

Advisory Board Meeting Minutes
Idaho LHTAC T2 Center
August 26, 2024 – Virtual Meeting via TEAMS
LHTAC Office, 3330 Grace Street, Boise

Chairman Whited called the meeting to order at 10:01 a.m. and asked everyone to introduce themselves.

T2 Advisory Board in Attendance:

Dusty Whited, Bingham County; Don Gullledge, ACHD; Jeffrey Mansfield, City of Pocatello; Dustin Gilmore, City of Nampa; Kevin Howard, Worley Highway District, Chancy Perkins, Murtah Highway District; Bradley Barton, Boundary County

T2 Representatives in Attendance:

Lisa Applebee, FHWA; Laila Kral, LHTAC; Mohsen Amirmojahedi, ITD

T2 Representatives Not in Attendance:

Jessika Doglietto, ITD

LHTAC T2 STAFF in Attendance:

Chainey Rhoades, Nancy Ziebarth, Mike Cram

Guest:

Ben Weymouth; Eastside Highway District

Announcements, Introductions and Acknowledgements

Laila Kral introduced and welcomed Chainey Rhoades as the new T2 Director.

Minutes

Motion by Jeff Mansfield to accept the March 28, 2024 minutes.

Seconded by Kevin Howard. Motion approved.

FFY 2024 Business:

FFY 2024 Work Plan Update

Chainey Rhoades reviewed the FFY24 Work Plan which included progress from October 1, 2023 through August 26, 2024. The plan will be updated to

Advisory Board Meeting Minutes
Idaho LHTAC T2 Center
August 26, 2024 – Virtual Meeting via TEAMS
LHTAC Office, 3330 Grace Street, Boise

include progress through September 30, 2024 to close out the Federal Fiscal Year.

1. Training Delivery: goals were met for Safety, Infrastructure Management, and Professional Development. Leadership Development as is short 2 sessions and Special Training has not been met but he will look more into it.
2. Training Development:
 - a. Roadway Drainage was updated in February 2024. A second course was not updated.
 - b. The final two courses have been identified and we are working with BSU to execute these classes.
 - c. No new instructors have been recruited, however, Chainey has heard of a couple of people that may be interested.
3. Training Administration:
 - a. Spring and Fall classes were published by the deadlines.
 - b. All training records were closed out and agencies were invoiced in a timely manner.
 - c. Twenty-four agencies were presented with awards, and we are working on presenting older awards as we have staff traveling to those areas.
4. Safety Fest Program:
 - a. Nancy attended virtual planning session for the 2024 Pocatello Safety Fest and provided in-person support in May.
5. Technical Assistance:
 - a. Technical Assistance was provided to LHJ's for several grants, traffic counter requests, MUTCD information, 129K, traffic sign help, Active Transportation Infrastructure Program, and many more items.
 - b. Weekly emails go out regarding additional outside training opportunities.
 - c. Worked with Brody Johnson to add the schedule, Leadership Program information and other information about T2 to the newsletters that go to the LHJ's.
 - d. The FAQ/Help section was updated with current information as well as the schedule was added to the T2 website.

Advisory Board Meeting Minutes

Idaho LHTAC T2 Center

August 26, 2024 – Virtual Meeting via TEAMS

LHTAC Office, 3330 Grace Street, Boise

- e. The webinars for Every Day Counts have not been hosted, but Lisa Applebee from FHWA noted that she will get additional information and pass it on to us.
 - f. LHTAC is working on Retroreflectivity Kits to hand out to the LHJ's.
6. Participating in National/Regional meetings:
- a. Dan Coonce attended the Winter meeting virtually, Nancy Ziebarth has attended the monthly regional meetings and the in-person regional meeting in Arizona. Both Chainey Rhoades and Nancy Ziebarth attended the National meeting in New Mexico in July.
7. Program Administration:
- a. Mike Cram has monitored the budget.
 - b. Mike Cram has managed and monitored the financial management for the T2 Center.
 - c. The PAR and CAR reports were submitted by the deadline.
 - d. Two Advisory Board meetings were held, one virtual and one in-person with materials being sent to all board members one week prior to the meeting.
 - e. We are currently operating from the 2014 strategic plan to align with the FHWA-CLAS Strategic Plan.

FFY24 Financial Statements and Budget

Mike Cram reviewed the financial statements through the end of June 2024.

Items of note include:

- May and June 2024 are included together in the June column.
- Funding through FHWA has been delayed, we just received FFY24 money last week.
- T2 Class Revenue exceeded budget due to the number of classes and participants attending classes.
- The year to date should be within budget.

**Motion by Jeff Mansfield to accept the FFY24 Financial Statement.
Seconded by Kevin Howard. Motion approved.**

Advisory Board Meeting Minutes
Idaho LHTAC T2 Center
August 26, 2024 – Virtual Meeting via TEAMS
LHTAC Office, 3330 Grace Street, Boise

New Business:

Advisory Board Rotation Schedule

Chainey Rhoades welcomed Dustin Gilmore from City of Nampa who is filling the open position that was previously held by Tom Points. He also Welcomed Bradley Barton from boundary County who is filling the open position that was previously held by Jason Topp.

Kevin Howard's second term will end in November. Ben Weymouth from East Side Highway District is sitting in on this meeting to consider filling Kevin's position in November.

Motion by Kevin Howard to accept Dustin Gilmore and Bradley Barton on the T2 Advisory Board. Seconded by Jeffrey Mansfield. Motion approved.

Spring 2024 Recap

Nancy Ziebarth reported that spring classes began on March 5, 2024 and finished on June 27, 2024. Fifty-four classes were originally scheduled, fifteen classes added after the schedule was published due to filling waitlists or private class requests. Two Speed Limits & Speed Zones classes were cancelled due to low participation. Over 1,500 people attended spring classes. The Sign Maintenance Management webinar was the most attended class with 203 people attending.

Fall 2024 Class Schedule

Nancy Ziebarth reported that the fall schedule was published on August 21st ahead of the August 30th deadline. There are 59 classes scheduled to start on September 9th and go through December 19th.

She also noted that we are going to use QR codes for attendees to scan to submit their evaluations. The hope is that people will be more honest and thoughtful with their answers.

Advisory Board Meeting Minutes
Idaho LHTAC T2 Center
August 26, 2024 – Virtual Meeting via TEAMS
LHTAC Office, 3330 Grace Street, Boise

Road Scholar and Road Master Award Presentations

Chainey Rhoades reported that between March 21 and August 14th, 25 Road Scholar awards and 18 Road Master awards were 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.

Remaining awards to be presented include six agencies in District 1; four agencies in District 2; twelve agencies in District 3; seven agencies in District 4, and eleven agencies in District 6.

He noted that he is hoping to be able to do more presentations since he will be traveling this fall and will try and schedule presentations during those times.

FFY25 Workplan

Chainey Rhoades reviewed the FFY25 workplan which will cover the period of October 1, 2024, through September 30, 2025. He noted that the goals remained the same as FFY24 except for the Safety Fest Program (#4), where Nancy will assist with the Boise Safety Fest as well as the Pocatello Safety Fest.

Discussion: Is there any training outreach to the Tribes? Nancy noted that Nez Perce Tribe has participated in our classes. Dusty Whited and Kevin Howard have contacts for the CDA Tribe and Bannock Tribes and will send them to Nancy to send information out to.

Motion by Kevin Howard to approve the FFY25 Work Plan. Seconded by Dustin Gilmore. Motion approved.

FFY25 Draft Budget

Mike Cram presented the FFY25 draft budget.

Items of note include:

- Revenue shows a projected carryover of \$104,000, historically, this is over \$300,000, but we have used some of that surplus.

Advisory Board Meeting Minutes
Idaho LHTAC T2 Center
August 26, 2024 – Virtual Meeting via TEAMS
LHTAC Office, 3330 Grace Street, Boise

- \$420,000 revenues in Federal funds and match.
- The projected class revenue is \$140,000 which is up from \$125,000 last year.
- LHTAC personnel is up due to hiring a full-time T2 Director and additional grant assistance efforts.
- Contractual Services which is our contracted instructors is higher this year than last, some of this is due to the number of classes provided. We anticipate FFY25 being closer to the \$130,000 amount.

Discussion: There was a line item in FFY24 there was a budget for variable message signs that were being reviewed to purchase for LHJ's to use, however, the use of T2 funds for this type of items won't work. There is a line item for Retroreflectivity kits in the FFY25 budget.

Motion by Jeffrey Mansfield to FFY25 Budget. Seconded by Dustin Gilmore. Motion approved.

Class Fee Increase

Mike Cram and Chainey Rhoades discussed that the cost of providing the services and classes that the T2 Center offers continue to increase. The classes we currently offer range from \$20 for some webinars to \$80 for an in-person. Most classes are currently at \$60 per person.

There has not been a class fee increase in approximately ten years. The class fee charged does not cover the whole cost of the classes, it is being augmented by the FHWA funds and match.

Discussion: Is the increase needed to keep the structure and intent of the T2 Center for now or the future? Laila Kral noted that the goal is to keep the classes as affordable as possible. With the roll-over amount getting smaller each year, it causes concern when the funding doesn't come in on time as it did this year. Instructor costs go up each year, in addition to trying to find new contracted instructors this year. We also want to continue to increase our level of technical assistance and one of Chainey's roles will be to provide in-person assistance to locals that have staff that is less

Advisory Board Meeting Minutes

Idaho LHTAC T2 Center

August 26, 2024 – Virtual Meeting via TEAMS

LHTAC Office, 3330 Grace Street, Boise

experienced and need assistance. We also would prefer to make one increase and not have to increase again for several years.

A request was made for us to track costs of class versus revenue from class and present at future meetings. **ACTION ITEM**

Motion by Kevin Howard to approve a \$20 per class increase. Seconded by Don Gulledge. Motion approved.

Amended Motion by Kevin Howard to approve a \$20 per class increase starting Spring 2025. Seconded by Don Gulledge. Motion approved.

Build a Better Mousetrap

Brody Johnson presented a video showing the winners of the 2024 Build a Better Mousetrap competition. City of Nampa won the Team Award with their Weed-Seeker. City of Rupert won the Individual Award for their Bridge-Joint Repair.

There will be additional outreach for the 2025 competition including a video to show at each of the classes to target a different group of people.

Open Discussion & Comments – Non-Action Items

Kevin Howard thanked everyone and noted he has enjoyed his time on this Advisory Board.

Motion by Jeffrey Mansfield to adjourn. Seconded by Kevin Howard. Motion approved.

With no more items to address. Chairman Whited adjourned the meeting at 11:42 a.m.