

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
COUNCIL MEETING DECEMBER 13, 2019  
3330 GRACE STREET, BOISE IDAHO 83703**

Council Members: Diana Thomas, Mayor of City of Weiser; Gilbert Hofmeister, Commissioner of Power County Highway District; Robert Berlin, Mayor of City of Roberts; Neal Gier, Commissioner of Buhl Highway District; Terry Werner, Commissioner of Post Falls Highway District; Phil Lampert, Commissioner of Benewah County; Mark Rekow, Commissioner of Gem County; Mac Pooler, Mayor of City of Kellogg; Todd Smith, Commissioner of Madison County Nick Veldhouse, Executive Director of IAHD; Johanna Bell, AIC; Sarah Westbrook, IAC

Council Absent:

LHTAC Staff: Jeff Miles, Laila Kral, Scott Ellsworth, Nancy Ziebarth, Mike Cram, Megan Kautz, Kevin Kuther, Amanda LaMott

Guests: Blake Rindlisbacher, ITD; Jordan Zwygart, CPA; Vanessa Fry, Idaho Policy Institute; Lantz McGinnis-Brown, Idaho Policy Institute; Luke Kilcup; Lobby Idaho

**Roll Call & Introductions**

Chairman Hofmeister asked for a roll call.

**Amendments to Agenda**

There were no amendments to the agenda.

**Council and Staff Updates**

Jeff Miles introduced Mike Cram, LHTAC's new Financial Officer; Johanna Bell from Association of Idaho Cities and Sarah Westbrook from Idaho Association of Counties.

**Guest Speakers:**

Vanessa Fry and Lantz McGinnis-Brown from Boise State University shared an update on the BSU Funding Study Update. They have been contracted by Association of General Contractors to update the Governors Transportation Task Force that was originally published in 2011.

**APPROVAL OF MINUTES**

**Motion by Member Lampert. Motion: For Council to approve the draft minutes from September 12, 2019 Bus Tour; September 13, 2019 Council Meeting and October 18, 2019 Executive Committee Meeting as submitted. Seconded by Member Berlin. Motion Passes.**

**2019 MEETING DATES**

Nancy Ziebarth reported that the 2020 meeting dates are: March 13, 2020 which was changed from March 6, Boise; June 19, 2020, Boise; September 10 & 11, 2020 Bus Tour and Meeting, location to be determined; December 11, 2020 in Boise. Nancy also added that while reviewing Council Policies and Bylaws, and to ensure a quorum, we will have a running two-meeting list of Council Member attendance and if a Proxy attended in the members absence.

## **FINANCIAL REPORTS**

### **Surplus Property Disposal**

Mike Cram reported that four items were disposed of, all of which were under \$500 value so the Administrator approved to dispose of the items.

### **Revised June 2019 Financial Statement**

Mike Cram reported LHTAC's Indirect Cost Allocation Plan rate was approved by ITD in November and our auditor provided the final journal entry for FY19 from the approved rate. There is only one change on the revised financial statement for the adjustment for the deferred revenue.

**Motion by Member Berlin. Motion: For Council to approve the Revised June 2019 Financial Statement as presented. Seconded by Member Pooler. Motion passes.**

### **Financial Statements**

Mike Cram reported on the financial statements which includes August, September and October 2019.

Notes of interest for include:

*Revenues:* LRHIP Grant is low due to waiting for Federal Obligation Authority.

*Expenditures:* Capital Equipment is high due to a vehicle and software/computer purchases bought in this quarter. Building Debt Service is due to the directive of Council in September to make a higher payment to pay down the debt on 3330 Grace. LRHIP Grant Distribution is high due to the current grants being added into the accounting software.

As of October 31, 2019, balances are: LHTAC \$5,147.62 and LRHIP (\$3,935,570.64)

As of October 31, 2019, Total Assets \$4,545,797.76 and Total Liabilities are \$3,416,200.60.

**Motion by Member Werner. Motion: For Council to accept Financial Statements as presented. Seconded by Member Berlin. Motion Passes.**

### **Final Audit**

Jordan Zwygart of Zwygart & Associates presented the final audit. There were no concerns listed.

**Motion by Member Werner. Motion: For Council to accept the Final Audit as presented. Seconded by Member Gier. Motion Passes.**

## **ADMINISTRATOR REPORT**

Jeff Miles reported that LHTAC had another good quarter. He shared his appreciation to Garrick Nelson and Susan Lasuen for helping with the Small Bridges inventory. We are about 99% complete with our data on the small bridge inventory. There are approximately 1800 total small structures. The next step will be to share the information with each jurisdiction and make changes as needed based on their comments on quality checks. Then we will focus on small bridge inspection and maintenance so the local jurisdictions know how to best proceed. LHTAC continues to analyze the postings of large bridges over 20' and this past year an additional 24 bridges are posted that were not previously posted. LHTAC Obligational Authority refers to the Federal-aid dollars we use for our program. Each year a budget is approved, however, you only get a portion of that to use in a specified time-frame. As we struggle to anticipate costs, bids are coming in higher, which affects our available Obligation Authority. LHTAC has become efficient and closed all older projects. Unused funding from those projects previously allowed us to cover

over runs and unanticipated costs, so we don't have that resource any longer. LHTAC is working with ITD and Western Federal Lands to improve the successes, cost control and communication on Federal Lands Access Program on the local system. The issues noted from LHJ's include use of out of state or big city consulting firms, feeling disconnected from projects, cost escalation and poor communication. Solutions proposed are encouraging local consulting firms to apply for the federal list and encourage Western Federal Lands to add more prime consultants and sub consultants to the list. Jeff also noted that he has asked Western Federal Lands to research how the local jurisdictions might participate in the final selection process.

### **DEPUTY ADMINISTRATOR REPORT**

Laila Kral reported that she recently became a member of the PacTrans T2 Advisory Board, which helps fund transportation research projects. Laila's role is to help select research projects with a higher promise of market deployment. She shared information about the TRB International Conference on Low-Volume Roads that she attended. Part of LHTAC's responsibilities is to report on behalf of all the local highway jurisdictions on House Bill 312. LHTAC's report will be submitted on the first day of legislation with a follow up in the spring. 95 LRHIP applications were received in November 2019. This is the highest amount since 2014.

### **PROGRAM UPDATES**

#### **Efficiency Measures:**

Jeff Miles reported on current efficiency measure progress through November 2019. Design Closeout goal 85% achieved 64%; Design Consultant Agreement Closeout goal 90% achieved 0%; PS&E Delivery FY20 goal 75% achieved 31% by August 30, 2019; Construction Change Order goal 90% achieved 71%; Construction Consultant Agreement goal 90% achieved 0%; Construction Closeout goal 90%, achieved 100%.

#### **Federal-aid:**

Scott Ellsworth reported that the Federal-aid team is working on FY20 program deliverables. Since the Federal Government has not authorized a full year of funds yet, we are prioritizing projects. There are six projects waiting to bid; four projects completing design and two Urban projects completing design. Project construction bids and design negotiations have been exceeding the programmed amounts. LHTAC Staff will consider how to balance the program if this continues to delay the design or construction of projects. New applications will be accepted in January 2020.

Discussion: Discussion between Council and Staff about why project costs are higher and why bids are coming in high.

#### **Local Highway Safety Improvement Program (LHSIP):**

Kevin Kuther reported that Staff has coordinated with Consultants regarding Plans, Specification and Estimate submittals for LHSIP projects with construction programmed in FY20. The available Obligation Authority for LSHIP projects has been utilized with one project submitted to ITD for bidding. Additional funds will be released in increments and may result in significant delay submitting projects for bidding and starting Design. The total construction contracts for the first quarter represent \$2,960,166.10 and currently have ten active construction projects for LHSIP.

#### **Construction:**

Megan Kautz reported that three projects have been completed in the last quarter. Megan Kautz is the Resident Engineer for seven projects and Matt Koster is the Resident Engineer for six projects. Four partnering meetings were attended by the Construction Staff. No additional construction surveys were received in the last quarter. For 2019, the overall rating (6 sent out, received 5 back) was: CE&I – 4.80; LHTAC – 4.65.

## **T2 Center:**

Laila Kral reported that there were 15 employees from three jurisdictions that were presented Road Scholar and Road Master awards over the past quarter. Six Road Scholars and nine Road Masters were presented with awards. The fall schedule was published on September 13, 2019. There were 40 course requests of which 18 were accommodated, ACHD requested 52 classes of which 23 requests were accommodated. The development of the spring 2020 schedule will start in December and published on February 3, 2020. The Pocatello Safety Fest was hoping to use the Idaho State University Campus to save on costs, however, another conference is being held at the same time which affects some of the same volunteers we use. We will use the Red Lion in Pocatello the week of April 14-16, 2020. The Boise Safety Fest will take place January 2020, we have taken a big step back in the duties, but will continue to help at the event. The T2 Center is part of the Federal Highway Center for Local Aid Support, they support \$150,000 funding and the other \$150,000 is state/local match. There is some thought that if there is online training offered by other partners, this could affect our center and what classes we offer. With potential changes to the strategic plan and Doug Chase's request to not teach, we will have a light class load this spring utilizing mostly staff and contract trainers. Laila has proposed writing a letter when the strategic plan comes out and have the advisory board sign it and ask if FHWA would be willing to write a letter expressing concern for Idaho in only offering online training.

Discussion: Could the Council choose to use Rural funds and contract Federal-aid classes outside of the T2 Center. Laila believes the FHWA CLAS can only control the \$300,000, however, all classes must still be reported, so that is where the issue could be. The Council could choose to add other funds to the program. She also said fees could be increased so we would have additional funds available from that.

## **Transportation Alternative Program (TAP):**

Amanda LaMott reported that we partner with ITD to administer the Federally funded program. Applications are requested every other year. On November 8, 2019, 80 applications were received, which was a record year. ITD will be filling \$11.5M with projects in FY22 and FY23 with the next ITIP program update.

## **Local Strategic Initiatives (LSI):**

Laila Kral reported that over \$23.6M has been awarded to 29 jurisdictions this year. Twenty projects are fully completed and all projects should be fully completed by early summer 2020. Since legislation did not renew the "Surplus Eliminator" program which funds Local Strategic Initiatives and Children Pedestrian Safety, we will not be asking for applications this year.

## **Children Pedestrian Safety (CPS):**

Amanda Lamott reported the program has been very popular with requests of \$12.1M the first year and \$12.6M the second year. Eleven projects were awarded this year. We will not be asking for applications this year due to legislation not renewing the program.

## **OLD BUSINESS**

### **Staff Training:**

Nancy Ziebarth reported that staff training for the quarter included: Acrow Bridge Lunch & Learn; ATSSA Traffic Control Technician, Speed Limits and Speed Zones, EDC4 Storymap Webinar; Low Volume Road Conference, CPR, Idaho Asphalt Conference, Working with Emotional Intelligence, Idaho Open Meeting/Public Records Workshop.

## **LHTAC Statewide Fall Workshops Update:**

Scott Ellsworth reported that LHTAC staff traveled to ten locations in October 2019 sharing information on who LHTAC is, what services we provide, and gave updates on our programs. There were 207 attendees.

## **NEW BUSINESS**

### **Application Scoring Teams and Schedules:**

Jeff Miles reported that LRHIP and Federal-aid applications would need to be scored in January 2020 and asked four Council Members to score in each group. LRHIP scorers will be Members Gier, Berlin, Rekow and Lampert. Federal-aid application scorers will be Members Werner, Pooler, Smith and Hofmeister.

### **Draft Annual Report**

Laila Kral reviewed the Annual Report and noted that the final audit will be included and submitted in January 2020 to the legislature.

**Motion by Member Berlin. Motion: For Council to approve the Annual Report as presented but allowing clerical and artistic changes. Seconded by Member Thomas. Motion Passes.**

### **Legislative Update & Outreach**

Laila Kral reported that the 2020 legislative session begins on January 6, 2020. Senator Brackett, who is a big supporter of local transportation announced that he is not running again. Staff has done a lot of outreach with legislatures at conferences, regional meetings, etc. At a Local Transportation Convention, a panel of legislators talked about the "Surplus Eliminator" program and their thoughts of continuing the program but as an endowment fund and they believe the bill will be reintroduced early in the new session as it was printed at the end of last session. In the past two years, this was a grant program where everyone was eligible to submit one application per year for up to \$1M with the exception of ACHD who could submit two applications. The new bill has a change that would allow any single wide county highway district to elect to take their portion of their funds rather than competing for grants, this is an impact of about 18% of the local share funding.

Discussion: Council Members and Staff discussed the impact this change could have. Council asked that they be kept updated.

### **Council and Administrative Policies**

Jeff Miles reported that all Council and Administrative Policies were reviewed for changes and expiration dates. Council Policies had minor changes and dates were updated. One new Administrative Policy was added for Retiree Health Insurance and the others had minor changes and dates were updated.

Discussion: In reference to the Retiree Health Insurance the policy notes that the policy can be cancelled by either the employee or LHTAC; with retirees, there is an open enrollment time, if this policy gets cancelled by LHTAC, will this allow the retiree to have coverage if it doesn't fall into this open enrollment time? Another note was that a retiree has 90 days before and 90 days after retirement to make changes. The intent was for LHTAC to cancel if the policy wasn't being paid for by the retiree or if the employee requests it. Jeff will do some additional research and make sure the wording is accurate. **STAFF ACTION**

**Motion by Member Berlin. Motion: For Council to approve the Council Policies. Seconded by Member Werner. Motion Passes.**

### **LRHIP Emergency Applications**


Laila Kral reported that there were no applications received.

**Motion by Member Berlin. Motion: For Council to adjourn. Seconded by Member Werner. Motion Passes.**

With no further business, the meeting was adjourned at 11:45 a.m. Council and Staff enjoyed an employee recognition and Holiday Lunch together after the meeting.

RESPECTFULLY SUBMITTED BY:

  
Robert (BJ) Berlin, Secretary/Treasurer

  
Gilbert Hofmeister, Chairman

March 13, 2020

All Staff Reports can be seen in the Council Book on our website at <http://lhtac.org/resources/council-meetings/>