

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
JUNE 19, 2015**

Council Meeting –ITD District 2 Office, Lewiston Idaho

The meeting was called to order by Chairman Ebert at 8:00 a.m.

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

Absent: Dan Schaeffer, Stuart Davis

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

Guests: Matt Hall-HMH Engineers, Shannon Grow-LCVMPPO, Heather Carroll-HDR, Ken Helm-ITD, Stillman Norton-Keller Associates, David Kuisti-ITD, Jan Vassar-Idaho Transportation Board Member

INTRODUCTIONS AND ANNOUNCEMENTS

Odo Grandi reported on the new hire of Matt Koster, Engineer for the Construction Department.

Proxy

Don Ebert read the Proxy from Dan Schaeffer to Terry Werner.

Guest Speaker

Jan Vassar, Idaho Transportation (IT) Board Member shared information about The Idaho Transportation Department and LHTAC and how they work together to help the Local Highway Jurisdiction.

Election of Officers

Chairman	Mac Pooler
Vice Chairman	Terry Werner
Treasurer/Secretary	Mark Rekow

Motion by Don Ebert. Motion: For Council to approve the Election of Officers. Seconded by Gilbert Hofmeister. Motion passed unanimously.

APPROVAL OF MINUTES

Motion by Mac Pooler. Motion: For Council to approve the draft minutes from the Council Meeting on March 13, 2015 as submitted. Seconded by Terry Werner. Motion passed unanimously.

Motion by Don Ebert. Motion: For Council to approve the draft minutes from the Executive Council Committee Meeting on March 19, 2015 as submitted. Seconded by Terry Werner. Motion passed unanimously.

Motion by Mac Pooler. Motion: For Council to approve the draft minutes from the Council Meeting on March 30, 2015. Seconded by Terry Werner. Motion passed unanimously.

FINANCIAL REPORTS

Expenditure Reports for March, April and May 2015

Susan Lasuen reported on the financials for March, April and May. Notes of interest include: Revenue: ISPWC is high due to the printing & selling of the new manual created in 2015. Expenditures: Printing is high due to the map books we printed and coil bound. Computer software is high due to monthly fees for software to allow us to share files. Legal services is high due to legal issues with a project which are not recoverable costs. Contractual Services is high due to the Course Management System for the T2 Center. As of the end of May, balances are: LHTAC \$148,957.43; LRHIP (\$2,488,320.50).

Motion by Lee Staker. Motion: For Council to accept the Expenditure Reports as submitted. Seconded by Terry Werner. Motion passed unanimously.

FY2016 Proposed Budget

Motion by Paul Loomis. Motion: To amend the FY2016 Proposed Budget but to first review the differences in the updated FY2016 Proposed Budget as was discussed in the Executive Session and the changes. Seconded by Don Ebert.

Don Ebert reported the change included staff salaries. Susan Lasuen reported that the ICAP rate will be decreasing, HDA includes an increase that is projected from the new tax bill, health insurance rates decreased, the T2 Center is projected to use less than the grant amount they are allocated, legal services include fees to finish the EPA coordination and capital equipment includes computers, a new server and a new vehicle. Budget total is \$77,843.78.

Motion by Paul Loomis. Motion: For Council to approve the FY2016 Proposed Budget as submitted with modifications. Seconded by Terry Werner. Motion passed unanimously.

Current Balances

Susan Lasuen reported the current balance of assets as of May 31, 2015 is \$798,641.53 for LHTAC and \$(282,020.83) for LRHIP.

ADMINISTRATOR REPORT

Administrator's Report:

Jeff Miles reported on his activities for the quarter in addition to the following progress updates: improved status of change orders, one project claim update, close-out progress, T2 budget is in great shape with additional classes being taught. A significant amount of

time was spent at the Legislative Session. Jeff shared information on the Gas Tax and revenue increase. Time was also spent attending statewide IAHD meetings to talk about LHTAC services as well as the Legislative intent with the new funding law. The Draft FY 2016-2020 STIP was discussed regarding the funds listed in Local Safety Funds. Public Meeting Law changes are significant including fines which are imposed if public meeting laws are not followed. Performance Evaluation forms for LHTAC were reviewed showing clearer goals for staff, expectations and how the goals align with the strategic plan. LHTAC's emphasis and goal for the fall season is, wherever possible, to push out responsibilities of authority to the Locals, Consultants and Sponsors to the level which they want to be.

Program Updates

T2 Center:

Laila Kral reported on the Road Scholar/Road Master presentations for the quarter. There were 67 courses advertised for spring with 71 courses being held. A new class was offered from the FHWA Resource Center, "Local Systemic Safety, Data Analysis and Solutions" which had a number of attendees in three locations around the state. The Eastern Idaho Safety Fest was held in Pocatello in April with 968 seats filled for the free training. The Every Day Counts Exchange continues, attendance is low, however, we will continue to promote. The Western Regional Local Technical Assistance Program Conference was held in Vancouver, Washington which included discussions on efficiency, video training and possible coordination between the Northwest states. The T2 Center adopted a new work plan, however, the goal for classes offered remains the same. We will be adding video conference training to allow some additional opportunities.

Discussion: Paul Loomis asked what the transition plan is for additional instructors. Laila Kral reported that we are always looking for new instructors in all areas of the state.

LRHIP:

Laila Kral reported that \$749,684.67 in LRHIP grant dollars has been distributed over the last quarter which included 29 of the 41 projects for FY15 including Emergency projects. Letters were sent to all FY16 applicants notifying them of the status of their application.

LHSIP:

Laila Kral reported that two FY15 projects were delayed; one project was cancelled at the local sponsor's request and four individual safety projects were delivered to ITD for bidding; and six projects that are grouped for purchase/delivery by LHTAC. LHTAC grouped guardrail projects in North Idaho which will administered by LHTAC to improve efficiency and cut costs.

Discussion: Don Ebert asked about grouping more projects. Jeff Miles stated that grouping projects was one of our coals and complimented staff and ITD for their support and innovation in combining projects.

Federal-aid:

Scott Ellsworth reported on the eleven projects which have been obligated and are in advertisement or construction. There are three projects to be completed for obligation. We were able to use funds made available by closing completed projects to advance one project. The 15 projects listed amount to \$21,500,000 in construction and CE&I services scheduled to be obligated in FY15. The Federal-aid team is currently administering 68 projects. The draft Idaho Transportation Investment Program (ITIP) is being prepared for the Idaho Transportation Board's review and approval. Included in the report are the projects which were added to the draft ITIP from the application process. Also discussed was the updated status report on all projects which is included and is sent out each quarter.

Construction:

Odo Grandi reported that 18 change orders have been completed within a two week time since the last Council Meeting. LHTAC currently has one outstanding contractor claim which is being reviewed by the Chief Engineer (Jeff Miles) and a finding is due to the contractor by August 3, 2015. Odo Grandi shared information on the claim and the process of how a claim works. Since June 9, 2015 there were 28 of 32 old projects sent to the Sponsor or District Records Inspector and 4 projects with closeout remaining. Positive feedback has been received with the improvements to our processes.

Discussion: Paul Loomis asked if our goal of two weeks of being processed regarding change orders will be published externally. Jeff Miles added that we will be publishing the specifics regarding change orders monthly on our website. Paul Loomis asked that we publish our timeline and percentages of goals reached.

OLD BUSINESS

Application Process Feedback:

Feedback was requested regarding LHTAC's applications and application processes from the local highway jurisdictions and consultants. Laila Kral reviewed the potential changes to the Local Rural Highway Investment Program (LRHIP) and the Local Highway Safety Improvement Program (LHSIP).

Discussion: Laila Kral asked for feedback regarding a possible new question which would award points for time since last received LRHIP. Council members shared their thoughts with the decision of giving one to two points if they were not funded within the past ten years. LHTAC will include a list of jurisdictions who have not received funds within the past ten years at the September meeting. Laila Kral will also draft a question to be sent to Council prior to the September meeting regarding Transportation Plan updates. Don Ebert suggested having a timeline listing steps needed for a successful application.

Scott Ellsworth reviewed feedback regarding the Federal-aid program applications including Bridge, Urban and Rural potential changes.

Discussion: Put more emphases on coordination or planning of a meeting rather than just attending meetings. Jeff Miles reported that we will provide a way to show the point impact.

NEW BUSINESS

September Workshop Overview:

Jeff Miles reported that the agenda for the September 10, 2015 LHTAC and Council Workshop will include reviewing and revising Council By-Laws and Council Policies. Susan Lasuen shared that many of our By-Laws and Policies need to be clarified and updated.

Legislative Reporting through Road & Street Report:

Susan Lasuen reported on the changes being proposed to ITD and the State Controller which includes how funds are being used for reporting purposes and to make the form easier to understand. In addition, there will be training offered at the October LHTAC workshops. Jeff Miles reported on the mandatory purpose of this report with getting funds and that assistance from the Associations has been appreciated in making the changes.

Discussion: Questions and comments about House Bill 312 were discussed.

LRHIP Emergency Applications:

Laila Kral reported that there were no LRHIP Emergency Application at this time.

For the Good of the Organization:

Jeff Miles reported that he was contacted by ACEC with an invitation for himself as well as Mayor Diana Thomas to speak at their October annual meeting about LHTAC. The Innovation Award information was sent out, so please forward it to any individuals or organizations that would benefit from this. Jeff Miles also thanked Don Ebert and the Executive Committee for their support in the past year.

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

RESPECTFULLY SUBMITTED BY:



Don Ebert, Chairman

Local Highway Technical Assistance Council

12-11, 2015

All staff reports can be seen on our website at www.lhtac.org