

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING DECEMBER 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 Neal Gier, Buhl Highway District; Commissioner Mark Rekow, Gem County; Kelley Packer, Executive Director at Association of Idaho Cities; Nick Veldhouse, Executive Director at Idaho Association of Highway Districts; Seth Grigg, Executive Director at Idaho Association of Counties

Council Absent: Commissioner Todd Smith, Madison County

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

ROLL CALL

Chair Peterson opened the meeting at 9:00 a.m. (MT) and asked for a roll call. Nancy Ziebarth provided a roll call, and it was determined there was a quorum.

AMENDMENTS TO AGENDA

Motion by Member Renfrow. Motion: To move the Leading Idaho Local Bridge Program Application Eligibility item from the first item under “New Business” to under the “Meeting Dates” agenda item. Seconded by Member Lampert. Motion Passes.

COUNCIL AND STAFF UPDATES

Laila Kral reported that an open position for an Engineer is still posted.

GUEST SPEAKER

Jamie Neill (Policy Director, Office of the Governor) shared upcoming information for the 2025 Legislative Session.

APPROVAL OF MINUTES

Motion by Member Renfrow. Motion: For Council to approve the draft minutes from September 11, 2024, September 12, 2024, October 3, 2024 and October 31, 2024, as presented. Seconded by Member Gier. Motion Passes.

MEETING DATES

Nancy Ziebarth discussed 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: February 6, 2025, 10:00 a.m. (MT); March 6, 2025, 10:00 a.m. (MT); April 3, 2025, 10:00 a.m. (MT); May 1, 2025, 10:00 a.m. (MT) and May 29, 2025, 10:00 a.m. (MT).

FINANCIAL REPORTS

FY24 Audit

Jordan Zwygart from Zwygart John & Associates reviewed the final audit report which showed no concerns.

Motion by Member Renfrow. Motion: For Council to approve the FY24 Audit as presented. Seconded by Member Berlin. Motion Passes.

Surplus Property Disposal

Mike Cram reported that there were no surplus property items.

No vote is needed.

Financial Statements

Mike Cram reported on Financial Statements from August, September and October 2024.

Revenues are trending above budget, the Highway Distribution payment was received and is slightly higher than expected.

Expenditures:

\$442,490 has been spent on administering the Leading Idaho Local Bridge (LILB) program so far this fiscal year. Laila Kral noted that this includes Leading Idaho Local Bridge staff costs, which includes reviews of bridge submittals, financials, consultant and contractor payments, environmental review and coordination, and includes much more than just managing the program.

Project expenses appear high, due to a large project expense that was recorded as a lump sum instead of being spread out over time.

A Children Pedestrian Grant recipient returned unused funds which was credited to the grant distribution account creating a negative number in this category.

Approximately \$40M of the LILB program funds requested from ITD are unobligated.

As of October 31, 2024 the year to date net Income for LHTAC is \$181,650; T2 is \$42,132. Program to date fund balance for LILB is \$40,056,667.

Balance Sheet as of October 31, 2024

- Total Assets: \$103,929,631

- Total Liabilities: \$52,448,670
- Net Equity: \$51,480,961

LRHIP Expenditures FY25

- Total Expenditures: \$7,473,643
- Outstanding grants which were not requested/paid as of 10/30/24: \$4,886,709

Discussion: On the abbreviated balance sheet, the vacation reserve line item includes reserves in the event a staff member retires. This is an amount staff calculated based on potential retirements that would be paid out in the next two to five years.

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

ADMINISTRATOR REPORT

Laila Kral reported that the past quarter was focused on outreach through workshops, conferences, phone calls and meetings. Staff met and/or attended meetings with members of COMPASS, Association of Idaho Public Works Professionals and Local Transportation Convention to share information about funding applications and Leading Idaho Local Bridge Program. At the conference, staff provided workshops on funding, virtual meetings, LHTAC Data Sources, Bridge Asset Management and Historic Bridges. The new retro-reflectivity kits were handed out to the locals during the conference.

Updates are being shared with the locals for the reporting requirements for the Annual Road and Street Finance Report. We presented to the Idaho City Clerks, Treasurers, and Financial Officers Association conference, the Idaho Association of Counties fall conference and updates as needed to other groups and individuals.

Laila thanked the Council for attending the groundbreaking of the Hexon Bridge which was funded through the LILB program. This was a great example of a project that wouldn't have moved forward without the state funds provided by the legislature.

With the Continuing Resolution provided by the Federal government, the Rural program does not have enough Obligation Authority available to advertise construction projects. A meeting was held with the Division of Financial Management and the Governors office to propose a loan from the Leading Idaho Local Bridge Program to the Federal-aid program allowing LHTAC to advertise a large project for construction. This would prevent a year delay and allows a critical project to move forward. The team approved the loan and LHTAC has moved forward with advertisement.

Laila noted that we recently dealt with a financial cyber attack resulting in fraud. Our insurer was able to refund all but the \$10k deductible. Because of this, we have

added another layer of security and verification to prevent this type of fraud from happening again.

Laila added that she will be spending a lot of time in the spring meeting the new legislatures and answering questions regarding LHTAC.

DEPUTY ADMINISTRATOR REPORT

Ken Kanownik reported for Federal Discretionary Funding, between the end of FFY23 through the end of 2024, LHTAC provided technical assistance on 15 applications and 13 application submission services for Local Highway Jurisdictions (LHJs) across nine Federal programs. A total of \$57M of funding was requested, which accounted for \$43M for construction and \$14M for planning, technical assistance or design funds. Two grants with assistance from LHTAC were successful, totaling \$1.064M in awards.

Staff efforts of Ken Kanownik and Bill Roberson totaled 1,104 hours with a wage and overhead cost of \$170K. Time was split between Notice of Funding, informational webinars and outreach which accounted for about 15%; data collection and research accounted for 20%; writing the application and exhibits accounted for 50%; submitting the grants accounted for 10% and debriefs and administrative tasks accounted for 5%.

When a funding opportunity is emailed out by the U.S. DOT and after LHTAC reviews the content, we find cases where direct outreach is needed to agencies that may benefit from the opportunity. When a LHJ requests technical assistance, staff conducts a project review to verify readiness, eligibility and match. After two weeks, a kick-off meeting is scheduled where duties are divided and a plan of action is put into place.

There are over 100 grant programs outlined in the Bipartisan Infrastructure Law, each having different notice of funding opportunities when the application period is open.

Staff participated in debriefs for the PROTECT, RAISE, Thriving Communities and Reconnecting Communities Programs which is where we get lessons learned to be able to provide better information.

Technical assistance for 2025 has begun, which includes assistance for seven Protect Applications and three RAISE applications.

STAFF TRAINING

Nancy Ziebarth reported that 24 training courses, lunch and learns and professional development classes were taken by staff between September 1 and November 30, 2024.

Laila Kral shared that Brody Johnson and Scott Wood presented Online Virtual Meetings Tips and Tricks at the Idaho Transportation Conference which focused on different web programs, cameras, and computer requirements and held a mini virtual meeting to show the features during a live meeting.

PARTNER UPDATES

Association of Idaho Cities:

Kelley Packer reported that they are preparing for the Legislative Session and building relationships with the new members. They held a Legislative Summit on December 3rd where they introduced their proposal of the Keep it Local Resolution which will highlight the number of lane miles and/or percentages of roads that locals take care of versus state and federal. Approximately 77% of roads in Idaho are taken care of by locals (Cities, Counties and Highway Districts). They are also recommending that HB389 needs to be fixed. Since its passage in 2021, three Cities have been lost because they cannot afford to provide the services at the city level.

Idaho Association of Counties:

Seth Grigg reported that in January they have 36 new County officials starting. They are gearing up for the Legislative Session.

Idaho Association of Highway Districts:

Nick Veldhouse reported that IAHD raises funds for scholarships given to the children and grandchildren of the Commissioners or employees of Highway Districts each year. At the conference this year, they raised \$29,000 for the scholarship fund. Over 500 people attended the conference this year. They have been busy preparing for the Legislative Session. All the contracts have been renewed for the Purchasing Co-op

Idaho Transportation Department:

Dave Kuisti, Chief Engineer, shared that LHTAC and ITD have a great partnership and work well coming up with solutions together.

PROGRAM UPDATES

Efficiency Measures:

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

Design Consultant Agreement achieved 0% of the 90% goal; PS&E Delivery achieved 18% of the 75% goal; Design Closeout achieved 67% of the 85% goal; Construction Consultant Agreement achieved 100% of the 90% goal; Construction Change Orders achieved 86% of the 80% goal; Construction Closeout achieved 100% of the 70% goal; Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 95% of the 100% goal; Safe Routes to School Invoice Reporting achieved 100% of the 100% goal; Transportation Alternatives Percent Obligated achieved 75% of the 100% goal.

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

Kevin Kuther reported that the Federal Fiscal Year began October 1, 2024, with Federal Government authorized funding through December 20, 2024. Staff are working to prioritize advertisements of projects scheduled for construction early in the

year. The Design PS&E Efficiency measure is to have projects scheduled for construction in FY25 delivered by November 15, 2024.

Rural Program:

Kevin Kuther reported that all rural funded projects scheduled for FY25 construction have met the efficiency measure. The due date for rural funds applications is January 9, 2025.

Small Urban/Large Urban (MPO)

Kevin Kuther reported FHWA authorized \$4.9M for FY25 and Idaho has received \$169K in obligation authority (OA) to date. One FY24 project is being prepared for bidding, four FY25 projects that are scheduled for construction currently have issues being worked including needing updated Right-of-Way plans, difficulty with BNSF railroad securing agreement, and a property that had potential to be adversely affected by the construction. Two projects have bid since the September Council meeting.

Bridge:

Kevin Kuther reported that FHWA authorized \$18.2M for FY25 and Idaho has received \$18.2M in OA, therefore staff is working on obligation of FY25 projects. Bid opening dates have been set for two FY24 projects. He reviewed the status of five FY25 projects that are scheduled for construction and noted that one project has bid since the September Council meeting.

Discussion: Chair Peterson thanked Kevin and the staff for working so hard and that there are a lot of moving pieces to managing the program, so even though the efficiencies were not met, the Council is appreciative of all the hard work.

Federal-aid Construction:

Megan Kautz reviewed before and after pictures of six projects that were completed.

Jayme Coonce is administering four construction projects, Matt Koster is administering three construction projects and Megan is administering six construction projects. She noted that she has added Kevin Kuther to the list to report on in the future, but at this time, he is not administering any construction projects.

Megan Kautz noted that staff has participated in partnering meetings including ITD/FHWA Bi-monthly meeting, ITD/AGC 18 month Project Forecasting meeting, ACEC/LHTAC Committee meeting, ACEC Convention DEI panel, Idaho Association of Highway District Annual Convention, ITD/AGC Peer Review Advisory Group, LHTAC Design Construction meeting, ITD Materials Engineering meeting, ITD TAG meeting, Shoshone Bannock Annual Environmental Partnering meeting and Aquatic Organism Passage Work Group.

Five contractor surveys were sent out and four were returned. 2024 overall rating out of 5 is CE&I – 4.2; LHTAC 4.5. The five-year average for CE&I is 4.2 and LHTAC is

4.5. Megan also reported on some of the comments that were received on the surveys throughout the year.

Megan noted that a claim with the contractor on the Cherrylane Bridge project was asking for \$1.5M in steel escalation, this claim settled at \$550K. One other claim is anticipated on this project, however, we have not seen it.

Kevin Kuther reported that on Megan's staff report it's important to note the color coding is often due to the different sources of funding that are used for projects. He thanked Megan for including that in her report.

Local Highway Safety Improvement Program (LHSIP):

Brian Wright reported on two FY24 projects that are being prepared for bidding. There are four FY25 design projects that are in the process of being prepared. Brian reported that there are eleven PS&E projects for FY25 that are being prepared for obligation and submittal to ITD for bidding but did not meet the PS&E efficiency measure.

Children Pedestrian Safety and Transportation Alternatives:

Children Pedestrian Safety:

Ken Kanownik reported that there are seven of eight 2021 projects completed and closed out. The final project is currently under construction. Forty-one of forty-five 2022 projects are complete and many of them are ready for close-out. Twenty-six of the thirty-two 2023 projects are complete.

The 2024 projects that split funding between American Rescue Plan Act (ARPA) and state funds will have different developmental timelines based on the ARPA regulations. Projects funded with ARPA will have a design deadline of December 20, 2024, and an expenditure deadline of August 31, 2025. State funded projects will have a mid-project review due in July 2025 and project completion deadline of December 2025.

A total of \$25M has been allocated to the program since 2018 with 100 projects completed and 11 projects in construction.

Transportation Alternatives:

Ken Kanownik reported that two of the Safe Routes to Schools sponsors are developing travel plans for their service areas. This was one of the topics at the annual meeting and will be the first of such plans in Idaho.

The Bipartisan Infrastructure Law allows 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 submitted a draft report to FHWA highlighting the services and benefits local sponsors receive.

As of December 1, 2024, there are eleven projects in design, eight projects in construction. Fourteen projects upcoming for FFY2025 and 2026 in design and twenty-eight projects in construction.

Leading Idaho Local Bridge:

Ken Kanownik reported that the program has 34 completed projects, 44 in construction phase, 138 projects in design and 5 projects still undergoing testing and analysis. Preliminary final costs for the 34 completed projects totaled \$27.3M which include design, environmental, utility, right-of-way, construction contract and CE&I costs. Costs will be finalized when projects are closed out and final inspection costs are included. Planning level cost estimates for these bridges were \$22.1M with projects previously averaging 20% above the estimate. Currently the average is 23% above the estimate with this expected to increase with the pace of construction inflation. Estimates did not consider inflation originally.

LHTAC advertised 46 projects for construction and two projects were advertised by local agencies in 2024. Initially there were 68 projects scheduled for advertisement in 2024. Of the 22 projects not advertised, six are designed and ready to be advertised, but have permits and/or right-of-way pending. Six other bridges have had complications and have longer timelines for completion than originally planned. Ten bridges had a design contract and delivery dates entered as late 2024, however, when the second phase of the contract was finalized, delivery was moved to 2025.

Ken thanked Kevin Kuther and Megan Kautz for their willingness to help with whatever is needed. Laila noted that they presented a report to the Idaho Transportation Executive team recently.

T2 Center and Technical Assistance:

Chainey Rhoades reported that classes started September 9, 2024 with 56 classes taking place. We cancelled 14 classes due to low student registration and had agencies request private classes that was added to the schedule.

A QR code was implemented as an updated way to have students complete the evaluation of the class, materials and instructor. We believe this will make the student feel more comfortable in giving honest evaluations. We also implemented a short video that instructors play at the beginning of class that explains the T2 Center and what we offer.

Between August 15 and November 20, 2024, 30 Road Scholar and 12 Road Master awards were 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 City of Salmon. 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 remain to be presented.

The next T2 Advisory Board meeting will take place March 26, 2025. The board members may serve staggered three-year terms and up to two terms. Kevin Howard from Worley Highway District completed the second term in November and Ben Weymouth from East Side Highway District has taken the open Highway District position.

The Boise Safety Fest is scheduled for January 6-10, 2025 where Nancy is scheduled to help at the registration desk.

Chainey will be attending the Winter NLTAPA meeting on January 5, 2025 and Nancy and Chainey will be attending the NLTAPA region meeting in Fairbanks Alaska on February 26-27, 2025.

A new class management system is still being researched and are hoping to have it in place in 2025. The two remaining leadership classes have been coordinated with Boise State University Extended Studies program. The first class was held on October 17, 2024. The second class will be added to the spring class schedule.

Chainey noted that he is researching roadway construction flagger kits that will have enough signs for agencies to work with an intersection safely. He is also researching options for portable message boards that would place two boards in each district.

Technical assistance provided this past quarter include requests including information on traffic counters loaned out, traffic sign safety, multiple grant programs, 129K routes, pedestrian bridge, railroad coordination and much more.

The City of Rupert was presented with their Build a Better Mousetrap (BABM) award on December 10, 2024. We have started having the instructors show a video highlighting what BABM is all about, with the hopes of having local agencies submit their entries throughout the year.

NEW BUSINESS

Leading Idaho Local Bridge Program Application Eligibility

Ken Kanownik reported that the Council approved an application in September 2024 for staff to solicit additional applications for poor and posted bridges. There were applications received that are outside of the eligibility of the program. Examples of bridges that are ineligible include bridges that are already receiving funding in a Federal-aid program, bridges that have specific features identified as poor in an inspection report, but do not have a rating of poor and bridges that are no longer required to be posted for load, but the local highway jurisdiction has kept the load posting sign.

Discussion: Chair Peterson invited Eric Shanley and Rod Twete from Lakes Highway District to speak about their project request. Eric reported that their project was rated #1 on the 2020 Federal-aid Bridge Applications and was awarded \$3M,

they contributed \$2.2M in addition to the match. They are requesting \$5.5M from the LILB program to complete the bridge.

Ken Kanownik noted that this was an application that was submitted, and that eligibility should be considered at this time.

Laila Kral thanked Eric and Rod for coming to present their request. She noted that the scoring requirements are different for the Federal-aid program versus the LILB program. She noted that the language in the bill is clear in noting it is for bridge maintenance and repairs and to repair and replace bridges where they currently stand. To date, all the bridges in the LILB program that are done have remained in their current alignment. She also noted that the State of Idaho is fixing these bridges using state dollars, not the Federal Government. The estimated costs of Lakes Highway District's project include the bridge estimate from the consultant of \$3.725M, the Federal-aid grant allows \$3M, and Lakes committed to \$2.076M which includes their match, resulting in overmatching \$1.85M. The shortfall is in the roadway work which isn't allowable in either Federal-aid or LILB.

The staff's recommendation is to maintain the standards that were put forth by the Council. If Council decides to fund this request, then it is recommended to keep the application period open longer due to other agencies & bridges that are short funded, but didn't apply due to the guidelines of not mixing state and federal money. Laila noted that LHTAC would assist Lakes Highway District with applying for Federal grants that would help with their project.

Motion by Member Berlin. Motion: For Council to maintain the standards and MOU of the Leading Idaho Local Bridge Program as it stands making Lakes Highway District Application Ineligible. Seconded by Member Hofmeister.

Application Scoring Teams

Megan Kautz reported that LRHIP applications were due December 5, 2024, and the scoring team will be Gilbert Hofmeister, Rod Plank and Todd Smith. The applications will be available today for the team to take and are due back by February 21, 2025

Ken Kanownik reported that LILB applications are due December 12, 2024, and will be sent to the scoring team of Kevin Renfrow, Robert Berlin and Mark Rekow by January 14, 2025. The scoring is due back by February 21, 2025.

Kevin Kuther reported that Federal-aid Rural applications are due January 9, 2024, and will be sent to the scoring team of Neal Gier, Kari Peterson and Phil Lampert by January 14, 2025. The scoring is due back by February 14, 2025.

Draft Annual Report

Laila Kral reported that according to the Idaho Code 40-2024, LHTAC is required to submit an annual report to the Transportation Committees of the Idaho Legislature.

The report will spotlight LHTAC's technical assistance, training efforts and program accomplishments. The achievements of the LILB will be showcased along with additional needs. There will also be information on grant writing assistance, T2 Center and Federal-aid project delivery.

The final copy will be approved by the Executive Council and shared with the full council prior to distribution.

2024 LHTAC Funding Workshop Overview

Megan Kautz reported that between October 1-29, 2024, the LHTAC team including Megan, Kevin Kuther, Mike Cram and Scott Wood completed 10 in-person workshops including one virtually. Workshops took place in Burley, Coeur d'Alene, Fruitland, Grangeville, McCall, Moscow, Preston, Sagle, Sugar City, and Twin Falls covering 9,800 miles and connecting with approximately 200 attendees. Topics included open applications, technical assistance, T2, LILB, loaner equipment and other funding opportunities.

LRHIP Application Extension Request

Megan Kautz reported that a policy was implemented with the FY22 LRHIP application cycle requiring jurisdictions to spend and fully close their grants within three calendar years of their award. The policy requires repayment of funds if the grants are not spent; a formal extension request signed by a mayor or chairman to be considered by the LHTAC Council.

Six jurisdictions including City of Challis, Fremont County, City of Fairfield, Camas County, Butte County and Union Independent Highway District have not closed their 2022 LRHIP grants out. They are all for Transportation Grants, which require agencies to hire a consultant to do. All six agencies have submitted formal extension requests.

Discussion: Megan Kautz will look at the policy and offer suggestions on potential changes at the March Council meeting.

Motion by Member Lampert. Motion: For Council to extend a six-month extension (July 1, 2025) with language stating they will not be eligible for future LRHIP grants until the project is completed. Seconded by Member Berlin.

Leading Idaho Local Bridge Program 10th Ave Overpass Repair, Caldwell

Ken Kanownik reported that the City of Caldwell has applied for funding in the LILB program for the 10th Avenue Overpass Bridge. The bridge has an emergency lane closure from the most recent inspection. The city has the repair and rehabilitation for this bridge already designed and attempted to bid the project out. The lane closure has created a bottleneck on the bridge. This would be a repair through the program rather than a replacement.

Motion by Member Renfrow. Motion: For Council to approve funding for the 10th Ave repair and rehab for an estimated cost of \$600,000 as presented. Seconded by Member Plank.

LRHIP Emergency Applications

Megan Kautz reported that there were no LRHIP Emergency applications at this time. Total available funds are \$571,541.90.

No motion needed.

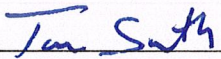
Roundtable Discussion about LHTAC

Discussion occurred about the groundbreaking that took place for Hexon Bridge and how great it was to be able to attend.

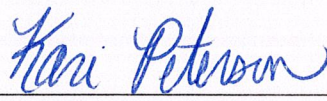
Motion by Member Renfrow. Motion: To adjourn. Seconded by Member Berlin. Motion Passes.

With no further business, the meeting was adjourned at 2:01 p.m.

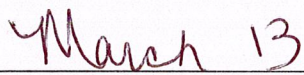
RESPECTFULLY SUBMITTED BY:



Todd Smith, Secretary/Treasurer



Kari Peterson, Chairman


_____, 2025

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