

**Local Highway Technical Assistance Council**  
**3330 Grace St, Boise, ID 83703**  
**Date:** December 12, 2024  
**Business Meeting Time:** 9:00 a.m. (MT)  
**Location:** 3330 Grace Street, Boise ID 83703



## COUNCIL MEETING AGENDA

Agenda Items		Presenter	Page
<b>Call to Order</b>		Chairperson	
<b>Roll Call</b>			
<b>Announcements</b>			
Amendments to Agenda		Chairperson	
Council and Staff Updates		Laila Kral	
<b>Guest Speaker: Jamie Neill &amp; Lori Wolff</b>			
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<b>Adjourn Business Meeting</b>			

The meeting room is accessible for persons with disabilities. If special accommodation is required to attend, please contact LHTAC at 208.344.0565.  
This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Agenda Items may be addressed in a different order than appears on this agenda. Individual items may be moved from one place on the agenda to another by the Council.

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
BUS TOUR OF DISTRICT 1 PROJECTS  
SEPTEMBER 11, 2024**

Staff, Council Members and guests departed from the Silver Mountain Lodge in Kellogg Idaho at 9:00 a.m. to tour Local Highway Safety Improvement Program (LHSIP), Children Pedestrian Safety, Local Rural Highway Improvement Program (LRHIP), Transportation Alternative Program (TAP), Leading Idaho Local Bridge (LILB) and Federal-aid Design and Construction Projects in District 1. Sponsors, contractors and consultants were very informative in sharing information on the projects.

RESPECTFULLY SUBMITTED BY:

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Todd Smith, Secretary/Treasurer

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Kari Peterson, Chair

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, 2024

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
COUNCIL MEETING SEPTEMBER 12, 2024**

Council Members: Mayor Robert (BJ) Berlin, City of Roberts; Mayor Kari Peterson, City of Fruitland; Mayor Rod Plank, City of Kellogg; Commissioner Kevin Renfrow, South Latah Highway District; Commissioner Gilbert Hofmeister, Power County Highway District; Commissioner Phil Lampert, Benewah County; Commissioner Todd Smith, Madison County; Kelley Packer, Executive Director at Association of Idaho Cities; Sara Westbrook, Director of Government Affairs at Idaho Association of Counties; Mandy Legarreta, Communications Director at Idaho Association of Highway Districts

Council Absent: Commissioner Neal Gier, Buhl Highway District; Commissioner Mark Rekow, Gem County

LHTAC Staff: Laila Kral, Megan Kautz, Ken Kanownik, Nancy Ziebarth, Mike Cram, Kevin Kuther, Chainey Rhoades

**ROLL CALL**

Chair Peterson opened the meeting at 8:10 a.m. (PT) and asked for roll call. Nancy Ziebarth provided a roll call and it was determined there was a quorum.

**AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**COUNCIL AND STAFF UPDATES**

Laila Kral thanked Mac Pooler, former Mayor of City of Kellogg and long-standing LHTAC Council member, for his 16 years of service. Mac shared his appreciation for his time on the Council and noted how proud he is of how far LHTAC has moved forward.

Laila shared a news story that was recently published about a Leading Idaho Local Bridge in Kellogg being named after Mac Pooler.

Laila also noted that Chainey Rhoades was hired as the T2 Director and there is still a position open for an Engineer.

**GUEST SPEAKER**

There was no guest speaker.

**APPROVAL OF MINUTES**

**Motion by Member Renfrow. Motion: For Council to approve the draft minutes from June 13, 2024, July 2, 2024, and September 5, 2024, as presented.**

**Seconded by Member Berlin. Motion Passes.**

## **MEETING DATES**

Nancy Ziebarth noted that the December 12, 2024, meeting will be held at the LHTAC office.

The proposed meeting dates for 2025 include Thursday, March 13, 2025 in Boise; Thursday, June 12, 2025 in Boise; Wednesday, September 10, 2025 will be the Bus Tour and Thursday, September 11, 2025 will be the Council meeting, location to be determined at a later date; and Thursday, December 11, 2025 in Boise.

Nancy also proposed dates for Virtual Executive Committee Meetings that coincide with LILB Bid Openings in the event a bid justification is needed. Those dates include October 3, 2024, at 10:00 a.m.; October 31, 2024 at 10:00 a.m.; November 21, 2024 at 10:00 a.m., and December 19, 2024 at 10:00 a.m.

Discussion: There were no conflicts at this time regarding the proposed 2025 meeting dates or the virtual Executive Committee meeting dates.

## **FINANCIAL REPORTS**

### **Surplus Property Disposal**

Mike Cram reported that there were no surplus property disposal items.

***No vote needed since there are no items disposed of.***

### **Financial Statements**

Mike Cram reported on Financial Statements from May through June 2024 and July 2024 which is the start of the new fiscal year.

Notes for FY24 include:

In August, the auditors came and we are awaiting their report.

Revenues:

- Miscellaneous income shows the revenue received from a vehicle that was totaled and the sale of another vehicle.
- Highway Distribution Account Appropriation funds were above budget.
- House Bill 354 (General fund) shows that it is low, which is due to a journal entry that the auditors requested during last year's audit moving it from one year to another. All the anticipated money was received.
- Investment Pool Interest Rates are starting to go down, but LHTAC is still getting a good rate. Most of the interest in this category is largely due to the Leading Idaho Local Bridge (LILB) funds held. The interest earned from LILB stay with that program.
- FHWA Reimbursement was down due to a \$600,000 audit adjustment.
- ISPWC Revenue is up due to having a second agreement with the ISPWC Committee to work on some tax items they need help with while applying for a 501C3 status.



- T2 Program is up partly due to the amount of technical assistance on grants being coded to the T2 program.

#### Expenditures:

- LILB Administration is for staff efforts along with direct expenses such as newspaper advertising, and Fed Ex charges to send payments.
- Liability Insurance is high due to an increase in cost.
- Capital Equipment includes replacement of some computers, two vehicles, a large plotter, and the purchase of the lot.
- LRHIP Grant Distribution is the money disbursed for the year for grants.
- LILB Contracts is the money disbursed for design and construction contracts.

Year to Date FY24 Net Income for LHTAC is (\$3,847,690); T2 is \$209,901.  
The Program to Date Fund Balance for LILB is \$108,105,978.

Discussion: Is there a budget for the LILB Administration and do you anticipate it being the same amount for next year? When the program was being discussed, LHTAC was asked what administration costs would be. LHTAC indicated it would be between 1-2% with this large scale of a project. With the interest LHTAC is earning, LHTAC should be able to cover all the administration costs with that. The team discovered Environmental is taking more effort on some of the bridges and also that more of a touch on construction is needed. Even with these additional efforts, the team don't anticipate having to touch the principle of the Legislative transfer money even though 1-2% for administrative costs was reported.

Discussion: With ICRMP rates going up, have other quotes been received? Mike indicated he will investigate other options. **STAFF ACTION**

Item of note for FY25 include:

- Building Debt Service, in July a payment was made to pay off the 3330 Grace building, so both buildings are now owned outright.

Year to Date FY25 Net Income for LHTAC is (\$389,294); T2 is \$28,983.  
Program to Date Fund Balance for LILB is \$69,659,604.

#### Balance Sheet as of July 31, 2024

- Total Assets: \$119,748,488
- Total Liabilities: \$39,776,980
- Net Equity: \$79,971,508

Mike noted that on the balance sheet, he has added a line item for Vacation Reserve in the event an employee leaves and has a large payout of vacation time. There is a new accounting standard that requires us to show a reserve for vacation and sick time.

#### LRHIP Expenditures FY24

- Total Expenditures: \$6,584,054
- Outstanding grants which were not requested/paid as of 6/28/24: \$3,683,530

#### LRHIP Expenditures FY25

- Total Expenditures: \$7,424,143
- Outstanding grants which were not requested/paid as of 6/28/24: \$7,024,143

**Motion by Member Renfrow. Motion: For Council to approve the Financial Statements as presented. Seconded by Member Berlin. Motion Passes.**

#### **ADMINISTRATOR REPORT**

Laila Kral reported that many projects were completed this summer, and the team has been busy with end of year delivery.

Idaho Transportation Board held workshops in Districts One, Three and Six where she presented information on LHTAC, LILB and Children Pedestrian Safety Programs.

While she was in District One for the workshop, there was a Federal Lands Access Program Decision Committee meeting that she attended, and they toured a few projects including the Yellowstone Trail Road which is an Eastside Highway District project. They discussed potential options for their projects to move forward. They also visited the FLAP project, Moon Pass Tunnel. There was also a slide that happened in this area last year, which received Federal-aid Emergency Relief.

Laila reported that Chainey Rhoades, new T2 Director brings experience and knowledge that will provide an extra level of technical assistance as well as teach more classes.

The LHTAC 30<sup>th</sup> Anniversary open house was held June 13<sup>th</sup> and attended by colleagues and partners from ITD, FHWA, consultants and past employees. It was estimated that over 75 people attended.

Laila reported that she visited several projects which is part of the close-out process for LILB and Federal-aid projects. She also spoke on a panel at the Western States Retreat hosted by Idaho Association of Counties about local partnering. She met with the new ACHD Director Ryan Head.

Recognition received from Kevin Howard for LHTAC celebrating 30 years. Clarissa Lucas received recognition from Julie Hausknecht from ITD indicating the CE received was well written. Brian Wright and Kevin Kuther received recognition from the Mayor of St. Antony expressing gratitude for the Safety Program and the benefit it provides.

## **DEPUTY ADMINISTRATOR REPORT**

Ken Kanownik reported that no changes are expected to Federal formula funds or new programs with ITD's completion of their Carbon Reduction Strategy. On August 30, 2024, Federal redistribution levels were announced bringing funding to 100% in Small Urban and Rural categories while Transportation Alternatives (TAP) and Bridge programs receiving over 100% of the original appropriated amounts. TAP will distribute the additional funds across existing projects to cover the cost increases. Bridge program surplus will cover bridge inspection costs which have gone up and will allow Federal bridge funds to be used in future years. Ken gave kudos to staff that worked to keep this organized.

Two new grant programs (Bridge Investment Program and Safe Streets and Roads for All) were announced this quarter and staff assisted with applications. Boundary County and Valley County had successful applications for the Bridge Investment Program. Bonneville County submitted an application which was successful and LHTAC will administer that project. The three RAISE grant applications submitted were not awarded. We were notified after the awards were announced, noting that LHTAC was not an eligible applicant due to them incorrectly noting us as a non-profit agency instead of a Local Agency. This issue has been corrected. Staff has completed a full year of grant support and lessons learned will be summarized at the December meeting. STAFF ACTION

## **STAFF TRAINING**

Nancy Ziebarth reported that 12 trainings were taken by staff between June 1 and August 31, 2024.

Megan Kautz reported that in early August, staff reached out to a local contractor to provide staff training on Comprehensive Plan Review Techniques. This was an opportunity for design and construction staff to learn tips and tricks to help LHTAC improve Design Reviews.

## **PARTNER UPDATES**

**Association of Idaho Cities:** Kelley Packer reported the Clerks conference will be held next week at the Riverside Hotel. The Legislative Summit will be held in December. They are starting to see policy ideas coming forward, including one for clarification on speed limits. She noted that she would like to work on marketing to help the locals understand LHTAC's programs better and how LHTAC can help with applications and guidance.

Laila Kral noted she was in a meeting where she was asked about speed limits regarding enforcement, who sets the limits, and language in the code saying, "the board" and wanted to know who "the board" was. Laila referred them to AIC who is helping to identify those details. This is a great example of how our partnerships work.

**Idaho Association of Counties:** Sara Westbrook thanked Laila Kral, Nick Veldhouse and Kelley Packer for participating in the Locals Partner Panel that was recently held.

The annual conference will be held on September 23, 2024, at the Boise Center. There are 34 new County Commissioners starting in November, so they are providing training for the newly elected officials.

**Idaho Association of Highway Districts:** Mandy Legarreta reported that the convention will take place November 11<sup>th</sup> at the Coeur d'Alene Resort. There are approximately 200 members attending, and there is a waiting list for vendors. There are 439 individual tickets purchased so far.

**Idaho Transportation Department:** Robert Bechler reported that at the upcoming Board meeting, the Office of Communications will be presenting all of the public comments received regarding the seven-year ITIP that closed in July. The Board has moved to a workshop format rather than the bus tours that they previously did. This provides an opportunity for the locals to share information about their projects.

## **PROGRAM UPDATES**

### **Efficiency Measures:**

Kevin Kuther, Megan Kautz and Ken Kanownik reviewed the efficiency measures and the results.

Design Closeout achieved 100% of the 85% goal; Design Consultant Agreement achieved 100% of the 90% goal; PS&E Delivery achieved 7% of the 75% goal; Construction Change Orders achieved 100% of the 80% goal; Construction Closeout achieved 100% of the 70% goal; Construction Consultant Agreement achieved 100% of the 90% goal. Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 90% of the 100% goal; Safe Routes to School Invoice Reporting achieved 100% of the 100% goal; Transportation Alternatives Percent Obligated achieved 34% of the 75% goal.

### **Federal-aid Design (Rural, Small Urban, Bridge):**

Kevin Kuther reported that the fiscal year starts on October 1<sup>st</sup> and all our Obligation Authority (OA) was received at the end of August. We have until September 6<sup>th</sup> to spend all the funds received. He was happy to report that all the funding was utilized.

### ***Rural Program:***

Kevin Kuther reported that FHWA has authorized \$18.2M for FY24 for the Rural program and all scheduled funds will be obligated in FY24. LHTAC has received information that this program will not receive additional funds. There are three FY24 projects with multiple funding sources that are scheduled for construction, one project that has bid and two additional PS&E ready projects with construction estimating \$9.86M waiting for funding.

### ***Small Urban/Large Urban (MPO)***

Kevin Kuther reported that FHWA has authorized \$4.9M for FY24 for the Small Urban program and all obligations have been submitted spending 100% of the available

funding. There are two FY24 projects scheduled for construction. There are additional design projects that can be advanced with an estimated cost of \$1.7M

**Bridge:**

Kevin Kuther reported that FHWA authorized \$19.35M for FY24 for the Bridge program and all obligations have been submitted spending 100% of available funding. There are three projects to be advertised for construction.

FHWA is expected to release an additional \$2.4M in Bridge Off-system carryover that needs to be obligated in FY24. Three Off-system bridge projects were advanced in anticipation of the carryover funds. Since this money has not been released, it doesn't give enough time to advance the bridge projects in FY24. The carryover amount will be put into the Local Bridge Inspection Program to offset future year costs.

**Federal-aid Construction:**

Megan Kautz reviewed before and after pictures of some projects that were completed. There are currently 13 active construction projects. Jayme Coonce is managing three projects, Matt Koster is managing five projects, and Megan is managing six projects.

Megan noted that she is on the Peer Review Advisory Group (PRAG) and Muhammad is on the Technical Advisory Group (TAG). These groups started as a pavement focus group to get on the same page as AGC with pavement specification. Over the last 6 months, we have seen a shift to this being a smaller focus group with AGC, LHTAC and ITD representatives to address issues.

There were no contractor surveys sent or received this quarter.

Items of note include the Cherrylane Bridge. Field work is complete, however, there is one claim requesting \$1.5M in steel escalation. The claim was denied by the District Engineer/LHTAC Administrator and the Contractor appealed the decision to the ITD Chief Engineer. The Chief Engineer held a claim hearing including Nez Perce County, Cascade Bridge, HDR, Civil Science and LHTAC on July 31, 2024. After discussions and research, a settlement was reached for \$550,000. Another claim is expected on this project for work that was done where the Contractor was paid for and provided specification defined overhead and profit. The Contractor feels they are owed for additional overhead and profit.

Discussion: Where does the money come from to pay for claims? This project has three different funding sources and Megan has been working to find the funds within the funding sources to pay for this with project funds. There is language in the State and Local agreement that states if additional funds are needed, the local agency would pay. Laila noted that when she and Megan do reviews of claims, they do a black and white review following the specification book.

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

Kevin Kuther reported there were seven FY25 projects added to the Draft ITIP. Ten FY25 projects are progressing and have construction scheduled for FY25.

State and Local agreements for FY24 projects have been executed to utilize 100% of available funding. ITD and FHWA have indicated there will not be any additional funding through end of year redistribution.

There are two construction contracts for the 4<sup>th</sup> quarter which represent \$1,335,654 in LHSIP funds.

Two projects were closed out, allowing any unspent, previously obligated Federal funds to be redistributed to other projects. No contractor surveys were returned.

**Children Pedestrian Safety/Transportation Alternatives:**

Ken Kanownik reported that seven of eight 2021 projects are completed and closed out and the final project is in construction.

Thirty-four of the forty-five 2022 projects are complete and are ready for close-out. We are working on a process for close-out on the projects with pending 2024 applications or how to extend the projects with the remaining balance as starter funds. Once we have a plan, close-outs for these projects will be completed.

Seventeen of the thirty-two 2023 projects are complete and will be closed out soon.

A statewide webinar was held on August 8, 2024, to inform the 2024 applicants of the process. It is anticipated to receive the full \$10M from HB 770, staff anticipate administering the funds as previously reported and will provide a list of funded projects at the December meeting. (Staff Action)

Ken noted that a total of \$26M has been allocated to the program since 2018 with 111 projects being funded from 2018 through September 1, 2024.

***Transportation Alternatives Program***

Ken Kanownik reported that LHTAC staff held the first Safe Routes to School annual meeting on August 13, 2024. The meeting included a mix of classroom and field sessions covering all eligible activities under Safe Routes to School.

As of September 1, 2024, for FFY23, there are 14 active projects in design, five in construction and seven completed projects. FFY24 has three active design projects, 12 in construction and nine completed projects. FFY25 has seven active projects in design and 13 in construction.

**Leading Idaho Local Bridge:**

Ken Kanownik reported that the program has 46 completed projects, 42 in the construction phase, 148 in design and five undergoing testing and analysis. Bidding over the past three months has been less volatile and most projects coming in under

engineer estimate. The first larger multi-span bridge was advertised in July. An onsite contractor walk-through helped contractors better understand the project and led to some adjustments in the special provisions for the project and more competitive bidding.

Staff is noticing an increase in small constructability issues which are resulting in change orders and unexpected costs to the program. These are mostly quantity errors or utility conflicts, resulting in additional costs between \$10K-\$50K. This is happening on a small amount of projects and does not raise concerns on funding projections.

Discussion: With having some bridges completed, what are the learnings so far and how are you adapting? Ken noted that we are fine tuning our efficiencies and figuring out how to improve workload. Megan Kautz noted that originally, the construction staff was going to be more hands-off and have now become more involved in the construction of each project working with the consultants, contractors and locals making sure they are getting quality products. Laila Kral noted that one area that has been adjusted is the procurement contracts. Originally, ranges of sizes for the structures were given to the contractors, which caused changes to quantities and resulted in change orders. She also noted that by choosing one prime consultant for both design and construction, it was meant to help with any issues that came up in the construction phase due to it being the same consultant. However, we realized it was important to have LHTAC construction review the design team submittal to make sure any issues or problems are being caught. Laila also reported that with \$200M left in the program, we still want to take a cautious approach with asking for package approvals in case any unexpected project costs come up.

## **T2 Center and Technical Assistance:**

Chainey Rhoades reported that the fall 2024 class schedule was published on August 21<sup>st</sup> and registration opened August 28<sup>th</sup>. Fifty-eight classes were scheduled to start September 9<sup>th</sup> and finish on December 19<sup>th</sup>. Chainey noted that Nancy Ziebarth implemented a QR code for participants to complete their evaluation of the class and instructor which gives the participants a confidential way of submitting evaluations.

There were 25 Road Scholar, and 18 Road Master awards presented to City of Teton, City of Post Falls, City of Jerome, Worley Highway District, City of Bonners Ferry, City of Moscow, Shoshone County, City of Ketchum, City of Chubbuck, Ada County Highway District, Washington County and City of Grand View between March 21 and August 14, 2024.

Chainey noted that with the help of Brody Johnson, we are creating a "Welcome" video as well as a video promoting Build a Better Mousetrap. These videos will be shown at each training session.

The Advisory Board met on August 26, 2024, and items discussed included updates and progress on the work plan, FFY25 draft budget, two new board members were welcomed including Dustin Gilmore from City of Nampa and Bradley Barton from Boundary County.

The Pocatello Safety Fest was held May 6-10, 2024, where Nancy helped with registration and will be assisting again in 2025. We will also be assisting with the Boise Safety Fest January 6-10, 2025.

The National NLTAPA conference and business meeting was attended by Nancy Ziebarth and Chainey and was held in Albuquerque New Mexico July 21-25, 2024, and included trainings and updates on the program.

A new Class Management System is still being researched and the hope is to have it in place Spring 2025. The next two Leadership courses are being coordinated with the BSU Extended Studies program with the hope that development will be ready for Spring 2025.

Technical assistance provided included items such as information on grant program opportunities, traffic counters, traffic sign safety, 129K routes, and sign retro reflectivity.

## **NEW BUSINESS**

### **Application Approvals: 2025 LHSIP Application**

Kevin Kuther reported that the updates include the 2025 due date and clarifications.

**Motion by Member Berlin. Motion: For Council to approve the 2025 LHSIP Application as presented. Seconded by Member Renfrow.**

### **2025 LRHIP Application**

Megan Kautz reported that proposed changes include clarification edits including that a project map is not required for sign or transportation plan grant applications; require that letters of support be signed; update question giving credit for T2 attendance to require the jurisdiction to attach a list of their current, full time employees and then LHTAC can use that to determine those that have attended classes and will contribute to the scoring of the question; and clarified that when receiving credit related to the last time the jurisdiction received funding, the funding year considered will be the application year.

**Motion by Member Lampert. Motion: For Council to approve the 2025 LRHIP Application as presented. Seconded by Member Berlin.**

### **2025 Federal-aid Rural Application**

Kevin Kuther reported that proposed changes include general revisions and updates to reflect the 2025 title and due dates; language to clarify that in-kind work is not permitted towards match; clarification language added and increased the Federal funding amount from \$2M to \$3M; applicants are required to provide background information or data to support the ITD 1150; and revised question 9 on the application score sheet to be consistent with all other LHTAC funding applications.



LHTAC requested public comments on the Rural application and no comments were received.

**Motion by Member Lampert. Motion: For Council to approve the 2025 Federal-aid Rural Application as presented. Seconded by Member Berlin.**

### **2025 Federal-aid Bridge Application**

Kevin Kuther reported that LHTAC staff will use the prioritized list from last year to add projects to the ITIP with the next update if program funding is available, but is recommending not accepting Federal-aid Bridge applications to stay on an every other year cycle.

**Motion by Member Berlin. Motion: For Council to not accept Federal-aid Bridge applications for 2025 as presented. Seconded by Member Smith.**

### **2025 Federal-aid Small Urban Application**

Kevin Kuther reported that the goal is to accept Small Urban applications every other year. LHTAC accepted applications last year and filled the program with the top scoring projects. LHTAC requested public comments and four responses, and three individual comments were received.

**Motion by Member Berlin. Motion: For Council to not accept Federal-aid Small Urban applications for 2025 as presented. Seconded by Member Renfrow.**

### **2025 Leading Idaho Local Bridge Application**

Ken Kanownik reported that Round 6 completed funding (except construction cost for bridges that are funded for feasibility studies) for all 221 applications received in 2022. With the expectation that the 221 bridges will be completed with the funding allocated, staff is recommending accepting applications for bridges in poor or posted condition to fund with the \$200M remaining in the program.

Ken noted that they recommend that each applicant is limited to two applications to prioritize their bridges. It is projected that LHTAC will receive about 110 applications. The cutoff date will be adjusted to December 12, 2024. No other changes to the application are required.

**Motion by Member Plank. Motion: For Council to accept applications for the Leading Idaho Local Bridge Program for 2025 as presented. Seconded by Member Berlin.**

### **2025 Children Pedestrian Safety Application**

Ken Kanownik reported that the funding approved in the 2024 legislative session did allocate funding for the program, however, this was applied to applications received in 2023, so staff is recommending that no applications be advertised.

**Motion by Member Berlin. Motion: For Council to not accept Children Pedestrian Safety applications for 2025 as presented. Seconded by Member Lampert.**

### **2025 Transportation Alternative Program Application**

Ken Kanownik reported that the program runs on a two-year cycle and applications were received in 2024. The program is fully allocated through FFY26.

**Motion by Member Smith. Motion: For Council to not accept Transportation Alternatives Program applications for 2025 as presented. Seconded by Member Plank.**

### **Arrow Bridge Repair Nez Perce County**

Laila Kral reported that the Arrow Bridge was built in 1920, however the bridge was previously not posted therefore Nez Perce County did not submit an application for this bridge during the last round of LILB applications. In June 2024 during an ITD inspection, there was significant deterioration to the timber deck, so it was posted by ITD to reduce the capacity to 5 tons. In July the Gwen Fire started in the area of the Arrow Bridge. Many emergency vehicles and heavy equipment used this bridge for firefighting operations which led to further deterioration and required the bridge to closed. Some temporary repairs were made so the bridge could reopen to passenger vehicles. This bridge is the only access to the community and emergency vehicles. After reviewing reports and conversations with ITD Bridge section, it was determined that the deck can be replaced which will increase the load rating. LHTAC estimates the repair to be \$300K. Staff are proposing to accelerate the repair of this bridge under the LILB program. The repair will be one of two applications Nez Perce County will submit with the next application cycle.

**Motion by Member Renfrow. Motion: For Council to accelerate this project in the LILB program and to approve the funds to repair Arrow Bridge in Nez Perce County. Seconded by Member Berlin. Motion Passes.**

### **LHTAC Workshops**

Laila Kral noted that in October, staff will be touring the state to present the annual funding workshops to local jurisdictions and consultants. Mike Cram will be providing information on T2 Center, Annual Road & Street Financial Report and Local Road Inventory. Megan Kautz will provide information on LHTAC and the Local Rural Highway Investment Program. Kevin Kuther will provide information on Federal-aid Rural and Small Urban as well as the Local Highway Safety Improvement Program. Scott Wood will provide information on Leading Idaho Local Bridge program. There are ten in-person workshops, and one virtual workshop scheduled.

### **LRHIP Emergency Applications**

Megan Kautz reported that there were no LRHIP Emergency applications at this time. Total available funds are \$171,541.90. She noted that Idaho County reached out and wanted Megan to forward their gratitude for funds received for their emergency grant.

**No motion needed.**

### **Roundtable Discussion about LHTAC**

Council members noted that they encourage getting good letters of support for applications, they need to be meaningful and unique. Laila Kral noted that this will be discussed during the LHTAC workshops.

A member asked if there is an update on the lawsuit with the sale of ITD's headquarters building and will they be moving back to Headquarters? Laila noted that the lawsuit was dismissed. LHTAC is holding tight on doing anything with our property.

A member asked what Legislation is looking like with meeting the new members and going into the next session? Laila noted that she continues to talk with House Transportation members and Senate Transportation members are mostly new and will meet with them after elections.

**Motion by Member Renfrow. Motion: To adjourn. Seconded by Member Berlin. Motion Passes.**

With no further business, the meeting was adjourned at 11:42 a.m.

RESPECTFULLY SUBMITTED BY:

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Todd Smith, Secretary/Treasurer

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Kari Peterson, Chairman

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, 2024

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

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
OCTOBER 3, 2024 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING  
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chairman Peterson via TEAMS at 10:00 a.m. (Mountain Time).

Council Members: **Executive Voting Members:** Mayor Kari Peterson, City of Fruitland;  
Commissioner Kevin Renfrow, South Latah Highway District; Commissioner  
Todd Smith, Madison County

**Attended:** Kelley Packer, Executive Director of Association of Idaho Cities

LHTAC Staff: Nancy Ziebarth, Ken Kanownik, Sam Larrondo, Laila Kral, Mike Cram

**New Business**

**Leading Idaho Local Bridge Contracts**

Sam Larrondo reported that proposal 32040-36 is for the removal of existing bridges, construction of new bridges and associated roadway work at two sites in Fremont County (Fremont County Road & Bridge). The bid opening was held on September 26, 2024. Engineers Estimate was \$1,800,124.48 with two bids being received from Coldwater Group, Inc., and Knife River Corporation-Mountain West. Coldwater Group, Inc was the apparent low bidder at \$2,420,615.80, which was \$620,491.32 over Engineer's Estimate. For Bridge KN 31850, four bid items accounted for 107% of the overage including loose riprap, survey, prestressed slab and mobilization. Based on review, the low bidder unit price is justifiable based on previous bid openings within the LILB Program. For bridge KN 32040 there were eight items that accounted for 86% of the overage including granular subbase, superpave HMA pavement class SP-3, loose riprap, survey, 3'x10' precast concrete box culvert, geosynthetic reinforced abutment backfill, prestressed slab 48"x12" and mobilization. Seven of these items are justifiable based on previous bid openings within the LILB program. The 8'x10' precast concrete box culvert was difficult to estimate because there were no recent bids for this item to compare.

**Motion by Member Smith. Motion: To approve the awarding of the bid to Coldwater Group, Inc as presented. Seconded by Member Renfrow. Motion passes**

With no further business the meeting adjourned at 10:16 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_  
Kevin Renfrow, Secretary/Treasurer

\_\_\_\_\_  
Kari Peterson, Chairman

\_\_\_\_\_, 2024

Local Highway Technical Assistance Council

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
OCTOBER 31, 2024 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING  
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chairman Peterson via TEAMS at 10:00 a.m. (Mountain Time).

Council Members: **Executive Voting Members:** Mayor Kari Peterson, City of Fruitland;  
Commissioner Kevin Renfrow, South Latah Highway District; Commissioner  
Todd Smith, Madison County

**Attended:** Commissioner Neal Gier, Buhl Highway District

LHTAC Staff: Nancy Ziebarth, Ken Kanownik, Laila Kral, Mike Cram, Megan Kautz

**New Business**

**Leading Idaho Local Bridge Contracts**

Ken Kanownik reported that proposal 25436-40 is for the removal of an existing bridge, and construction of new bridge in Filer Highway District. The bid opening was held on October 24, 2024. Engineers Estimate is \$1,191,897.25 with two bids being received from Cannon Builders, Inc., and Coldwater Group, Inc. Cannon Builders, Inc was the apparent low bidder with a bid of \$1,737,450.50 but is \$620,491.32 over Engineer's Estimate. In reviewing the bid, two lump sum bid items including SP bridge: GRS abutments with CMU facing and RSF and Mobilization accounted for most of the overage. The abutments on the low bid are \$240k lower than the next lowest bid on that item. The contractor has flexibility on means and methods and likely sees difficulties or risks associated with the construction of abutments.

**Motion by Member Renfrow. Motion: To approve the awarding of the bid to Cannon Builders, Inc as presented. Seconded by Member Smith. Motion passes**

With no further business the meeting adjourned at 10:09 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

\_\_\_\_\_  
Kevin Renfrow, Secretary/Treasurer

\_\_\_\_\_  
Kari Peterson, Chairman

\_\_\_\_\_, 2024

Local Highway Technical Assistance Council



# COUNCIL STAFF REPORT

## December 12, 2024

**Agenda Item:** Meeting Dates  
**Presenter:** Nancy Ziebarth  
**Overview:**

Meeting dates for 2025 include:

- March 13, 2025, Council Meeting, LHTAC Office
- June 12, 2025, Council Meeting, LHTAC Office
- September 10, 2025, Council Bus Tour, location to be determined
- September 11, 2025, Council Meeting, location to be determined
- December 11, 2025, Council Meeting, LHTAC Office

2025			
January	February	March	April
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30
30 31			
May	June	July	August
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30
			31
September	October	November	December
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5 6
7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
		30	



## COUNCIL STAFF REPORT December 12, 2024

Below are the proposed Council Meetings for LILB Bid Justifications where all members are invited to join and participate in the discussion and the Executive Council (EC) will be the only ones voting.

Bid opening 1/30 – Virtual EC Meeting: February 6, 2025, 10:00 a.m. (MT)  
Bid opening 2/27 – Virtual EC Meeting: March 6, 2025, 10:00 a.m. (MT)  
Bid opening 3/27 – Virtual EC Meeting: April 3, 2025, 10:00 a.m. (MT)  
Bid opening 4/24 – Virtual EC Meeting: May 1, 2025, 10:00 a.m. (MT)  
Bid opening 5/22 – Virtual EC Meeting: May 29, 2025, 10:00 a.m. (MT)



## COUNCIL STAFF REPORT December 12, 2024

To ensure we have a quorum and follow Council Policy #2 for each meeting, you may appoint an alternate member and provide a proxy notice to LHTAC in the event you cannot attend a meeting.

Attended	Proxy	Absent	June 13, 2024		Attended	Proxy	Absent	September 12, 2024
X			Kari Peterson		X			Kari Peterson
X			BJ Berlin		X			BJ Berlin
X			Rod Plank		X			Rod Plank
X			Todd Smith		X			Todd Smith
X			Phil Lambert		X			Phil Lambert
X			Mark Rekow			X		Mark Rekow
X			Gilbert Hofmeister		X			Gilbert Hofmeister
X			Kevin Renfrow		X			Kevin Renfrow
X			Neal Gier			X		Neal Gier

**Recommendation:** For Council Review





## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** FY24 Audit

**Presenter:** Mike Cram

**Overview:**

The independent auditors from Zwygart John & Associates completed the fieldwork in August, auditing the financial information for LHTAC. The final audit report has been issued. Jordan Zwygart is here today to present the audit results.

**Recommendation:** For Council Review & Approval

**Local Highway Technical  
Assistance Council**

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Report on Audited  
Basic  
Financial Statements  
and  
Supplemental Information

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For the Year Ended June 30, 2024

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**ZWYGART JOHN**

CERTIFIED PUBLIC ACCOUNTANTS

Zwygart John & Associates CPAs, PLLC

16130 North Merchant Way, Suite 120 ♦ Nampa, Idaho 83687

Phone: 208-459-4649 ♦ FAX: 208-229-0404

## **Independent Auditor's Report**

Board of Directors  
Local Highway Technical Assistance Council  
Boise, Idaho

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities and the major fund of Local Highway Technical Assistance Council (the Council), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

#### ***Qualified Opinion on Governmental Activities***

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Governmental Activities" paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Local Highway Technical Assistance Council, as of June 30, 2024, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Unmodified Opinion on the Major Fund***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund of Local Highway Technical Assistance Council, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the Financial Statements section of our report. We are required to be independent of Local Highway Technical Assistance Council, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Basis for Qualified Opinion on Governmental Activities***

Management has not performed the actuarial calculations for other post-employment benefits for the governmental activities and, accordingly, has not considered the Council's other post-employment benefit liability. Accounting principles generally accepted in the United States of America require that a liability be recorded for other post-employment benefits, which would decrease net assets, increase liabilities, and increase expenses in the governmental activities. The amount by which this departure would affect net assets, liabilities, and expenses in the governmental activities is not reasonably determinable.

## ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Local Highway Technical Assistance Council's ability to continue as a going concern for one year after the date that the financial statements are issued.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Local Highway Technical Assistance Council's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Local Highway Technical Assistance Council's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedule of the Council's proportionate share of the net pension liability, and schedule of Council contributions on pages 25 and 27 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2024, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

**Zwygart John & Associates, CPAs PLLC**

Nampa, Idaho  
September 26, 2024



## COUNCIL STAFF REPORT

### December 12, 2024

**Agenda Item:** Surplus Property Disposal

**Presenter:** Mike Cram

**Overview:**

Per LHTAC Policy #001, Acquisition and Disposal of Property, all property that is no longer needed will be listed and presented to the Council. Items valued over \$500 will be auctioned to the public. Items under \$500, the Administrator has the authority to dispose of immediately. There are no surplus property items to report this quarter.

Description	Purchase Date	Purchase Value	Current Value	Action
N/A				

**Recommendation:** For Council Review



## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** Financial Statements  
**Presenter:** Mike Cram  
**Overview:**

Thus far, financials for the year look strong.

- Revenues are trending above budget, although there is softening of interest rates a tad from the previous quarter, slowing down revenues.
- Expenditures also look good.
  - For the year, \$422,490 has been spent on administering the Leading Idaho Local Bridge Program.
  - Project expenses look to be trending high. This is a timing issue with a large project expense occurring in one lump sum instead of being spread out over time. This area will continue to be monitored.
  - Expenditures for the Children Pedestrian Grant program may look a bit irregular. A grant recipient returned unused funds which were credited to the grant distribution account. This results in a negative number shown in this category.
  - In the Leading Idaho Local Bridge Program through the end of October about \$40M of the funds requested from ITD remain unobligated. Expenditures and obligations in November continued to reduce this amount. Another draw from the money held by ITD is anticipated within another month or so.
- The next document in the packet is the Abbreviated Balance Sheet. LHTAC will still be in a solid position. Net equity has decreased from the previous quarter because of the spending and increased obligations within the Leading Idaho Local Bridge Program.
- Finally, also included in the financial statement packet is the list of outstanding LRHIP grants. Approximately \$4.9M of grants remain to be distributed, with many of these from the current federal fiscal year.

**Recommendation:** For Council Review and Approval









## Abbreviated Balance Sheet

As of  
October 31, 2024

Cash	\$	98,960,880
Accounts Receivable	\$	798,917
LRHIP Receivable	\$	4,000,000
Work in Progress	\$	169,834
<b>Total Assets</b>	<b>\$</b>	<b>103,929,631</b>

Vacation Reserve	\$	16,668
Current Payables	\$	626
Payroll Payables	\$	172,772
Project Payables	\$	52,258,604
<b>Total Liabilities</b>	<b>\$</b>	<b>52,448,670</b>

<b>Net Equity</b>	51,480,961
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Previous Quarter Net Equity	79,971,508
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**LRHIP EXPENDITURES FY 2025**

**LRHIP FY2017**

City of Pinehurst	\$ 100,000
	<b>\$ 100,000</b>

**LRHIP FY2020**

Bonneville County	\$ 50,000
	<b>\$ 50,000</b>

**LRHIP FY2022**

City of Cascade	\$ 27,767
City of Challis	\$ 30,000
City of Dayton	\$ 100,000
City of Juliaetta	\$ 100,000
City of Salmon	\$ 100,000
Clark County	\$ 100,000
East Side Highway District	\$ 100,000
Fremont County	\$ 30,000
Weiser Valley Highway District	\$ 50,000
	<b>\$ 637,767</b>

**LRHIP FY2023**

City of Donnelly	\$ 100,000
City of Soda Springs	\$ 100,000
City of Spencer	\$ 30,000
Lakes Highway District	\$ 30,000
Shoshone County	\$ 100,000
Teton County	\$ 100,000
West Point Highway District	\$ 100,000
Worley Highway District	\$ 100,000
	<b>\$ 660,000</b>

**LRHIP FY2024**

City of Aberdeen	\$ 100,000
City of Ashton	\$ 100,000
City of Bancroft	\$ 100,000
City of Challis	\$ 100,000
City of Clifton	\$ 30,000
City of Craigmont	\$ 100,000
City of Driggs	\$ 30,000
City of Fairfield	\$ 27,231
City of Filer	\$ 30,000
City of Hagerman	\$ 100,000
City of Horseshoe Bend	\$ 30,000
City of Lava Hot Springs	\$ 30,000
City of Malad	\$ 100,000
City of McCall	\$ 100,000
City of Midvale	\$ 30,000
City of Newdale	\$ 18,532
City of Oakley	\$ 100,000
City of Ririe	\$ 30,000
City of Wallace - ER	\$ 100,000
Downey-Swan Lake HD	\$ 30,000
East Side HD	\$ 100,000
Evergreen HD	\$ 100,000
Ferdinand HD	\$ 100,000
Hagerman HD	\$ 30,000
Hillsdale HD	\$ 30,000
Jefferson County	\$ 100,000
Jerome HD	\$ 30,000
Lakes HD	\$ 100,000
Lost River HD	\$ 100,000
Madison County R&B	\$ 60,000
North Latah County HD	\$ 100,000
Power County HD	\$ 100,000
	<b>\$ 2,235,763</b>

**LRHIP FY2025**

Albion HD	\$ 20,400
Bonner County	\$ 100,000
Boundary County	\$ 100,000
Camas County R&B	\$ 30,000
Central HD	\$ 100,000
City of Aberdeen	\$ 30,000
City of Basalt	\$ 30,000
City of Cascade	\$ 100,000
City of Cottonwood	\$ 100,000
City of Dayton	\$ 30,000
City of Eden	\$ 100,000
City of Ferdinand	\$ 100,000
City of Georgetown	\$ 30,000
City of Grandview	\$ 50,000
City of Greenleaf	\$ 30,000
City of Hazelton	\$ 30,000
City of Hollister	\$ 30,000
City of McCall	\$ 30,000
City of Menan	\$ 30,000
City of Midvale	\$ 100,000
City of Notus	\$ 100,000
City of Parma	\$ 29,500
City of Plummer	\$ 30,000
City of Priest River	\$ 30,000
City of Salmon	\$ 100,000
City of Spirit Lake	\$ 30,000
City of St. Maries	\$ 30,000
City of Stites	\$ 37,434
City of Tetonia	\$ 30,000
Custer County	\$ 30,000
East Side HD	\$ 28,988
Fenn HD	\$ 100,000
Filer HD	\$ 100,000
Gooding HD	\$ 100,000
Greencreek HD	\$ 25,564
Hagerman HD	\$ 100,000
Highway District No. 4	\$ 88,227
Hillsdale HD	\$ 100,000
Idaho County	\$ 30,000
Idaho County ER	\$ 50,000
Jerome HD	\$ 100,000
Lakes HD	\$ 30,000
Lost River HD	\$ 30,000
Mountain Home HD	\$ 30,000
Murtaugh HD	\$ 100,000
North HD	\$ 100,000
Notus-Parma HD #2	\$ 100,000
Oakley HD	\$ 100,000
Power County HD	\$ 30,000
Raft River HD	\$ 100,000
Richfield HD	\$ 30,000
Shoshone County	\$ 100,000
South Latah HD	\$ 100,000
Teton County	\$ 100,000
Valley County	\$ 100,000
Weiser Valley HD	\$ 100,000
West Point HD	\$ 100,000
Worley HD	\$ 100,000
	<b>\$ 3,790,113</b>
<b>Total Expenditures</b>	<b>\$ 7,473,643</b>
*Check was paid	
Outstanding as of 10-30-24	\$ 4,886,709



## LHTAC COUNCIL STAFF REPORT

### December 12, 2024

Agenda Item: **Administrator**

Presenter: **Laila Kral, P.E.**

Overview:

This past quarter was focused on outreach – through workshops, conferences, phone calls and meetings.

As you will hear more about later, the annual fall workshops successfully took place throughout October. I am extremely grateful for the team who filled in for me throughout this season – Mike Cram, Megan Kautz, Kevin Kuther, and Scott Wood.

Staff has also taken the opportunity to meet with members of COMPASS individually to let them know about our funding applications. A presentation was given to the Association of Idaho Public Works Professionals regarding funding and the Leading Idaho Local Bridge Program.

Additionally, a number of LHTAC staff attended the Local Transportation Conference in Coeur d'Alene. It is a great opportunity to connect with local sponsors, consultants, and suppliers as well as present to the groups. LHTAC provided workshops on Funding, Virtual Meetings, LHTAC Data Sources, Bridge Asset Management and Historic Bridges. The conference also gave us an opportunity to showcase and handout the new retro-reflectivity kits that were shared at the September meeting. LHTAC left some boxes up north to be shared with locals in the area.

Recently we have been sharing updates to the Annual Road and Street Report – reporting requirements. We took the opportunity to share at the Idaho City Clerks, Treasures, Financials Officers Association conference, the Idaho Association of Counties Fall conference, and provided updates to other groups as needed. We anticipate more questions and technical assistance requests to come in as we near the reporting deadline of December 31<sup>st</sup>.

## LHTAC COUNCIL STAFF REPORT

December 12, 2024

Staff have been coordinating with McAlvain Construction to host a groundbreaking at the Hexon Bridge, funded through Leading Idaho Local Bridge Program. This will be a great opportunity to highlight the success of the program and showcase a project that wouldn't have been moving forward without the state funds provided by the legislature.

With the Continuing Resolutions provided by the Federal government, the Federal-aid Rural program does not have enough Obligation Authority available to advertise any construction projects. I met with the Division of Financial Management and the Governor's Office to propose a loan from the Leading Idaho Local Bridge Program to the Federal-aid program, allowing us to advertise a large project for construction. This prevents a year delay to construction and helps move forward with a critical project. This is a great example of Idaho solving problems within our own state. The team approved the loan, allowing LHTAC to move forward with advertisement.

This fall, we dealt with a financial cyber-attack resulting in fraud. Fortunately, our insurer, ICRMP, was able to refund all but the \$10k deductible. The team has added in another layer of security and verification to prevent this type of fraud from happening in the future.

As we look towards 2025, we are excited about continuing to push forward the great progress made through our Federal-aid programs, additional training classes and technical assistance, and the Leading Idaho Local Bridge Program. Personally, I will be spending much of the spring meeting the new legislators, educating them on LHTAC and answering questions regarding our organization and programs.

Recommendation: For Council Review



## COUNCIL STAFF REPORT

### December 12, 2024

**Agenda Item:** Deputy Administrator  
**Presenter:** Ken Kanownik  
**Overview:**

#### **Federal Discretionary Funding:**

Attached is a list of Federal grant applications applied for at the end of Federal Fiscal Year 2023 and the entirety of 2024 for which LHTAC provided technical assistance and application submission services for Local Highway Jurisdictions (LHJs) throughout the state. In this period staff provided technical assistance on 15 applications and submitted 13 applications across nine Federal programs. A total of \$57,220,036 of funding was requested with approximately \$43 million towards construction funds and \$14 million towards planning, technical assistance or design funds. Two grants with assistance from staff were successful, totaling \$1,064,000 in awards.

Staff time put into this effort totaled 1,104 hours with a wage and overhead cost of \$170k. Time was split between Deputy Administrator Kanownik and Grant Writer Bill Roberson. The activities under this are broken up to about 15% on the Notice of Funding Opportunities (NOFO), informational webinars and outreach to local agencies on the opportunities, 20% towards the data collection and research, 50% on writing the applications and exhibits, 10% on submitting in the grants.gov and 5% on debriefs and other administrative items.

When a NOFO is announced by the U.S. DOT, staff will make an initial announcement through email service to LHJs and then follow-up a week or two later after fully reviewing the content in the NOFO with highlighted information. There are cases with direct outreach on specific applicability. An example of this would be the Active Transportation Infrastructure Investment Program had special criteria, 100% Federal-aid for certain areas of persistent poverty. After reviewing the census data, there were six areas in Idaho that qualified for this 100% Federal-aid. Direct phone calls were made to the LHJs explaining their eligibility under this program and given the details on how to apply.

When a LHJ makes the request for technical assistance, staff will conduct a project review with the sponsor to verify project readiness, eligibility and match (if applicable). About two weeks after the project review, a kick-off meeting will be held where staff will go over the requirements of the application and assign duties between the local sponsor and LHTAC staff, assign due dates and other assignments to ensure the LHJ provides the input they can provide and LHTAC ensures the remainder of the application is completed. An example of this from the 2024 RAISE Application for the Glenns Ferry Transportation Plan:





## COUNCIL STAFF REPORT December 12, 2024

Item for Application	File Name	NOFO Section	Page Limit	Responsible Party	Due Date to LHTAC
SF-424	SF-424	D.2	N/A	LHTAC	2/23/2024
Project Information Form	FY 2024 RAISE Project Information Form	D.2	N/A	LHJs (LHTAC Support)	2/20/2024
Project Description	Project Description	D.2	5 pages	LHTAC with LHJ input	2/20/2024
Project Location File	Project Location File	D.2	N/A	LHTAC	2/20/2024
Project Budget	Project Budget	D.2	5 pages	LHTAC	2/20/2024
Funding Commitment Documentation	Funding Commitments	D.2	N/A	LHJs (LHTAC Support)	2/20/2024
Merit Criteria	Merit Criteria Narrative	D.2 and E.1	15 pages	LHJs (LHTAC Support)	2/16/2024
Schedule	Project Readiness	D.2 and E.1	5 pages	LHTAC with LHJ input	2/20/2024
Letters of Support (Optional)	Letters Of Support	D2 and E.1	N/A	LHJSs	2/23/2024

Several of the technical assistance requests were for LHTAC to apply on behalf of the LHJ because there are issues with the LHJ's grants.gov access or account. It can take up to 30 days for a grants.gov account to be created or reactivated. This lifeline for agencies ensured their efforts on their applications were not wasted.

While overall, staff would like to see every application successful, that does not occur for any agency. Some programs receive thousands of applications and can be very competitive. Other programs were first come, first serve (LHTAC applied within 3 minutes of a first come, first serve technical assistance grant and did not make the cut before all funding was awarded). There are over 100 grant programs outlined in the Bipartisan Infrastructure Law, each having a different NOFO when the application period is open.

Staff participated in debriefs for the PROTECT, RAISE, Thriving Communities and Reconnecting Communities programs (these usually occur from 1-4 months after funding announcements) the Thriving Communities and PROTECT (Lenore Bridge, Nez Perce County) applications were given medium ratings (made the lower-level cuts, but were not finalist applications), the Reconnecting Communities (6<sup>th</sup> St. Bridge in Wallace) application was given a low rating and the RAISE applications did not get officially scored due to them being rejected in error. After intervention from our congressional offices, the FHWA did a courtesy review to provide feedback on our applications. This was previously discussed at the September 2024 Council meeting.

The take aways for improving applications moving forward is to get the commitments and kick-offs scheduled and work underway as soon as possible from the time of announcement. The recurring feedback from application reviews was about providing more specific details on either the need for



## COUNCIL STAFF REPORT December 12, 2024

the funding or specifics on who will receive the benefits of a project. Not just provide the numbers, but what those numbers mean to the beneficiaries.

Technical assistance for 2025 have already begun. Currently there are open NOFOs for both RAISE and PROTECT which have 100% Federal-aid opportunities for agencies. Staff is currently working on five PROTECT applications and three RAISE applications.

No action is being requested of the Council at this time. This information is for reporting on the resources allocated to this technical assistance service.

**Recommendation:** For Council Review

**Federal Discretionary Applications for Local Agencies  
Federal Fiscal Year 2023 and 2024**

Submittal Date	LHTAC Submitted	LHTAC Technical Assistance	LHTAC Administered	Program	Intent (Sponsor)	Amount Requested	Status
7/31/2023	x	x		Rural and Tribal Assistance Pilot Program	Planning, Grant Writing Assistance for a Bridge Replacement, Lenore Bridge, Nez Perce - LHTAC	\$200,000	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	Alt. Grade Separated Crossing Study, (Glenns Ferry)	-	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	RAISE Development Assistance for Downtown Revitalization Project, (City of Orofino)	-	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	Multimodal Preliminary Engineering and Design Project, (City of Dover)	-	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	Final Design, Const. Eng for Roadway Reconstruction Project, City of Notus	-	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	Prelim Eng. and Design for Roadway Reconstruction Project, Nez Perce Tribe	-	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	Technical Services for Roadway Reconstruction Project, NEZ Perce County	-	Not Awarded
7/31/2023				Rural and Tribal Assistance Pilot Program	Feasibility Study, Eng. Design and Enviro Rev. for Road Reconstruction, (City of Burley)	-	Not Awarded
8/18/2023	x	x		PROTECT	Bridge Planning and Design (Nez Perce Co)	\$4,700,000	Not Awarded
9/28/2023	x	x		Reconnecting Communities	6th St. Bridge Construction Fund (Wallace)	\$7,500,000	Not Awarded
9/28/2023				Reconnecting Communities	Reconnecting Rexburg: Planning & Designing Connections Across US Highway 20 (Rexburg)	\$2,000,000	Awarded
9/28/2023				Reconnecting Communities	Terry First Connection (Pocatello)	\$8,500,000	Awarded
9/28/2023				Reconnecting Communities	US-20 Reconnecting Neighborhood Project (BMPO)	\$400,000	Awarded
11/15/2023	x	x		Thriving Communities Regional Capacity Builder	Funds to increase LHTAC services in planning and grant writing (LHTAC)	\$1,997,300	Not Awarded
2/19/2024	x	x	x	Bridge Improvement Program	Naples Bridge Feasibility Study (Boundary County)	\$600,000	Awarded
2/19/2024		x	x	Bridge Improvement Program	S Bridge Feasibility Study (Valley County)	\$464,000	Awarded
2/19/2024			x	Bridge Improvement Program	145th N Bridge Replacement Over Snake River Planning Study (Bonneville County)	\$328,000	Awarded
2/28/2024	x	x		RAISE	Downtown Revitalization (Payette)	\$20,974,688	Not Awarded
2/28/2024	x	x		RAISE	Whiskey Jack/Oden Bay Connection (Bonner County)	\$804,000	Not Awarded
2/28/2024	x	x		RAISE	Joint Transportation Plan (Multiple), Glenns Ferry	\$500,000	Not Awarded
2/28/2024			x	RAISE	Planning Grant NOTUS Collector Street Reconstruction (City of Notus)	\$1,402,000	Awarded
3/19/2024		x		Bridge Improvement Program	Lenore Bridge (Nez Perce County)	\$4,000,000	Pending
5/28/2024	x	x		Consolidated Rail Infrastructure and Safety Improvements Program (CRISI)	Brunner Rd Grade Separation, (Lakes Highway District)	\$14,373,128	Pending
8/29/2024	x	x		Safe Streets for All (SS4A)	Planning Grant - Safety Action Plan (City of Jerome)	\$200,000	Not Awarded
9/23/2024	x	x		Railroad Crossing Elimination (RCE)	4 RRX Closure & Whiskey Jack/Oden Bay Connection (Bonner County)	\$642,920	Pending
9/23/2024	x	x		Railroad Crossing Elimination (RCE)	Railroad Crossing Elimination Feasibility Study (Elmore County, Glenns Ferry & ITD)	\$400,000	Pending
9/23/2024	x	x		Railroad Crossing Elimination (RCE)	Brunner Rd Grade Separation, (Lakes Highway District )	\$14,373,128	Pending

**BOLD - AWARDED GRANTS**



## COUNCIL STAFF REPORT

### December 12, 2024

**Agenda Item:** Staff Training  
**Presenter:** Nancy Ziebarth  
**Overview:**

Below is a list of trainings, lunch and learns, and professional development that LHTAC staff participated in from September 1 through November 30, 2024.

1. The Leadership Edge, Boise State University
2. Effectively Coping with Change
3. Effective Communication and De-Escalation
4. Employee Management and Motivation
5. Paving with Coldmix
6. Don't Resign, Reimagine, Boise State University
7. Mix Designs, Source Inspections, and Tracked Material Inventory in AASHTOWare, ITD
8. Tutorial on new Q&A feature during Construction Bidding, ITD
9. Idaho Asphalt Conference
10. Team Building
11. American Planning Association – Idaho Chapter Annual Conference
12. Title VI Responsibilities for Local Partner Agency Subrecipients
13. Understanding your Structural Assets
14. Online Virtual Meetings Tips and Tricks
15. Selecting the Proper Level of Surveying and Design for Your Project
16. Roadway Drainage Impacts and Improvements
17. Data Sources and Tools
18. Breakdown of Funding Sources and Transportation Grants
19. Bridge the Gap, Precast bridge Elements
20. BAM! ITD's Bridge Assessment Management
21. Historic Bridges
22. Developing and Implementing Impact Fees
23. From Hiring to Firing
24. How to Leverage AI in your HD

**Recommendation:** For Council Review



# COUNCIL STAFF REPORT

## September 12, 2024

**Agenda Item:** Efficiency Measures

**Presenter:** Staff

**Overview:**

<b>Efficiency Measure Dashboard</b>		
<b>Design Efficiency Measures</b>		<b>Goal</b>
Design Consultant Agreement	Design obligation date (FHWA approval date) + 120 days	90%
Design PS&E Delivery	As of Nov 15 <sup>th</sup> , PS&E document ready and Construction State/Local sent to sponsor	75%
Design Closeout	Construction Contract Award Date + 120 Days	85%
<b>Construction Efficiency Measures</b>		<b>Goal</b>
Construction Consultant Agreement	Executed CE&I agreement one week before Pre-Con meeting	90%
Change Order	Contractor Information received date + 28 days	80%
Construction Closeout	Work complete date on form 2242 + 90 days	70%
<b>Program Administration Dashboard</b>		<b>Goal</b>
Leading Idaho Local Bridge Program: Percent Invoices Paid within 30 days		100%
Safe Routes to School Invoice Reporting: Percent Invoices Paid within 30 days		100%
Transportation Alternatives Program: FY24 Percent Obligated		100%

**Recommendation:** For Council Review

Design Consultant Agreement						
July through September 2024						
Key Numbers	Project Names	Design Admin	Design Consultant	Target Date	Actual Date	Success
<p>Goal = 90%</p> <p>Achieved = 0%</p> <p>Achieved Past 12 Months = 17%, 1 success out of 6</p>						

## PS&E Delivery FY24

July1 through September 2024

Key Number	Project Name	Design Admin	DN Consultants	Target Date	Actual Date	Success
12098	Center Street Railroad Bridge Underpass Rehab	Matt Koster	CH2M Hill, Inc.	11/15/2024	8/16/2023	Yes
13443	Snake River Avenue; Southway Br to 11th Ave	Sam Larrondo	Horrocks Engineers, Inc.	11/15/2024		No
19129	Cove Rd Bridge, Washington Co	Scott Wood	HDR Engineering, Inc.	11/15/2024		No
19622	Bannock St Reconstruction	Muhammad Zubery	Forsgren Associates, Inc.	11/15/2024	7/18/2023	Yes
19672	4100 N Rehabilitation; 2100 E to 2400 E	Sam Larrondo	Forsgren Associates, Inc.	11/15/2024	10/1/2024	Yes
19955	Chase Rd BNSF RRX	Sam Larrondo	Welch Comer & Associates, Inc.	11/15/2024		No
20039	W Fk Pine Cr Rd Br	Amanda LaMott	HMH	11/15/2024		No
20243	45th E; Sand Creek Bridge	Scott Wood	Keller Associates	11/15/2024		No
20438	45th E; Willow Creek Bridge	Scott Wood	Keller Associates	11/15/2024		No
20518	E 4100 N Rehabilitation Phase 2	Sam Larrondo	HMH	11/15/2024	10/1/2024	Yes
22008	Science Center; N Blvd to Holmes	Lisa Popoff	Horrocks Engineers, Inc.	11/15/2024		No
22432	Kilpatrick Bridge	Scott Wood	Keller Associates	11/15/2024		No
22875	Lancaster & Huetter Roundabout	Kevin Kuther	Welch Comer & Associates, Inc.	11/15/2024		No
22883	Pedestrian Crossings	Craig Herndon	Keller Associates	11/15/2024		No
22893	North Fork East River Bridge	Scott Wood	Keller Associates	11/15/2024		No
23282	Narrow Curve & Roadway Safety Improvements	Lisa Popoff	HMH	11/15/2024		No
23285	S Greensferry Rd Guardrail	Lisa Popoff	J-U-B Engineers, Inc.	11/15/2024		No
23286	Stop Control Safety Improvements	Brian Wright	Century West Engineering Corp	11/15/2024		No
23291	Woodland Road Safety Improvements	Kevin Kuther	J-U-B Engineers, Inc.	11/15/2024		No
23295	Birch Creek Road Safety Improvements	Lisa Popoff	Civil Science, Inc.	11/15/2024		No
23298	Flandro Drive Safety Improvements	Craig Herndon	Sponsor	11/15/2024		No
23300	Archer Highway Curve Improvements	Brian Wright	Civil Science, Inc.	11/15/2024	11/15/2024	Yes
23886	3200 N Safety Improvements	Lisa Popoff	Forsgren Associates, Inc.	11/15/2024		No
23888	Morgan Creek Road Safety Improvements	Kevin Kuther	Civil Science, Inc.	11/15/2024		No
23889	5th E (Holmes) & 49th S Signal	Sam Larrondo	Keller Associates	11/15/2024		No
24236	Matthew Peltzer Trailhead at Wilson Park Pathway	Amanda LaMott	TBD	11/15/2024		No
24257	Pendlebury Ln Improvements; Christensen Dr to Alice St	Kevin Kuther	Civil Science, Inc.	11/15/2024		No
24398	Prairie Trail Underpass	Muhammad Zubery	J-U-B Engineers, Inc.	11/15/2024		No

Goal = 75% by November 15  
Achieved = 18% by November 15th  
Achieved Past For FY24 = 18%, 5 successes out of 28

Design Closeout						
July through September 2024						
Key Number	Project Name	Design Admin	Design Consultants	Target Date	Actual Date	Success
20666	Shoe String Rd Rehabilitation	Kevin Kuther	Forsgren Associates, Inc.	3/15/2025	8/16/2024	Yes
22003	Shoe String Rd Safety	Kevin Kuther	Forsgren Associates, Inc.	3/15/2025	8/16/2024	Yes
23284	Roadway & Guardrail Improvements	Kevin Kuther	HMH	9/20/2024	11/21/2024	No
<p>Goal = 85%</p> <p>Achieved = 67%</p> <p>Achieved Past 12 Months = 80%, 12 successes out of 15</p>						



Construction Consultant Agreement							
July through September 2024							
Key Number	Project Name	Construction Admin	CEI Consultants	Contractors	Target Date	Actual Date	Success
19288	Beck Rd; Seltice Way to Prairie Ave	Megan Kautz	J-U-B Engineers, Inc.	Poe Asphalt Paving, Inc.	7/18/2024	7/2/2024	Yes
20699	Crestview Rd Rehabilitation Phase 1	Jayne Coonce	Salaber Associates, Inc.	Summit Construction LLC	8/5/2024	8/2/2024	Yes
22102	Franklin Blvd & Karcher Rd Int	Jayne Coonce	Jacobs Engineering	Staker & Parson Companies	7/4/2024	7/1/2024	Yes
23025	Grimes City Pathway Extension	Jayne Coonce	Atlas	Knife River	9/10/2024	8/20/2024	Yes
<p>Goal = 90%</p> <p>Achieved = 100%</p> <p>Achieved Past 12 Months = 92%; 12 successes out of 13</p>							

## Construction Change Order

July through September

Key Numbers	Construction Admin	CEI Consultants	Contractor	Change Order	Description	Target Date	Actual Date	Success
11244	Matt Koster	Keller Associates	Staker & Parson Companies	8	Chip Seal	7/24/2024	8/7/2024	No
13964, 22101	Megan Kautz	Ardurra (T-O Engineers, Inc.);	Staker & Parson Companies	4	259+35 Pipe Material	9/17/2024	9/16/2024	Yes
13964, 22101	Megan Kautz	Ardurra (T-O Engineers, Inc.);	Staker & Parson Companies	6	Valve Boxes	7/29/2024	9/12/2024	No
13964, 22101	Megan Kautz	Ardurra (T-O Engineers, Inc.);	Staker & Parson Companies	7	Onion Shed Connection	8/29/2024	9/25/2024	No
13964, 22101	Megan Kautz	Ardurra (T-O Engineers, Inc.);	Staker & Parson Companies	8	Topsoil Riprap Armor	10/9/2024	9/25/2024	Yes
18716	Megan Kautz	Keller Associates	Hamilton Construction Company	2	Epoxy TM Dive Inspection	8/8/2024	7/30/2024	Yes
19288	Megan Kautz	J-U-B Engineers, Inc.	Poe Asphalt Paving, Inc.	1	Water for Dust	10/1/2024	9/13/2024	Yes
19305	Matt Koster	Strata, Inc.	Knife River Corp.	1	Pipe Culvert Replacement	7/29/2024	7/23/2024	Yes

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19305	Matt Koster	Strata, Inc.	Knife River Corp.	2	Manhole Adjustment	8/12/2024	7/22/2024	Yes
19305	Matt Koster	Strata, Inc.	Knife River Corp.	3	TY A Base Substitution	7/24/2024	7/16/2024	Yes
19305	Matt Koster	Strata, Inc.	Knife River Corp.	4	Soft Spot Repair	8/16/2024	7/30/2024	Yes
19513	Jayne Coonce	Ruen-Yeager & Associates	North Fork Enterprises	5	RRFB Acceptance	10/23/2024	9/26/2024	Yes
20146	Megan Kautz	HDR Engineering	M.A. Deatley Construction, Inc.	1	Verify Utility Locations	8/5/2024	7/10/2024	Yes
20146	Megan Kautz	HDR Engineering	M.A. Deatley Construction, Inc.	2	MH at Jacob St	9/25/2024	10/7/2024	No
20146	Megan Kautz	HDR Engineering	M.A. Deatley Construction, Inc.	3	Disincentive for SP2 low binder	10/7/2024	9/17/2024	Yes
20207	Megan Kautz	David Evans & Associates, Inc.	N. A. Degerstrom, Inc.	2	Granular Borrow Unit of Measurement	10/2/2024	9/5/2024	Yes
20207	Megan Kautz	David Evans & Associates, Inc.	N. A. Degerstrom, Inc.	3	Pile Splices	9/13/2024	9/5/2024	Yes
20699	Jayne Coonce	Salaber Associates, Inc.	Summit Construction LLC	1	HMA Mix Design Change	10/3/2024	9/9/2024	Yes
22102	Jayne Coonce	Jacobs	Staker &	1	Directed	9/23/2024	8/29/2024	Yes

22102	Jayne Coonce	Jacobs Engineering	Staker & Parson Companies	2	Miscellaneous Work	9/23/2024	9/16/2024	Yes
22398	Megan Kautz	HMH	North Fork Enterprises	1	LS Excavation	10/3/2024	9/6/2024	Yes
Goal = 80% Achieved = 86% Achieved Past 12 Months = 89%; 51 successes out of 57								

Construction Closeout							
July through September 2024							
Key Number	Project Name	Construction Admin	CEI Consultants	Contractors	Target Date	Actual Date	Success
22877	Signing & Guardrail	Jayne Coonce	J-U-B Engineers, Inc.	All Rail Construction LLC	8/8/2024	8/5/2024	yes
Goal = 70%							
Achieved = 100%							
Achieved Past 12 Months = 88%; 22 successes out of 25							

## Leading Idaho Local Bridge Program

July through September 2024

Invoice #	Invoice Amount	Invoice Date	Date LHTAC Received	Date Reviewed	Date Accounting Received	Date Check Paid	Days from Received to Paid	Success
174461	\$ 16,868.21	6/28/2024	6/28/2024	7/11/2024	7/5/2024	7/9/2024	11	Yes
GS022-04TM-11	\$ 33,479.50	6/25/2024	6/28/2024	7/11/2024	7/5/2024	7/9/2024	11	Yes
241824	\$ 7,809.03	6/23/2024	6/28/2024	7/11/2024	7/5/2024	7/9/2024	11	Yes
174439	\$ 79,952.52	6/27/2024	6/28/2024	7/11/2024	7/5/2024	7/9/2024	11	Yes
18123	\$ 6,299.47	7/3/2024	7/12/2024	7/15/2024	7/22/2024	7/22/2024	10	Yes
175269	\$ 6,398.29	7/24/2024	7/28/2024	7/29/2024	7/29/2024	7/29/2024	1	Yes
224355	\$ 28,537.14	6/25/2024	7/16/2024	7/29/2024	7/29/2024	7/29/2024	13	Yes
242205	\$ 11,851.55	7/23/2024	7/28/2024	7/29/2024	7/29/2024	7/29/2024	1	Yes
175278	\$ 54,188.63	7/24/2024	7/28/2024	7/29/2024	7/29/2024	7/29/2024	1	Yes
GS022-04TM-12	\$ 45,923.62	8/5/2024	8/9/2024	8/14/2024	8/19/2024	8/19/2024	10	Yes
18190	\$ 8,925.71	8/1/2024	8/9/2024	8/14/2024	8/19/2024	8/19/2024	10	Yes
GS022-04TM-C9-1	\$ 3,355.00	8/6/2024	8/9/2024	8/14/2024	8/19/2024	8/19/2024	10	Yes
GS022-04TM-C12-1	\$ 2,172.50	8/6/2024	8/9/2024	8/14/2024	8/19/2024	8/19/2024	10	Yes
GS022-04WO22-10	\$ 20,025.83	9/3/2024	9/7/2024	9/9/2024	9/9/2024	9/9/2024	2	Yes
242599	\$ 2,852.15	8/26/2024	9/7/2024	9/9/2024	9/9/2024	9/9/2024	2	Yes
176509	\$ 49,960.34	8/29/2024	9/7/2024	9/9/2024	9/9/2024	9/9/2024	2	Yes
GS022-04TC12-2	\$ 26,622.41	9/3/2024	9/7/2024	9/9/2024	9/9/2024	9/9/2024	2	Yes
18269	\$ 19,218.72	9/6/2024	9/13/2024	9/16/2024	9/23/2024	9/23/2024	10	Yes
177158	\$ 49,593.97	9/19/2024	9/20/2024	9/23/2024	9/30/2024	9/30/2024	10	Yes
1200629998	\$ 157,285.84	6/17/2024	6/21/2024	6/28/2024	7/11/2024	7/11/2024	10	Yes
18077	\$ 27,468.00	6/12/2024	6/14/2024	6/27/2024	7/11/2024	7/11/2024	17	Yes
18076	\$ 8,940.70	6/12/2024	6/14/2024	6/26/2024	7/11/2024	7/11/2024	17	Yes
38356	\$ 67,943.60	6/12/2024	6/14/2024	6/28/2024	7/11/2024	7/11/2024	17	Yes
38357	\$ 62,324.06	6/12/2024	6/14/2024	6/28/2024	7/11/2024	7/11/2024	17	Yes
D3670706002	\$ 66,032.62	6/17/2024	6/21/2024	6/28/2024	7/11/2024	7/11/2024	10	Yes

1200632033	\$ 398,026.70	6/27/2024	6/28/2024	7/9/2024	7/11/2024	7/15/2024	17	Yes
241841	\$ 12,930.00	6/24/2024	7/5/2024	7/10/2024	7/11/2024	7/15/2024	10	Yes
56439	\$ 26,141.60	7/1/2024	7/5/2024	7/9/2024	7/11/2024	7/15/2024	10	Yes
241864	\$ 74,295.90	6/26/2024	7/5/2024	7/10/2024	7/11/2024	7/15/2024	10	Yes
241843	\$ 253,134.00	6/24/2024	7/5/2024	7/10/2024	7/11/2024	7/15/2024	10	Yes
394645	\$ 93,870.67	6/27/2024	6/28/2024	7/19/2024	7/22/2024	7/22/2024	24	Yes
56463	\$ 138,157.90	7/1/2024	7/5/2024	7/19/2024	7/22/2024	7/22/2024	17	Yes
517450	\$ 11,857.90	6/28/2024	7/12/2024	7/19/2024	7/22/2024	7/22/2024	10	Yes
224299	\$ 107,781.00	5/25/2024	7/5/2024	7/24/2024	7/29/2024	7/29/2024	24	Yes
224301	\$ 75,135.00	5/25/2024	7/5/2024	7/24/2024	7/29/2024	7/29/2024	24	Yes
224364	\$ 167,223.00	6/25/2024	7/28/2024	8/2/2024	8/5/2024	8/5/2024	8	Yes
173439	\$ 63,401.71	7/23/2024	7/28/2024	8/2/2024	8/5/2024	8/5/2024	8	Yes
193016003-0724	\$ 388,737.10	7/19/2024	7/28/2024	8/1/2024	8/5/2024	8/5/2024	8	Yes
175290	\$ 17,824.00	7/24/2024	8/2/2024	8/2/2024	8/5/2024	8/5/2024	3	Yes
175482	\$ 509,306.74	7/31/2024	8/2/2024	8/2/2024	8/5/2024	8/5/2024	3	Yes
242207	\$ 253,134.00	7/23/2024	8/2/2024	8/2/2024	8/5/2024	8/5/2024	3	Yes
242206	\$ 201,600.00	7/23/2024	8/2/2024	8/2/2024	8/5/2024	8/5/2024	3	Yes
24053286	\$ 30,315.50	6/10/2024	6/28/2024	8/30/2024	9/3/2024	9/3/2024	67	No
24053355	\$ 236,176.94	6/10/2024	6/28/2024	8/30/2024	9/3/2024	9/3/2024	67	No
56647	\$ 26,906.30	7/25/2024	7/28/2024	9/15/2024	9/16/2024	9/16/2024	50	No
1200643385	\$ 398,026.70	8/6/2024	8/9/2024	8/16/2024	8/19/2024	8/19/2024	10	Yes
1200643887	\$ 122,074.14	8/7/2024	8/9/2024	8/16/2024	8/19/2024	8/19/2024	10	Yes
403968	\$ 159,286.78	8/16/2024	8/19/2024	8/19/2024	8/19/2024	8/19/2024	0	Yes
18217	\$ 9,438.00	8/15/2024	8/16/2024	8/23/2024	8/26/2024	8/26/2024	10	Yes
404424	\$ 9,387.13	8/18/2024	8/23/2024	8/30/2024	9/3/2024	9/3/2024	11	Yes
40074680	\$ 547,184.06	8/21/2024	8/23/2024	8/23/2024	8/26/2024	8/26/2024	3	Yes
GS022-04-WTA58-02	\$ 278,993.76	8/19/2024	8/23/2024	8/30/2024	9/3/2024	9/3/2024	11	Yes
40074679	\$ 23,610.09	8/21/2024	8/23/2024	8/23/2024	8/26/2024	8/26/2024	3	Yes
532343	\$ 11,857.90	8/28/2024	9/7/2024	9/15/2024	9/16/2024	9/16/2024	9	Yes
242607	\$ 71,730.30	8/27/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
33579	\$ 107,011.87	8/25/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
20492-1-02	\$ 208,519.20	8/28/2024	9/7/2024	9/20/2024	9/23/2024	9/30/2024	23	Yes

569850	\$ 346,490.05	8/30/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
242606	\$ 101,253.60	8/26/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
242605	\$ 26,065.00	8/26/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
33597	\$ 22,777.90	8/28/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
24083300	\$ 75,754.42	8/29/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
24083421	\$ 50,925.10	8/29/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
176555	\$ 68,088.18	9/4/2024	9/13/2024	9/20/2024	9/23/2024	9/23/2024	10	Yes
176564	\$ 71,086.26	9/5/2024	9/13/2024	9/20/2024	9/23/2024	9/23/2024	10	Yes
39588	\$ 65,855.97	9/12/2024	9/13/2024	9/20/2024	9/23/2024	9/23/2024	10	Yes
193016003-0824	\$ 101,222.50	8/31/2024	9/20/2024	9/20/2024	9/23/2024	9/23/2024	3	Yes
193016004-0824	\$ 51,295.90	8/31/2024	9/20/2024	9/20/2024	9/23/2024	9/23/2024	3	Yes
56598	\$ 18,978.45	6/12/2024	6/14/2024	6/18/2024	7/1/2024	7/1/2024	17	Yes
2000902939	\$ 9,607.00	6/21/2024	6/28/2024	7/4/2024	7/5/2024	7/9/2024	11	Yes
2000905281	\$ 43,821.56	6/27/2024	6/28/2024	7/4/2024	7/5/2024	7/9/2024	11	Yes
86879	\$ 68,038.50	6/26/2024	6/28/2024	7/4/2024	7/5/2024	7/9/2024	11	Yes
87602	\$ 43,558.00	7/25/2024	7/28/2024	8/23/2024	8/26/2024	8/26/2024	29	Yes
58106	\$ 15,182.76	7/26/2024	7/28/2024	8/9/2024	8/12/2024	8/12/2024	15	Yes
2000911151	\$ 15,987.20	7/15/2024	7/28/2024	8/9/2024	8/12/2024	8/12/2024	15	Yes
2024-26-01	\$ 10,556.58	7/8/2024	7/12/2024	7/15/2024	7/22/2024	7/22/2024	10	Yes
224177	\$ 9,342.26	3/25/2024	8/2/2024	8/9/2024	8/26/2024	8/26/2024	24	Yes
224304	\$ 27,990.00	5/26/2024	8/2/2024	8/9/2024	8/12/2024	8/12/2024	10	Yes
224305	\$ 15,016.50	5/26/2024	8/2/2024	8/9/2024	8/12/2024	8/12/2024	10	Yes
2000916649	\$ 20,600.53	7/30/2024	8/2/2024	8/9/2024	8/12/2024	8/12/2024	10	Yes
2782	\$ 987.04	8/3/2024	8/9/2024	8/9/2024	8/12/2024	8/12/2024	3	Yes
2784	\$ 34,680.50	8/3/2024	8/9/2024	8/9/2024	8/12/2024	8/12/2024	3	Yes
1970	\$ 12,093.01	8/5/2024	8/9/2024	8/14/2024	8/19/2024	8/19/2024	10	Yes
2000921629	\$ 17,412.80	8/13/2024	8/16/2024	8/23/2024	8/26/2024	8/26/2024	10	Yes
88343	\$ 39,202.00	8/23/2024	8/23/2024	8/26/2024	9/3/2024	9/3/2024	11	Yes
2023-20-03	\$ 1,651.75	6/26/2024	9/7/2024	9/16/2024	9/23/2024	9/23/2024	16	Yes
GPI185174-84	\$ 82,180.72	6/20/2024	6/21/2024	6/28/2024	7/1/2024	8/26/2024	66	No
TM16279	\$ 2,505.63	6/12/2024	6/14/2024	6/28/2024	7/1/2024	7/1/2024	17	Yes
W3Y23600-01	\$ 68,267.50	6/25/2024	6/28/2024	7/9/2024	7/11/2024	7/15/2024	17	Yes



# Leading Idaho Local Bridge Program Page 4

TM26954	\$ 35,260.98	7/2/2024	7/5/2024	7/9/2024	7/11/2024	7/15/2024	10	Yes
S23496-5	\$ 7,896.80	7/10/2024	7/12/2024	7/19/2024	7/22/2024	7/22/2024	10	Yes
198869	\$ 25,262.14	7/12/2024	7/28/2024	8/2/2024	8/5/2024	8/5/2024	8	Yes
148833	\$ 12,427.10	7/11/2024	7/28/2024	8/2/2024	8/5/2024	8/5/2024	8	Yes
198825	\$ 35,015.60	7/12/2024	7/28/2024	8/2/2024	8/5/2024	8/5/2024	8	Yes
149021	\$ 65,849.01	7/23/2024	7/28/2024	8/2/2024	8/5/2024	8/5/2024	8	Yes
218048	\$ 47,115.82	8/6/2024	8/9/2024	8/16/2024	8/19/2024	8/19/2024	10	Yes
TM47171	\$ 102,443.83	8/9/2024	8/9/2024	8/16/2024	8/19/2024	8/19/2024	10	Yes
218789	\$ 122,481.50	9/4/2024	9/7/2024	9/20/2024	9/23/2024	9/23/2024	16	Yes
TM64639	\$ 11,442.90	9/9/2024	9/13/2024	9/20/2024	9/23/2024	9/23/2024	10	Yes
TM67160	\$ 2,100.94	9/16/2024	9/20/2024	9/20/2024	9/23/2024	9/23/2024	3	Yes
BO2400616-IN	\$ 6,028.00	5/21/2024	6/27/2024	6/27/2024	7/1/2024	7/1/2024	4	Yes
566998	\$ 13,017.00	7/19/2024	7/22/2024	7/31/2024	8/5/2024	8/5/2024	14	Yes
2000904878	\$ 6,480.00	6/27/2024	6/28/2024	8/6/2024	8/12/2024	8/12/2024	45	No
2786	\$ 9,643.00	8/3/2024	8/9/2024	8/9/2024	8/12/2024	8/12/2024	3	Yes
224371	\$ 8,955.00	7/25/2024	8/9/2024	8/9/2024	8/12/2024	8/12/2024	3	Yes
1150356	\$ 4,984.41	6/21/2024	8/16/2024	8/19/2024	8/22/2024	8/26/2024	10	Yes
40074679-2	\$ 10,408.00	8/21/2024	8/23/2024	8/23/2024	8/26/2024	8/26/2024	3	Yes
TM64697	\$ 3,755.16	9/9/2024	9/13/2024	9/20/2024	9/23/2024	9/23/2024	10	Yes

Goal = 100%  
Achieved = 95%

Safe Routes to School Invoice Reporting							
July through September 2024							
Key Number	Local Sponsor	Reimbursement	Date Received	Date Processed	Date Submitted	# Days Processed	Success
20493	VRT Ada County	12	7/25/2024	7/31/2024	8/14/2024	20	Yes
22037	ISG	23	7/30/2024	7/31/2024	8/14/2024	15	Yes
22898	Orofino	6	8/16/2024	8/22/2024	8/29/2024	13	Yes
22914	SICOG Pocatello	3	8/30/2024	9/10/2024	9/17/2024	18	Yes
22037	ISG	24	9/10/2024	9/10/2024	9/17/2024	7	Yes
22909	Sandpoint SRTS	2	9/19/2024	9/25/2024	9/30/2024	11	Yes
Goal = 100% Achieved = 100%							

Transportation Alternatives Program				
Through September 2024				
2024 Tap Scheduled Funds	Obligated as of 9/30/2024	Percent Obligated	Target	Success
\$827,396.86	\$8,690,571.25	117%	100%	Yes
<p>Goal = 75%</p> <p>Achieved = 100%</p>				



## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** Federal-aid Design (Rural, Small Urban, Bridge)

**Presenter:** Kevin Kuther, P.E.

**Overview:**

LHTAC staff continue to work on Federal-aid projects for the Rural, Small Urban, Local Bridge, and Off-system Bridge programs. This effort includes supporting Local Highway Jurisdictions as their projects move forward through the conceptual, preliminary, and final design stages including the environmental, right-of-way, geotechnical, and public involvement tasks. In addition, agreement administrators are administering freight, large urban, and FLAP projects on the local system.

The Federal Fiscal Year (FFY) 2025 began October 1, 2024. The Federal government has authorized funding through December 20<sup>th</sup>. Not all programs receive the same percentage of funding. We are working to prioritize advertisements of projects scheduled for construction early in the year. This is an effort to attract contractors before their worklog for the upcoming construction season is full. This requires delay of some of the project designs until later in the year when more funding is authorized.

The Design PS&E efficiency measure is to have Plans Specifications and Estimates (PS&E) for all projects scheduled for construction in FY25 delivered by November 15, 2024. The status of the FY24 constructions projects that did not meet this efficiency measure is included in this report:

### **Rural**

FHWA has authorized \$18.4 million for FY25 in the rural program. Idaho has received \$622,000 in Obligation Authority (OA) to date.

Status of FY24 projects scheduled for construction:

- 22879-21981-24280-23746 Simco Road, Mountain Home Highway District
  - Several combined funding sources. Portions had to be advanced to make funding years align. This combined project is currently advertised with bid opening date of December 10, 2024.
- 21983 N 500 W Reconstruction, Teton County
  - This project was scheduled for FY25 funding but advanced to FY24 funding year with end of year savings. Currently under preparation for bidding in January 2025.

Rural project that has bid since the September Council meeting:

- 20666-22003-23737 Shoe String Road, Gooding Highway District
  - Several combined funding sources. Lowest bid was below engineers estimate. Three total bids received. Contract has been awarded to the lowest bidder.

All Rural funded projects scheduled for FY25 construction met the efficiency measure.

Rural funds applications are currently open. The due date is January 9, 2025.



## COUNCIL STAFF REPORT December 12, 2024

### **Small Urban/Large Urban (MPO)**

FHWA has authorized \$4.9 million for FY25 in the Small Urban program. Idaho has received \$169,000 in OA to date.

Consultant selection has started for projects scheduled in FY25 however contracts cannot be authorized until funding is available.

Status of FY24 projects scheduled for construction:

- 20461 INT 5th St and Holmes Ave, Idaho Falls
  - Currently under preparation for bidding.

Status of FY25 projects scheduled for construction:

- 13443 Snake Rv Ave; Southway Br to 11th Ave, Lewiston
  - Sponsor requested an intersection geometry realignment to reduce ROW acquisition and lesson utility relocation costs after draft PS&E was sitting on the shelf since 2016. Due to the age of original delivery, project team continuity has been a challenge as well as updating CAD files developed in older software. Need updated ROW plans so ITD ROW can finish acquisition for City.
- 19955 Chase Rd BNSF RRX 095918N, Post Falls
  - Difficulty with BNSF Railroad securing Construction & Maintenance Agreement. Draft PS&E has been delivered and the design will be complete soon.
- 22008 Science Center; N Blvd to Holmes, Idaho Falls
  - Needed to determine environmental and ROW impacts. Had to complete more design to determine level of effort required to complete project submittal. One property had potential to be adversely affected by the construction of this project.
- 24257 Pendlebury Ln Imprv, Christensen Dr to Alice St, Blackfoot
  - LHTAC has pushed an aggressive schedule at the request of the City. Project design should be delivered in FY25 to obligate funding. Construction will commence in 2026.

Urban project that has bid since the September Council meeting:

- 12310 Ramsey Rd; Wyoming Ave to Lancaster Rd, Hayden
  - Bid opened December 3, 2024. Eight bids were received. All but one was below engineers estimate. Contract is anticipated to be awarded soon.
- 18807 River Street, Walnut to Galena, Hailey
  - Re-bid scheduled for December 17, 2024.



## COUNCIL STAFF REPORT December 12, 2024

### **Bridge**

FHWA has authorized \$18.2 million for FY25 in the bridge program. Idaho has received \$18.2 million in OA and LHTAC staff are working on obligating FY25 projects.

Status of FY24 projects scheduled for construction:

- 19292 Main St/Silver Valley Rd Bridge over Pine Creek, Pinehurst (Local Bridge)
  - The bid opening date is set for December 3, 2024.
- 19566 Fun Farm Bridge Replacement, Fremont County (Off-system Bridge)
  - The bid opening date is set for December 17, 2024.

Status of FY25 projects scheduled for construction:

- 19129 Cove Road, Washington County
  - Consultant has submitted draft Plans, Specifications, and Estimate. Right-of-way is being obtained. Project advertisement is expected in February 2025.
- 20039 West Fork Pine Creek Road Bridge, Shoshone County
  - Consultant has submitted draft Plans, Specifications, and Estimate. Right-of-way is being obtained.
- 20243 45th East; Sand Creek Bridge, Bonneville County
  - Consultant is working on environmental documentation and final design. Project is companioned with KN20438.
- 20438 45th East; Willow Creek Bridge
  - Consultant is working on environmental documentation and final design. Project is companioned with KN20243.
- 22432 Kilpatrick Bridge, Blaine County
  - Consultant is working on environmental documentation and final design. Plans, Specifications, and Estimate are expected in May 2025 for a Summer 2025 bid.

Bridge projects that have bid since the September Council meeting:

- 21984 Moody Road Bridge, Madison County (Local Bridge)
  - Bids were open on November 19, 2024. Cannon Builders, Inc. was the apparent low bidder. The bid was \$71,195 under the engineer's estimate. An initial contract was sent to Cannon on November 25, 2024. Construction is expected to start in late Spring 2025.

**Recommendation:** For Council Review

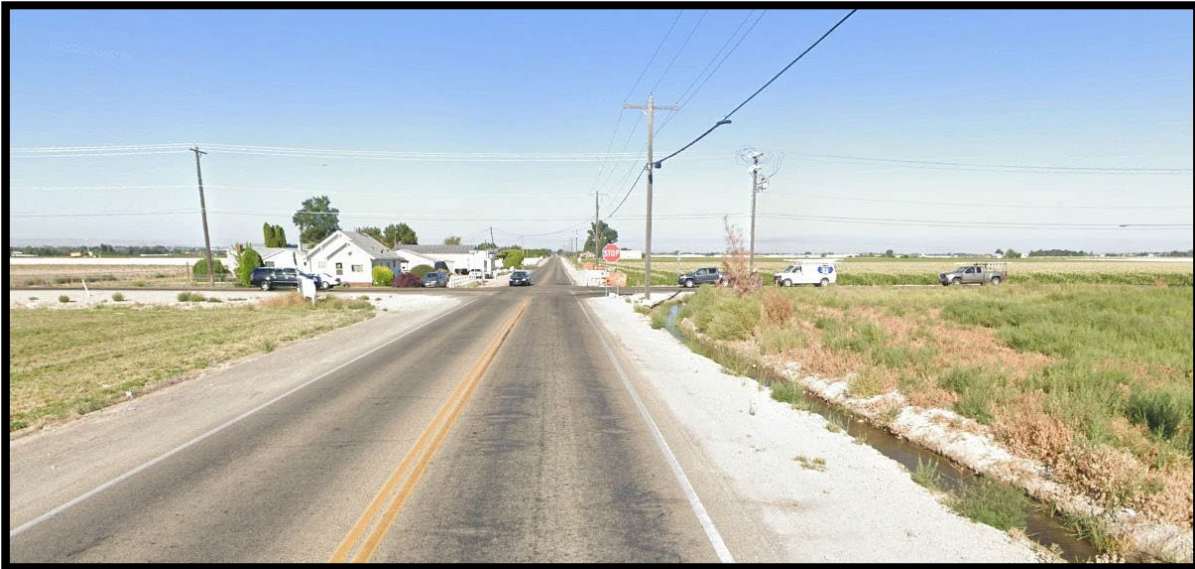
## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** Federal-aid Construction  
**Presenter:** Megan Kautz, P.E.  
**Overview:**

This agenda item for the LHTAC Construction section will provide an overview of recent activities.

### 13487 Middle & Ustick Roundabout – City of Caldwell

#### Before



#### After





## COUNCIL STAFF REPORT December 12, 2024

### 18716 Spokane River Street Bridge – Post falls Highway District

**Before**



**After**

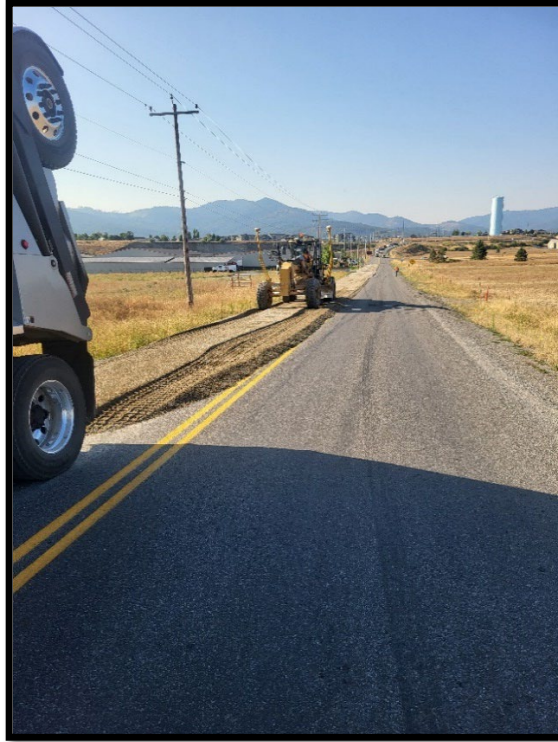




## COUNCIL STAFF REPORT December 12, 2024

### 19288 Beck Road – Post Falls Highway District

#### Before



#### After



## COUNCIL STAFF REPORT December 12, 2024

### 19305 Annis Highway – Jefferson County

**Before**



**After**





## COUNCIL STAFF REPORT December 12, 2024

### 20699 Crestview Rd – Hillsdale Highway District

**Before**



**After**



## COUNCIL STAFF REPORT December 12, 2024

### 22398 McGhee Road Pedestrian Improvements – City of Ponderay

**Before**



**After**









## COUNCIL STAFF REPORT December 12, 2024







 Bridge Program  Rural Program  Urban Program  Safety Program  Freight Funding

### Projects Currently Under Construction




**Resident Engineer: Jayme Coonce**

-  **20666/22003/23737 Shoestring Rd Rehabilitation** – Gooding Highway District (0%)
-  **22102 Franklin Blvd & Karcher Rd Int, Nampa** – City of Nampa (60%)
-  **22874 Rectangular Rapid Flashing Beacons** – City of Coeur d' Alene (95%)
-  **23290 Waha and Lapwai Rd Curves Safety Improvements**– Nez Perce County (0%)

**Resident Engineer: Megan Kautz**

-  **12310 Ramsey Road** – City of Hayden (0%)
-  **13964 / 22101 Peckham Road and Peckham Road Intersections** – Golden Gate Highway District (99%)
-  **19292 Main Street / Silver Valley Road Bridge** – City of Pinehurst (0%)
-  **20207 Rapid Lightning Creek Bridge #5** – Bonner County (45%)
-  **20383 6<sup>th</sup> Street Bridge** – City of Wallace (90%)
-  **21981 Simco Road** – Mountain Home Highway District (0%)

**Resident Engineer: Matt Koster**

-  **12098 Center Street Railroad Underpass** – City of Pocatello (15%)
-  **14058 A2 Highway** – Clark County (95%)
-  **22878 Homedale Road Curve Improvements** – Highway District #4 (0%)

**Resident Engineer: Kevin Kuther**

### Partnering

- ITD/FHWA Bi-Monthly Meeting
- ITD/AGC 18 Month Project Forecasting Meeting
- ACEC/LHTAC Committee Meeting
- ACEC Convention DEI Panel
- Idaho Association of Highway Districts Annual Convention
- ITD/AGC Peer Review Advisory Group



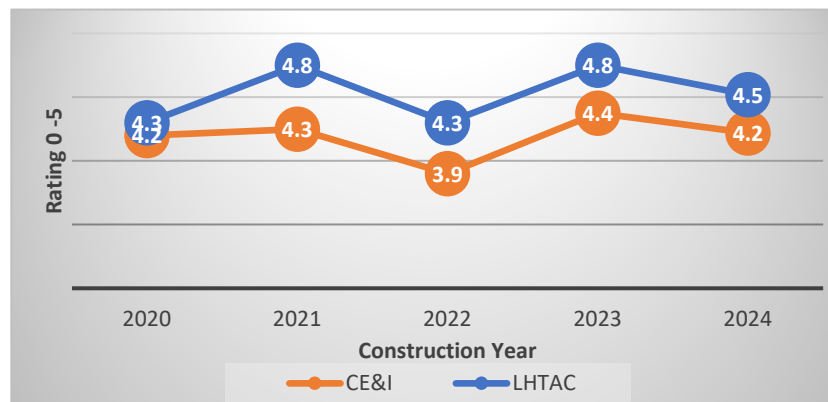
## COUNCIL STAFF REPORT December 12, 2024

- LHTAC Design Construction Meeting
- ITD Materials Engineers Meeting
- ITD TAG Meeting
- Shoshone Bannock Annual Environmental Partnering Meeting
- Aquatic Organism Passage Work Group

### Construction Survey Update

Five contractor surveys sent this quarter, four were returned.

- 2024 Overall Rating Out of 5
  - CE&I – 4.2
  - LHTAC – 4.5
- Five Year Average
  - CE&I – 4.2
  - LHTAC – 4.5



- I appreciate working with you on this project. I believe LHTAC staff was great. I believe the project closeout would have taken longer if it wasn't for LHTAC staff stepping in and finalizing things.
- This LHTAC project went better than most. Any and all issues that arose were quickly remedied and I feel like the project was a win all around. I came away from this project feeling like LHTAC, Valley County, Parks Department and Civil Science were all happy with the overall outcome of the project. Credit is all given to LHTAC for that as the controlling manager.
- LHTAC can be frustrating to work with at times. Sometimes the letter of the law makes the project frustrating. I would say this project had some frustrating parts but overall it was a good experience. The communication on this project was good. LHTAC worked well with all parts of the team. LHTAC showed knowledge of all parts and pieces to the project and respect to everyone involved. Another successful project!
- [Contractor] appreciates LHTAC and Civil Science's effort to resolve issues in a timely and fair manner.
- LHTAC handled the project with strong hands and will power to get through it. We struggled through it together and were able to succeed. I was impressed with Jayme's



## COUNCIL STAFF REPORT December 12, 2024

handling of the difficult situation that she was put in. I appreciate the hard work to balance the work and challenges that we faced. We always work to form a team with all members of the project and feel like it was a success with the hurdles that we were given. Thanks to Rebecca and Jayme for their patience.

### **Conclusion**

The construction team is working to wrap up projects as weather allows and are headed into slower winter work. We've continued to have the opportunity to be involved in the LILB program and look forward to being more available as a resource during the winter months.

**Recommendation:** For Council Review



## LHTAC COUNCIL STAFF REPORT

### December 12, 2024

Agenda Item: **Local Highway Safety Improvement Program (LHSIP)**

Presenter: **Brian Wright, P.E.**

Overview:

#### **FY24 LHSIP PS&E Projects**

The following projects have funding obligated and are being prepared for submittal to ITD for bidding.

KEY #	PROJECT NAME & SPONSOR	STATUS
20461	INT Holmes & 5 <sup>th</sup> Ave Signal City of Idaho Falls	Project Submittal being prepared, January 2025 anticipated Bid Opening.
22402	Public Avenue Corridor Safety Improvements City of Moscow	Project Submittal being prepared, January 2025 anticipated Bid Opening.

#### **FY25 LHSIP Design Projects**

The State and Local Design Agreements for the following projects have been or are in the process of being prepared.

KEY #	PROJECT NAME & SPONSOR	STATUS
24607	8 <sup>th</sup> St Safety Imprv City of Lewiston	State and Local Agreement sent to Sponsor
24608	Anderson Dam Rd Safety Imprv Mountain Home Highway District	State and Local Agreement fully executed
24609	Warren Wagon Rd Guardrail Imprv Valley County	State and Local Agreement sent to Sponsor
24611	2 <sup>nd</sup> East Safety Imprv, PH 2 City of Rexburg	State and Local Agreement fully executed

#### **FY25 LHSIP PS&E Projects**

Plans, Specifications, and Estimates (PS&E), utilizing available Obligation Authority (OA) for FY25 LHSIP projects are being prepared for obligation and submittal to ITD for bidding. Staff continues working hard to get projects submitted and construction awarded. Staff reviews the program to adjust project funds and works with design consultants to submit engineer's estimates that represent a dynamic bidding climate.

The following table provides status of Project Development (Design) for LHSIP projects:



## LHTAC COUNCIL STAFF REPORT

### December 12, 2024

KEY #	PROJECT NAME & SPONSOR	STATUS
22875	Lancaster Ave & Huetter Rd Roundabout Lakes HD/Post Falls HD	Status: Construction scheduled in FY25
22883	Pedestrian Crossings City of Pocatello	PS&E, Final Revisions, SLA (CN) Construction scheduled in FY25
23282	Narrow Curve & Roadway Safety Imprv Benewah County	Status: Construction scheduled in FY25
23285	S Greensferry Rd Guardrail Safety Imprv Worley Highway District	Preparing for submittal – Need OA Construction scheduled in FY25
23286	Stop Control Intersection Safety Imprv Bonner County	Status: Construction scheduled in FY25
23291	Woodland Rd Safety Imprv Idaho County	Status: Construction scheduled in FY25
23295	Birch Creek Rd Safety Imprv Oakley Highway District	Status: Construction scheduled in FY25
23298	Flandro Drive Safety Imprv City of Pocatello	PS&E, Final Revisions, SLA (CN) Construction scheduled in FY25
23886	3200 N Safety Imprv Murtaugh Highway District	Design is progressing Construction scheduled in FY25
23888	Morgan Creek Rd Safety Imprv Custer County	Status: Construction scheduled in FY25
23889	5 <sup>th</sup> E (Holmes) & 49 <sup>th</sup> South Signal Bonneville County	Status: Construction scheduled in FY25

Our efficiency measure is to have Plans Specifications and Estimates (PS&E) for all projects scheduled for construction in FY25 delivered by November 15, 2024.

The list above provides the status of the FY25 constructions projects which did not meet the efficiency measure. Starting in FY25 most LHSIP projects are programmed over three (3) years instead of two (2). This change is needed to compensate for funding and environmental clearance delays are routinely impacting the project delivery schedule.

Recommendation: For Council Review



## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** Children Pedestrian Safety and Transportation Alternative Program  
**Presenter:** Ken Kanownik  
**Overview:**

### Children Pedestrian Safety

#### **2021 Projects:**

Seven of eight projects are complete and closed out. The final project in this funding group is the Horseshoe Bend project. This project is currently under construction and should be completed by the end of the year.

#### **2022 Projects:**

Forty-one of the forty-five (91%) projects are complete. Of the completed projects many are ready for close-out. The sponsors have pending 2024 applications or are looking into options to extend their projects with the remaining balance as starter funds. LHTAC has provided guidance to not complete close-out until there is resolution on outstanding items. The status of all projects is in the tracking table attached to this report.

#### **2023 Projects:**

Twenty-six of the thirty-two projects (81%) that receiving funding in 2023 are complete. The 2023 projects have been given the same guidance on close-outs.

#### **2024 Projects:**

The projects that split funding between American Rescue Plan Act (ARPA) and state funds are outlined in two different charts. The 2024 projects will have different development timelines based on the regulations that come with the ARPA funds. Projects funded with ARPA will have a design deadline of December 20<sup>th</sup>, 2024 and an expenditure deadline of August 31<sup>st</sup>, 2026. The state funded projects will have a mid-project review due in July 2025 and project completion deadline in December 2025. The projects were assigned the type of funding by best fit to ensure the maximum amount of projects to be completed with the available funding.

#### **Children Pedestrian Safety Program History:**

A total of \$26 million has been allocated to the program from state budget surpluses and remaining ARPA funds since 2018. The 2024 projects will be added when funds are dispersed to local agencies. Below is a summary of where the 111 projects funded stand as of December 1, 2024:

Children Pedestrian Program - All Project Status			
Funding Year	Completed	Construction	Development
2018	15		
2019	11		
2021	7	1	
2022	41	4	
2023	26	6	
2024*	-	-	-
<b>Totals</b>	<b>100</b>	<b>11</b>	
*Awards TBD			



# COUNCIL STAFF REPORT

## December 12, 2024

### Transportation Alternatives Program

As a follow-up to the annual meeting for the Safe Routes to Schools sponsors, two sponsors are moving forward with developing travel plans for their service areas. This topic was one of the focal points of the annual meeting. A School Travel Plan takes an in-depth review of the biking and walking patterns of a school, identifies barriers to walking and biking, develop strategies and goals to increase walking or biking and decrease single vehicle trips. These will be the first of such plans in Idaho.

Currently staff is working with the Idaho Transportation Department and the Federal Highways Administration (FHWA) on a review the program's operating funding. The Bipartisan Infrastructure Law allows for funding for staff to perform program administration, technical assistance and develop efficiencies to accelerate project delivery. Staff have been charging to this available funding and has put together a draft report to the FHWA highlighting the services and benefits local sponsors receive.

As of December 1, 2024

Transportation Alternatives Project Delivery Summary		
Project Kick-off and Obligations		
Funding Year	Projects in Design	Projects In Construction
FFY 2023	8	4
FFY 2024	3	4
Upcoming Projects		
	Design	Construction
FFY 2025	9	14
FFY 2026	5	14

**Recommendation:** For Council Review

## 2022 - Children Pedestrian Safety Project Tracking

2022	Closed Out	Complete	Delayed
	Ada County Highway District	City of Bancroft	City of Fairfield
	City of Burley	City of DuBois	City of Kootenai
	City of Coeur d'Alene	City of Jerome	City of Smelterville
	City of Dalton Gardens	City of Kamiah	City of Weiser
	City of Idaho Falls	City of Nampa	
	City of Lewiston	City of Oldtown	
	City of New Meadows	City of Ponderay	
	City of New Plymouth	City of Albion	
	City of Pinehurst	City of Cascade	
	City of Potlatch	City of Shelley	
	City of Rathdrum	City of Twin Falls	
	City of Sugar City	City of Driggs	
	City of Teton	City of Greenleaf	
	City of Preston	City of McCall	
	City of Sandpoint	Valley County	
	City of Ammon	City of Marsing	
	City of Craigmont	City of Troy	
	City of Hayden Lake	City of Soda Springs	
	City of Rockland	City of Orofino	
		City of Heyburn	
		City of Buhl	
		City of Rexburg	

<b>2023 - Children Pedestrian Safety Project Tracking</b>			
<b>2023</b>	<b>Closed Out</b>	<b>Complete</b>	<b>Delayed</b>
	Bingham County	City of Bloomington	City of Mackay
	City of Middleton	City of Filer	City of Richfield
	City of Paris	City of Homedale	City of Rupert
	City of Priest River	City of Kuna	City of Star
	City of Roberts	City of Melba	City of Wilder
	City of Spirit Lake	City of Payette	Madison County
	City of St. Anthony	City of Genessee	
	City of Hailey	City of Kendrick	
	City of Cambridge	City of Dayton	
	City of Kellogg	City of Dietrich	
	City of Hayden	City of Firth	
	City of Pocatello	City of Grace	
		City of Hagerman	
		City of Lewisville	

<b>2024 CPS Projects State Funded</b>	
<b>Local Highway Jurisdiction</b>	<b>Amount Requested</b>
Butte County	\$50,000
City of Elk River	\$50,000
Nez Perce County	\$67,378
City of Osburn	\$150,000
City of Caldwell	\$200,000
City of McCall	\$250,000
City of Pocatello	\$250,000

<b>2024 CPS Projects Federally Funded</b>	
<b>Local Highway Jurisdiction</b>	<b>Amount Requested</b>
Bingham County	\$250,000
City of Aberdeen	\$250,000
City of American Falls	\$250,000
City of Blackfoot	\$250,000
City of Bloomington	\$250,000
City of Clark Fork	\$250,000
City of Fruitland	\$234,000
City of Hollister	\$250,000
City of Iona	\$250,000
City of Lewiston	\$250,000
City of Montpelier	\$250,000
City of Orofino	\$250,000
City of Paris	\$250,000
City of Paul	\$250,000
City of Sandpoint	\$250,000
City of Sugar City	\$250,000
City of Teton	\$250,000
Valley County	\$250,000
City of Donnelly	\$250,000
City of Lewisville	\$250,000
City of Pierce	\$214,443
City of Pinehurst	\$250,000
City of St. Anthony	\$250,000
City of Ammon	\$250,000
City of Burley	\$250,000
City of Declo	\$245,000
City of Driggs	\$243,350
City of Fairfield	\$250,000
City of Hailey	\$235,000
City of Harrison	\$250,000
City of Plummer	\$250,000
City of Potlatch	\$250,000
City of Preston	\$250,000
City of Rexburg	\$250,000
City of Roberts	\$220,000
City of Soda Springs	\$250,000
City of St. Maries	\$250,000
City of Troy	\$250,000
City of Victor	\$108,206
City of Weiser	\$250,000

## LHTAC COUNCIL STAFF REPORT

### December 12, 2024

Agenda Item: **Leading Idaho Local Bridge Program**

Presenter: **Ken Kanownik**

Overview:

The Leading Idaho Local Bridge Program has 34 completed projects, 44 in the construction phase, 138 in design and 5 still undergoing testing and analysis.

Of the 34 completed projects, preliminary final costs totaled \$27.3 million. A preliminary final cost includes the design, environmental, utility, right-of-way, construction contract and CE&I costs. The costs will be finalized when the project is closed out and final inspection costs are included. The planning level cost estimate for these bridges was \$22.1 million. Previously staff had reported that projects on average are ending up about 20% above the planning level estimate. This is currently sitting at 23%. Given that estimates were developed in 2022, we should expect this number to increase with the pace of construction inflation. Estimates for the program did not consider inflation.

In 2024, LHTAC advertised 46 projects for construction and local agencies advertised two projects. Initially, there were 68 projects scheduled for advertisement in 2024. Of the 22 projects not meeting this original projection, 6 are designed and are ready for advertisement, but permits and/or right-of-way is still pending and the level of risk of obtaining permits or right-of-way is too high to proceed with advertising and entering into contracts. The 6 other bridges have had complications arise during their design and have longer timelines for completion of design than originally planned. The remaining 10 bridges had a design contract that first went to preliminary designed and delivery dates were penciled in for late 2024. When the second phase of the contract was finalized, the schedules moved delivery of the designs into 2025.

Provided for Council information are the following informational attachments.

- Completed Project List
- Construction Status of Projects
- Advertisement Forecast

Recommendation: For Council Review



## Leading Idaho Local Bridge Program Completed Projects

updated November 5, 2024

Running Total	Rank	Bridge	Type	Key Number	Local Jurisdiction	Design Cost	Construction Cost	Other Cost	Total Cost	Planning Level Estimate	Completion Date
1	37	Mormon Rd. Over West Fork Soldier Creek	Replace	23855	Camas County	\$0	\$440,720	\$0	\$440,720	\$700,000	10/20/2022
2	153	Crooked River Bridge	Repair	29260	Idaho County	\$39,670	\$60,000	\$0	\$99,670	\$100,000	8/24/2023
3	60	Ski Trail Bridge	Replace	33575	Independent HD	\$161,443	\$1,076,775	\$0	\$1,238,218	\$1,200,000	8/30/2023
4	210	Yukon Road over Mission Creek	Tested	30295	Boundary County	\$0	\$0	\$4,000	\$4,000	N/A*	8/30/2023
5	169	N 2300 E over ST. ANTHONY CANAL	Tested	31870	Fremont County	\$0	\$0	\$1,000	\$1,000	N/A*	8/30/2023
6	195	TUCKER ROAD over DIXIE SLOUGH	Tested	26950	Golden Gate HD	\$0	\$0	\$1,000	\$1,000	N/A*	8/30/2023
7	200	STC2815;WARM SPRNG over BIG WOOD RIVER	Tested	19560	City of Ketchum	\$0	\$0	\$1,000	\$1,000	N/A*	8/30/2023
8	212	IRON CREEK ROAD over SALMON RIVER	Tested	32665	Lemhi County	\$0	\$0	\$1,000	\$1,000	N/A*	8/30/2023
9	216	STC 4786;JOHNSON over OROFINO CREEK	Tested	28990	City of Orofino	\$0	\$0	\$1,000	\$1,000	N/A*	8/30/2023
10	43	Old Chili Road over Big Lost Rover	Replace	31745	Lost River HD	\$0	\$696,422	\$0	\$696,422	\$750,000	10/1/2023
11	123	Deer Creek Road over Skin Creek	Replace	30280	Boundary County	\$0	\$561,899	\$0	\$561,899	\$700,000	10/20/2023
12	14	Sanders Road over Smith Creek	Replace	20325	Benewah County	\$121,178	\$400,000	\$0	\$521,178	\$800,000	12/30/2023
13	69	Lower Gem Hill Rd. over Canyon Creek	Replace	30830	Shoshone County	\$0	\$500,000	\$0	\$500,000	\$500,000	12/30/2023
14	15	Sanders Road over Hangman Creek	Replace	20330	Benewah County	\$121,178	\$400,000	\$0	\$521,178	\$800,000	1/9/2024
15	66	Allendale Rd. over Low Line Canal	Replace	26825	Golden Gate HD	\$334,198	\$898,141	\$0	\$1,232,339	\$650,000	3/15/2024
16	72	Killebrew Dr. over Lower Payette Ditch	Replace	28450	Payette County	\$334,198	\$1,411,611	\$0	\$1,745,809	\$850,000	4/12/2024
17	5	50 N Rd. over L Canal	Replace	24540	Jerome HD	\$130,838	\$639,285	\$0	\$770,123	\$800,000	4/24/2024
18	40	1220 N Rd over East Main Canal	Replace	24945	Richfield HD	\$130,838	\$809,110	\$0	\$939,948	\$700,000	4/11/2024
19	26	850 W Rd. over Milner Gooding Canal	Replace	25025	Shoshone HD	\$130,838	\$870,916	\$0	\$1,001,754	\$800,000	4/11/2024
20	75	920 N Rd. over East Main Canal	Replace	25080	Richfield HD	\$130,838	\$753,749	\$0	\$884,587	\$700,000	4/11/2024
21	9	600 N Rd. over R Canal	Replace	24603	Jerome HD	\$130,838	\$604,611	\$0	\$735,449	\$800,000	4/24/2024
22	59	1400 S Rd. over Poorman Ditch	Replace	24450	Gooding HD	\$130,838	\$521,598	\$0	\$652,436	\$700,000	4/26/2024
23	70	650 W Rd. over Milner Gooding Canal	Replace	24950	Shoshone HD	\$130,838	\$675,643	\$0	\$806,481	\$700,000	4/19/2024
24	30	Country Club Rd. over Big Creek	Replace	30715	Shoshone County	\$121,178	\$850,000	\$0	\$971,178	\$1,000,000	4/19/2024
25	3	Commissary Rd. over Rainey Creek	Repalce	31052	City of Swan Valley	\$259,900	\$1,179,772	\$0	\$1,439,672	\$700,000	6/21/2024
26	4	Ranger Station Rd. over Rainey Creek	Replace	31054	City of Swan Valley	\$259,900	\$1,305,112	\$0	\$1,565,012	\$800,000	6/26/2024
27	7	2100 E Road over S Gooding Main Canal	Replace	24475	Gooding HD	\$130,838	\$511,664	\$0	\$642,502	\$778,000	9/27/2024
28	12	2100 E Road over Little Wood River	Replace	24485	Gooding HD	\$130,838	\$731,285	\$0	\$862,123	\$946,000	9/27/2024
29	16	Lenville Road South Fork Palouse River	Replace	29680	North Latah County HD	\$264,000	\$1,961,340	\$9,698	\$2,225,340	\$800,000	9/27/2024
30	29	Denver Road over Shebang Creek	Replace	29225	Fenn HD	\$264,000	\$729,586	\$8,390	\$993,586	\$800,000	9/27/2024
31	39	Campbell Loop over Little Potlatch Creek	Replace	29505	South Latah HD	\$264,000	\$1,382,940	\$9,438	\$1,646,940	\$700,000	9/27/2024
32	80	2000 E Road over S Gooding Main Canal	Replace	24415	Gooding HD	\$130,838	\$614,538	\$0	\$745,376	\$800,000	9/27/2024
33	8	S5765; Silver Valley Rd over Moon Gulch	Replace	30800	Shoshone County	\$194,759	\$1,418,056	\$0	\$1,612,815	\$1,300,000	9/21/2024
34	31	S3890; W Indian Valley over Grays Creek	Replace	20035	Adams County	\$181,192	\$1,080,422	\$0	\$1,261,614	\$1,258,420	11/1/2024
						<b>Totals</b>	<b>\$4,229,174</b>	<b>\$23,085,193</b>	<b>\$36,526</b>	<b>\$27,323,367</b>	<b>\$22,132,420</b>

Projects are considered complete when the bridge is open to traffic with all components complete. Punch list, final costs and closeouts may still be active or pending.

\* Testing and Analysis bridges did not have an estimate for replacement presented to Council.



# LHTAC LEADING IDAHO LOCAL BRIDGE PROGRAM - BIDDING FORECAST

DECEMBER 1, 2024

Leading Idaho Local Bridge Program advertisements can be found at: <https://lhtac.org/programs/lib/bids-solicitations/>

[LHTAC QUESTCDN LINK](#)

[ITD QUESTCDN LINK](#)

Projects may be advertised as bundles, Leading Idaho projects are state funds

90 Day Forecast

180 Day Forecast

180+ Day Forecast

Bridge Key Number	Local Jurisdiction	County	Carries	Crosses	ITD District	Planning Level Estimate	Bid Date
31875	Fremont County	Fremont	N 2000 E	INDEPENDENT CANAL	6	less than \$2 million	12/12/2024
23345	City of Franklin	Franklin	PARKINSON ROAD	CUB RIVER	5	less than \$2 million	1/30/2025
20045	Adams County	Adams	STC3892;INDIAN VLY	GRAYS CREEK	3	less than \$2 million	1/30/2025
26530	Adams County	Adams	OLD HORNET ROAD	HORNET CREEK	3	less than \$2 million	1/30/2025
30805	Clarkia Better Roads HD	Shoshone	PINE DRIVE; NF 301	W.FK.ST MARIES RIVER	1	less than \$2 million	1/30/2025
20645	Bonner County	Bonner	S5786;COLBURN CULV	GROUSE CREEK	1	less than \$2 million	1/30/2025
30225	Bonner County	Bonner	RAPID LIGHTNING RD	RAPID LIGHTNING CREEK	1	less than \$2 million	1/30/2025
27800	Glenns Ferry HD	Elmore	MORROW RESERVOIR R	LITTLE CANYON CREEK	3	less than \$2 million	1/30/2025
24350	Hagerman HD	Gooding	1050 EAST ROAD	BILLINGSLEY CREEK	4	less than \$2 million	1/30/2025
30765	City of Kellogg	Shoshone	BUNKER AVE	S.FK.COEUR D'ALENE RIVER	1	\$2 million - \$5 million	Bid Date Assigned After Final Permits
30980	Shoshone County	Shoshone	TWO MILE GULCH	S.FK.CD'A RIVER	1	\$2 million - \$5 million	Bid Date Assigned After Final Permits
33020	Teton County	Teton	9500 SOUTH	TRAIL CREEK	6	less than \$2 million	Bid Date Assigned After Final Permits
31100	City of Idaho Falls	Bonneville	SMA 7138;TOWER RD	IDAHO CANAL	6	\$2 million - \$5 million	Bid Date Assigned After Final Permits
29665	South Latah HD	Latah	STC 4811;LENVILLE	LITTLE POTLATCH CREEK	2	less than \$2 million	Bid Date Assigned After Final Permits
22175	City of Pocatello	Bannock	STC7151;BENTON ST	PORTNEUF RIVER	5	less than \$2 million	Bid Date Assigned After Final Permits
29313	Winona HD	Idaho	ROCK CREEK ROAD	RED ROCK CREEK	2	less than \$2 million	2/27/2025
29300	Ferdinand HD	Idaho	HOLMES CROSSING RD	LAWYER CREEK	2	less than \$2 million	2/27/2025
32975	City of Rexburg	Madison	W. 1ST NORTH ST	REXBURG CANAL	6	less than \$2 million	2/27/2025
33037	City of Victor	Teton	S 1000 W	TRAIL CREEK	6	less than \$2 million	2/27/2025
26480	Adams County	Adams	OGLE LANE	LITTLE WEISER RIVER	3	less than \$2 million	2/27/2025
29650	North Latah County HD	Latah	HATTER CREEK ROAD	HATTER CREEK	2	less than \$2 million	3/27/2025
29825	Nez Perce County	Nez Perce	LITTLE CANYON ROAD	BIG CANYON CREEK	2	\$2 million - \$5 million	3/27/2025
29595	South Latah HD	Latah	LITTLE BEAR ROAD	BIG BEAR CREEK	2	less than \$2 million	3/27/2025
28390	Payette County	Payette	CASSIA ROAD	FARMERS COOP CANAL	3	less than \$2 million	3/27/2025
28835	Washington County	Washington	OLD HWY ROAD	BEAVER CREEK	3	less than \$2 million	3/27/2025
25355	Buhl HD	Twin Falls	1400 EAST ROAD	HIGH LINE CANAL	4	less than \$2 million	3/27/2025
21115	Fremont County	Fremont	E 1000 N	CONANT CREEK	6	less than \$2 million	3/27/2025
28225	Homedale HD	Owyhee	SAGE ROAD	SUCCOR CREEK	3	\$2 million - \$5 million	3/27/2025
27610	City of Caldwell	Canyon	KIMBALL AVE	INDIAN CREEK	3	\$2 million - \$5 million	3/27/2025
32060	Fremont County	Fremont	E PARKER MAIN ST	EGIN CANAL	6	less than \$2 million	3/27/2025
31935	Fremont County	Fremont	N 2000 E	EGIN CANAL	6	less than \$2 million	3/27/2025
29070	City of Pierce	Clearwater	CARLE STREET	OROFINO CREEK	6	less than \$2 million	3/27/2025
32195	Fremont County	Fremont	E 200 N	CONSOLIDATED FARMERS CNL	4	less than \$2 million	3/27/2025
29970	City of Peck	Nez Perce	LULU STREET	BIG CANYON CREEK	2	\$2 million - \$5 million	3/27/2025
30735	City of Mullan	Shoshone	FIFTH STREET	S.FK.COEUR D'ALENE RIVER	1	less than \$2 million	3/27/2025
26565	Adams County	Adams	WILDHORSE ROAD	WILDHORSE RIVER	3	less than \$2 million	3/27/2025
23970	Oakley HD	Cassia	500 WEST	EAST CANAL	4	less than \$2 million	3/27/2025
21975	City of Lava Hot Springs	Bannock	MAIN ST.	PORTNEUF RIVER	5	\$2 million - \$5 million	3/27/2025
29920	Nez Perce County	Nez Perce	RIVER ROAD	PINE CREEK	2	less than \$2 million	3/27/2025
31705	Custer County	Custer	SQ CR ROAD	SQ CR	6	less than \$2 million	4/24/2025
31730	Custer County	Custer	SQ CR ROAD	SQ CR	6	less than \$2 million	4/24/2025
31740	Custer County	Custer	SQ CR ROAD	SQ CR	6	less than \$2 million	4/24/2025
32240	Fremont County	Fremont	US 20 FRONTAGE RD	N. BRANCH FALL RIVER CNL	6	less than \$2 million	4/24/2025
22940	Bingham County	Bingham	PIONEER ROAD	DANSKIN CANAL	3	less than \$2 million	4/24/2025
22590	Bingham County	Bingham	400 NORTH ROAD	BLACKFOOT CANAL	5	less than \$2 million	4/24/2025
22685	Bingham County	Bingham	WOODVILLE;E 1500 N	SLOUGH CANAL	5	less than \$2 million	4/24/2025
22315	Bingham County	Bingham	CLINGER RD; 1450 N	SNAKE RIVER VALLEY CANAL	5	less than \$2 million	4/24/2025
20750	Bonneville County	Bonneville	STC 6703;E 65TH S	BUTTE ARM CANAL	6	less than \$2 million	4/24/2025
24315	Gooding HD	Gooding	1750 SOUTH ROAD	T.F.NORTHSIDE MAIN CNL	4	less than \$2 million	5/22/2025
24310	Gooding HD	Gooding	2050 EAST ROAD	LITTLE WOOD RIVER	4	less than \$2 million	5/22/2025
24345	Gooding HD	Gooding	2400 EAST ROAD	GOODING MAIN CANAL	4	less than \$2 million	5/22/2025
24365	Gooding HD	Gooding	2500 EAST ROAD	GOODING MAIN CANAL	4	less than \$2 million	5/22/2025
32765	City of Salmon	Lemhi	S DAISY STREET	SPRING CREEK	6	less than \$2 million	5/22/2025
31623	Clark County	Clark	SKULL CANYON ROAD	BIRCH CREEK	6	less than \$2 million	5/22/2025
31440	Butte County	Butte	2150 N	BIG LOST RIVER	6	less than \$2 million	5/22/2025
27310	City of Middleton	Canyon	S. DEWEY AVE	MILL SLOUGH	5	less than \$2 million	7/24/2025
27335	HD4	Canyon	STC3841;WEITZ RD	WEST END DRAIN	3	less than \$2 million	7/24/2025
28298	Owyhee County	Owyhee	SALMON CREEK RD	REYNOLDS CREEK	3	less than \$2 million	7/24/2025
30005	Benewah County	Benewah	OLD MILL ROAD	HANGMAN CREEK	1	\$2 million - \$5 million	7/24/2025
30425	Worley Highway District	Kootenai	S MCAVOY ROAD	COUGAR CREEK	1	less than \$2 million	7/24/2025
30235	Bonner County	Bonner	COLBURN CULVER RD	PACK RIVER	1	\$2 million - \$5 million	8/28/2025
24690	Jerome HD	Jerome	200 EAST ROAD	T.F.NORTHSIDE MAIN CNL	4	less than \$2 million	8/28/2025
24765	Jerome HD	Jerome	500 NORTH ROAD	U' CANAL	2	less than \$2 million	8/28/2025
24960	Shoshone HD	Lincoln	250 WEST ROAD	N. GOODING CANAL	4	less than \$2 million	8/28/2025
22035	Bannock County	Bannock	E. VIRGINIA ROAD	MARSH CREEK	5	less than \$2 million	8/28/2025
22025	Bannock County	Bannock	E. SUBLETTE ROAD	PORTNEUF MARSH VAL.CNL	5	less than \$2 million	8/28/2025
23373	Franklin County	Franklin	N 2200 W	WEST CACHE CANAL	5	less than \$2 million	8/28/2025
25030	Dietrich HD	Lincoln	550 EAST ROAD	MILNER GOODING CANAL	4	\$2 million - \$5 million	9/25/2025
25445	Buhl HD	Twin Falls	1500 EAST ROAD	LOW LINE CANAL	3	less than \$2 million	9/25/2025
29995	City of Culasac	Nez Perce	STC 4751;3RD ST.	LAPWAI CREEK	2	less than \$2 million	9/25/2025
28980	City of Orofino	Clearwater	FOREST STREET	OROFINO CREEK	2	\$2 million - \$5 million	9/25/2025
29076	City of Pierce	Clearwater	FORMELT ROAD	OROFINO CREEK	2	less than \$2 million	9/25/2025
32430	Jefferson County	Jefferson	N 4950 E	Farmers Friend Canal	6	less than \$2 million	9/25/2025
32425	Jefferson County	Jefferson	N 4950 E	Eagle Rock Canal	6	less than \$2 million	9/25/2025
32270	Jefferson County	Jefferson	E 700 N RD	Butte Market Lake Canal	6	\$2 million - \$5 million	9/25/2025
28880	Washington County	Washington	Crane CRK RES RD	Crane Creek	6	\$2 million - \$5 million	9/25/2025
23235	Caribou County	Caribou	8 MILE ROAD	BEAR RIVER	5	\$2 million - \$5 million	10/23/2025
31605	Clark County	Clark	STC 6760;RED ROAD	CAMAS CREEK	6	less than \$2 million	10/23/2025
30590	East Side HD	Kootenai	STC 1699;CANYON RD	COEUR D'ALENE RIVER	1	\$8 million - \$12 million	11/20/2025
30785	Shoshone County	Shoshone	OLD RIVER ROAD	STC 5752;N.FK.CD'A RIVER	1	\$6 million - \$9 million	11/20/2025
29850	Nez Perce County	Nez Perce	MCINTYRE STREET	LAPWAI CREEK	2	\$2 million - \$5 million	11/20/2025



## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** T2 Center and Technical Assistance  
**Presenter:** Chainey Rhoades  
**Overview:**

### **Fall 2024 Classes:**

We started classes September 9, 2024; 56 classes have or will happen by the end of December. Unfortunately we canceled 14 of the 58 classes scheduled due to low student registration. We had agencies request some private classes and were able to offer the training.

The T2 Center implemented an evaluation process using the QR code. We believe that doing this made the students feel more comfortable in giving honest statements regarding the training they had just received, knowing the instructors would not see their comments.

Brody also made a presentation that instructors play at the start of class that explains the T2 center and what we are about and what we have to offer.

### **Road Scholar and Road Master Awards:**

Between August 15, 2024 through November 20, 2024 there have been 30 Road Scholar awards, and 12 Road Master awards presented to Jerome Highway District, Jefferson County, City of Marsing, City of Heyburn, City of American Falls, City of Weiser, City of Twin Falls, City of Pocatello, City of Fruitland, Nez Perce County, and the City of Salmon.

Remaining awards to be presented include six agencies in District 1; four agencies in District 2; nine agencies in District 3; four agencies in District 4; two agencies in District 5 and nine agencies in District 6.

## COUNCIL STAFF REPORT December 12, 2024

Below are some pictures of agencies receiving awards:

### Jerome Highway District



### Jefferson County:





## COUNCIL STAFF REPORT December 12, 2024

### City of Marsing:



### City of Heyburn:



### City of American Falls:



## COUNCIL STAFF REPORT December 12, 2024

### City of Weiser:



### City of Twin Falls:



### City of Pocatello:



## COUNCIL STAFF REPORT December 12, 2024

### City of Fruitland:



### Nez Perce County:



### City of Salmon:



### Advisory Board:

The T2 Center Advisory Boards next meeting is March 26, 2025. Board Members serve staggered three-year terms and may serve no more than two terms consecutively. With that, Kevin Howard from Worley Highway District completed his second term in November 2024 and Ben Weymouth from East Side Highway District has taken the open Highway District Position.

### 2025 Safety Fests of Idaho:

The Safety Fest holds training during this time to promote safety and health and is free to the public. LHTAC (Nancy) will help with planning, registration, and handing out packets at the Boise Safety Fest January 6<sup>th</sup> – 10<sup>th</sup> 2025, at the request of the Safety Fest organizers.





## COUNCIL STAFF REPORT December 12, 2024

### **National and Regional Conferences:**

I will be attending the NLTAPA Meeting on January 5, 2025 at the NHI Headquarters in Virginia. Nancy and I will be attending the LTAP National Meeting in Fairbanks Alaska February 26-27, 2025.

### **New Materials:**

The purchase of a Class Management System is still being researched and under review. We had hoped to have it in place for the fall 2024 schedule but are now anticipating spring of 2025. The two Leadership Courses have been coordinated with the BSU Extended Studies program. The first Team Communications and Team Building training was on October 17th. I attended this training, and this class will be a great addition to the T2 curriculum. The second class is going to be Leading Across Generations and will be added to the spring class schedule.

We are researching roadway construction flagger kits that will have enough signs for agencies to work with in an intersection safely. We are looking into options for the portable message boards that would place two message boards in each district.

### **Technical Assistance:**

Technical Assistance provided this past quarter include request for information on traffic counters loaned out, traffic sign safety, Active Transportation Infrastructure Investment Program, Culvert Replacement Grant Program, Rural Roads Grant Program, 129K routes, sign retro-reflectivity, intersection delay information, pedestrian bridge, Safe Roads and Streets for All, RAISE grant, FRA Grant, CRISI Grant, and railroad coordination. Recent Assistance was provided to Additional assistance on federal grant applications was provided to Valley County, Shoshone County, Lakes Highway District, Bonner County, Glenns Ferry, and Horseshoe Bend.

### **Build a Better Mousetrap:**

We reached out to the City of Rupert to present their individual award for (Bridge - Joint Repair). We presented the award on December 10<sup>th</sup> at 7pm. After playing the Build a Better Mousetrap presentation in the classes that I taught, the response was great. We feel this will be a better method for advertisement than the paper method previously used. We also had the contract instructors play the presentation. My hope is that we will see more entries for 2025.

**Recommendation:** For Council Review



## COUNCIL STAFF REPORT

### December 12, 2024

**Agenda Item:** Leading Idaho Local Bridge Program Application Eligibility  
**Presenter:** Ken Kanownik  
**Overview:**

The Council approved a Leading Idaho Local Bridge Program Application at the September 2024 Meeting allowing staff to solicit additional applications for poor and posted bridges. Staff has received applications outside of the eligibility of the program and requests the Council reaffirm the intent of the Leading Idaho Local Bridge Program. Examples of bridges that are ineligible include:

- Bridges that are already receiving funding in a Federal-aid program.

This was provided to local sponsors during our workshops as program guidance and the Memorandum of Understanding required with first time applicants clearly outlines this limitation on eligibility. The MOU reads: "This program is intended to economically and efficiently fully fund local bridges and not serve for local match or supplemental funding on any federally funded projects." By allowing state funds towards Federally funded projects, the money becomes Federalized and therefore less efficient.

- Bridges that have specific features identified as poor in an inspection report, but do not have a condition rating of poor.

Some inspection reports have narratives on specific elements of a bridge such as railings, bearings or deck that may describe condition at a specific location on a bridge as poor, however the overall rating of the bridge may not be poor. An example would be a narrative provided in an inspection report might describe a specific section of deck as poor however the rest of the deck is not poor and the inspection report has the bridge in fair condition. This may be confusing if a local sponsor is reading the report and has the understanding their bridge is poor and applies for funding.

- Bridges that are no longer required to be posted for load, but the local highway jurisdiction has kept the load posting sign.

Recently, the Idaho Transportation Department (ITD) changed the methodology of inspection and reporting on bridges that do not have "as-built" plans. This has caused a small portion of bridges around the state to have their load postings removed. This causes confusion because the inspection report data has the overall condition, if a bridge can carry a legal load, or if the bridge is posted. When ITD publishes an inspection report, it could both say the bridge is open to legal loads and that the bridge is posted, because the posting sign is still in place.

The 2024 Leading Idaho Local Bridge Program gave flexibility in eligibility of not having a firm cut-off date, for poor or posted status, prior to the application period. This was for allowing inspections to be finalized in the fall with regularly scheduled reporting to take place. Newly eligible bridges have occurred during this period with contact to those agencies as soon as staff becomes aware of the new poor or posting status. Staff posts a list of eligible bridges, sorted by local jurisdiction, on



## COUNCIL STAFF REPORT December 12, 2024

the application website and maintains updates as needed. Staff is seeking affirmation from the Council on the eligibility of bridges that postings are mandatory and not voluntary, poor condition is the overall condition of one of the four main elements, and bridges receiving Federal-aid funding are not eligible for Leading Idaho Local Bridge Program Funds.

**Recommendation:** For Council Review and action of affirming the program eligibility for the Leading Idaho Local Bridge Program.



# COUNCIL STAFF REPORT

## December 12, 2024

**Agenda Item:** Application Scoring Teams  
**Presenter:** Kevin Kuther, P.E. Megan Kautz, P.E., Ken Kanownik  
**Overview:**

The following application due dates are as follows:

- LRHIP – December 5, 2024
- LILB – December 12, 2024
- Federal-aid Rural – January 9, 2024

For each application, scoring teams are recommended as presented below:

LRHIP Applications		
<b>Sent to Council By:</b>	December 12, 2024	
<b>Scores due to LHTAC:</b>	February 21, 2025	
<b>Council Members:</b>	Gilbert Hofmeister	HD
	Rod Plank	City
	Todd Smith	County
<b>Staff:</b>	Jayme Coonce, Sara Gyfteas, Megan Kautz, Matthew Syphus (data)	

Leading Idaho Local Bridge		
<b>Sent to Council By:</b>	December 20, 2024	
<b>Scores due to LHTAC:</b>	February 21, 2025	
<b>Council Members:</b>	Kevin Renfrow	HD
	Robert Berlin	City
	Mark Rekow	County
<b>Staff</b>	Scott Wood, JoEllen Ross-Hauer	

Federal-aid Rural		
<b>Sent to Council By:</b>	January 14, 2025	
<b>Scores due to LHTAC:</b>	February 14, 2025	
<b>Council Members:</b>	Neal Gier	HD
	Kari Peterson	City
	Phil Lampert	County
<b>Staff:</b>	Muhammad Zubery, Kevin Kuther, Matthew Syphus (data), Amanda LaMott	

**Recommendation:** For Council Review



## COUNCIL STAFF REPORT

### December 12, 2024

**Agenda Item:** Draft Annual Report  
**Presenter:** Laila Kral, P.E.  
**Overview:**

Per Idaho Code 40-2404, the Local Highway Technical Assistance Council is required to submit an annual report (July 1 – June 30) to the Transportation Committees of the Idaho Legislature.

For the state fiscal year (FY) 2024 the annual report will spotlight LHTAC's technical assistance, training efforts and program accomplishments. The achievements of the Leading Idaho Local Bridge will be showcased along with additional needs. Also featured will be information on grant writing assistance, T2 Center and Federal-aid project delivery.

A draft of the annual report is included with your Council Book. A final copy will be approved by the Executive Council and shared with the full council prior to distribution. Accompanied with delivery of the Annual Report will be a letter offering to present to both the House Transportation and Defense Committee and the Senate Transportation Committee.

**Recommendation:** For Council Review

# COUNCIL STAFF REPORT

## December 12, 2024

**Agenda Item:** 2024 LHTAC Funding Workshop Overview  
**Presenter:** Megan Kautz, P.E.  
**Overview:**

Between October 1<sup>st</sup> and October 29<sup>th</sup>, the LHTAC team hit the road for our annual funding workshops. We were able to complete 10 in-person workshops including 1 virtually. We covered the state including meetings in Burley, Coeur d'Alene, Fruitland, Grangeville, McCall, Moscow, Preston, Sagle, Sugar City, and Twin Falls. Our travels totaled 9,800 miles, and we were able to connect with approximately 200 attendees. We presented open applications including LRHIP, Rural, LHSIP, and LILB. We also provided information on our Technical Assistance, T2 offerings, LILB program, loaner equipment, and other funding opportunities. The virtual presentation is posted on our website for continued reference.



**Recommendation:** For Council Review



## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** LRHIP Application Extension Requests  
**Presenter:** Megan Kautz, P.E.  
**Overview:**

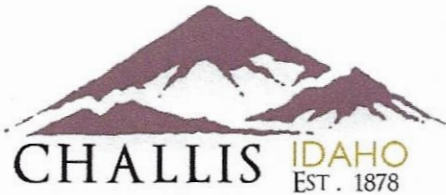
With the Fiscal year 2022 LHRIP application cycle, a policy was implemented requiring jurisdictions to spend and fully close out their LRHIP grant funds within 3 calendar years of their award. Consequence of not included ineligibility in the LRHIP program and/or repayment of funds. The Fiscal Year 2022, 3-year deadline was October 1<sup>st</sup>, 2024.

The following jurisdictions have not yet closed out their grants:

- Transportation Plans
  - \*City of Challis
  - \*Fremont County
  - \*City of Fairfield
  - \*Camas County
  - \*Butte County
  - \*Union Independent HD

\*Jurisdictions that have requested grant extensions, attached.

**Recommendation:** For Council Review and Approval



November 25, 2024

Dear LHTAC Council,

The City of Challis was awarded an LRHIP Transportation Plan Update Grant for FY2022. This effort was spearheaded by a former mayor who was not re-elected shortly after the grant was awarded to the City. The following City Administration had been focused on significant water system upgrades over the past couple of years that have been the City's primary infrastructure focus. As a small, rural community, our bandwidth has been stretched very thin with recent projects and staff changes.

To further complicate matters, our most recent Mayor resigned in October of 2024. As we are in the process of transitioning our City Administration again, we respectfully ask for an extension of the LRHIP funds to May 5, 2025. We commit to finishing the transportation plan and submitting the final report and project document summary by that date.

Thank you for your consideration.

A handwritten signature in blue ink that reads "Dawn Maydole". The signature is written in a cursive, flowing style.

Dawn Maydole  
Mayor Pro Tem





**DATE:** September 30, 2024

**TO:** LHTAC

**FROM:** Brandon Harris

**RE:** Extension Request for FY 2024 – Transportation Planning Study

---

Dear LHTAC,

I am writing on behalf of Fremont County to formally request an extension for the Transportation Planning Study (TPS). The study is currently 50% complete, and we anticipate its full completion by the spring of 2025. While significant progress has been made, additional time is needed to ensure the quality and thoroughness of the final study. Therefore, we respectfully request an extension to the original timeline to accommodate the remaining work.

Additionally, Fremont County applied for \$30,000 in aid to complete this study. However, the County has not yet received the funding allocated for this study. In light of the project's progress and the upcoming tasks, we formally request the release of the necessary funds to ensure that the TPS can be completed as scheduled.

Thank you for your continued support and consideration. Should you need further details, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Brandon Harris".

Brandon Harris  
Fremont County Public Works Director

November 22, 2024

Ms. Megan Kautz  
LHTAC  
3330 Grace Street  
Boise, ID 83703

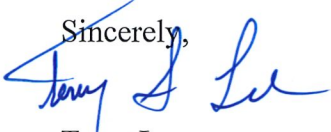
RE: City of Fairfield Transportation Planning Study Update

Dear Megan,

We request an extension to our LRHIP Transportation Plan grant. The roads and signs have been evaluated, TAC meetings completed, and public involvement is complete. We are finalizing the Transportation Plan and request an extension until January 31, 2025.

We appreciate the opportunity to work with you.

Sincerely,



Terry Lee  
Mayor  
City of Fairfield

November 22, 2024

Ms. Megan Kautz  
LHTAC  
3330 Grace Street  
Boise, ID 83703

RE: Camas County Transportation Planning Study Update

Dear Megan,

We request an extension to our LRHIP Transportation Plan grant. The roads and signs have been evaluated, TAC meetings completed, and public involvement is complete. We are finalizing the Transportation Plan and request an extension until January 31, 2025.

We appreciate the opportunity to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Travis Kramer", with a long horizontal flourish extending to the right.

Travis Kramer  
Chairman  
Camas County Commissioner



## BUTTE COUNTY COMMISSIONERS

COURTHOUSE  
P.O. BOX 737  
205 W. Grand Avenue  
ARCO, IDAHO 83213  
(208) 527-3021  
FAX (208) 527-3295

BRIAN HARRELL  
WES COLLINS  
M.H. "HOOTIE" LANGSETH

Monday, November 25, 2024

To Whom It May Concern:

Butte County would like to request an extension on the LRHIP Transportation Plan Grant we received in fiscal year 2022.

We are updating some asset management data and finalizing the plan now. We should be done in 3 to 6 months.

Thank you so much for your time and cooperation

Sincerely,

A handwritten signature in blue ink that reads "Brian Harrell".

Brian Harrell

Butte County Commissioner Chairman

**UNION INDEPENDENT HIGHWAY DISTRICT**

P.O. Box 531 – 321 Main Street  
Cottonwood, ID 83522

(208) 983-2209 Shop  
(208) 962-5525 Office

Mike Terhaar

**COMMISSIONERS**  
Mark Vanderwall  
Chairman

Gerad Poxleitner

October 15, 2024

Megan Kautz PE  
Local Highway Technical Assistance Council  
3330 Grace Street  
Boise, ID 83703

Dear Ms. Kautz

Union Independent Highway District has been the recipient of LHRIP fund for the Transportation Plan Update for the Camas Prairie Portion of the Upper Clearwater Transportation Planning Council. We have begun the Transportation Plan Update and should likely finish by this late winter or early spring. As such, we do not have the update completed at this point and not sure on the expiration of the 3 years timeframe for completion in accordance with the LHTAC requirements.

The Commissioners and I respectfully request an extension of time by 8 months to 1 year for completion. If there are any further questions, please feel free to contact me via email or my office number above.

Sincerely,



Mark Vanderwall  
Chairman

## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** Leading Idaho Local Bridge Program – 10<sup>th</sup> Ave Overpass Repair - Caldwell  
**Presenter:** Ken Kanownik  
**Overview:**

The City of Caldwell has applied for funding in the Leading Idaho Local Bridge Program for the 10<sup>th</sup> Ave Overpass (UPRR) Bridge (KN 21760). This bridge has an emergency lane closure on it from its most recent inspection. The initial outreach from the city is below (Bruce Mills, Deputy Public Works Director):

*We have submitted an application to LHTAC for this rehab project for the LILB program. This past week an inspection revealed an emergency situation, with accelerated deterioration of a girder, as seen in the attached photo.*

*As a result, we have engaged Concrete Placing Company to come up with an emergency plan to shore up the girder and perform repairs on this one location of our rehab project (the project has 7 locations, but this is the most severe). We are feverishly working to obtain an emergency permit from UPRR, and hope to get the shoring in place in a matter of days. We also diverted traffic off the travel lane above this girder, at the recommendation of ITD.*

*It is my understanding that work done before obtaining a grant – assuming we might have a chance at a grant – would not be eligible for reimbursement. Is that correct – even for emergency situations such as this?*

Photo of 10<sup>th</sup> Ave Girder Bearing





## COUNCIL STAFF REPORT

### December 12, 2024

As indicated by Deputy Director Mills, the city has the repair and rehabilitation for this bridge already designed and have attempted to bid this project out. The lane closure on this section carries 19,500 vehicles a day (per ITD data) making 10<sup>th</sup> Ave a single lane facility creating a bottleneck on the bridge. The repair and rehab project the city has designed has an estimate of \$600,000. Given the readiness of this project and emergency closure of the travel lane staff recommends Council accelerate funding for this project and approve this project as a funded repair project with Leading Idaho Local Bridge Program funds. This would satisfy the City's request and they would not seek a replacement of this bridge in this round of applications in the Leading Idaho Local Bridge Program.

**Recommendation:** For Council to approve funding the 10<sup>th</sup> Ave Repair and Rehab for an estimated cost of \$600,000.



## COUNCIL STAFF REPORT December 12, 2024

**Agenda Item:** LRHIP Emergency Application(s)  
**Presenter:** Megan Kautz, P.E.  
**Overview:**

There are no applications for consideration.

A financial snapshot of the LRHIP Emergency balance is below:

*LRHIP Emergency Balance	
<b>2024 Remaining Funds</b>	\$ 400,000.00
<b>Remaining Funds</b>	\$ 171,541.90
<b>Total available</b>	<b>\$ 571,541.90</b>

\*LRHIP Emergency fund capped at \$800,000 at the beginning of the Fiscal Year.

- Activity since last meeting:

**Recommendation:** For Council Action



## Local Highway Technical Assistance Council (LHTAC) Council Member and Staff Directory

### Idaho Association of Cities (AIC)

**Chair: Kari Peterson**, Mayor  
City of Fruitland  
200 S. Whitley  
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[councilwomanpeterson@gmail.com](mailto:councilwomanpeterson@gmail.com)

**Robert (BJ) Berlin**, Mayor  
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Roberts, Idaho 83444  
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**Rod Plank**, Mayor  
City of Kellogg  
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### Idaho Association of Highway Districts (IAHD)

**Vice Chair: Kevin Renfrow**, Commissioner  
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**Gilbert Hofmeister**, Commissioner  
Power County Highway District  
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**Neal Gier**, Commissioner  
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### Idaho Association of Counties (IAC)

**Secretary/Treasurer: Todd Smith**,  
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**Phil Lampert**, Commissioner  
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### Ex-Officio Members - Associations

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# **LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL**

## **BY-LAWS**

**August 17, 1994**

Pursuant to Chapter 24, Title 40, Idaho Code, the following By-Laws are hereby adopted by a majority vote of the membership of the Local Highway Technical Assistance Council, hereafter referred to as LHTAC, or the Council.

### **ARTICLE I - NAME AND AUTHORITY**

#### **SECTION 1.**

- A. The name of the Council shall be the Local Highway Technical Assistance Council and may be referred to as LHTAC or the Council.
- B. In general the Council will refer to the 12 person governing body. In general LHTAC will refer to the organization as a whole.

#### **SECTION 2.** The Authority of the Council shall be:

- A. Represent its member jurisdictions in conferences, meetings and hearings related to highways, roads and streets and other transportation factors affecting local highway jurisdictions;
- B. Develop uniform standards and procedures that will be recommended to its member jurisdictions for the construction, maintenance, use, operation and administration of local highways;
- C. Cooperate with, receive and expend aid and donations from the federal or state governments, and from other sources for the administration and operation of local highways;
- D. Make recommendations to the Board of the Idaho Transportation Department (ITD) for the distribution and prioritization of federal funds for local projects;

- E. Assist the legislature by providing research and data relating to transportation matters affecting local highway jurisdictions within the state;
- F. Maintain and disseminate information to local highway jurisdictions concerning federal and state legislation, administrative rules and regulations affecting local highway jurisdictions;
- G. Maintain and disseminate information to local highway jurisdictions concerning activities relating to ground transportation in other states;
- H. When authorized by the local highway jurisdiction, to act for that local jurisdiction through a joint exercise of powers agreement with any other local jurisdiction, any agency of the state or any agency of the federal government;
- I. Buy, sell, receive and exchange property, both real and personal, as necessary to perform its functions;
- J. Be the sole and exclusive authority for the expenditure of moneys made available by appropriation or otherwise to the Council.

**ARTICLE II - MEMBERSHIP, POWERS AND DUTIES OF THE COUNCIL**  
**SECTION 1.** The membership of the Council shall be represented as follows:

- A. The Council shall consist of nine (9) members, three (3) members each from the Association of Idaho Cities, Idaho Association of Counties and Idaho Association of Highway Districts (Appointing Authority). Council members shall serve at the pleasure of the Appointing Authority.
- B. Appointments to the Council shall represent the different areas of the state, such that no more than one Council member shall reside in any one county, and each Council member shall represent a local highway entity with jurisdiction over public highways or streets or be a staff member of the appointing association. In the case of the presidents of each association, if they wish to serve as a representative to the council, they may serve; however, if from a county already represented by another member they may only serve for a period not to exceed one year.

- C. Each Appointing Authority may designate an ex-officio non-voting member to serve on the Council. Ex-officio members shall be elected officials or employees of (1) one of the (3) three Association's. Ex-officio members may participate in all Council discussions and may make and second motions. Ex-officio members shall serve at the pleasure of the Appointing Authority.
- D. Members or alternate member/s of the Council shall be entitled to reimbursement of expenses. An honorarium shall be determined by the members' respective associations but in no case shall exceed \$100 per day. Compensation and reimbursement shall be made from the Local Highway Technical Assistance Council Accounts established in Section 40-717, Idaho Code.
- E. Voting members are authorized to appoint an alternate member. Alternate members are allowed to attend regular scheduled Council meetings in the case of a regular Council member's absence. Alternate members shall have voting authority authorized with proxy from the absent member.

**SECTION 2.** The Council shall have the following powers and duties:

- A. Provide general supervision over the operation and affairs of LHTAC with regard to determining its programs, mission, policies and goals;
- B. Establish an annual budget for the maintenance and operation of LHTAC Organization.
- C. Appoint an Administrator. Outline work duties, specify the terms of employment, and provide for regular performance review for the Administrator.
- D. Fix the salary of the Administrator and establish work function salary ranges for all employees.
- E. Enter into contracts and agreements;
- F. Exercise any authority defined in ARTICLE I, Section 2 of these By-laws; and

- G. Represent LHTAC before any federal, state or local governmental entity or private organization;
- H. Prepare an annual report, including a financial statement, outlining its activities for the previous year. Copies of each report shall be provided to the transportation committees of the legislature and each Appointing Authority.
- I. Perform a fiscal audit in accordance with the provisions of Section 67-450B, Idaho Code. The fiscal year for the Local Highway Technical Assistance Council shall be July 1 through June 30.
- J. Do any and all things necessary to accomplish the duties and goals of LHTAC within the approved budget.
- K. Issue statements for the organization.

### **ARTICLE III - TERMS OF OFFICE AND DUTIES**

**SECTION 1.** The officers shall be elected from the voting members of the Council and will consist of a Chairman, Vice- Chairman and Secretary/Treasurer. No more than one officer shall be from each Appointing Authority. It is the intent of these By-laws to rotate the Chairmanship through the (3) three Association's on an annual basis.

**SECTION 2.** The officers shall be elected at the annual meeting or at any regular meeting in the case of vacancy.

**SECTION 3.** The terms of office for the Chairman, Vice-Chairman and Secretary/Treasurer shall be for one year starting at the beginning of the fiscal year, July 1<sup>st</sup>. There is, no limit to the number of terms an officer may serve as long as the terms are not consecutive.

**SECTION 4.** The duties of the officers of this Council shall be as follows:

- A. The Chairman shall: (1) Preside at all meetings of LHTAC; (2) act as spokesman for LHTAC; (3) be permitted to vote on all issues (4) call special meetings as he/she deems necessary or upon request by a majority vote of the Council members; (5) appoint special committees with the approval of the Council.

- B. The Vice-Chairman shall: (1) Perform the duties of the Chairman in the absence of the Chairman; (2) Perform duties and assignments given by the Chairman
- C. The Secretary/Treasurer shall: (1) Perform the duties of Chairman when both the Chairman and Vice-Chairman are absent; (2) keep or cause to be kept the minutes of all meetings and finances of LHTAC.

**SECTION 5.** The officers shall constitute the Executive Committee. The Executive Committee shall have the authority to act on behalf of LHTAC on executive matters or as otherwise authorized by the Council.

## **ARTICLE IV - MEETINGS**

**SECTION 1.** Time and Place of Meetings

- A. Regular meetings of the Council will be held quarterly or as needed. The specific date, time and place of these meetings shall be addressed by the Council as an agenda item at each regular meeting. Council members or their representatives shall be prepared to make reports on the Council's activities at each appointing association's annual meeting.
- B. Members may participate via other means of communication (telephone, video conference etc.) as deemed necessary by the Chairman of the Council.
- C. The annual meeting of the Council shall be the last regular meeting in each fiscal year.

**SECTION 2.** Special meetings of the Council may be called by the Chairman or upon the request of any three members. Each Council member, Appointing Authorities and the public shall be notified of the time and place of each meeting in accordance with Chapter 2, Title 74, Idaho Code.

**SECTION 3.** Conduct of Meetings.

- A. Quorum. A quorum for purposes of conducting business shall consist of a simple majority of the members of the Council or two (2) members of the executive committee for executive meetings.
- B. Voting. Voting rights at all meetings shall be controlled by Article II, Section 1 A, of these By-Laws.
- C. All meetings of LHTAC and any of its subcommittees shall be governed by Parliamentary Procedures and accepted traditions of the Council.
- D. Notices and minutes of all meetings shall be prepared and sent to each Council member, Appointing Authority and made available to the public.
- E. Executive Committee meetings. Executive Committee meetings may be held with five (5) days prior notice, or at any time without prior notice, if approved by the full executive committee.

## **ARTICLE V - COMMITTEES**

**SECTION 1.** Regional Advisory Committees (RADs). LHTAC may contract with Regional Advisory Committees, including the Local Highway Jurisdictions in the region, for services requested by LHTAC.

**SECTION 2.** Technical Advisory Committee (TAC). The Council may appoint a Technical Advisory Committee consisting of highway supervisors, public works directors, etc. as recommended by the Appointing Authorities with equal representation from each of the Appointing Authorities, to provide technical advice on issues requested by LHTAC staff.

**SECTION 3.** Special Committees. The Council may appoint special or ad hoc committees as deemed needed.

## **ARTICLE VI - LOCAL HIGHWAY ADMINISTRATOR**

**SECTION 1.** The Administrator appointed by the Council shall:

- A. Act as executive officer and Secretary to the Council;
- B. Prepare, or caused to be prepared, data and reports as required by the Council;

- C. Assume responsibility for direction and supervision over the office and employees of LHTAC subject to the policies as approved by the Council;
- D. Prepare a budget proposal for each fiscal year for approval by the Council. Operate the organization programs, projects and facilities within the approved budget. The Administrator shall use approved salary ranges to establish compensation for all employees.
- E. Represent LHTAC before any federal or state legislative body, agency, or private organization as directed by the Council.
- F. Hold office at the pleasure of the Council. The contractual agreement between the Council and the Administrator may be terminated by either party giving thirty (30) days written notice.

## **ARTICLE VII - AMENDMENTS**

- SECTION 1.** Any and all amendments to the By-Laws must be approved by a two-thirds majority vote of the membership of the Council at any regular or properly called special meeting. Written notice of such proposed change(s) and the nature thereof shall have been given to the membership of the Council at least thirty (30) days prior to the date of the meeting at which the By-Laws are to be considered.



## **ROLES AND RESPONSIBILITIES LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL OFFICERS**

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### **Chairman**

The principal role of the Chairman of the Council is to manage and provide leadership to the Council Members. The Chairman is accountable to the Council and acts as a direct liaison between the Council and the LHTAC Administrator. The Chairman acts as the communicator for Council decisions where appropriate. The Chairman should be independent from management and free from any interest and any business or other relationship which could interfere with the Chairman's independent judgment.

More specifically, the duties and responsibilities of the Chairman are as follows:

1. Serve as a member of the Executive Committee;
2. Attend meetings;
3. Act as Chair at meetings of the Council and Executive Committee;
4. Act as a liaison between management and the Council;
5. Review agenda, minutes, financials, etc. prior to meetings;
6. Provide advice and counsel, consistent with the Council direction, to the Administrator;
7. Keep abreast, generally, of the activities of the organization and its management;
8. Ensure the Council members are properly informed and that sufficient information is provided to enable them to make decisions;
9. In concert with the Administrator, develop and set the agendas for meetings of the Council;
10. Recommend an annual schedule of the date, time and location of Council and Committee meetings;
11. Review and sign minutes of Council meetings;
12. Call special meetings of the Council where appropriate;
13. Assess and make recommendations to the Council, annually, regarding the effectiveness of the Council as a whole, the Committees of the Council and individual Council Members;
14. Work closely with the Executive Committee to establish a constructive relationship with the rest of the Council and LHTAC staff.



Addendum Page 1

## **ROLES AND RESPONSIBILITIES LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL OFFICERS**

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### **Vice Chairman**

The main duty of a Vice Chairman is to assist the Chairman in any way possible. This can include preparing for Council meetings. If any problems occur among Council members, it is often the role of the Vice Chairman to discover the facts of the situation and report back to the Chairman.

In addition, a Vice Chairman should be ready to fill in for the Chairman, if they are unable to attend or carry out his or her duties. In such cases, Vice Chairman assumes the role of Chairman, usually temporarily, and has the power to make organizational decisions after receiving feedback from the rest of the Executive Committee or Council members.

More specifically, the duties and responsibilities of the Vice Chairman are as follows:

1. Serve as a member of the Executive Committee;
2. Attend meetings;
3. In the absence of the Chairman, act as Chair at meetings of the Council and Executive Committee;
4. Receive and fulfill assignments given by the Chairman;
5. Oversee special committees created by the Council;
6. Review agenda, minutes, financials, etc. prior to meetings;
7. Work closely with the Executive Committee to establish a constructive relationship with the rest of the Council and LHTAC staff.



## **ROLES AND RESPONSIBILITIES LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL OFFICERS**

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### **Secretary/Treasurer**

The Secretary/Treasurer is responsible for the minutes of all meetings of the Council and the Executive Committee. This office has primary responsibility for the oversight of the financial well-being of the organization, but does not take day-to-day responsibility.

The Secretary/Treasurer shall: Perform the duties of Chairman when both the Chairman and Vice-Chairman are absent.

More specifically, the duties and responsibilities of the Secretary/Treasurer are as follows:

1. Serve as a member of the Executive Committee;
2. Attend meetings;
3. Ensure that minutes are kept of each individual meeting;
4. Ensure that minutes are distributed (in a timely manner) to members and the official minutes are posted and archived on the web page;
5. Review agenda, minutes, financials, etc. prior to meetings;
6. Oversee the review of budget and expenditures;
7. Be informed of any significant financial issue that needs review and/or Council discussion;
8. Review Council policies prior to the September Council meeting;
9. Transfer records and policy manual to incoming Secretary/Treasurer;
10. Work closely with the Executive Committee to establish a constructive relationship with the rest of the Council and LHTAC staff.



Effective Date: 3/25/2015  
Revised: 9/2015, 12/2019, 12/22  
Expiration: 12/2025



Council Policy: 001

## ACQUISITION AND DISPOSAL OF PROPERTY

### Purpose:

Idaho Code provides requirements for procuring services or personal property. Where the expenditure is less than twenty-five thousand dollars (\$25,000), acquisition requirements of any item is left to the discretion of the governing board. Criteria for acquisition and disposal of equipment will provide the flexibility for LHTAC staff to run day to day operations as well as the proper oversight maintained by the Council.

### Additional Authority:

Idaho Code Title 67 §§ 2803(2) and 2806(1&2)

## POLICY

### I. Policy Statement

Acquisition and disposal of all equipment will be guided by the best interests of LHTAC. Approval from the Council must be obtained prior to purchases of materials or property estimated to cost over ten thousand dollars (\$10,000). All LHTAC assets with an initial purchase price of five hundred dollars, or greater, will be inventoried on an asset list. The Council will have final authority in the "surplus declaration" of property with a depreciated value over five hundred dollars (\$500).

### II. Procedure

LHTAC assets from acquisition to disposal will be managed in the best interest of the organization.

A. Prior to purchase of property of over ten thousand dollars (\$10,000), written cost quotes must be secured from at least three (3) different vendors (if available)

1. The three written solicitations will be reviewed in total, including lowest cost, time-frame involved in providing the property and the necessary service, and the best overall purchase for LHTAC.

2. If more than 30 days prior to a regular LHTAC council meeting, the Executive Committee will make a decision on the purchase considering the Administrator's recommendation.

3. If less than 30 days before a council meeting, the decision will be made by the full council.

B. A system for tracking assets will be maintained and managed

Effective Date: 3/25/2015  
Revised: 9/2015, 12/2019, 12/22  
Expiration: 12/2025



Council Policy: 001

1. Asset tags will be affixed to all tangible assets with a purchase value of greater than five hundred dollars (\$500).

a) Location of, or the staff member responsible for the asset, value at purchase, asset tag number, and date of purchase will be recorded.

2. Yearly inventory will be performed to ensure assets are accounted for.

C. Property that is no longer needed for productive purposes will be declared surplus property and will be disposed of in a manner that is most efficient and cost effective for the organization.

1. All surplus property will be listed and presented to the Council, including items disposed of by the Administrator. Surplus materials and property may be offered to a federal, state or local agency, donated to a not-for-profit organization with 501(c)(3) tax exempt status, or auctioned.

2. The Council reserves the right to dispose of surplus property with a depreciated value of five hundred dollars (\$500) or more.

a) Items will be auctioned to the public using an open bidding process with a time specific for closing the bids.

b) Notice of such sale shall be published in a newspaper of general circulation for at least two (2) weeks prior to the offering.

3. The Administrator will have authority to immediately dispose of surplus property having a depreciated value of less than five hundred dollars (\$500).

a) Office furniture, electronic equipment and intangible assets will be either donated or destroyed.

b) If an item has a depreciated value of less than five hundred dollars (\$500), but still has a market value, the Administrator can designate how to dispose of that item through auction, donation or trading the item for another asset.

Neal Gier, Chairman

Local Highway Technical Assistance Council

Effective Date: 12/15/1994  
Revised: 92015, 12/2019, 12/2022  
Expiration: 12/2025



Council Policy: 002

## MEETING ATTENDANCE BY COUNCIL MEMBERS

### Purpose:

Continuous representation by the Cities, Counties, and Highway Districts of the Local Highway Technical Assistance Council (LHTAC) is of critical importance to the success of Idaho's local transportation system. It is critically important that Members from each organization appointed to the Council be present at Council meetings.

## POLICY

### I. Policy Statement

It is the responsibility of the Council members to see that their appointing organization is properly represented at all meetings of the Council.

### II. Procedure

When a Council member is unable to attend a meeting, they shall appoint an alternate member and provide a proxy notice to the Administrator as provided in the LHTAC bylaws.

- A. When an alternate is used, the Council member is responsible for receiving all information that was presented at the meeting necessary to keep them aware of current issues within the organization.
- B. The Chairman will notify the Appointing Authority if a Council member misses two (2) consecutive meetings without providing an alternate member with a proxy authorization to vote for them. The notification will request that the member be replaced unless there is a legitimate reason for the absence. The Council member may not give their proxy to another current Council member.
- C. The Appointing Authority will have the final determination of the status of its member representative.

Neal Gier, Chairman

Local Highway Technical Assistance Council

Effective Date: 6/18/2004  
Revised: 6/2013, 9/2018, 12/2022  
Expiration: 12/2025



Council Policy: 003

## INCLUSION OF UTILITY WORK UNDER A FEDERAL-AID PROJECT

### Purpose:

Local Jurisdictions need to be able to determine the cost eligible for federal funding in order to do proper planning of projects. Federal regulation provides general guidance but lacks the detail that is needed for consistent and fair application of utility relocation costs. It is the intent of this policy to provide interpretation of the federal regulation so that the responsibility for costs for utility relocation can be appropriately identified.

### Additional Authority:

23CFR 635b, 645, 710b

Idaho Code 40-2403(2) "LHTAC has the authority to develop uniform standards and procedures that may be recommended to its member jurisdictions for the construction, maintenance, use, operation and administration of local highways".

Idaho Transportation Department and Local Highway Technical Assistance Council Stewardship Agreement outlines responsibilities in regards to approval authority. In the Stewardship Agreement LHTAC has the responsibility of preparing and approving all utility agreements, waivers, and hardships.

ITD Guide for Utility Management and ITD Roadway Design Manual.

## POLICY

### I. Policy Statement

The Local Highway Jurisdiction (LHJ) has the authority to allow utilities within their right-of-way. LHTAC may extend Federal-aid assistance for utility work on Federal-aid projects.

### II. Procedure

- A. Utility relocation costs will not be eligible for Federal funding on projects where the utility is within the public right-of-way at the permission of the owner.
- B. Utilities within property owned by the Utility (Public or Private) are eligible for reimbursement of costs when the Federal-aid project requires relocation of the utility.
- C. In extreme cases of utility hardship, LHTAC Council gives the LHTAC Administrator the authority to fund utility relocation as allowable project costs when justification of such hardship can be substantiated with Utility Hearing Authorization and the necessary information as outlined here.
- D. All match funding requirements shall be the responsibility of the LHJ to recover from the utility.

Effective Date: 6/18/2004  
Revised: 6/2013, 9/2018, 12/2022  
Expiration: 12/2025



Council Policy: 003

E. Any appeal shall be to the LHTAC Council and their decision shall be final

A handwritten signature in cursive script that reads "Neal Gier". The signature is written in black ink and is positioned above a horizontal line.

Neal Gier, Chairman  
Local Highway Technical Assistance Council



Effective Date: 12/14/2007  
Revised: 9/2015, 12/2022  
Expiration: 12/2025



## BUDGET ADJUSTMENTS

### Purpose:

As with any organization, unanticipated issues occur which require adjustment of the adopted budget. Procedures are needed to accommodate unexpected changes that occur each year.

## POLICY

### I. Policy Statement

The LHTAC Administrator has the discretion to operate within the approved annual budget total as deemed necessary to ensure the smooth running of the Organization.

### II. Procedure

- A. This policy does not supersede the approval limits established in Council Policy No. 001 "Acquisition and Disposal of Equipment".
- B. If a budget line item is over the budget amount by \$25,000 or more, an amended budget will be prepared and approved by the council.
- C. If additional capital expenses, a new line item, or additions in personnel are required, an amended budget will be presented to the council for approval.

Neal Gier, Chairman  
Local Highway Technical Assistance Council

Effective Date: 3/25/2015  
Revised: 12/2022  
Expiration: 12/2025



Council Policy: 008

## COUNCIL RECORDS RETENTION

### Purpose:

All Council meetings are recorded, to assist in the preparation of the minutes. This policy is to define how long the recordings should be kept to assist in clarification of minutes, in case a question or difference of opinion should arise.

### Additional Authority:

Title 50 Chapter 907(1)(a)

## POLICY

### I. Policy Statement

The Council has the authority to define how long recordings of meetings should be kept.

### II. Procedure

- A. Meeting minutes and agendas are a permanent record and shall be kept indefinitely.
- B. Any recording of a meeting should be kept until the meeting minutes are officially approved. Upon approval, the meeting recording will be permanently deleted.

Neal Gier, Chairman

Local Highway Technical Assistance Council

Effective Date: 3/25/2015  
Revised: 12/2022  
Expiration: 12/2025



Council Policy: 009

## **LOCAL RURAL HIGHWAY INVESTMENT PROGRAM**

### **Purpose:**

Provide funding for rural local highway jurisdictions to complete construction, planning, signing and emergency procedures.

### **Additional Authority:**

Idaho Transportation Board Administrative Policy 5030.

## **POLICY**

### **I. Policy Statement**

Through a cooperative agreement with the Idaho Transportation Board, the Council provides funding for the Local Rural Highway Investment Program (LRHIP) on an annual basis. LRHIP funds can be used to fund four (4) types of projects including:

- A. Construction projects (including Federal-aid construction match)
- B. Signing projects
- C. Planning projects
- D. Emergency projects

### **II. Procedure**

Project funds will be awarded to Local Highway Jurisdictions (LHJ) on an annual basis, provided the Program is funded.

- A. Application packets will be assembled by LHTAC staff and approved by the Council.
- B. Application packets will be available to all rural LHJs by the end of September.
- C. Applications are due back to LHTAC prior to the December Council meeting.
- D. LHTAC staff and Council will score the applications.

Effective Date: 3/25/2015  
Revised: 12/2022  
Expiration: 12/2025



Council Policy: 009

- E. Project award recommendations will be presented by LHTAC staff and approved by the Council at the March meeting. Notification letters will be sent to all LHJs, who applied, by the end of April.
- F. Project work may begin at the beginning of the Federal Fiscal Year (FY), October 1, or as approved by the program manager
- G. LHJs request funds in writing and payment is made as funding is available.
- H. A Project Document Summary (PDS) including before/after photos or a copy of the transportation plan are due upon project completion.
- I. If a project is not completed by the end of the third FY following award, a project extension is required. An LHJ is not eligible for further awards unless an extension or PDS is received.

### III. Guidelines

- A. Funds cannot be used for wages or equipment reimbursement.
- B. Purchases must follow state procurement rules.
- C. \$400k shall be reserved for emergency projects annually. The emergency balance at the beginning of a FY shall not exceed \$800k. The remaining funds should be distributed as closely as possible as follows
  - 1. 75% Construction (including Federal-aid match)
  - 2. 15% Transportation Plans & updates
  - 3. 10% Signs

### IV. Project Specific Requirements

- A. A construction project award (including Federal-aid match) requires a one-year hiatus from applying for another construction award. LHJs are still eligible to apply for other LRHIP funding.
- B. Construction, Federal-aid match funds can be applied for when the sponsor project is scheduled for construction in the within the next two fiscal years from award fiscal year.

Effective Date: 3/25/2015  
Revised: 12/2022  
Expiration: 12/2025



Council Policy: 009

- C. Transportation plan funds can be used for rural LHJs who have never received funds for a Transportation Plan or for those whose plan is older than 10 years old.
- D. Sign project must include at least a portion of Warning and/or Regulatory Sign upgrades.
- E. Emergency applications are available year-round. They are considered by Council and funded immediately upon approval.

A handwritten signature in black ink, appearing to read "Neal Gier", written over a horizontal line.

Neal Gier, Chairman  
Local Highway Technical Assistance Council



# Local Council Technical Assistance Council Members List

## Association of Idaho Cities – Mayors/Councilmembers

July 94 - July 97 Peter Angstadt, City of Pocatello  
 July 94 - Nov. 95 Paul Agidius, City of Moscow  
 July 94 - Apr. 95 Tim Ridinger, City of Shoshone  
 Apr. 95 - May 98 Nile Boyle, City of Rexburg  
 Oct. 95 - June 96 Winston Goering, City of Nampa  
 Jan. 97 - June 99 Kirk Hansen, City of Soda Springs  
 July 97 - June 98 Brent Coles, City of Boise  
 July 98 - Dec. 01 Jacques Marcotte, City of Arco  
 July 98 - Dec. 07 Stan Davis, City of Salmon  
 June 99 - Dec. 01 Greg Anderson, City of Pocatello  
 Mar. 02 - Jan. 10 Thomas Limbaugh, City of Fruitland  
 Mar. 02 - Jan. 06 Linda Milam, City of Idaho Falls  
 Feb. 06 - Oct. 09 Shawn Larsen, City of Rexburg  
 May 08 – March 24 Mac Pooler, City of Kellogg  
 Dec. 09 - Dec. 13 Randall Prescott\*, City of Soda Springs  
 May 10 - Dec. 13 Kevin Poole, City of Lewiston  
 Mar. 14 - Jan. 18 Paul Loomis, City of Blackfoot  
 Sept. 14 – Jan. 20 Diana Thomas, City of Weiser  
 Jan. 18 - Present Robert Berlin, City of Roberts  
 June 20 – Feb. 22 Bruce Hossfeld, City of Paul  
 March 22-June 22 – Gordon Petrie, City of Emmett  
 June 22 - Present – Kari Peterson, City of Fruitland  
 May 24-Present – Rod Plank – City of Kellogg

*\*City Council Member*

## Idaho Association of Counties - Commissioners

July 94 - Dec. 00 John Dyer, Boise County  
 July 94 - Dec. 00 George Katseanes, Bingham County  
 July 94 - Feb. 95 Larry Vincent, Nez Perce County  
 Apr. 95 - June 96 Patrick Long, Idaho County  
 Mar. 97 - Jan. 09 J. R. Van Tassel, Nez Perce County  
 Jan. 01 - Dec. 05 Brooke Passey, Madison County  
 Jan. 01 - June 07 Thomas Kerr, Valley County  
 Mar. 06 - Sept. 10 Tad Hegsted, Jefferson County  
 June 07 - Jan. 15 Lan Smith, Gem County  
 Jan. 09 – Dec. 18 Don Ebert, Clearwater County  
 Oct. 10 - Sept. 16 Lee Staker, Bonneville County  
 Jan. 15 - Present Mark Rekow, Gem County  
 Sept. 16 - May 17 Roger Christensen, Bonneville County  
 May 17 - Present Todd Smith, Madison County  
 Feb. 19 – Present Phil Lampert, Benewah County

## Idaho Association of Highway Districts - Commissioners

July 94 - Jan. 00 Barton Sonner, Buhl Highway District  
 July 94 - June 01 Ralph Little, Canyon Highway District #4  
 Dec. 95 - Aug. 03 Dave Atwood, Lakes Highway District  
 Jan. 00 - Dec. 12 Clark Kauffman, Filer Highway District  
 July 01 - Sept. 09 Ralph Gant, Nampa Highway District  
 Sept. 03 - Sept. 11 Lawrence (Dick) Edinger, East Side Highway District  
 Oct. 09 - Jan. 18 Dan Schaeffer, Hillsdale Highway District  
 Oct 11 – June 21 Terry Werner, Post Falls Highway District  
 June 13 - Present Gilbert Hofmeister, Power County Highway District  
 Jan. 18 - Present Neal Gier, Buhl Highway District  
 June 21 – Present Kevin Renfrow, South Latah Highway District

## Ex-Officio Members

July 94 - Nov. 95 Ray Oliver, Idaho Association of Highway Districts  
 July 94 - July 98 Dan Chadwick, Idaho Association of Counties  
 July 94 - Jan. 15 Tony Poinelli, Idaho Association of Counties  
 July 94 - Nov. 95 Dave Wynkoop, Ada County Highway District  
 July 94 - June 97 Scott McDonald, Association of Idaho Cities  
 Nov. 95 - Oct. 97 Mary Chase, Idaho Association of Highway Districts  
 Nov. 97 - April 98 Ray Oliver, Idaho Association of Highway Districts  
 April 98 - Dec. 16 Stuart Davis, Idaho Association of Highway Districts  
 June 98 - Sept. 14 Ken Harward, Association of Idaho Cities  
 Sept. 14 - Dec. 17 Seth Grigg, Association of Idaho Cities  
 Jan. 15 - Aug. 16 Caitlin Rusche, Idaho Association of Counties  
 Nov. 16 - Dec. 17 Kelli Brassfield, Idaho Association of Counties  
 Jan.17 - Present Nick Veldhouse, Idaho Association of Highway Districts  
 Dec. 17 - Present Seth Grigg, Idaho Association of Counties  
 Dec. 17 - Sept. 19 Jess Harrison, Association of Idaho Cities  
 June 20 - Present Kelley Packer, Association of Idaho Cities