

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
SEPTEMBER 8, 2016**

LHTAC Workshop Meeting –Local Highway Technical Assistance Office

The meeting was called to order by Chairman Werner at 12:02 p.m.

Council: Don Ebert, Mac Pooler, Paul Loomis, Diana Thomas, Terry Werner, Kelli Brassfield, Stuart Davis, Dan Schaeffer

Absent: Seth Grigg, Mark Rekow, Lee Staker, Gilbert Hofmeister

Staff: Jeff Miles, Laila Kral, Scott Ellsworth, Odo Grandi, Nancy Ziebarth, Susan Lasuen; Lan Smith

Guests: Monica Crider, ITD; Laura Lantz, IAHD

Application Review:

Federal-aid: Rural, Urban and Bridge

Scott Ellsworth reviewed the applications highlighting potential changes. All applications are now parallel in look with the same questions in the same order. We are asking for the original and two copies of the application now and Title VI information for the jurisdiction. We don't have funding for urban projects this year, so we are recommending to not accept Urban applications this year.

Safety

Laila Kral reviewed the Safety (LHSIP) application highlighting potential changes including the deadline, Title VI information, Right-of-Way information and Wetland information.

LRHIP

Laila Kral reviewed the LRHIP application highlighting potential changes including the deadline and added coversheet instructions. There was discussion regarding some of the questions and points associated with them.

Application Scoring

Lan Smith reviewed and offered some exercises on how to be consistent while scoring applications.

Internal 360° Review

Odo Grandi shared information on the Internal 360° Review which is moving forward and will help management determine strengths and weaknesses of the organization as a whole. Management is hoping to have this to staff in the fall.

Innovation Award Recognition

Laila Kral shared the six Innovation submissions received for 2016.

Legislation

Stuart Davis reviewed upcoming Legislation topics of interest.

Visioning for Ten Years and Workload

Susan Lasuen and Jeff Miles shared information on upcoming workload and the vision of LHTAC for the next ten years. With new programs and additional funding we are looking at staff workloads to assure we can provide the assistance we are asked to provide. In the next two years, with the TAP program and additional responsibilities, we believe we would need to hire two full time positions and convert two part-time positions into one full time position.

Update Council By-Laws

Jeff Miles reviewed some recommended updates to the Council By-Laws.

Executive Session:

Motion by Member Ebert. Motion: For Council to enter into Executive Session according to Idaho Code §74-206 (1)(a) & (1)(f) Personnel & Legal Matters. Seconded by Member Schaeffer. A roll call vote was taken; Member Werner-aye, Member Schaeffer-aye, Member Pooler-aye, Member Thomas-aye, Member Loomis-aye, Member Ebert-aye.

Executive Session started at 2:18 p.m.

Executive Session ended at 2:38 p.m.

Motion by Member Loomis. Motion: For Council to come out of Executive Session. Seconded by Member Pooler.

No decisions were made.

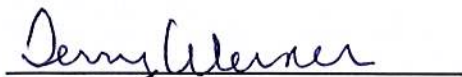
With no further business the meeting adjourned at 3:54 p.m.

RESPECTFULLY SUBMITTED BY:



Paul Loomis, Secretary/Treasurer

9 Dec, 2016



Terry Werner, Chairman

9 Dec, 2016

The Workshop agenda and book can be seen on our website at www.lhtac.org