

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING JUNE 10, 2022**

Council Members: Mayor Robert (BJ) Berlin, City of Roberts; Mayor Mac Pooler, City of Kellogg; Commissioner Neal Gier, Buhl Highway District; Commissioner Gilbert Hofmeister, Power County Highway District; Commissioner Kevin Renfrow, South Latah Highway District; Commissioner Phil Lampert, Benewah County; Commissioner Mark Rekow, Gem County; Commissioner Todd Smith, Madison County; Nick Veldhouse, Executive Director of IAHD; Savannah Renslow (part of meeting), IAHD; Seth Grigg, Executive Director of IAC

Council Absent: Kelley Packer, Executive Director of AIC; Councilwoman Kari Peterson, City of Fruitland

LHTAC Staff: Laila Kral, Sara Gyfteas, Mike Cram, Megan Kautz, Ken Kanownik, Dan Counce, Amanda LaMott, Jake Melder, Kevin Kuther

Executive Session

Chairman Berlin asked for a motion to enter into Executive Session at 8:09 a.m.

Motion by Member Gier. Motion: For Council to enter into Executive Session pursuant to Idaho Codes§ 74-206(1)(a)(b)(c) Personnel. Seconded by Member Pooler. Motion Passes.

Roll Call: Mayor Berlin, Mayor Pooler, Commissioner Hofmeister, Commissioner Renfrow, Commissioner Smith, Commissioner Rekow, Commissioner Gier, Commissioner Lampert
Also in attendance was Seth Grigg, Nick Veldhouse, Laila Kral and Mike Cram

Executive Session ended at 9:55 a.m.

Roll Call

Chairman Berlin opened the business meeting at 10:01 a.m.

Amendments to Agenda

None

Council and Staff Updates

Laila Kral reported that while reading the bylaws it states that no two members should be from one county. At this time, we have Member Rekow and Member Petrie who are both from Gem County. Therefore, after explaining the situation to Mayor Petrie, he stepped down and Kelley Packer asked Kari Peterson, Councilwoman from City of Fruitland to join the LHTAC Council. Laila also introduced our two newest employees Sara Gyfteas and Kellie McKinney.

Guest Speaker

Scott Stokes, Director of the Idaho transportation Department (ITD) provided updates that have taken place since October since he was promoted to Director. The updates include additional Federal funding, new state revenue, and large projects being funded with the new

bonding program. He concluded his remarks by thanking LHTAC and Laila for partnering with ITD.

Dan McElhinney, ITD Chief Operating Officer gave kudos to LHTAC for their accomplishments and appreciates the partnership with LHTAC.

Election of Officers: Chair, Vice Chair, Secretary/Treasurer

Motion by Member Hofmeister. Motion: For Council to nominate Neal Gier as Chair; Phil Lampert as Vice Chair and Mac Pooler for Secretary/Treasurer. Seconded by Member Smith. Motion Passes.

APPROVAL OF MINUTES

Motion by Member Pooler. Motion: For Council to approve the draft minutes from March 10, 2022; April 8, 2022 and April 22, 2022 as presented. Seconded by Member Lampert. Motion Passes.

MEETING DATES

Laila Kral reported the meetings for the remainder of 2022 are September 14th & 15th in District 2, December 15th will be the IT Board Meeting/lunch and December 16th will be the LHTAC Council Meeting. She also noted that the potential 2023 dates are listed and to please review calendars and make note of any conflicts at the September meeting.

FINANCIAL REPORTS

Surplus Property Disposal

Mike Cram reported that there were no disposals this quarter.

Financial Statements

Mike Cram reported on the financial statements which include:

Reserve funds are still good and he is also reporting that the ITD Accounts Receivable Balance is \$663,143.

Notes of interest:

Revenues: HDA payment came in above budgeted amount, FHWA Reimbursements will be below our budget because we are not billing at the same utilization rate, additionally, there were vacant job positions that impact this significantly.

Expenses:

Labor and benefits expenses will be down due to open positions. Operational expenses and building expenses are below budget.

Laila Kral noted that our utilization last year working from home was much higher with less travel, less sick time and less billable travel and more overhead travel.

LHTAC ended April 2022 with a YTD net income of \$49,079 and T2 ended with \$187,684. Total outstanding LRHIP checks are \$3,403,167

Motion by Member Lampert. Motion: For Council to accept Financial Statements as presented. Seconded by Member Renfrow. Motion Passes.

Amended Budget #2

Mike Cram reported that due to a timing issue with the bridge bundle project's payment and reimbursements, LHTAC will exceed project match expense for the year.

Motion by Member Gier. Motion: For Council to accept Amended Budget #2 as presented. Seconded by Member Rekow. Motion Passes.

FY23 Budget

Mike Cram reported on the proposed FY23 budget.

Revenues:

The Leading Idaho Local Bridge (LILB) Program has been added into the budget, however, we don't know about timing of funds, etc. Also added is the additional money for Children Pedestrian Safety Program authorized by Legislature.

FY23 One-time maintenance money is through the Highway Distribution Account formula.

FHWA Reimbursement is a more conservative forecasted amount. The T2 Program Revenues are higher due to offering more classes post COVID. The budget revenue total is \$218,600,426

Expenditures:

Health insurance reflects a 10% increase due to what III-A has suggested we budget.

The only line items that are different from the original item in the book is staff salaries and 401K Match. Laila Kral noted that other items that trickle down from those two items are also changed.

Operations:

T2 Center Reimbursable Expenses is mostly for instructors. All the expenses are pretty tight due to our ICAP rate going down to 120.73% due to over recovery in FY21.

Also added are the LILB and Children Pedestrian Safety administration costs.

Discussion: Regarding HDA Appropriations, does that include TECM funds or is this just the standard appropriation? LHTAC doesn't get TECM funds. For any additional funding we typically find projects: safety kits or items to buy to share across the state.. The \$200,000 administrative funds reserved for specific programs are only used as needed and when we bill against it. Any unused dollars are rolled forward.

Motion by Member Renfrow. Motion: For Council to accept FY23 Budget as presented. Seconded by Member Rekow. Motion Passes.

ADMINISTRATOR REPORT

Laila Kral reported that it was a very busy quarter with funding changes and new programs. Nawang Sherpa, front desk associate left for another job and Susan Kiebert retired. We are actively trying to hire a Federal-aid Engineer and also have two additional vacancies that we are not seeking to staff at this time. Managers have completed annual goal setting and evaluations for all staff. All of this paperwork is sent to Calyx-Weaver, our off-site human

resources company, then they summarize comments from staff and send back to Laila for review. Managers will use this to look for areas of improvement for the organization.

There has been a lot of staff effort has gone into the Leading Idaho Local Bridge (LILB) Program with extended outreach. Laila is very proud of staff for all they have done with LILB. In April, she met with Dirk Mendive the Regional Director for Congressman Fulcher, as well as with Mark Kilmer from Senator Risch's office, to help to educate about LHTAC. She has also met with Jake Garringer, North Idaho Field Director for Governor Little.

Laila noted that LHTAC has heard comments regarding urban representation on the Council. The Council makeup is from Idaho Code. When locals inquire about being appointed to the Council, she refers them to their Association. As an option, we could invite the MPO's to regularly scheduled meetings and let them have a few minutes of time on the agenda during the meeting?

Discussion: We could have them as the guest speaker and see how it goes as a trial. It could demonstrate collaboration. Direction is to invite the LC Valley Director to attend and speak at the meeting in September. STAFF ACTION

LHTAC, the three Associations and the MPO's have been requesting that the Idaho Transportation Board consider changes to the ITB Policy 4028. Changes include removing the Boise Urban Area from the Urban share of Federal funds as well as an overall increase to 15% of the Federal funds to be shared with locals. The ITB Policy Subcommittee will be considering changes when they meet later this month.

Laila shared that Amanda LaMott had some great feedback from the two-day workshop on Bridge Preservation. It was nice to have so many attendees as well as the speakers and suppliers.

DEPUTY ADMINISTRATOR REPORT

Ken Kanownik reported that he has been spending most of his time working on the Leading Idaho Local Bridge program. Federal Highways Administration has released guidance on the newly created Carbon Reduction Program. LHTAC staff will ensure that LHJ's are informed and participate in the planning process for this new program and any other planning opportunities that come from Infrastructure Investment and Jobs Act. FHWA announced a Notice of Funding Opportunity for the newly created Safe Streets for All program.

Staff is coordinating with the ITD Freight Program manager on the current application cycle and providing technical assistance on the local applications as well as providing requested reviews.

On March 24, 2022, the US Census Bureau announced final rule making regarding the urban/rural delineation of the United States. This will impact several LHJ's but most notably in Twin Falls where a new Metropolitan Planning Organization will be established.

AIC, IAHD and IAC Updates

Seth Grigg reported that they working on three big issues for legislative session. They are busy from the Primary Election, there will be a 44% turnover in the House and 54% percent in the Senate. Seven committees will have new chairs. They will have a busy summer with building new relationships.

Savannah Renslow reported for IAHD and noted that they are working on the Idaho Local Transportation Convention which will be held in November in Coeur d'Alene Resort. Registration will be opening next week.

PROGRAM UPDATES

Efficiency Measures:

Design Closeout achieved 100% of the 85% goal; Design Consultant Agreement achieved 0% of the 90% goal; PS&E Delivery achieved 4% of the 75% goal; Construction Change Orders achieved 55% of the 80% goal; Construction Closeout achieved 75% of the 70% goal; Construction Consultant Agreement achieved 100% of the 90% goal.

Kevin noted that there haven't been any design consultant agreements, PS&E Delivery are for projects due for construction in 2023, so the deadline is November 15th, which is why many say pending.

Megan Kautz noted that in the Construction Change orders nearly all the change orders were "near" misses only missing it by a couple of days. The line item that didn't have a target date actually met the goal, making the achieved 63%. Construction Closeout is handled by Rebecca Howell and she met her goal this quarter. Construction Consultant Agreements were pretty light so they achieved their goal with the one agreement.

Federal-aid:

Kevin Kuther reported that four projects were bid, however, one of the projects didn't have any bidders. We are trying to make these projects as attractive as possible to get bidders. There were two bidders on the Bonneville County project that were under Engineers estimate, so it will be awarded. The key part of awarding this project is that LHTAC provided additional funds to get this out to bid because originally there were not enough funds. LHTAC doesn't always have funds to use, but in this case, another project was delayed, so LHTAC utilized that money. There are five projects that are waiting to bid, two projects to be delivered and one project delayed to FY23. In March, it was reported that the bridge program would receive a funding increase as a result of the 2021 Infrastructure Investment Jobs Act. Off-system Bridge Program previously received \$4,085,000 and now receives \$6,750,000 and the Local Bridge Program previously received \$5,447,000 and now receives \$7,800,000.

Local Highway Safety Improvement Program (LHSIP):

Kevin Kuther reported that the limited Obligation Authority delayed submittal of projects for advertisement. Three projects were submitted for bidding. Kevin reviewed the status of 33 active projects in design and three projects in construction. There were no contractor surveys received this quarter.

Construction:

Megan Kautz reported that two projects were completed and closed out this past quarter. Staff is working on six active projects. Staff attended the ITD Program Delivery Conference and ITD/AGC Highway Forum. Staff participated in ITD/FHWA Consultant Negotiation Peer Group and LHTAC/ACEC Liaison Committee meeting. There were two contractor surveys sent out, however, no responses were received.

Projects of note:

Ora Bridge, the claim has been fully resolved, with a claim settlement valued at \$140,000. Project close-out will be finalized soon.

Eastern Bridge Bundle: Construction will start in August on the Bear Lake County bridge and the remaining three bridges will start in late fall.

Western Bridge Bundle: Construction on the Boulder Creek and Little Wood River Bridge will start in August/September.

Megan reviewed and showed the trends on inflation and noted that ITD has a regular newsletter showing bid price trends. Staff is also regularly updating engineers estimates and cross checking the prices and numbers.

Discussion: With costs going up, what impact will this have on Federal-aid projects? Laila Kral noted that most local highway jurisdictions are only paying 7 cents on the dollar match for Federal-aid projects, compared to paying for the entire project on their own. There is still a need and we are making adjustments for the future by adding costs in now. Kevin Kuther noted that by balancing the program and adding 3% each year we are reducing the gaps. Laila commented that we will solicit feedback from contractors through a webinar to find out what we can expect regarding the LILB program. Question regarding concrete prices: Prices are locked in during the bid process especially on concrete.

T2 Center:

Dan Coonce reported that the T2 Center just ended the spring classes with 1020 attendees at 52 classes. Nineteen people were presented with their Road Scholar and Road Master awards. We still have 55 individuals from 25 agencies to present awards to. Pocatello Safety Fest was hosted by the Idaho of University on May 9-13, 2022 where forty-seven classes were held and there were 223 attendees. In order to match up with the Federal Fiscal year, we have moved our in-person Advisory Board Meeting to August 2, 2022. We also had a short virtual meeting on May 9, 2022. The fall schedule will be developed in July/August 2022. The technical assistance log currently has a total of 145 entries as of May 24, 2022.

Children Pedestrian Safety:

Ken Kanownik reported that applications for FY22 opened on April 10, 2022 and were due June 8, 2022. Eighty-one applications were received totaling \$17.5M. With the \$10M for the one-time funding, we should be able to fund over half of the projects. The four members of the scoring team will begin scoring with the intent of issuing funds this summer.

Leading Idaho Local Bridge:

Ken Kanownik reported that LHTAC has received 221 applications from 89 Local Highway Jurisdictions. Scoring of the applications will begin next week and scores will be presented to Council in July for approval. Seven jurisdictions didn't apply for various reasons. Staff did a lot of outreach for this program to ensure everyone knew about the program. Additional outreach was made during the final two weeks to support any LHJ who needed help completing their application, and to answer questions if necessary.

OLD BUSINESS

Staff Training:

Laila Kral reported that staff took twenty different trainings from March 1st through May 31, 2022. Most trainings are at a very low cost or no cost and virtual, so it makes it easy for staff to participate in these trainings.

NEW BUSINESS

LRHIP Funding Update:

Megan Kautz reported that the LRHIP Emergency budget has built up over the past few years and will exceed the \$800,000 cap with this coming Fiscal Year. Staff provided requested scoring summaries to local applicants following publication of the rankings where staff found a few discrepancies which would have put two jurisdictions above the recommended funding line previously approved. Megan indicated those two jurisdictions are city of Soda Spring Construction Grant for \$100,000 and City of Clark Fork Transportation Plan Grant for \$30,000

Motion by Member Renfrow. Motion: For Council to approve funding these two applications Seconded by Member Lampert. Motion Passes.

ISPWC Update:

Mike Cram reported that at the September 2021 meeting, background was provided about the ISPWC and LHTAC's intention of making them a part of LHTAC as a sub-committee. Through additional meetings with the ISPWC committee, it was decided to have them pursue obtaining non-profit status with the IRS and remain a stand-alone entity. LHTAC will continue to provide administrative support and be reimbursed according to the contract.

Meeting Location Options:

Laila Kral reported that during a regional meeting she was asked if LHTAC had considered holding meetings regionally rather than in Boise. Since 2014, LHTAC has held at least one meeting annually away from Boise. The concern from the LHJ was that they don't have direct access to Council members and lack of opportunity to listen to the business meetings. The estimated additional cost of holding meetings in other cities is between \$5,000 and \$10,000. She asked if Council would like to test having more than one meeting at a different location. Some things to consider are March is Legislative Session, June is typically more expensive and December has weather concerns for traveling.

Discussion: During the traveling meetings, it has been noted that in some areas, the turnout is great, however, other areas are harder to get people to attend. The general consensus is to keep the meetings as we have them now. Every area is represented by the Council, so members are reachable. Staff will look into investing in a better camera/microphone and setup for virtual attendance prior to the December meeting that will be held in Boise.
STAFF ACTION

Application Comments:

Jake Melder reported that a survey was sent in May seeking feedback on their experience in applying to various funding programs administered by LHTAC in the 2021-2022 cycle. Twenty-one surveys were received back with an overall rating of 4 out of 5 or higher with the exception of the award process for LHSIP, which received an average rating of 3.6.

LRHIP Emergency Applications

Megan Kautz reported that two LRHIP Emergency applications were received. White Bird Highway District is asking for \$40,065 for a bridge that has been rated very low due to ITD's Micro-Resistance Drilling rating. The project includes reinforcing the substructure to raise the rating which would allow heavy truck traffic to travel over the bridge. The bridge is closed and is causing detours. Worley Highway District is asking for \$100,000 for a failed bridge due to warming temperatures, high winds and heavy rains that caused quicker than normal melting of the area snowpack. This caused scouring around and under the wing walls and end wall to the point of total failure of pier protections.

Motion by Member Renfrow. Motion: For Council to approve funding these two applications. Seconded by Member Hofmeister. Motion Passes.

Roundtable Discussion

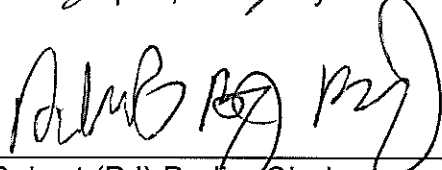
Member Pooler thanked Member Berlin for his year of serving as the chairman. Discussion about Legislation and what is anticipated for transportation next year due to changes within the Legislature.

With no further business, the meeting was adjourned at 1:26 p.m.

RESPECTFULLY SUBMITTED BY:



Phil Lampert, Secretary/Treasurer



Robert (BJ) Berlin, Chairman

September 15, 2022

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