

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
3330 GRACE STREET, BOISE ID  
MARCH 13, 2015**

**Executive Session – Thursday, March 12, 2015**

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

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

Members in attendance: Don Ebert, Diana Thomas, Paul Loomis, Mac Pooler, Terry Werner, Dan Schaeffer, Caitlin Rusche, Gilbert Hofmeister

**Council Meeting – Friday, March 13, 2015**

The meeting was called to order by Chairman Ebert at 8:34 a.m.

**Council:** Don Ebert, Diana Thomas, Paul Loomis, Mac Pooler, Justin Ruen, Seth Grigg, Terry Werner, Dan Schaeffer, Caitlin Rusche, Mark Rekow, Lee Staker, Gilbert Hofmeister

**Absent:**

**Staff:** Jeff Miles, Laila Kral, Scott Ellsworth, Odo Grandi, Nancy Ziebarth, Susan Lasuen

**Guests:** Ryan Langrill, Idaho Legislative Office; Neal Capps, Gem County; Scott Wood, HDR Engineering; Toni Tisdale, Compass; Todd Bartolome, Civil Science; Stephen Freiburger, Paragon; Nathan Clever, Keller Associates; Wayne Hammon, Idaho AGC

**INTRODUCTIONS AND ANNOUNCEMENTS**

Jeff Miles introduced Odo Grandi as the new Construction Engineer Manager.

**Guest Speaker:**

Wayne Hammon, CEO of Idaho Associated General Contractors (AGC) shared how the AGC and LHTAC work together and answered questions from Council and LHTAC staff.

**APPROVAL OF MINUTES**

**Motion by Dan Schaeffer. Motion: For Council to approve the minutes from the Council Meeting on December 12, 2014 as submitted. Seconded by Terry Werner. Motion passed unanimously.**

**Motion by Mac Pooler. Motion: For Council to approve the minutes from the Executive Council Committee Meeting on December 17, 2014 as submitted. Seconded by Terry Werner. Motion passed unanimously.**

**Motion by Terry Werner. Motion: For Council to approve the minutes from the Executive Council Committee Meeting on January 16, 2015 with the amendment to change the motion to “passed with roll call vote”. Seconded by Mac Pooler. Motion passed unanimously.**

**Motion by Mac Pooler. Motion: For Council to approve the minutes from the Executive Council Committee Meeting on February 5, 2015 as submitted. Seconded by Terry Werner. Motion passed unanimously.**

## **FINANCIAL REPORTS**

### **Expenditure Reports for December 2014, January and February 2015**

Susan Lasuen reported on the financials for December, January and February. Notes of interest include: Revenue: Investment Pool Interest is high due to the interest rate. Expenditures: Supplemental Insurance is high due to paying in advance, Safety Study match is a carryover from FY15, Printing is high due to the printing and binding of map books, computer software is for a cloud share program we are using to share documents on projects, building maintenance is due to the new building, contractual services are due to budgeting in the previous year but invoiced in the current year, ICRMP is a one-time payment. As of the end of February, balances are: LHTAC \$77,572.90; LRHIP (\$1,226,941.83).

**Motion by Diana Thomas. Motion: For Council to accept the Expenditure Reports as submitted. Seconded by Gilbert Hofmeister. Motion passed unanimously.**

### **Amend Budget**

Susan Lasuen reported on changes in the budget which include traffic counters and an upgraded phone system since ours is antiquated and we can no longer replace phones as needed.

**Motion by Dan Schaeffer. Motion: For Council to approve Amended Budget as submitted. Seconded by Mac Pooler. Motion passed unanimously.**

### **Current Balances**

Susan Lasuen reported that the current balances of assets as of February 28, 2015 is \$805,091.10 for LHTAC and \$467,082.30 for LRHIP.

### **Annual Report and Final Audit**

Susan Lasuen presented the annual report which includes the final audit. There were not any noted issues during the audit.

**Motion by Lee Staker. Motion: For Council to approve the Final Audit as submitted. Seconded by Dan Schaeffer. Motion passed unanimously.**

## **ADMINISTRATIVE REPORTS**

### **Interim Administrator's Report:**

Jeff Miles reported on his activities which included attending Local Partnering Meetings with Idaho Association of Highway Districts, Association of Idaho Cities, Idaho Association of Counties and Idaho Transportation Department. An Idaho Transportation System manual was handed out as a tool to provide information on transportation items. Jeff shared the presentation that he and Chairman Don Ebert presented to the Senate and House Transportation Committees. He and Odo Grandi attended the Association of General Contractors with ITD on construction issues. Updates on Burma Road as well as settlement of claims on three projects were given. Project delivery has improved significantly as we deliver projects in the third quarter. Matthew Syphus presented the GIS Bridge Information System. Also included in his report is the current Senate Concurrent Resolution No. 102 which involves LHTAC.

Discussion: Don Ebert thanked LHTAC staff for a job well done during the transitional time the past few months. Ryan Langrill from the Idaho Legislative Office talked about what would be involved if the House and Senate passed the resolution regarding LHTAC.

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

Laila Kral reported on the Road Scholar/Road Master presentations which were presented this quarter. To date for the spring schedule, there are 1,198 registrations and 13 classes have been held. There are 67 classes advertised. A hybrid American Traffic Safety Services Association course was developed. An OSHA 10-hour safety class as well as a Local Systemic Safety, Data Analysis and Solutions course have been added. The annual Program Assessment and Class Assessment Reports were submitted to FHWA on January 31, 2015. These reports breakdown all of the classes that were provided for the calendar year including hours of instruction, class categories and number of attendees. The Eastern Idaho Safety Fest will be in April and will provide over 1,000 free seats of safety training. Staff is working with IntegriNet regarding the Course Management System and hope to have it rolled out July 2015.

## **Construction:**

Odo Grandi reported the total 2015 projected construction amounts for new construction projects will be \$26,292,000 with carry over construction of \$4,989,000. LHTAC Construction Staff was restructured in 2015 and we are currently advertising for one staff engineer position. To date we have completed all Bridge Load Ratings and are concentrating on project close-out. With LHTAC Construction using ITD's Site Manager, we have been offering training on this program. Construction goals for the 2015 season include closeouts completed by May 2015, delegate more responsibilities to staff engineers to ensure timely responses and implement Site Manager training for a smooth transition for the construction season.

Discussion: Paul Loomis shared feedback he received from contractors regarding LHTAC's Construction Services relating to change orders, response time, and closeouts. Odo Grandi assured Council that these are all priorities for the coming year.

## **OLD BUSINESS**

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

Scott Ellsworth reported that the Urban Committee discussed the proposal at the February 2015 meeting. The recommendations were adopted by the Urban Committee, but there are concerns that ITD Policy 4028 requires the small urban areas, with LHTAC as their representative, be included in the Urban Committee. LHTAC proposed revised funding rules which the Urban Committee adopted. Staff recommends participating in the Urban Committee through the fiscal year to determine if the revised rules will improve the upcoming funding distribution.

Discussion: Paul Loomis shared concerns regarding this decision. Scott Ellsworth reported that LHTAC is still working with the MPO's to come up with a satisfactory outcome.

### **GRS-IBS Bridge:**

Scott Ellsworth reported on the grant to develop innovative bridge design plans for local jurisdictions. Jerome Highway District has agreed to participate with a bridge site for this project as a demonstration project.

### **Meeting Locations for 2015 and Council Scheduled Activities:**

Jeff Miles shared the following staff and Council Member activities for the remainder of 2015. June 18, 2015 bus tour in Lewiston; June 19, 2015 Council Meeting at ITD District 2 Office. September 10, 2015 Council and LHTAC Staff workshop; September 11, 2015 Council Meeting. December 10, 2015 LHTAC & Council Holiday Party, December 11, 2015 Council Meeting.

## **NEW BUSINESS**

### **Administrator Position:**

Don Ebert reported the results of the interviews for the Administrator Position.

***Motion by Mac Pooler. Motion: For Council to approve hiring Jeff Miles as the permanent Administrator. Seconded by Terry Werner. Motion passed unanimously.***

### **2015 Urban, Rural and Bridge Rankings:**

Scott Ellsworth reported on the application ratings used to determine rankings for funding. He also reviewed the ranking for Power County for the previous year as well as this year in response to a letter received from Power County.

Discussion: Stephen Freiburger was asked to give information regarding the Lakeview Road Project for Power County Highway District. Based on available funding, not all of the selected projects are able to be funded. Council discussed options and Gilbert Hofmeister asked that in the future a letter from LHTAC go out letting jurisdictions know they were entered into the draft program or if they were not able to be funded.

***Motion by Paul Loomis. Motion: For Council to approve rankings as presented and to encourage Power County to reapply the next cycle. Seconded by Lee Staker. Motion carries.***

### **2017 LHSIP Rankings:**

Laila Kral reported that 27 applications were received from all areas of the state. Projects were funded based on Cost-Benefit Ratio and funds available by district. 21 projects are recommended for funding to the IT Board for FY17. This includes four projects that will have design in FY17 and construction in FY18

***Motion by Lee Staker. Motion: For Council to approve LHSIP Rankings as presented. Seconded by Terry Werner. Motion passed unanimously.***

### **2016 LRHIP Applications Rankings:**

Laila Kral reported on the LRHIP applications which are being recommended for funding, totaling \$2,233,450. The recommended award distribution was discussed, it showed a budgeted amount of \$2,223,450 but the recommendation was to award \$2,223,821 and modify the distribution slightly. This would result in a difference of \$371.

***Motion by Lee Staker. Motion: For Council to approve budget and award list. Seconded by Dan Schaeffer. Motion passed unanimously.***

### **LRHIP Transportation Plan Policy:**

Laila Kral reported that the current policy is to fund Transportation Plan projects if the LHJ has not received LRHIP or Federal-aid funding for a transportation plan. There has been an exception for outdated Federal-aid funded plans or plans that were not meeting current standards. The Northside Transportation Committee is proposing to fund older/obsolete Transportation Plans.

***Motion by Dan Schaeffer. Motion: For Council to approve the use of LRHIP funds for Transportation Plan updates if the original plan is older than ten years old with a maximum grant of \$20,000. Seconded by Gilbert Hofmeister. Motion passed unanimously.***

**LRHIP Emergency Applications:**

Laila Kral reviewed the two LRHIP Emergency applications received. City of Wallace application was received January 8, 2015 asking for \$88,550 to aid in stabilizing a portion of the rock/mortar retaining wall along Bank Street which was failing due to extreme and unusual weather conditions. Executive Council voted to approve funding this project. North Latah Highway District application was received March 4, 2015 to replace two failing culverts that cross Deep Creek Road near Potlatch. The road is currently closed. \$95,500 is being requested. With the funding of City of Wallace project, LHTAC borrowed \$88,500 from the FY16 budget, reducing the amount of projects that can be completed.

***Motion by Mac Pooler. Motion: For Council to approve funding North Latah Highway District Emergency application. Seconded by Don Ebert. A Substitute Motion by Paul Loomis to approve funding North Latah Highway District Emergency application but to take the funds from next year's allocation of Emergency Funds. The Substitute Motion was Seconded by Lee Staker. Motion carries.***

**Application Process Feedback:**

Jeff Miles reported on input received from Eric Shanley of Lakes Highway District regarding the application process. LHTAC would like to solicit public comment from all local entities for a fourteen day period to encourage feedback on our application process. The responses will be collected, considered and recommend changes will be compiled and presented at the June 2015 Council meeting.

**Strategic Plan Revisions:**

Susan Lasuen reported that LHTAC has revised their Strategic Plan. The original plan was revised and adopted in 2012. The new plan will last for three years and is updated to better align with the organization.

***Motion by Diana Thomas. Motion: For Council to approve the revised strategic plan. Seconded by Lee Staker. Motion passed unanimously.***

**BDPA Classification and Compensation Study:**

Bonnie Brazier discussed the methodology of how BDPA created the job descriptions and pay grades for LHTAC.

Discussion: Jeff Miles addressed questions from Council Members regarding the study.

***Motion by Lee Staker. Motion: For Council to approve adopting the classification and compensation study and recommended Attachment D. Seconded by Terry Werner. Motion passed unanimously.***

**Staff Retreat:**

Susan Lasuen reported on the staff retreat that was held on February 20, 2015. A variety of items were covered including training on Building a Positive Work Environment: Personal Awareness and Accountability, strategic plan action items, team work by attending a training at Bodies in Motion.

**Innovation Award:**

Jeff Miles proposed using a small amount of base budget funding to provide three individual awards of \$250 and one jurisdiction award each year to recognize the most innovative Jurisdiction which will be presented at the affiliated Association meeting in the fall. All awards will be highlighted on our webpage, email and publications.

***Motion by Lee Staker. Motion: For Council to approve moving forward with the Innovation Award. Seconded by Mark Rekow. Motion passed unanimously.***

**For the Good of the Organization:**

Don Ebert and Council shared comments about LHTAC and staff.

With no further business the meeting was adjourned at 1:45 p.m.

RESPECTFULLY SUBMITTED BY:



Don Ebert, Chairman

Local Highway Technical Assistance Council

6/12/15, 2015

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