

Scott Ellsworth reported on the EDC-3 Regional Summit held by FHWA in Phoenix, Arizona on October 27 and 28, 2014 which was attended by Jeff Miles, Laila Kral and Scott Ellsworth along with other Idaho attendees from around the state. Several innovations are being promoted through LHTAC including innovative bridge design. LHTAC is specifically promoting four new initiatives; Local Public Agency Administration, 3D Engineering Modeling, E Construction and Road Diets.

### **Dig Line:**

Scott Ellsworth reviewed the Mission of the Coalition is to safeguard Idaho's underground facility infrastructure from excavation damage through public awareness, education and safe digging practices. The coalition is reviewing the current Underground Facilities Damage Prevention Act and investigating what improvements might be proposed to update and strengthen the One-Call System requirements. The current proposal is to have the Division of Building Safety administer the requirements and fine those that ignore the law.

### **Annual Report:**

Susan Lasuen and Dawn Christensen shared a copy of the draft Annual Report. The audit needs to be added as well as some minor edits. The completed report will be submitted in January to the Senate and House Transportation Committees.

Discussion: Diana Thomas suggested making a one page-two sided document to give to each of the Legislators.

***Motion by Lee Staker. Motion: For Council to approve the Annual Report with discussed changes. Seconded by Tony Poinelli. Motion passed unanimously.***

### **Communication Plan Interview Update:**

Susan Lasuen and Dawn Christensen reported that twenty-four interviews were completed. Staff reviewed the comments and compiled a list of the overall positive attributes of LHTAC and areas of concern. These items will be incorporated in the update of the strategic plan.

Discussion: Seth Grigg suggested making a short presentation for the Associations to incorporate in their welcome information to new members.

### **Council Policies Update:**

Susan Lasuen asked that Council Members review Council Policies and send her any feedback or suggestions for changes prior to the March Council meeting. The updated policies will be discussed at the March meeting.

### **Meeting Locations for 2015:**

Susan Lasuen reported that we rotated the Council Meetings throughout the state in 2014 to celebrate LHTAC's 20<sup>th</sup> Anniversary. A decision may be made to rotate the meetings or hold all meetings in Boise. Additionally, the Association of Idaho Cities has changed their annual conference to the week of our June Council Meeting. Staff recommends rotating the June meeting throughout the state each year and to change the June meeting to June 19<sup>th</sup> to accommodate the City representatives and possibly change the September meeting to the fourth week due to conflicting meetings.

Discussion: Lee Staker and Lan Smith shared that they enjoyed rotating meetings and also the bus tours of the projects. The decision to have the June 19, 2015 in District 2, 4 or 5 with a short bus tour on June 18, 2015 was made. The September meeting will be discussed at a future meeting.

**360° Review:**

Bonnie Brazier from BDPA spoke about the intent of the 360° review, which is to find out how LHTAC is doing in certain areas and what improvements might be necessary. Information was given from the Council members as to what kind of information would be requested and obtained for this review. All responses will go to BDPA and reported to the Chairman.

***Motion by Tony Poinelli. Motion: For Council to adjourn. Seconded by Lee Staker. Motion passed unanimously.***

With no further business the meeting was adjourned at 1:00 p.m.

RESPECTFULLY SUBMITTED BY:



Don Ebert, Chairman

Local Highway Technical Assistance Council

3/13, 2015

All staff reports can be seen on our website at [www.lhtac.org](http://www.lhtac.org)