

**Advisory Board Meeting Minutes**  
LHTAC Training & Technology (T2) Center  
3330 Grace Street, Boise, Idaho  
June 18, 2019

Chris Fredericksen called the meeting to order at 10:29 AM.

**Attendees:**

- |  |                             |                                 |
|--|-----------------------------|---------------------------------|
| - Amanda Regnier, ITD                                  | - Laila Kral, LHTAC T2      | - Rich Myer, ACHD               |
| - Chris Fredericksen, City of Idaho Falls,<br>Chairman | - Lisa Applebee, FHWA       | - Rich Regnier, Hagerman HD     |
| - Kevin Howard, Worley HD                              | - Lorie Cover, LHTAC T2     | <i>Attended by phone:</i>       |
| - Dawn Christensen, LHTAC T2                           | - Mike Cram, ITD            | - Dustin Whited, Bingham County |
| - Jim Whitbread, TD&H Engineering                      | - Tom Points, City of Nampa |                                 |

**Minutes from the last meeting:**

There were no changes or corrections to the November 2018 minutes.

Chris Fredericksen asked for a motion to approve minutes.

Motion to accept by Kevin Howard; Seconded by Rich Regnier.

Motion approved.

**Old Business**

**Staff Update: Dawn Christensen**

Safety Fest

The 2019 Pocatello Safety Fest was held at the Red Lion Hotel. On Thursday of the event, a vendor demonstration was offered for the first time. There were 53 classes scheduled, 47 classes held, 1,320 total seats filled and 369 individual attendees.

The 2020 Pocatello event may be held at Idaho State University (ISU) instead of the Red Lion. This would save \$7,000 in room rental fees. It would also save money by not having to use hotel catering services. The new location has rooms that are furnished with AV equipment and already set in classroom style. There is a Tech Café that could hold up to 12 to 15 vendors. There is also space to have an opening session. Dawn is waiting for confirmation from ISU regarding availability. If confirmed, the event would need to be moved from April to May.

2020 Boise Safety Fest: LHTAC's involvement with the Boise Safety Fest will be at a lower level than in the past. The Safety Fest committee is working to fill the position of a vendor coordinator. This will free up Dawn's time so she can assist LHTAC during legislative sessions.

Road Scholar/Road Master Presentations

From July 1, 2018 through June 30, 2019, there were 82 Road Scholars and 65 Road Masters presented at 35 agencies. The presentation wait list has 67 individuals from 27 agencies. There are 13 agencies that have been waiting for more than 6 months. LHTAC awarded its first Road Scholar to an LHTAC Employee, Rebecca Howell. A Road Scholar and Road Master was also awarded to LHTAC Council member, Terry Werner.

Dustin Whited asked if participants are notified when they are complete with the Road Scholar or Road Master. Lorie explained that a notification email is sent through the Course Management System to the email address that is listed on the participant's profile. Laila also mentioned that the T2 Center can issue a temporary certificate while they are waiting to be presented. After some discussion, it was decided that once an individual has completed the program, a letter will be sent to them along with a copy of the certificate.

**Staff Update: Lorie Cover**

Courses Taught and Attendance

This spring there were 61 classes planned and 69 classes held. For the fiscal year, there were 122 classes offered with 2,108 attendees. There were 5 courses cancelled this spring.

Lorie reviewed the Program Assessment Report (PAR) and noted that the PAR categories have been updated to reflect the changes FHWA made last year.

Kevin Howard asked if LHTAC still posts the names of people who have completed the ATSSA Traffic Control Technician and Traffic Control Supervisor online for private construction agencies. Laila clarified that ATSSA publishes that information on their website. Lorie mentioned that ATSSA includes a space on the roster where individuals can opt out of having their information published.

Laila announced that starting this fall, Doug Chase will be reducing the number of hours he works. The T2 Center contracted more with Brent Jennings this spring. Brent has a breadth of knowledge and is easily available. Laila stated that some consultants and other LHTAC employees have expressed an interest in training. Jason Giard, who recently retired from FHWA, may also be available to teach.

### FY 2018 Work Plan

**Training Delivery:** The majority of the target goals were met or exceeded with the exception of Professional Development and Online Delivery. Professional Development had a goal of 25 classes and 20 were offered. There were no online sessions offered, however, alternative options for online training were promoted through LHTAC.

**Training Development:** Three courses were updated for the fiscal year and Brent Jennings is currently in the process of updating the Roads 101 class. There were two new leadership classes offered; a third class should be ready this fall. There were no new instructors, however, Karissa Hardy from LHTAC taught additional classes this spring. Amanda LaMott, who is also with LHTAC, may be teaching a bridge class in the new fiscal year.

**Training Administration:** Targets were met for Training Planning and Maintain Training records. The T2 Center strives to meet the 6 month goal for presenting Road Scholar/Master awards by utilizing more LHTAC employees to present.

The goals for Safety Fest Program and Technical Assistance have been met.

**Participate in National/ Regional T2 Meetings:** Laila attended the National LTAP Conference in July, the Winter Meeting in January and the regional meeting in June 2019. Laila plans to attend a NACE conference in the future.

**Program Administration:** Goals for this category have been met.

Tom Points asked how the T2 Center is funded. Laila explained that each LTAP Center is provided \$300K. FHWA provides \$150K and that amount has to be matched. For Idaho, \$25K comes from ITD and \$125K comes from the rural and urban funds. The T2 Center also has revenue from the classes.

### FY 2019 Budget

This year there was a delay in receiving Federal funds. They were recently received in June. Revenue is still being collected from the spring classes. More was spent on Contractual Services than anticipated. Laila said a copy of the final work plan and budget will be sent to the advisory board with the actual amounts. Laila believes that with the new strategic plan that FHWA will be announcing, all centers may be required to go to a federal fiscal year.

### **New Business**

#### FY 2020 Work Plan: Laila Kral

Laila reviewed the work plan that is required by FHWA Center for Local Aid Support (CLAS). CLAS is trying to establish more agreements with national partners to provide training. These partners include Transportation Curriculum Coordination Council (TC3), National Highway Institute (NHI), and the American Traffic Safety Services Association (ATSSA). Laila added a new goal to the training section: Coordinate and promote outside training resources including online TC3 training, NHI courses and other opportunities as they arise.

*~Meeting called to lunch at 11:50 AM; reconvened at 12:35 PM.*

### *Work Plan Continued:*

Training Delivery: The performance targets line up with what has been offered in the last year. The leadership development was increased from 9 to 10 since there will be [a](#) new leadership class delivered this fall.

Training Development: One goal is to update two existing classes, however, Laila anticipates there will be more than two in the next year. For course development, there will be one new class in the fall and then in the spring. Goals remain the same for Instructor Development and New Instructor relationships.

Training Administration: There were no changes or updates to this category.

Safety Fest: Changes include a potential location change to ISU and there will be a reduced effort for the Boise Safety Fest.

Technical Assistance: The LHTAC T2 Center will continue to provide Technical Assistance to locals.

Participate in National/Regional T2 Meetings: Laila is the Western Region Representative for the National LTAP Association (NLTAPA). She is also co-chair for the safety work-group. In September, Laila will attend the Low Volume Roads Conference in Kalispell, Montana. She will also attend an Executive Team Meeting in November. Travel costs and registration fees are covered by the safety work-group.

Program Administration: A new goal was added to implement new CLAS strategic plan. The budgeted amount is an estimate since the amount of effort to become compliant is unknown.

Chris Fredericksen asked for a motion to approve the work plan.

Motion to accept by Kevin Howard; Seconded by Rich Myer.

Motion approved.

### **FY 2020 Budget: Laila Kral**

The Indirect Cost Allocation Plan (ICAP) rate is going down next year so personnel expenses will decrease. Out of state travel has decreased so the amount budgeted was reduced. Laila explained that travel for Road Scholar presentations are being absorbed with regular work assignments which ~~has~~ [have](#) helped reduce the cost to the T2 Center. Contractual Services has been increased to match what has been spent in the past.

Mike Cram asked what the new ICAP rate is for next year. Laila said she will have Susan include the new rate when the final budget is emailed.

Chris Fredericksen asked for a motion to approve the budget.

Motion to accept by Rich Regnier; Seconded by Kevin Howard.

Motion approved.

### **NLTAPA Update: Laila**

Approximately 18 months ago, CLAS emailed a needs assessment to the locals in each state. This assessment is being used to move forward with a new strategic plan for LTAP Centers. CLAS provided a preview of the new plan; it's unknown when the final version will be announced. It is surmised that CLAS will want centers to reduce training that can be provided by other resources and to fill in the necessary gaps regarding training. CLAS also encourages an emphasis on the Every Day Counts (EDC) innovations. LTAP Centers have stated that the EDC initiatives are heavily focused on DOT practices and have requested assistance from FHWA to provide the materials. Once the strategic plan is published, it is supposed to be open to comments for 30 to 60 days. LTAP Centers requested 60 days for comments and a year to implement the changes. LTAP Centers (or states) will most likely prepare a response to the new plan. A draft of Idaho's response will be sent to the Advisory Board for approval.

### **Advisory Rotation Schedule: Laila**

Dustin Whited from Bingham County recently joined as a new advisory board member. Dusty attended by phone for this meeting and will attend in person for the November meeting. Rich Regnier has agreed to serve a second term.

### **Next Meeting**

The November meeting is now held during the IACERS/IAHD conference. Kevin Howard announced earlier in the meeting that the two conferences are being merged and will be held over three days (Wednesday through Friday). Laila determined that the next meeting will be held on the afternoon of Thursday, November 21, 2019. The time and location will be announced at a later date.

Kevin Howard requested to add board member comments as an agenda item for the next meeting. This will allow board members to list comments without having to interrupt the meeting. Laila agreed.

There were no more items to address. Chairman Chris Fredericksen adjourned the meeting at 1:05 PM.