

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
HAMPTON INN, COEUR D'ALENE, IDAHO  
SEPTEMBER 11 & 12, 2014**

**Executive Session**, September 11, 2014

Chairman Ebert asked Council for a motion to enter into Executive Session, pursuant to Idaho Code 67-2345(1)(f) Legal Matters. Lee Staker made the motion to enter into Executive Session. Seconded by Mac Pooler. Motion passed unanimously. Roll Call: Lan Smith, Terry Werner, Don Ebert, Lee Staker, Diana Thomas, Mac Pooler, Paul Loomis, Tony Poinelli, Lance Holmstrom, Jeff Miles, Odo Grandi, Dave Wynkoop, LHTAC Attorney was present by phone conference.

Council entered into executive session at 5:30 p.m.  
Council ended executive session at 6:05 p.m.

**Council Meeting**, September 12, 2014

The meeting was called to order by Chairman Ebert at 7:33 a.m. at the Hampton Inn, Coeur d'Alene Idaho.

Council: Don Ebert, Paul Loomis, Lee Staker, Mac Pooler, Terry Werner, Lan Smith, Diana Thomas, Tony Poinelli, Stuart Davis

Absent: Dan Schaeffer, Gilbert Hofmeister, Justin Ruen

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

Guests: Kelly Brownsberger, Post Falls Highway District; Kevin Poole, Keller Associates; John Pankratz, Eastside Highway District; Matt Hall, HMH; David Suhr, David Evans and Associates; Christopher DeLorto, HDR

**INTRODUCTIONS AND ANNOUNCEMENTS**

Proxies were read for Gilbert Hofmeister & Dan Schaeffer. Chairman Ebert introduced and welcomed new member Diana Thomas. Lance shared LHTAC news including recognizing staff for all of their efforts.

**APPROVAL OF MINUTES**

**Motion by Terry Werner. Motion: For Council to approve the minutes from the bus tour on June 12, 2014 as submitted. Seconded by Mac Pooler. Motion passed unanimously.**

**Motion by Tony Poinelli. Motion: For Council to approve the minutes from Council Meeting on June 13, 2014 as submitted. Seconded by Terry Werner. Motion passed unanimously.**

**FINANCIAL REPORTS**

**Expenditure Reports for June, July and August 2014**

Susan Lasuen reported on the expenditure reports for June, July and August. The audit has been completed for year end; however the adjustments have not been issued yet. As of the end of the year prior to the adjustments, LHTAC's balance is \$310,552.36; LRHIP's balance is (\$1,093,984.68). A

separate listing of LRHIP expenditures for 2014 was included to explain the program balances. The July report will also change after the adjustments are done. Notes of interest include: HDA Appropriations money was received in July, legal services expenses are high due to project expenses, and capital equipment is high due to budgeted new computer purchases. As of the end of August, balances are: LHTAC \$198,080.61; LRHIP (\$160,000.00).

**Motion by Tony Poinelli. Motion: For Council to accept Financial Reports as submitted. Seconded by Terry Werner. Motion passed unanimously.**

### **Current Balances**

Susan Lasuen presented the current balances of assets as of August 31, 2014 which includes a total of \$739,918.43 for LHTAC and LRHIP net is \$117,452.38.

## **ADMINISTRATIVE REPORTS**

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

Lance Holmstrom reported on his activities from June through September which included a joint IT Board and LHTAC Council meeting, IT Board workshop, Association of Idaho Cities conference, several transportation committee meetings and developing graphics and information on local system needs.

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

Jeff Miles reported on his activities which included attending a National Local Technical Assistance Program annual meeting. Program efficiency measures were implemented and include reporting, monitoring and tracking reports to assure timeliness and accountability. The Stewardship agreement has been submitted to ITD. Apparent local funding reduction through ITD was discussed as well as possible changes in how the LHTAC T2 Center is funded. Local disaster and emergencies in August included the Middle Fork of the Boise River Drainage, which resulted in meetings to assist in relief efforts. New Idaho Transportation Improvement Program requirements reduce obligation authority for Rural and Urban programs which has resulted in the delay of several projects.

Discussion: Lan Smith suggested that the apparent local funding reduction issue should be a discussion between LHTAC Council and IT Board meetings. Lance Holmstrom and Stuart Davis thanked Jeff Miles and Megan Kautz for their work getting the Middle Fork project moved forward quickly.

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

Laila Kral reported on the Road Scholar/Road Master presentations and also thanked staff that has helped with presenting these awards. Fall schedule has been published and registration is open offering 25 classes. Next quarter the Class Management System should be on line.

### **Construction:**

Odo Grandi reported on the 2014 active construction projects which total \$32,570,539. Construction staffing was met for the 2014 construction season. Implementation of improved management tools has resulted in better tracking and has improved the work being completed in a timely manner. LHTAC completed bridge ratings for ITD Bridge on past projects; LHTAC only does this initially on projects.

Discussion: A discussion ensued about what LHTAC's responsibilities are regarding bridge ratings.

## **OLD BUSINESS**

### **LRHIP Applications:**

Laila Kral reviewed changes that were incorporated on the LRHIP application.

Discussion regarding the new point system for construction question 12 was determined to be sufficient. Changes needed are page numbers and editing as discussed. **STAFF ACTION: Laila**

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

## **NEW BUSINESS**

### **LHSIP Applications:**

Laila Kral reviewed the revised LHSIP application which included adding some additional information Sponsors need to be considered eligible. When the list of eligible jurisdictions has been finalized it will be emailed to Council. **STAFF ACTION: Laila**

***Motion by Mac Pooler. Motion: For Council to approve the revised LHSIP Application. Seconded by Lee Staker. Motion passed unanimously.***

### **Federal-aid Rural, Urban and Bridge Applications:**

Scott Ellsworth reviewed the changes on the new applications. All three applications will now require ITD forms 1150 and 2435.

***Motion by Paul Loomis. Motion: For Council to approve the 2015 Rural and Bridge Applications. Seconded by Tony Poinelli. Motion passed unanimously.***

***Motion by Paul Loomis. Motion: For Council to approve the 2015 Urban Application. Seconded by Lee Staker. Motion passed unanimously.***

### **TREDIS Funding Proposal:**

Lance Holmstrom introduced TREDIS which is a methodology to establish the true economic benefit of public highway infrastructure investments. Stuart Davis explained that a coalition was formed in support of additional revenue for state and local system highways and bridges.

Discussion: The completed study will be given to Idaho Transportation Coalition with logos of the agencies involved. The LHTAC budget will need to be amended. ITD or LHTAC will be administering the scope of work and study to ensure everything is done correctly.

***Motion by Tony Poinelli. Motion: For Council to approve amending the budget for the next meeting to include \$10,000 for the study. Seconded by Lee Staker. Motion passed unanimously.***

### **LRHIP Extensions:**

Laila Kral reviewed the list of Local Highway Jurisdictions who have open projects that have submitted their Project Document Summary or their extension requests. Without either of these on file Jurisdictions are not eligible to apply for a new project.

### **LHTAC Workshops:**

Jeff Miles shared the changes to the annual workshops which include focusing on completing applications successfully and directions for completing the Road and Street Financial Report.

Discussion: Paul Loomis suggested that we utilize the workshop dates in each of the districts to include our Legislative Outreach meeting.

### **Emergency Applications:**

Laila Kral reviewed the LRHIP Emergency Application which was received from Atlanta Highway District. They suffered from severe flooding and washouts due to heavy rainfall. The estimate for repairs is \$2M. They are requesting \$100,000 while they wait for their disaster funding.

***Motion by Tony Poinelli. Motion: For Council to approve the Emergency Grant for Atlanta Highway District. Seconded by Lee Staker. Motion passed unanimously.***

Laila Kral reviewed the second LRHIP Emergency Application which was received from Mountain Home Highway District. They also suffered from severe flooding and mudslides due to heavy rainfall. The estimate for repairs is \$1.76M.

***Motion by Tony Poinelli. Motion: For Council to approve the Emergency Grant. For Mountain Home Highway District. Seconded by Terry Werner. Motion passed unanimously.***

### **FHWA STIC Incentive Grant:**

Scott Ellsworth reviewed the State Transportation Innovation Council's \$100,000 Incentive program for LHTAC to develop innovative bridge designs. The award funds will be added to the Idaho Transportation Investment Program as a project.

Discussion: This is a great opportunity for LHTAC to be involved in innovation and we may have to use LRHIP money for the match.

### **Office of Performance Evaluation:**

Don Ebert discussed a draft letter regarding LHTAC oversight.

Discussion: Tony Poinelli indicated this needs to be addressed to the Legislative Council, JLOC and copy it to Senate and House Transportation Committees. Lan Smith would like to add that we are evaluated regularly and are still open to any evaluations and results are available from previous audits.

***Motion by Tony Poinelli. Motion: For Council to approve the development and delivery of letter. Seconded by Mac Pooler. Motion passed unanimously.***

### **Small Urban Program:**

Lance Holmstrom discussed interest in an independent Small Urban Federal-aid program. LHTAC represents 27 small urban cities on the Urban Committee.

Discussion: Council Members discussed the advantages and disadvantages of establishing a Small Urban program. The decision was made to move forward with exploring this option and bring more information to the December meeting.

**Other:**

Lance Holmstrom handed out the updated Outreach Pamphlet. Don Ebert discussed some changes he would like to implement, including inviting a guest each meeting, starting with the Associated General Contractors. Don also suggested adding an agenda item for December to discuss a 360 degree review. Laila Kral shared that she receives a lot of questions about who LHTAC is and said that if there is anyone that would like LHTAC to come and do a presentation to let us know. Susan Lasuen gave an update on our communication efforts which Dawn Christensen has been handling. Jeff Miles shared that we will start doing a post construction-post design circular review and also giving a short report to the Council. **Staff Action: Jeff**

Lance will bring a list of additional guest for meetings to the December meeting. **Staff Action: Lance**

With no further business the meeting was adjourned at 11:08 a.m.

RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_  
Don Ebert, Chairman

Local Highway Technical Assistance Council

\_\_\_\_\_, 2014

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