

Local Highway Technical Assistance Council
3330 Grace St, Boise, ID 83703

Date: June 12, 2025

Executive Session: 9:00 a.m. **Business meeting starting no earlier than: 10:00 a.m.**

Location: 3330 Grace Street, Boise ID 83703



COUNCIL MEETING AGENDA

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Call to Order		Chairperson	
Roll Call			
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Announcements			
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Vice Chair	Action	Chairperson	
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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.



LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Election of Officers**

Presenter: **Chair**

Overview:

Current Executive Members:

Kari Peterson – Chair	Association of Idaho Cities
Kevin Renfrow – Vice Chair	Idaho Association of Highway District
Todd Smith – Secretary/Treasurer	Idaho Association of Counties

Below is a table of current council members currently not serving on the Executive Committee.

Council Members:

Mark Rekow	Idaho Association of Counties
Phil Lampert	Idaho Association of Counties
Robert (BJ) Berlin	Association of Idaho Cities
Rod Plank	Association of Idaho Cities
Neal Gier	Idaho Association of Highway Districts
Rick Robinson	Idaho Association of Highway Districts

Terms of Office and Duties:

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 1st. 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



LHTAC COUNCIL STAFF REPORT

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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.

LHTAC Executive Council Terms 2007-current

Chair	Vice Chair	Secretary/Treasurer	Service Dates
Kari Peterson, City	Kevin Renfrow, HD	Todd Smith, County	7/1/24-6/30/25
Phil Lampert, County	*Kari Peterson, City	Kevin Renfrow, HD	3/14/24-6/30/24
Phil Lampert, County	*Mac Pooler, City	Kevin Renfrow, HD	7/1/23-3/14/24
Neal Gier, HD	Phil Lampert, County	Mac Pooler, City	7/1/22-6/30/23
Robert (BJ) Berlin, City	Neal Gier, HD	Phil Lampert, County	7/1/21-6/30/22
Todd Smith, County	Robert (BJ) Berlin, City	Neal Gier, HD	7/1/20-6/30/21
Gilbert Hofmeister, HD	Todd Smith, County	Robert (BJ) Berlin, City	7/1/19-6/30/20
Diana Thomas, City	Gilbert Hofmeister, HD	Todd Smith, County	7/1/18-6/30/19
Mark Rekow, County	Paul Loomis, City	Gilbert Hofmeister, HD	7/1/17-6/30/18
Terry Werner, HD	Mark Rekow, County	Paul Lomis, City	7/1/16-6/30/17
Mac Pooler, City	Terry Werner, HD	Mark Rekow, County	7/1/15-6/30/16
Don Ebert, County	Mac Pooler, City	Terry Werner, HD	7/1/14-6/30/15
Dan Schaeffer, HD	Don Ebert, County	Randy Prescott, City	7/1/13-6/30/14
Mac Pooler, City	Dan Schaeffer, HD	Don Ebert, County	7/1/12-6/30/13
Lan Smith, County	Mac Pooler, City	Dan Schaeffer, HD	7/1/11-6/30/12
Dick Edinger, HD	Lan Smith, County	Mac Pooler, City	7/1/10-6/30/11
Shawn Larsen, City	Dick Edinger, HD	Lan Smith, County	7/1/09-6/30/10
J.R. Van Tassel, County	Shawn Larsen, City	Dick Edinger, HD	7/1/08-6/30/09
Clark Kauffman	J.R. Van Tassel, County	Shawn Larsen, City	7/1/07-6/30/08

*Mid-term adjustment due to the retirement of Mac Pooler

Recommendation: For Council Review & Vote

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING MARCH 13, 2025**

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 Neal Gier, Buhl Highway District; Commissioner Todd Smith, Madison 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 Phil Lampert, Benewah County; Commissioner Mark Rekow, Gem 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 9:01 a.m. (MT) and asked for a roll call. Nancy Ziebarth provided a roll call, and it was determined there was a quorum.

Executive Session

Motion by Member Hofmeister. Motion: To enter into executive session pursuant to Idaho Code §74-206 1 (b) Personnel Matters. Seconded by Member Berlin. Motion Passed.

Executive Session ended at 9:29 a.m.

Business Meeting started at 9:34 a.m.

AMENDMENTS TO AGENDA

There were no amendments.

COUNCIL AND STAFF UPDATES

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

GUEST SPEAKER

Susan Lasuen from Ill-A gave the annual update on the Health Trust.

APPROVAL OF MINUTES

Motion by Member Renfrow. Motion: For Council to approve the draft minutes from December 11, 2024; December 12, 2024; February 6, 2025 and March 6, 2025, as presented. Seconded by Member Gier. Motion Passed.

MEETING DATES

Nancy Ziebarth discussed the proposed meeting dates for 2025 which include 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 reported that the dates for Virtual Executive Committee Meetings that coincide with LILB Bid Openings in the event a bid justification is warranted include: 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). She noted that there is a conflict with the May 1st meeting and requested to change it to Tuesday, April 29th at 10:30 a.m. Members Peterson, Renfrow and Smith all agreed that April 29th will work with their schedules.

FINANCIAL REPORTS

Surplus Property Disposal

Mike Cram reported that there were several computers that were donated to Local Agencies or were donated to Computers for Kids.

No vote is needed.

Financial Statements

Mike Cram reported on Financial Statements from November and December 2024 and January 2025.

Revenue:

- Interest revenue remains strong.
- Revenue will exceed the budgeted amount for the year.
- \$10M in ARPA funds were received to be used for Children Pedestrian Safety Program

Expenditures:

- Project expenses are at \$492,191 and not leveling off as expected.
- In the OTHER category, there is a \$8.9M item. The bulk of this is due to a temporary loan (from Leading Idaho to Federal-aid) to two projects in the Twin Falls area. When the Federal Obligation Authority (OA) is received, it will clear most of this out. Laila Kral noted that the two projects needed to get done this construction season. Discussions with the Governors Office occurred with concurrence for LHTAC to use Leading Idaho Local Bridge monies to advance the projects while we wait for the Federal OA to come in. An MOU was written, and a tracking process was put in place. The Local Agencies involved were notified of where the money was coming from and the process utilized to fund construction.
- Child Pedestrian Grant Distribution expenses will be moved once the money is received.

As of January 31, 2025, the year-to-date net Income for LHTAC is \$10,027,157; T2 is \$52,395. The program to date fund balance for LILB is \$58,249,743.

Balance Sheet as of January 31, 2025

- Total Assets: \$140,218,402
- Total Liabilities: \$70,223,139
- Net Equity: \$69,995,263

LRHIP Expenditures FY25

- Total Expenditures: \$7,473,643
- Outstanding grants which were not requested/paid as of 1/24/25: \$3,971,145

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

FY25 Budget Amendment #1

Mike Cram reported on the following items that are proposed changes in the budget:

- Interest rates are decreasing, LHTAC will accrue more interest than expected and is anticipating recovering approximately \$3.5M for the year.
- In December, LHTAC received \$10M in unallocated ARPA funds to be used for the Children Pedestrian Safety Program.
- Project expenses continue to run high, so an adjustment is needed.
- The Council approved paying off the loan for the 3330 Grace Street building, which happened in July 2024. The original budget included a full year of loan payments in addition to the outstanding principal amount. This line item is proposed to be changed to the amount that was paid.
- The recommendation for the amended budget includes decreasing LRHIP Grant Distribution expenses to more closely match expected expenditures.
- Due to the ARPA funds received, there will be expenditures for the Children Pedestrian Safety Program, which have been added.

Motion by Member Gier. Motion: For Council to approve the FY25 Budget Amendment #1 as presented. Seconded by Member Renfrow. Motion Passed.

ADMINISTRATOR REPORT

Laila Kral reported that she had a busy start to the year with Legislative Session starting as well as meeting regularly with Association of Idaho Cities, Idaho Association of Counties, Idaho Association of Highway District, and Idaho Transportation Department. She noted that House Bill (HB) 25 was introduced and would lock in more money for the State bonding system and would guarantee the amount of money the locals get through that funding program.

Idaho Federal Highways Administration has staff changes due to retirements; Laila has met with the staff that LHTAC will be working with the most which includes Kyle Holman who is the new Field Operations Team Lead and Sajonara Tipuric who is the Operations Engineer overseeing most LHTAC projects. She also noted that she met with Craig Raborn who is the new director of Community Planning Association of Southwest Idaho.

Laila, Karissa Nelson, and JoEllen Ross-Hauer continue to meet with the State Historic Preservation Office, Army Corps of Engineers, and others regarding environmental and cultural impacts from the Leading Idaho Local Bridge Program.

Laila reported that she was a panelist for a discussion regarding Women Transforming Government which was well attended by many public employees, lobbyist, and female leaders.

With the changes to Federal Agencies, the most significant change to LHTAC's is the Environmental Planner at FHWA was let go, which has created delays in environmental reviews. We anticipate other impacts as more changes happen.

Laila Kral noted that the ITD/AGC Spring Kickoff event took place where Megan Kautz gave an overview of the 144 LHTAC administered projects that are going to advertisement this year.

LHTAC managers hosted a breakfast to celebrate Employee Appreciation Day recently and are having a staff retreat where the focus will be on employee accountability.

Laila reported that recognition was received from Shelby Hooper from Boundary County for all the help provided in the past year. Jessica Stutzke from Shoshone County Public Works for a laptop, and Kimberly Welsh from Horseshoe Bend for the LILB Bridge.

Laila shared the Annual Report, which was approved at a past Executive Meeting.

DEPUTY ADMINISTRATOR REPORT

Ken Kanownik reported that Federal grant activities have been impacted by Executive Orders from the Federal government. Staff was working on four applications and assisting with two others when a pause on the applications was announced.

Ken noted that five applications were not awarded, and Lakes Highway District was awarded a FY25 project in the amount of \$14,373,128, however, due to the executive orders, this funding along with four others are on hold. Before the pause on Federal applications, two applications were submitted for the Better Utilizing Investments to Leverage Development (BUILD) program. The Notice of Funding Opportunity was amended on January 24, 2025 with a due date of January 30, 2025.

Staff continue to monitor the status of funding opportunities while coordinating with local agencies on eligibility candidate projects.

Ken noted that on February 25th, ITD held the annual Planning and Programming Summit, which is a kick-off to the Idaho Transportation Investment Program (ITIP) update process for adding and updating Federal-aid projects into the ITIP. Staff provided updates on LHTAC programs.

STAFF TRAINING

Nancy Ziebarth reported that six training sessions were taken by staff from December 1, 2024 through February 28, 2025. Laila Kral reported that LHTAC held a Respectful Workplace training course that all staff attended.

PARTNER UPDATES

Association of Idaho Cities:

No update

Idaho Association of Counties:

Seth Grigg reported they are busy with Legislative Session.

Idaho Association of Highway Districts:

Mandy Legarreta reported that David Kuck was hired as the Manager of the Cooperative Buying Program, the scholarship deadline is March 31st. The 2025 Convention will take place in November in Boise.

Idaho Transportation Department:

Angie Heuring is the new Highways Program Project Manager. She spoke about the construction program for ITD.

PROGRAM UPDATES

Efficiency Measures:

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

Design Consultant Agreement achieved 67% of the 90% goal; PS&E Delivery achieved 3% of the 75% goal; Design Closeout achieved 33% of the 85% goal; Construction Consultant Agreement achieved 100% of the 90% goal; Construction Change Orders achieved 90% of the 80% goal; Construction Closeout achieved 100% of the 70% goal; Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 100% of the 100% goal; Safe Routes to School Invoice Reporting achieved 97% of the 100% goal; Transportation Alternatives Percent Obligated achieved .4% of the 25% goal.

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

Kevin Kuther reported that the Federal Government has authorized funding through March 14, 2025.

Rural Program:

Kevin Kuther reported the Rural Program has been authorized for \$18.2M for FY25. Idaho has received \$2.7M in Obligation Authority (OA) to date. There are two FY25 projects scheduled for construction and two projects that have bid since the last council meeting.

Small Urban/Large Urban (MPO)

Kevin Kuther reported the Small Urban program has been authorized for \$4.9M for FY25. Idaho has received \$910,000 in OA to date. There are four projects scheduled for construction and two projects that have bid since the last council meeting.

Bridge:

Kevin Kuther reported the Bridge Program has been authorized for \$18.2M for FY25. Idaho has received \$18.2M to date. There are five projects scheduled for construction and two projects that have bid since the last council meeting.

Federal-aid Construction:

Megan Kautz reported that there are nineteen active construction projects. She noted that the percentages after each project indicate the percent of project completion.

Megan reported that they attended many construction partnering meetings including Idaho Association of Highway Districts Capital for a Day, AGC Spring Kickoff meeting which is a great time to talk with many contractors and Civil Rights Quarterly Internal training.

Five contractor surveys were sent for the quarter and four were returned.

- 2025 overall rating out of five. CE&I is 4.1 and LHTAC is 4.6
- Five-year average is CE&I is 4.2 and LHTAC is 4.6

Project of note includes Center Street Railroad Underpass where construction began in Spring of 2024 and has been at a standstill for most of the time due to railroad coordination and approval of bridge structural shoring and retaining wall design. Additionally, relocation of existing utilities located within railroad right-of-way has been difficult and a slow process. Construction is anticipated to restart in Spring/Summer 2025. Laila Kral noted that the requirements of the rail have changed from a year ago, which has caused some re-design to take place. Laila and Matt Koster met with the Mayor and presented some options to move forward.

Megan shared information that was included in the ITD Estimator that was published on January 2025.

Local Highway Safety Improvement Program (LHSIP):

Brian Wright reported OA is being released in small increments and continues to create delays. Brian noted that there are fifteen projects that will be submitted for bidding during FY25. There are four design projects (24607, 24608, 24609 and 24611) are scheduled to start in FY25, however, there is no money available, so they haven't been started. Seven projects in design status have started.

Brian noted that starting this fiscal year, most LHSIP projects are programmed over three years instead of two. This change was needed to compensate for funding and environmental clearance delays which are routinely impacting the project delivery schedule.

Children Pedestrian Safety and Transportation Alternatives:*Children Pedestrian Safety:*

Ken Kanownik reported all 2021 projects have been constructed with seven of the eight projects being closed-out. Forty-four of the forty-five 2022 projects are complete. The remaining project is expected to be completed in 2025. Thirty of thirty-two 2023 projects that have received funding in 2023 are complete. The two delayed projects are expected to be completed in 2025.

LHTAC received \$10M in ARPA Funds and issued notice to proceed on all 2024 projects. LHTAC is required to report expenditures of this funding to the Idaho Division of Financial Management to be included in the overall reporting to the U.S. Treasury. To consolidate reporting and accountability of the funds, LHTAC will disburse funds by paying contractors directly. This allows staff to account for every payment, payments tied to a date and helps prevent LHJ's from being sub-recipients of the funds.

A total of \$36M has been allocated to the program from state budget surpluses and remaining ARPA funds. From 2018 to current, 107 projects have been completed, 50 are in construction and one is in development.

Transportation Alternatives:

Ken Kanownik reported the local sponsors of Safe Routes to School projects have pooled resources and submitted an application to host the 2026 annual conference. This is a national conference for sponsors of projects and programs in partnership with the non-profit agency Safe Routes Partnership. If Boise is selected to host, it will be an opportunity to highlight the success of local sponsors around the state.

As of March 1, 2025, there are eight projects in design and four projects in construction from FY23 funds. There are three projects in design and four projects in construction from FY24 funds. Upcoming projects for FY25 include nine projects in design and fourteen projects in construction. FY26 includes five projects in design and fourteen projects in construction.

Leading Idaho Local Bridge:

Ken Kanownik reported that there are 37 completed projects, 55 projects in construction and 135 projects in design or undergoing testing and analysis within the program. Preliminary final costs of the 37 completed projects total \$31.3M. Once the projects are closed out, the costs will be finalized. Staff is reviewing data from completed projects to help determine projects costs over the life of the program. There appears to be no correlation between the size of the bridge or what they are spanning to easily identify cost discrepancies from estimate to completion. The next step will be to review project location, materials, or other factors in shaping projections for the program.

T2 Center and Technical Assistance:

Chainey Rhoades reported that in 2024, there were 126 training sessions including 34 Work Zone Safety, 23 Infrastructure Management, 10 Design & Traffic Operations, nine Roadway Safety, five Communications, eight Public Administration, 11 Pavement and Materials, 13 Workforce Development, seven Environmental; one Construction and Maintenance; one Worker Safety and four Structures classes. There were 2,593 participants totaling 15,546.50 participation hours. The Center started using a QR code in the fall of 2024 for students to evaluate the program, class, instructor, etc. He thanked Nancy Ziebarth and Brody Johnson for creating the code and survey. Brody also created a video presentation for instructors to play at the beginning of each class that shares a little about what the T2 Center is and what is offered.

Registration opened on February 2, 2025 for Spring 2025 classes with 93 classes scheduled through June 2025. We have had several agencies request private flagger classes and will be able to accommodate those requests.

Between November 20, 2024 and March 4, 2025 there have been 22 Road Scholar awards, and 27 Road Master awards presented to Oneida County, Power County Highway District, Valley County, Ada County Highway District, Gem County, Weiser Valley Highway District and Shoshone County. The remaining awards to be presented include five agencies in District 1, six agencies in District 2, seven agencies in District 3, seven agencies in District 4, one agency in District 5 and eleven agencies in District 6.

The T2 Center Advisory Board will be meeting on March 26, 2025. Jeffery Mansfield from City of Pocatello and Don Gullede from Ada County Highway District had their first term end February 2025, however, both have agreed to stay on for a second term. Dustin Whited from Bingham County completes his second term in June 2025.

The Pocatello Safety Fest will take place on May 13-15, 2025 and Nancy will be on site assisting. Brody Johnson helped at the Boise Safety Fest.

Chainey noted that he and Nancy Ziebarth attended the NLTAPA Region Meeting in Fairbanks Alaska on February 26-27, 2025. He also attended the winter meeting virtually on January 5, 2025.

A new Class Management System is still being researched. The remaining two Leadership courses have been coordinated with BSU Extended Studies. The Team Building and Communications class was offered once in the fall of 2024 and is also on the spring schedule. The second class is Leading Across Generations and is on the spring class schedule. We also offered a new elective class Creating a Culture of Accountability that BSU taught.

He noted that he has investigated construction flagger kits that have enough signs for agencies to work within an intersection safely. The plan is to give away three complete kits monthly to agencies that attend our training courses. We would limit this to one kit per year. IAHD is in the process of putting a bid request together for the items included in the kit.

Technical Assistance was provided in the past quarter on traffic counters loaned out, traffic sign safety, winter maintenance, equipment maintenance, grants, 129K routes, as well as many other topics.

A video presentation was created to help generate interest in the Build a Better Mousetrap. Each of the instructors play the video during each class they teach.

NEW BUSINESS

LRHIP Application Rankings & Awards

Megan Kautz reported that 89 applications requesting \$6.4M were received by the due date of December 5, 2024. The following number of applications along with suggested funding within the \$4M limit is below:

- Transportation Plan projects: 13 applications were received, propose to awarding 13.
- Sign projects: 19 applications were received, propose awarding 12.
- Federal-aid Match: four applications were received, propose awarding four.
- Construction projects: 52 applications received, propose awarding 25.

Megan noted that two applications that were received were deemed ineligible. City of Council submitted for a transportation plan update, but were funded for the same work in 2017. Jurisdictions are allowed to apply for updates every 10 years. City of New Meadows EMS submitted an application for signs. Since they are not an eligible jurisdiction and the application was not supported by the city, it was not considered.

Megan reported that there is \$183,000 unallocated LRHIP funds from cost savings that is available to use. She is proposing to not use this money for applications and save it for additional LRHIP Emergency Applications that are currently coming in.

Motion by Member Renfrow. Motion: For Council to accept the rankings as presented. Seconded by Member Berlin. Motion passed.

Leading Idaho Local Bridge Program Application Eligibility

Ken Kanownik reported that three applications with eligibility anomalies were identified. The bridges from Adams County, Caribou County and Gooding Highway District were reported on the 2022 eligibility list and were applied for in 2024. These bridges were no longer in poor condition in 2024.

Due to the inspection methodology changing, these bridges were upgraded from poor to fair condition, even though the underlying condition of the bridges remain unchanged. LHTAC recommends accepting these bridges as eligible for the LILB program.

Motion by Member Berlin. Motion: For Council to approve the eligibility of the applications for Adams County, Caribou County and Gooding Highway District. Seconded by Member Plank. Motion passed.

Leading Idaho Local Bridge Application Rankings & Awards

Ken Kanownik reported that 98 applications were submitted from 57 Local Highway Jurisdictions (LHJ) by the due date of December 12, 2024.

Applications were scored using 75% technical scoring and 25% local information provided by the LHJs. Staff has reviewed all the scores and the next step will be to separate the minimal design projects from full design projects and a recommendation of projects will be provided to Council to review. LHTAC recommends moving forward with the first ten projects on the score sheet totaling \$47,200,000.

Motion by Member Plank. Motion: For Council to accept the application scores and funding recommendations as presented. Seconded by Member Gier. Motion passed.

Federal-aid Rural Application Rankings

Kevin Kuther reported 37 Rural applications requesting a total of \$105,911,000 in funding. One application submitted exceeded the maximum advertised funding limit of \$5,00,000 in total costs for design and construction. Six applications submitted exceeded \$3,000,000 in total costs. For each \$200,000 requested over \$3,000,000, one point was deducted from the total score. The list will be used to fund projects for this year and next year.

Motion by Member Berlin. Motion: For Council to accept and approve the rankings as presented. Seconded by Member Renfrow. Motion passed.

LSHIP Application Rankings & Awards

Brian Wright reported that nineteen applications were received requesting \$21,067,744. LSHIP applications are ranked based on a calculated Cost-Benefit Ratio. He noted that approximately \$11,200,000 in funding is available for LHSIP annually. There are twelve projects with a combined estimated cost of \$11,035,000 that are above the proposed cutline.

Motion by Member Gier. Motion: For Council accept the rankings as presented. Seconded by Member Renfrow. Motion passed.

LRHIP Grant Extension Policy

Megan Kautz reported that in FY22, the Council implemented a policy within the LRHIP program that requires funds to be spent, and grants closed out within three years of their award unless an extension is approved by LHTAC Council. Fiscal Year 2022 grants were due to be completed and closed out no later than October 1, 2024. At the December meeting, there were six jurisdictions that had not met the deadline and all had submitted formal extension requests for consideration. It was determined that a formal policy of how the extension requests are administered was needed.

Megan noted that because the deadline will occur every October the received extension requests would be heard by the Council at the December meeting with the consideration of a six-month extension, or by July 1st of the following year. Failure to meet the new extended deadline will result in ineligibility within the LRHIP program until their grant is fully closed. Additional extension requests should not be considered.

Discussion: Sponsors that have LRHIP Grants are contacted multiple times during the year with check-ins and reminders.

Motion by Member Berlin. Motion: For Council to accept proposal on the LRHIP Grant Extension Policy as presented. Seconded by Member Smith. Motion passed.

LRHIP Emergency Applications

Megan Kautz reported that there were no LRHIP Emergency applications at this time. Total available funds are \$471,541.90.

No motion needed.

Roundtable Discussion about LHTAC

Members discussed applications that are being received and the quality of information provided. Council appreciates staff educating on how to submit a good application.

Laila Kral noted that there is no indication that Legislature will make a decision on the ITD property this year, so LHTAC plans to hold on building a new office until a decision is made about the ITD property.

Members and staff discussed tariffs and the cost of materials.

Motion by Member Berlin. Motion: To adjourn. Seconded by Member Smith. Motion Passed.

With no further business, the meeting was adjourned at 1:16 p.m.

RESPECTFULLY SUBMITTED BY:

Todd Smith, Secretary/Treasurer

Kari Peterson, Chair

, 2025

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)
APRIL 3, 2025 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chair Peterson via TEAMS at 10:06 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: Mayor Rod Plank, City of Kellogg; Kelley Packer, Executive Director of Association of Idaho Cities

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

Guest: Alex Yann, ACHD

New Business

LRHIP Emergency Applications

Megan Kautz reported that there is a total of \$471,541.90 available funds for LRHIP Emergency.

North Latah County Highway District:

On February 23, 2025, a storm event causing heavy flooding and extensive road damage took place. The roadways experience intense rainfall causing an emergency declaration. North Latah is requesting \$100,000.

Motion by Member Renfrow. Motion: To approve and fund North Latah's application as presented. Seconded by Member Smith. Motion passed.

East Side Highway District

Megan Kautz reported that the chairman was not able to sign the application but will sign it when back in town. They are requesting \$100,000 in funds to fund roadway repairs resulting from lifting load limits during a seasonal closure in order to access emergency roadway washouts. They are repairing the culverts and drainage structures associated with these washouts on their own.

Motion by Member Peterson. Motion: To approve and fund East Side Highway District application as presented. Seconded by Member Renfrow. Motion passed.

Power County Highway District

Megan Kautz reported that Power County Highway District is requesting \$100,000 for damage to roads due to a flood event on February 24th.

Motion by Member Renfrow. Motion: To approve and fund Power County Highway District's application as presented. Seconded by Member Smith. Motion passed.

Discussion: Chair Peterson noted that since additional applications are anticipated and the funds will potentially be depleted, could Mike show where additional funding will come from? Megan noted that she will work with Mike. Laila Kral noted that LHTAC has received our portion of the Strategic Initiative general funds for the past few years and has set aside those funds for road and bridge maintenance, or to the benefit of all, so these funds could be used for this. She also noted that staff always try to find alternative funds for locals to use in emergency situations.

With no further business the meeting adjourned at 10:25 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

Todd Smith, Secretary/Treasurer

Kari Peterson, Chair

, 2025

Local Highway Technical Assistance Council

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
APRIL 29, 2025 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chair Peterson via TEAMS at 10:30 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, Laila Kral, Sara Gyfteas, Mike Cram

New Business

LRHIP Emergency Application

Sara Gyfteas reported that there is a total of \$171,541.90 available funds for LRHIP Emergency.

Shoshone Highway District:

Sara Gyfteas reported that \$100,000 was requested to assist in replacing the 700 W Bridge due to the nearby dairy moving heavy and overloaded haul trucks across the bridge.

Laila Kral noted the bridge is not over 20' or inspected by ITD. So, it did not have standard postings that are normally used by ITD.

Discussion: Is this considered an emergency based on LHTAC's definition? The dairy should not have had those trucks on this bridge. LHTAC has encouraged the Highway District to work with the dairy and pursue getting funds to repair this. The new structure will be over 20' long and inventoried by ITD in the future.

Conditions: Shoshone Highway District to pursue Lopes Dairy and their insurance and if money is received, then return any LRHIP funds not used. Kari Peterson asked to be copied on the letter that is sent.

Motion by Member Peterson. Motion: To approve and fund Shoshone Highway District's application with conditions as presented. Seconded by Member Renfrow. Motion passed.

With no further business the meeting adjourned at 10:48 a.m. (Mountain Time)

RESPECTFULLY SUBMITTED BY:

Todd Smith, Secretary/Treasurer

Kari Peterson, Chair

_____, 2025

Local Highway Technical Assistance Council

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
MAY 29, 2025 SPECIAL COUNCIL MEETING WITH EXECUTIVE MEMBER VOTING
VIRTUAL CONFERENCE CALL**

This special meeting was called to order virtually by Chair 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; Kelley Packer, Executive Director of Association of Idaho Cities

LHTAC Staff: Nancy Ziebarth, Laila Kral, Mike Cram, Scott Wood, Sam Larrondo

Guests: Jacob Miller

New Business

South Latah Highway District - Leading Idaho Local Bridge (LILB) Program Request

Scott Wood reported that on May 2, 2025, South Latah Highway District (SLHD) received notification of a critical finding concerning Bridge KN 29610. A significant high river flow event led to formation of a scour hole beneath the bridge abutment, which downgraded the bridge's condition from fair to poor. In December 2024, this bridge was neither classified as poor or posted, therefore, it was not eligible for the LILB program. Staff's review shows that had Bridge KN 29610 been included in the prior application cycle, its technical scoring would have placed it among the top contenders. SLHD is requesting that Bridge KN 29610 be exchanged with KN 29540 in the LILB program.

Kevin Renfrow refrained from voting on this due to conflict of interest.

Motion by Member Peterson. Motion: To approve the request to exchange Bridge KN 29610 with KN 29540 in the Leading Idaho Local Bridge Program as presented. Seconded by Member Smith. Motion passed.

Leading Idaho Local Bridge Program Bid Rejection - Ferdinand Highway District

Scott Wood reported that LILB proposal 29300-51 was for the removal and replacement of the Holmes Crossing Road Bridge over Lawyer Creed for Ferdinand Highway District in Idaho County. Due to a breakdown in Right-of-Way acquisition for the project, staff is requesting to reject all bids. After discussion with the landowner and highway district, it has been determined that the landowner will not agree to terms on the final agreement.

On May 9, 2025, Debco Construction, the apparent low-bidder, formally requested to withdraw their bid due to the delays in the project. With the delay from bid opening and Ferdinand Highway District moving forward with Right-of-Way condemnation, rejecting all bids is recommended.

Motion by Member Renfrow. Motion: To Reject all bids for Contract 29300-51 until Right-of-Way is obtained. Seconded by Member Smith. Motion passed.

Leading Idaho Local Bridge Bid Rejection - Valley County

Sam Larrondo reported that LILB proposal 20068-68 was for the repair for three separate structures in Valley County. Each of the structures is a series of pipe culverts that span greater than 20'. The scope of the repairs is to use a culvert lining system to strengthen and extend the service life. Sam noted that on the day of bid opening for this proposal, staff was notified of an error on the electronic bid posting. The bid closing time was earlier in the morning, versus in the afternoon. This excluded bidders from submitting bids. Staff requests all bids be rejected and the proposal will be re-advertised in June.

Motion by Member Peterson. Motion: To reject all bids for Proposal 20068-68 for Valley County as presented. Seconded by Member Renfrow. Motion passed.

Children Pedestrian Safety Funding

Laila Kral reported that House Bill 723 of the 2024 Legislative session appropriated \$10M in funds from the American Rescue Act (ARPA) which funded 40 projects from the 2024 Children Pedestrian Safety Program Applications. One of the regulations is that after December 31, 2024 funding cannot be added to new projects, but it can be transferred between projects funded with ARPA funds. She noted that the City of Pierce will only need \$90,000 in ARPA funds to complete their project, freeing up \$140,000 of ARPA funds to redistribute to other needs. Staff reached out to cities to determine what projects had bid openings, have bid alternatives or scalable sections to utilize all the funds currently available. Staff is requesting to approve the \$130,000 redistribution as presented, leaving \$10,000 available for future needs.

Motion by Member Peterson. Motion: To approve the redistribution and fund the projects as presented. Seconded by Member Renfrow. Motion passed.

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

RESPECTFULLY SUBMITTED BY:

Todd Smith, Secretary/Treasurer

Kari Peterson, Chair

, 2025

Local Highway Technical Assistance Council

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Meeting Dates**

Presenter: **Nancy Ziebarth**

Overview:

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10 LHTAC Council Bus Tour	11 LHTAC Council Meeting	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 LHTAC Council Meeting	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



LHTAC COUNCIL STAFF REPORT

June 12, 2025

Upcoming regularly scheduled meetings are as follows;

- September 10, 2025, Council Bus Tour, Pocatello
- September 11, 2025, Council Meeting, Pocatello
- December 11, 2025, Council Meeting, LHTAC Office

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 6/26 – Virtual EC Meeting: July 3, 2025, 10:00 a.m. (MT)
- Bid opening 7/31 – Virtual EC Meeting: August 7, 2025, 10:00 a.m. (MT)
- Bid opening 8/28 – Virtual EC Meeting:
- Bid opening 9/4 – EC Meeting:
- Bid opening September 1 –September Council Meeting

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	December 12, 2024	Attended	Proxy	Absent	March 13, 2025
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

June 12, 2025

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.

Description	Purchase Date	Purchase Value	Current Value	Action
Laptop	3/19/20	\$1,540.00	\$0	Donated to Shoshone County
Laptop	12/27/18	\$2,044.00	\$0	Donated to City of Cascade
Laptop	5/13/19	\$1,588.00	\$0	Donated to Owyhee County
Ford Edge	8/2/19	\$30,121.70	\$0	Sold at Auction for \$5,860

Recommendation: For Council Review

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Financial Statements**

Presenter: **Mike Cram**

Overview:

Included in this report are the financial statements for the quarter.

Starting with the financial statements for April, there are a couple of areas to highlight:

Revenue

- Miscellaneous income shows \$5,860, this is the proceeds from the sale of the Ford Edge.
- As has been mentioned all year, HDA appropriations look to have exceeded the budget amount. It won't be known for certain until the final quarterly payment for the year is received in July 2025.

Expenses

- Labor and benefits expenses are running below the budgeted amount, and it is forecasted that they will end below budget, resulting in significant savings for the year.
- Capital equipment shows the expense for the purchase of a Ford Bronco Sport to replace the Ford Edge.
- The LRHIP Grant Distribution numbers appear extremely high. As a reminder, this number currently includes all grants awarded but not distributed. At year end, the grants yet to be distributed will be backed out with a journal entry and this number will fall. Currently, for the year, about \$4.2 million in LRHIP grants have been distributed.
- The final expense of note is Children Pedestrian Safety Grant Distribution. With the receipt of revenue funds, disbursements have started.

The next document in your packet is the list of LRHIP grants and expenditures through the end of April. As previously mentioned, LHTAC has disbursed a little more than \$4.2 million in LRHIP grants and have a little more than \$3.7 million that has been awarded but remains to be paid.

The final document in your financial statement packet is the Abbreviated Balance Sheet. The net equity decreased from almost \$70 million last quarter to \$37.67 million this quarter primarily due to LILB payouts.

Recommendation: For Council Review and Approval

LRHIP EXPENDITURES FY 2025

LRHIP FY2017

City of Pinehurst	\$ 100,000
	\$ 100,000

LRHIP FY2020

Bonneville County	\$ 50,000
	\$ 50,000

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
	\$ 637,767

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
	\$ 660,000

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
Idaho County ER	\$ 50,000
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
	\$ 2,285,763

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
East Side HD ER	\$ 100,000
Fenn HD	\$ 100,000
Filer HD	\$ 100,000
Filer HD - ER	\$ 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
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
North Latah HD ER	\$ 100,000
Notus-Parma HD #2	\$ 100,000
Oakley HD	\$ 100,000
Power County HD	\$ 30,000
Power County HD ER	\$ 100,000
Raft River HD	\$ 100,000
Richfield HD	\$ 30,000
Shoshone County	\$ 100,000
South Latah HD	\$ 100,000
South Latah HD - ER	\$ 100,000
Teton County	\$ 100,000
Valley County	\$ 100,000
Weiser Valley HD	\$ 100,000
West Point HD	\$ 100,000
Worley HD	\$ 100,000
	\$ 4,240,113

Total Expenditures \$ 7,973,643

*Check was paid

Outstanding as of 4-10-25 \$ 3,713,914

Abbreviated Balance Sheet

As of
April 30, 2025

Cash	\$	108,076,411
Accounts Receivable	\$	870,623
LRHIP Receivable	\$	2,191,781
Work in Progress	\$	330,912
Total Assets	\$	111,469,727

Vacation Reserve	\$	41,670
Current Payables	\$	84
Payroll Payables	\$	164,683
Project Payables	\$	73,593,844
Total Liabilities	\$	73,800,282

Net Equity	37,669,446
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Previous Quarter Net Equity	69,995,263
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LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **FY26 Budget**

Presenter: **Mike Cram**

Overview:

Attached please find the FY26 budget for consideration. Highlights include:

REVENUES

- LHTAC will request approximately \$150M in draws for the Leading Idaho Local Bridge program. The exact amount requested from ITD will depend on how projects advance. LHTAC will ensure that there is always enough available funds to cover obligations.
- There is another general fund transfer authorized by the legislature in 2025. This years' transfer will be slightly less than past distributions at \$358K.
- LHTAC is projecting that interest revenues will decrease from the FY25 budgeted amount due to lower interest rates currently received.
- An increase in FHWA reimbursements primarily due to a higher indirect cost rate (ICAP) in FY26. The rate will increase by 15% to 125%.

EXPENDITURES

- Proposed compensation increases of 4.5% over the FY25 budget (Cost of Living Adjustment of 2.25% plus up to 1.75% in performance increase).
- An increase in benefits expenditures of 1% from the FY25 budget.
- LHTAC is projecting that LHRIP grants for FY26 to increase to \$4.7 million. Grantees seem to be requesting and expending the money sooner now that there is a deadline for utilizing these funds.
- There is budgeted to be an increase in HDA Technical Assistance Project expenditures. LHTAC intends to use some of the general funds transferred through the HDA formula to buy safety kits to be awarded to local highway jurisdictions.
- The capital equipment budget includes the replacement of laptops computers, upgrading the technological equipment in the conference rooms, replacement of broken blinds in the annex building, and the purchase of portable message signs to be loaned out to local highway jurisdictions (using some of the general fund monies transferred through the HDA formula)

Recommendation: For Council Review and Approval

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL				
FY 2026 Budget				
REVENUES	April YTD	Forecasted 2025	Amended	Proposed
			Budget #1 FY 2025	Budget FY 2026
LIL' B Program	50,000,000	50,000,000	200,000,000	150,000,000
Children Pedetrian Safety Program	10,000,000	10,000,000	10,000,000	
Miscellaneous Income	5,860	6,350	-	8,893,953
HB XXX (2025) Gen Fund Transfer	394,857	394,857	394,851	358,600
HDA Appropriation	741,431	741,431	663,000	769,000
Investment Pool Interest	3,508,808	4,000,000	3,500,000	2,600,000
FHWA Reimbursement	2,446,295	2,935,554	2,692,820	3,098,802
FHWA Reimbursable Expenses	286,420	340,000	250,000	400,000
ISPMC	12,938	15,500	10,000	14,000
LRHIP Grant Program	1,808,219	3,920,000	4,000,000	4,000,000
T2 Program Revenue	130,050	190,000	135,000	170,000
T2 FHWA Grant	414,618	520,000	420,000	435,000
Budget Revenue Total	69,749,496	73,063,692	222,065,671	170,739,355
EXPENDITURES				
Total Staff Salaries	2,433,935	3,059,452	3,082,702	3,224,246
Honorarium - Council	3,500	4,400	5,400	5,400
PERSI	273,714	303,595	368,691	385,620
FICA/Medicare	173,333	209,673	235,827	246,655
401K Match	28,828	48,808	52,000	69,000
Health Insurance	429,173	515,831	588,661	559,000
Health Insurance Buy-Down (Ded)	32,387	36,000	24,000	20,000
HRA-VEBA Contribution	42,120	42,120	43,740	87,480
Supplemental Insurance	38,854	47,934	48,000	48,000
Workers Compensation	5,730	5,730	6,000	6,300
Vacation Reserve			50,000	50,000
Unemployment Insurance	-	-	-	-
PERSONNEL TOTAL	3,461,574	4,273,543	4,505,021	\$ 4,701,700
OPERATIONS:				
T2 Center Reimbursable Expenses	308,685	400,000	300,000	400,000
Project Expenses	282,693	325,000	450,000	350,000
LRHIP Grant Distribution	7,936,082	4,400,000	3,920,000	4,700,000
HDA Technical Assistance Projects	343	500	125,000	625,000
Printing	6,170	9,500	15,000	10,000
Copying	18,843	22,000	21,000	35,000
Postage	3,295	5,000	5,500	5,500
Phone/FAX/Modem	6,924	7,809	9,500	8,000
Office Supplies	9,240	13,417	14,000	14,000
Office Rent	-	-	-	-
Computer Software	45,384	50,000	54,000	54,000
Building Maintenance	24,833	31,000	35,000	55,000
Utilities	10,949	14,000	15,000	19,000
Janitorial	6,575	7,700	12,000	6,000
Council Travel	15,210	24,000	32,000	32,000
Staff Travel	21,088	25,342	32,000	32,000
Local Meetings	4,261	5,000	3,500	3,500
Audit Services	12,600	12,600	14,000	20,000
Legal Services	2,126	3,000	7,500	7,500
Contractual Services	43,547	52,000	72,500	80,000
Reference Materials	385	750	1,500	1,000
Membership Dues	1,704	2,500	4,000	4,000
Interest and Fees Expense	462	462	100	500
Insurance (ICRMP)	25,825	25,825	25,825	27,453
Staff Training	7,998	8,500	45,000	35,000
Misc. Promotion of Trade	13,023	16,000	16,000	18,000
Unrecoverable Meeting Expenses	1,251	1,500	2,000	2,000
Office Equip/Comp/Furniture/Etc.	2,477	3,000	10,000	34,000
Capital Equipment	61,013	65,000	85,000	335,000
Other	8,893,953		-	-
LHTAC Local Grant Distribution	-	-	400,000	
Children Pedestrian Safety	1,023,116	1,200,000	10,000,000	10,400,000
LIL' B Contracts	133,183,978	81,000,000	199,000,000	120,000,000
Building Debt Service	90,142	90,142	90,142	-
OPERATIONS TOTAL	152,064,175	87,821,547	214,817,067	137,313,453
Total Expenses:	155,525,749	92,095,090	219,322,088	142,015,153
Net Income (Loss)	(85,776,253)	(19,031,398)	2,743,583	28,724,202

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Administrator**

Presenter: **Laila Kral**

Overview:

The past quarter has been focused on external communication and coordination with both partners and external groups.

Leading Idaho Local Bridge Program:

- Mechaud Rd Bridge, owned by Power County HD, is currently in the LILB program with construction to begin this fall. After an inspection, ITD ordered immediate closing of the bridge (no detour option available). LHTAC and ITD worked to get an inspector out on site so that passenger vehicles could continue to pass over the bridge from 7a-7p. Concurrently, ITD worked with a consultant to establish a design that would work to keep the structure unrestricted. LHTAC worked closely with ITD and the local agency to come up with a solution to get the bridge re-opened to traffic. ITD forces shored up the bridge over the weekend ensuring that citizens would maintain access to their homes. This was a great success between all of the agencies who teamed for the repairs.
- Attended a meeting with Tribes of the CDA, focused on improving relationships and coming to terms regarding a LILB Memorandum of Understanding.
- Met with contractors and consultants requesting feedback on LILB process, invoices, advertisement and construction administration.

Technical Assistance:

- Met with the Atlanta HD, Boise County and ITD to brainstorm solutions for the roadway to Arriorrock Dam. This road is heavily trafficked for recreation and locals, and maintenance is split between the two locals. Offered up potential solutions of LRHIP and Federal Lands Access Program funding opportunities.
- Many local agencies have been calling regarding changes to funding. Most specifically regarding the General Fund/Strategic Initiatives transfer as well as the changes to the Sales Tax Distributions.
- The staff from Sen. Risch' and Sen. Crapo's and office scheduled a meeting to discuss comments, feedback and suggestions on the next infrastructure bill. It was a great opportunity to provide insight from the local agency perspective on success from the Infrastructure Investment and Jobs Act (IIJA) as well as improvements that could be made.

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Other:

- LHTAC held our annual staff training and team building day on April 14th. Che Lanuza from the Boise State University Professional and Continuing Education Center gave a great morning session on Building a Culture of Accountability. In the afternoon staff participated in team building activities. Both sessions were attended by all full-time staff and were considered a great success.
- The Idaho Transportation Board meetings are held away from Headquarters from April – October. In April I traveled to Pocatello (D5) and in May to Twin Falls (D4). The District 3 meeting is being held the same time as the LHTAC meeting.
- Recently I was appointed to the Idaho Professional Board of Professional Engineers and Land Surveyors. As you may recall, I requested Council approval to apply for this position in June 2024. In May 2025, I attended my first meeting and look forward to serving on this Board.
- LHTAC and ITD are currently working on updating the Stewardship Agreement. This documents what approvals LHTAC is responsible for in place of ITD on Federally funded projects. This agreement is due to be completed by the end of September.

In Recognition

June 12, 2025 Council Meeting

In recognition of Ryan Rush and LHTAC Agreement Administrators:

I want to update you on our RFP forecast progress. We published our CY25 RFP forecast on 2/10/2025. Since then, we have advertised 26 RFP's that 10 of those were on our forecast (~38% accuracy). This is a little improvement compared to the previous forecast (updated CY24 forecast published on 8/13/2024) with 29% accuracy. We are hoping to see improvement in our upcoming forecast (planning to be published on 5/30/2025).

I also wanted to mention District 4 with 3/3=100% accuracy and LHTAC with 6/12=50% accuracy, they helped us a lot in improving the forecast.

Thank you,

Mohsen Amirmojahedi, PE Idaho Transportation Department

In recognition of Ryan Rush:

Regarding 24236, A97113, City of Nampa, 25-138-01

Thanks Ryan, not a worry. It's good being part of a team that can address questions and issues so quickly!

Thanks,

Alex Stucki, Engineer Project Manager

City of Nampa Engineering

In recognition of Karissa Nelson:

Regarding: Relocation Program Sends Bridge from Horseshoe Bend to Star

Karissa,

This is amazing. Repurposing infrastructure and saving taxpayer \$\$\$. Simply outstanding.

Aaron Scheff, Environmental Services Manager
Idaho Transportation Department, Headquarters



Shoshone News-Press

Last month, the Local Highway Technical Assistance Council announced that Rathrum-based construction company LaRiviere Inc. Had been awarded the project, which includes the demolition of the old bridge and the construction of the new crossing.

LaRiviere's bid of \$3,355,456.43 was roughly \$800,000 lower than what LHTAC originally estimated for the project in late 2023 and was the lowest bid received to complete the new 158-foot long, 47-foot wide structure. According to the project details, the new structure will be 11 feet wider than the current bridge.

During the project, traffic is expected to be heavily impacted in different areas of Kellogg, especially near 1-90 exits 50 and 51, Hill Street and Division Street respectively as people attempt to access the southern half of the city. This will include some peak hours in the mornings and afternoons as school buses transports students to and from Kellogg Middle and High Schools.

Shoshone County Fire District #2, which has a firehouse on the south side of the river just past the bridge, will also see some impacts to their response times according to Chief Scott Dietrich.

"It will slow us up some," Dietrich said. "All responses west will require us to take Bunker Ave. To Hill Street and then to 1-90 or McKinley Ave."

In August 2024, it was announced that the new bridge would be known as Mac Pooler Bridge in honor of the former Kellogg mayor. Pooler, 83, worked closely with LHTAC during his time as mayor, advocating heavily for the communities of North Idaho. He stepped down from his position last spring.

In 2022, the Bunker Ave. Bridge Project was one of 12 projects in Shoshone County that had been awarded funding as part of Idaho Governor Brad Little's Leading Idaho Project. The Leading Idaho Project includes more than 100 bridges across the state and received approval for up to \$400 million in surplus funding from the Idaho Legislature as part of a historic transportation investment package that did not require any increase in taxes or fees.

"These rebuilt bridges may take some time, but they will certainly be worth the wait," city of Kellogg Public Works Director Mike Fitzgerald said previously. "Our project team is full of skilled professionals who only deliver the best work."

According to Kellogg city officials, the project is expected to be completed by November of this year.

Star needed a bridge. A relic from Horseshoe Bend did the trick



By Sydney Kidd - BoiseDev Reporter

May 27, 2025 - 2:46 pm



Installation of the Car Bridge at Star's Freedom Park. Photo: Courtesy Trevor Chadwick

Bridges typically take people from one place to another. But one Idaho bridge started in one place and is now in another.

A bridge that carried cars over the Payette River for a century has a new home in Star's Freedom Park.

The Horseshoe Bend Car Bridge is a pony truss and pin connection-type bridge that was erected in 1908, according to Horseshoe Bend Historical Society member Jess Cooper. Cooper said the bridge was originally the main route to get into Horseshoe Bend.

For several years, it sat empty, wear and tear over time rendering it unsafe for vehicle traffic. But the Local Highway Technical Assistance Council's Truss Bridge Relocation Program gave the bridge new life.

While the bridge is not safe to hold cars, LHTAC Administrator Laila Kral said the bridge can handle pedestrians and cyclists just fine. And according to Kral, the bridge's truss style makes it easy to disassemble and reassemble.

Last summer, the City of Star was in need of a footbridge for Freedom Park. Building a new one would have cost around \$1 million. The city learned about the bridge relocation program and negotiated with LHTAC to take a 94-foot portion of the Car Bridge for the park.



The Car Bridge being transported from Boise County to Star. Photo: Courtesy LHTAC

Now, less than a year later, the bridge is installed and serving the people of Star. According to Star Mayor Trevor Chadwick, the whole cost of purchasing the bridge, disassembling it, transporting it, and reassembling it with the needed infrastructure was approximately \$200,000.

Giving history new life

Mayor Chadwick said he was excited about the opportunity to both save money while also preserving the historic value of the bridge.

"It's important that we as a state continue to recognize the history and the incredible tradesmanship that we see in different structures and facilities throughout the state, and try to incorporate them back into our cities," Chadwick said. "I look at what they had back in 1908 to make it happen and it's just incredible to think that they were able to make stuff like this with the limited tools and resources at that time."

Chadwick said as an effort to honor the bridge's past and future, the city is creating a special railing for the bridge with a horseshoe and a Star shape.

The bridge spans a river slough in the park, creating a pathway loop.

"It's going to become one of these centerpieces, I think, with folks that want to do pictures and whatnot, and just it looks like it's been there forever," Chadwick said.

How the program came about

The Truss Bridge Relocation Program was started as a result of the Leading Idaho Local Bridge Program, which has been giving counties, municipalities, and highway districts state dollars to help replace needed bridge infrastructure. Kral said many of the bridges scheduled for replacement were old historic truss bridges. LHTAC began to look at how they could repurpose them so they wouldn't go to waste.

"We have these historic trusses across the state, and because they are historic and can carry that value and that history, we were trying to protect or re-home as many of them as we could," Kral said. "Pedestrian facilities have a lot of needs across the state. People really like these walking paths and bike paths, but it's Idaho, so we have tons of rivers, streams, canals, etc. So we started to just advertise them out."



Installation of the Car Bridge at Star's Freedom Park. Photo: Courtesy Trevor Chadwick

Kral said LHTAC is working on some other bridge deals around the state. According to Chadwick, Star is in the process of acquiring another bridge from the Cataldo area in North Idaho. Chadwick said the goal is to use this bridge to span the Boise River and help connect Star to the Greenbelt system.

The other half of Horseshoe Bend's Car Bridge has been moved to the Woods Veterans Memorial Park in Horseshoe Bend and is being turned into a monument, according to Horseshoe Bend Mayor Patt Goff.

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Staff Training**

Presenter: **Nancy Ziebarth**

Overview:

Below is a list of training, lunch and learns, and professional development that LHTAC staff participated in from March 1 through May 31, 2025.

1. Society of Architectural Historians conference
2. ITD Cultural training
3. Navigating MUTCD 11th Edition Updates: What you Need to Know about Radar Speed Signs
4. AASHTOWare Safety Training
5. Building a Culture of Accountability (Staff Retreat training)
6. PS&E Delivery
7. Changes in MUTCD 11th Edition
8. Bluebeam training
9. Constructability Review Training
10. Introduction to NEPA Decision Making
11. Asphalt Volumetrics
12. The Basics of Project Closeout
13. ADA in Construction
14. Department of Labor WH-347 Certified Payroll Form
15. Bridge Inspection, What's in a Contract, Construction Partnering
16. Revision to Davis Bacon Certified Payroll Form
17. Guide to Public Involvement
18. Learn the In's and Outs of Funding
19. Mo Money Mo Problems! PS&E Review Process
20. Navigating Contractor Training Plans & TERO Compliance
21. Understanding General Wage Decision
22. Conducting Labor Interviews
23. Environmental 101
24. Wildlife Vehicle Conflict Planning

Recommendation: For Council Review

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Federal Grants**

Presenter: **Ken Kanownik**

Overview:

Recent activity on Federal discretionary grants has been with the Safe Streets and Roads for All program. Applications are due June 16, 2025. Staff has assisted four jurisdictions with producing the crash reports needed for applications (Cities of Jerome and Idaho Falls, Valley County and Post Falls Highway District). This program is intended to fund highway projects that help jurisdictions meet their Towards Zero Deaths or Vision Zero goals. If a jurisdiction does not have adopted goals under the safety initiatives, planning funds are available to develop them.

There has been no progress on the agreements for previously awarded Rail Crossing Elimination, Bridge Improvement Program (RAISE) projects with U.S. DOT. However, Lakes Highway District is pursuing pre-award authority with the Federal Railroad Authority (FRA). This is allowing the project to continue and reduce the timeline to construction once the agreement is executed and funds can be obligated. A summary of the project and recent activity is below:

Lakes Highway District was awarded \$14,168,958 from a FRA grant that is matched by \$3,375,567 of Lakes Highway District funds and \$217,715 in from their rail partner BNSF for their Brunner Road BNSF Grade Separation Project in Kootenai County. The grant pays for design and construction of a grade separation near the intersection of Brunner Road and Diagonal/Clagstone Road. An extreme skew angle (49 degrees) with the railroad is present, creating an unsafe condition due to poor intersection sight distance. With 50 trains a day along the double tracks and increased traffic due to recent growth in the area, there is a high risk of cars coming into conflict with trains moving at high speeds. With the realignment of Brunner Road, a roundabout will be installed at the intersection with Diagonal/Clagstone Road.

LHTAC is working with Lakes HD on administration of the project, coordinating with the FRA staff as well as BNSF staff to get the required agreements with BNSF and FRA executed. LHTAC is also aiding with the advertisement for design services while working with FRA to get pre-approval of approximately \$570,000 for engineering to start ahead of the formal project obligation.

The figure below shows the preferred alternative for the crossing.

LHTAC COUNCIL STAFF REPORT

June 12, 2025



Attached to this staff report is a list of Federal grant applications for Federal fiscal year 2025.

Recommendation: For Council Review

Local Discretionary Grant Information						
Grant Award Announcements						
Submittal Date	LHTAC Submitted	LHTAC Technical Assistance	Program	Intent (Sponsor)	Amount Requested	Status
3/19/2024		x	Bridge Improvement Program	Lenore Bridge (Nez Perce County)	\$4,000,000	Not Awarded
5/28/2024	x	x	Consolidated Rail Infrastructure and Safety Improvements Program (CRISI)	Brunner Rd Grade Separation, (Lakes Highway District)	\$14,373,128	Not Awarded
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	Not Awarded
9/23/2024	x	x	Railroad Crossing Elimination (RCE)	Railroad Crossing Elimination Feasibility Study (Elmore County, Glenns Ferry & ITD)	\$400,000	Not Awarded
9/23/2024	x	x	Railroad Crossing Elimination (RCE)	Brunner Rd Grade Separation, (Lakes Highway District)	\$14,373,128	Awarded
1/30/2025	x	x	Better Utilizing Investments to Leverage Development (BUILD)	Bellevue ID Collector Street Rebuild	\$1,923,600	Opening 6/26/2025
1/31/2025	x	x	Better Utilizing Investments to Leverage Development (BUILD)	Bridging Glenns Ferry: Safe & Efficient Multi-Modal Transportation Plan	\$500,000	Opening 6/26/2026



COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: Efficiency Measures

Presenter: Staff

Overview:

Efficiency Measure Dashboard		
Design Efficiency Measures		Goal
Design Consultant Agreement	Design obligation date (FHWA approval date) + 120 days	90%
Design PS&E Delivery	As of Nov 15 th , PS&E document ready and Construction State/Local sent to sponsor	75%
Design Closeout	Construction Contract Award Date + 120 Days	85%
Construction Efficiency Measures		Goal
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%
Program Administration Dashboard		Goal
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: FY25 Percent Obligated		100%

Recommendation: For Council Review

Design Consultant Agreement						
January through March 2025						
<u>Key Numbers</u>	<u>Project Names</u>	<u>Design Admin</u>	<u>Design Consultant</u>	<u>Target Date</u>	<u>Actual Date</u>	<u>Success</u>
<u>23740</u>	1500 W / 4900 E Road, Murtaugh Highway District	Sam Larrondo		1/8/2025		No
<u>24352</u>	1500 W Rd Rehabilitation; 800 S to 975 S	Sam Larrondo		1/16/2025		No
<u>23302</u> <u>23702</u>	Woodruff Ave; US-26 to Lincoln Woodruff Ave; Meppen Canal to Lincoln Rd Overlay	Lisa Popoff	Keller Associates	3/29/2025	4/4/2025	No
<u>23023</u>	Elm St; Yellowstone to South BLVD	Lisa Popoff	Precision Engineering, LLC	1/16/2025	4/24/2025	No
Goal = 90% Achieved = 0% Achieved Past 12 Months = 38%, 3 success out of 8						

PS&E Delivery FY24

January through March 2025

<u>Key Number</u>	<u>Project Name</u>	<u>Design Admin</u>	<u>Design Consultants</u>	<u>Target Date</u>	<u>Actual Date</u>	<u>Success</u>
<u>13484</u>	Centennial Way Roundabout	Kevin Kuther		11/15/2025		Pending
<u>13494</u>	Old Hwy 30/Plymouth St Bridge Replacement	Amanda LaMott	Forsgren Associates, Inc.	11/15/2025		Pending
<u>13905</u>	N 10th Ave ITS & Overlay	Amanda LaMott	Six Mile Engineering, PA	11/15/2025		Pending
<u>19637</u>	Yale Road Stage 4; MP 12.1 to 13.7	Muhammad Zubery	Civil Science, Inc.	11/15/2025		Pending
<u>19718</u>	Pine Creek Rd Bridge over Pine Creek	Amanda LaMott	HMH; HMH	11/15/2025		Pending
<u>20535</u>	1st St; Ammon Rd to 45th E Widening	Sam Larrondo	Civil Science, Inc.	11/15/2025		Pending
<u>20599</u>	W Side Frontage Rd	Muhammad Zubery	Horrocks Engineers, Inc.	11/15/2025		Pending
<u>20633</u>	Burley Ave; US-30 to Fruitland Ave	Kevin Kuther	HMH	11/15/2025	8/10/2023	Yes
<u>21986</u>	Sand Rd Br NR Moscow	Amanda LaMott	Alta Science and Engineering, Inc.	11/15/2025		Pending
<u>23023</u>	Elm St; Yellowstone to South BLVD	Lisa Popoff		11/15/2025		Pending
<u>23299</u>	Meridian Road Safety Improvements	Brian Wright	Harper-Leavitt Engineering	11/15/2025		Pending
<u>23301</u>	E 500 N Road Safety Improvements	Sam Larrondo	Civil Science, Inc.	11/15/2025		Pending
<u>23330</u>	E Parkway; Barney Dairy Rd to 7th N	Muhammad Zubery		11/15/2025		Pending
<u>23731</u>	Northside Blvd & Karcher Rd	Kevin Kuther		11/15/2025		Pending
<u>23733</u>	3700 North Road	Lisa Popoff		11/15/2025		Pending
<u>23880</u>	Spirit Lake Cutoff Curves	Brian Wright	J-U-B Engineers, Inc.	11/15/2025		Pending
<u>23881</u>	Gun Club Rd; Lapwai Rd to Stewart Ave	Kevin Kuther	Keller Associates	11/15/2025		Pending
<u>23883</u>	2nd St S Safety Improvements	Brian Wright	Burgess & Niple, Inc.	11/15/2025		Pending
<u>24230</u>	West Park Pedestrian Improvements	Amanda LaMott		11/15/2025		Pending
<u>24339</u>	Ferry Butte Rd Bridge Rehabilitation	Sam Larrondo	Keller Associates	11/15/2025		Pending
<u>24340</u>	Main Street Bridge	Amanda LaMott	Keller Associates	11/15/2025		Pending
<u>24341</u>	South Teton River Bridge	Muhammad Zubery		11/15/2025		Pending
<u>24342</u>	Old Spiral Hwy Guardrail, PH 1	Kevin Kuther		11/15/2025		Pending
<u>24343</u>	River Road Guardrail Improvements	Kevin Kuther		11/15/2025		Pending
<u>24345</u>	Old Hwys 37 & 191 Center Rumble Strips	Brian Wright	Keller Associates	11/15/2025		Pending
<u>24346</u>	INT 7th South & Center St HAWK Signal	Brian Wright	Horrocks Engineers, Inc.	11/15/2025		Pending

<u>24379</u>	Burrell Ave Sidewalk Infill; Thain Rd to 14th St	Sam Larrondo	HMH	11/15/2025		Pending
<u>24610</u>	Northern Intersection Improvements (GS)	Brian Wright		11/15/2025		Pending
<u>24704</u>	Idaho Canal Path; Sunnyside to 49th S, Idaho Falls	Amanda LaMott		11/15/2025		Pending
<u>24705</u>	Yellowstone Avenue Sidewalk	Amanda LaMott		11/15/2025		Pending
<p>Goal = 75% by November 15</p> <p>Achieved = 3% by November 15th</p> <p>Achieved Past For FY24 = 18%, 5 successes out of 28</p>						

Design Closeout						
January through March 2025						
<u>Key Number</u>	<u>Project Name</u>	<u>Design Admin</u>	<u>DN Consultants</u>	<u>Target Date</u>	<u>Actual Date</u>	<u>Success</u>
<u>19566</u>	Fun Farm Bridge Replacement	Scott Wood	Forsgren Associates, Inc.	4/23/2025	1/7/2025	Yes
<u>20518</u>	E 4100 N Rehabilitation Phase 2	Sam Larrondo	HMH	6/24/2025	2/27/2025	Yes
<u>21984</u>	Moody Rd Bridge	Muhammad Zubery	Forsgren Associates, Inc.	3/27/2025	1/27/2025	Yes
<u>23300</u>	Archer Highway Curve Improvements	Brian Wright	Civil Science, Inc.	3/1/2025		No
<u>23737</u>	Shoestring Road	Kevin Kuther	Forsgren Associates, Inc.	3/15/2025	8/20/2024	Yes
<p>Goal = 85%</p> <p>Achieved = 80%</p> <p>Achieved Past 12 Months = 65%, 11 successes out of 17</p>						

Construction Consultant Agreement

January through March 2025

<u>Key Number</u>	<u>Project Name</u>	<u>Constr Admin</u>	<u>CEI Consultants</u>	<u>Contractors</u>	<u>Target Date</u>	<u>Actual Date</u>	<u>Success</u>
<u>12310</u>	Ramsey Rd; Wyoming Ave To Lancaster Rd	Megan Kautz	HMH	Interstate Concrete & Asphalt Co.	1/22/2025	1/16/2025	Yes
<u>20666</u>	Shoe String Rd Rehabilitation	Jayne Coonce	Civil Science, Inc.	Summit Construction LLC	4/9/2025	3/17/2025	Yes
<u>21981</u>	Simco Rd Rehabilitation	Jayne Coonce	HMH	Staker & Parson Companies	4/1/2025	3/25/2025	Yes
<u>22003</u>	Shoe String Rd Safety	Jayne Coonce	Civil Science, Inc.	Summit Construction LLC	4/9/2025	3/17/2025	Yes
<u>22879</u>	Simco Road Safety Improvements	Jayne Coonce	HMH	Staker & Parson Companies	4/1/2025	3/25/2025	Yes
<u>23737</u>	Shoestring Road	Jayne Coonce	Civil Science, Inc.	Summit Construction LLC	4/9/2025	3/17/2025	Yes
<u>23746</u>	Simco Rd; MP 116 to MP 119.8	Jayne Coonce	HMH	Staker & Parson Companies	4/1/2025	3/25/2025	Yes
<u>24280</u>	North Simco Rd Safety Improvements	Jayne Coonce	HMH	Staker & Parson Companies	4/1/2025	3/25/2025	Yes

Goal = 90%

Achieved = 100%

Achieved Past 12 Months = 88%; 14 successes out of 16

Construction Change Order								
January through March 2025								
<u>Key Numbers</u>	<u>Constr Admin</u>	<u>CEI Consultants</u>	<u>Contractor</u>	<u>Change Order</u>	<u>Description</u>	<u>Target Date</u>	<u>Actual Date</u>	<u>Success</u>
<u>12098</u>	Matt Koster	Civil Science, Inc.	Cannon Builders Inc.	<u>3</u>	Open Center Street	1/9/2025	1/10/2025	No
<u>23290</u>	Jayne Coonce	J-U-B Engineers, Inc.	Debco Construction	<u>1</u>	Culvert Extension and Field Approach	4/16/2025	3/26/2025	Yes
<p>Goal = 80%</p> <p>Achieved = 50%</p> <p>Achieved Past 12 Months = 89%; 39 successes out of 44</p>								

Construction Closeout

January through March 2025

<u>Key Number</u>	<u>Project Name</u>	<u>Constr Admin</u>	<u>CEI Consultants</u>	<u>Contractors</u>	<u>Target Date</u>	<u>Actual Date</u>	<u>Success</u>
<u>13964</u>	Peckham Road Rehabilitation	Megan Kautz	Ardurra (T-O Engineers, Inc.)	Staker & Parson Companies	3/17/2025	1/30/2025	Yes
<u>18716</u>	Spokane St Rv Br	Megan Kautz	Keller Associates	Hamilton Construction Company	1/6/2025	1/14/2025	No
<u>19305</u>	Annis Hwy; Rigby to Menan-Lorenzo Hwy	Matt Koster	Strata, Inc.	Knife River Corp.	1/16/2025	1/9/2025	Yes
<u>22101</u>	Peckham Rd Intersections	Megan Kautz		Staker & Parson Companies	3/17/2025	1/30/2025	Yes
<u>22638</u>	Cherrylane Bridge Construction	Megan Kautz	Civil Science, Inc.	Cascade Bridge, LLC	1/4/2025		No

Goal = 70%

Achieved = 60%

Achieved Past 12 Months = 70%; 13 successes out of 15

Safe Routes To School

January through March 2025

<u>Key Number</u>	<u>Local Sponsor</u>	<u>Reimbursement</u>	<u>Date Received</u>	<u>Date Processed</u>	<u>Date Submitted</u>	<u># Days Processed</u>	<u>Success</u>
22898	Orofino	4	12/18/2024	12/26/2024	1/2/2025	15	Yes
22918	U of I SRTS	10	12/18/2024	1/6/2025	1/9/2025	22	Yes
22041	Bonneville	3	12/24/2024	1/7/2025	1/9/2025	16	Yes
22914	SICOG Pocatello	5	12/30/2024	1/7/2025	1/9/2025	10	Yes
22914	SICOG Pocatello	6	12/30/2024	1/7/2025	1/9/2025	10	Yes
22037	ISG	28	1/6/2025	1/7/2025	1/9/2025	3	Yes
22914	SICOG Pocatello	7	1/29/2025	1/30/2025	2/3/2025	5	Yes
22918	U of I SRTS	11	2/4/2025	2/6/2025	3/3/2025	27	Yes
22037	ISG	29	2/6/2025	2/6/2025	2/12/2025	6	Yes
23844	ERC	1	2/10/2025	2/11/2025	2/18/2025	8	Yes
22041	Bonneville	4	2/11/2025	2/12/2025	2/19/2025	8	Yes
24593	Idaho Walk Bike	1	2/18/2025	2/18/2025	2/19/2025	1	Yes
22898	Orofino	9	2/26/2025	2/26/2025	2/27/2025	1	Yes
24593	Idaho Walk Bike	2	3/1/2025	3/4/2025	3/10/2025	9	Yes
22037	ISG	30	3/10/2025	3/10/2025	3/17/2025	7	Yes

Goal = 100%

Achieved = 100%

Leading Idaho Local Bridge Program

January through March 2025

<u>Invoice #</u>	<u>Invoice Amount</u>	<u>Invoice Date</u>	<u>Date LHTAC Received</u>	<u>Date Reviewed</u>	<u>Date Accounting Received</u>	<u>Date Check Paid</u>	<u>Days from Received to Paid</u>	<u>Success</u>
244048	\$1,321.42	12/20/2024	12/24/2024	12/27/2024	12/27/2024	1/13/2025	20	Yes
224662	\$46,974.77	11/25/2024	12/24/2024	12/27/2024	12/27/2024	1/13/2025	20	Yes
224663	\$6,709.19	11/25/2024	12/24/2024	12/27/2024	12/30/2024	1/13/2025	20	Yes
GS022-04TM-14	\$10,147.50	12/23/2024	1/7/2025	1/7/2025	1/9/2025	1/13/2025	6	Yes
224702	\$3,726.47	11/25/2024	1/7/2025	1/7/2025	1/9/2025	1/13/2025	6	Yes
GS022-04TM-06	\$12,940.99	12/23/2024	1/7/2025	1/7/2025	1/9/2025	1/13/2025	6	Yes
GS022-04TM-01	\$12,229.27	12/23/2024	1/7/2025	1/7/2025	1/9/2025	1/13/2025	6	Yes
244267	\$10,707.53	1/13/2025	1/19/2025	1/21/2025	1/21/2025	2/3/2025	15	Yes
224732	\$35,467.36	12/31/2024	1/19/2025	1/21/2025	1/21/2025	2/3/2025	15	Yes
224734	\$12,831.45	12/31/2024	1/19/2025	1/21/2025	1/21/2025	2/3/2025	15	Yes
224769	\$4,907.82	12/31/2024	1/28/2025	1/28/2025	2/3/2025	2/3/2025	6	Yes
243719	\$66,027.36	11/24/2024	1/28/2025	1/28/2025	2/3/2025	2/3/2025	6	Yes
244444	\$110,445.72	1/20/2025	1/28/2025	1/28/2025	2/3/2025	2/3/2025	6	Yes
244445	\$33,877.56	1/20/2025	1/28/2025	1/28/2025	2/3/2025	2/3/2025	6	Yes
40139126	\$12,992.76	1/17/2025	1/19/2025	1/21/2025	1/21/2025	2/10/2025	22	Yes
18499	\$4,887.69	1/9/2025	1/19/2025	1/21/2025	1/21/2025	2/18/2025	30	Yes
180541	\$1,008.98	1/9/2025	1/28/2025	1/28/2025	2/3/2025	2/18/2025	21	Yes
180545	\$11,939.72	1/9/2025	1/28/2025	1/28/2025	2/3/2025	2/18/2025	21	Yes
180560	\$25,996.35	1/9/2025	1/28/2025	1/28/2025	2/3/2025	2/18/2025	21	Yes
180554	\$29,347.73	1/9/2025	1/28/2025	1/28/2025	2/3/2025	2/18/2025	21	Yes
GS022-04TM-02	\$10,527.50	2/5/2025	2/12/2025	2/13/2025	2/18/2025	2/18/2025	6	Yes
GS022-04TM-07	\$6,104.30	2/5/2025	2/12/2025	2/13/2025	2/18/2025	2/18/2025	6	Yes
GS022-04TM-02	\$8,987.50	2/5/2025	2/12/2025	2/13/2025	2/18/2025	2/18/2025	6	Yes
193016005-1224	\$21,084.63	12/31/2024	2/12/2025	2/13/2025	2/18/2025	2/24/2025	12	Yes
193016008-1224	\$10,556.45	12/31/2024	2/12/2025	2/13/2025	2/18/2025	2/24/2025	12	Yes
225031	\$38,729.53	1/25/2025	2/12/2025	2/13/2025	2/18/2025	3/10/2025	26	Yes
428047	\$28,424.19	1/28/2025	2/12/2025	2/13/2025	2/18/2025	3/10/2025	26	Yes
225033	\$7,562.78	1/25/2025	2/12/2025	2/13/2025	2/18/2025	3/10/2025	26	Yes
18556	\$16,794.73	2/7/2025	2/24/2025	2/26/2025	2/27/2025	3/10/2025	14	Yes
432139	\$26,205.06	2/17/2025	2/24/2025	2/26/2025	2/28/2025	3/10/2025	14	Yes
250344	\$7,718.53	2/24/2025	2/24/2025	2/26/2025	2/27/2025	3/17/2025	21	Yes
181441	\$2,657.09	2/7/2025	2/24/2025	2/26/2025	2/27/2025	3/17/2025	21	Yes
181442	\$7,787.58	2/7/2025	2/24/2025	2/26/2025	2/27/2025	3/17/2025	21	Yes
181470	\$16,804.58	2/10/2025	2/24/2025	2/26/2025	2/28/2025	3/17/2025	21	Yes
181459	\$58,947.76	2/10/2025	2/24/2025	2/26/2025	2/28/2025	3/17/2025	21	Yes
40153420	\$10,804.25	2/20/2025	3/10/2025	3/10/2025	3/10/2025	3/17/2025	7	Yes
GS022-04TM-15	\$5,457.50	3/6/2025	3/10/2025	3/10/2025	3/10/2025	3/24/2025	14	Yes

GS022-04TM-03	\$9,809.10	3/6/2025	3/10/2025	3/10/2025	3/10/2025	3/24/2025	14	Yes
D3880300-02	\$60,382.89	2/28/2025	3/10/2025	3/10/2025	3/10/2025	3/28/2025	18	Yes
244052	\$23,910.10	12/20/2024	12/24/2024	12/27/2024	12/30/2024	1/13/2025	20	Yes
244053	\$9,563.20	12/20/2024	12/24/2024	12/27/2024	12/30/2024	1/13/2025	20	Yes
244049	\$33,673.45	12/20/2024	12/24/2024	12/27/2024	12/30/2024	1/13/2025	20	Yes
578857	\$139,243.20	12/30/2024	1/7/2025	1/10/2025	1/13/2025	1/13/2025	6	Yes
224708	\$159,664.00	11/25/2024	1/7/2025	1/10/2025	1/13/2025	1/13/2025	6	Yes
GS022-04-WO-04	\$92,997.92	1/2/2025	1/7/2025	1/10/2025	1/13/2025	1/13/2025	6	Yes
578901	\$96,622.51	12/30/2024	1/7/2025	1/7/2025	1/9/2025	1/13/2025	6	Yes
40133665	\$93,154.25	1/6/2025	1/8/2025	1/10/2025	1/13/2025	1/13/2025	5	Yes
580116	\$270,600.62	1/8/2025	1/9/2025	1/10/2025	1/13/2025	1/13/2025	4	Yes
180046	\$156,633.64	12/19/2024	1/8/2025	1/10/2025	1/13/2025	1/27/2025	19	Yes
244268	\$22,946.65	1/13/2025	1/19/2025	1/24/2025	1/27/2025	2/3/2025	15	Yes
244436	\$312,092.00	1/18/2025	1/22/2025	1/24/2025	1/27/2025	2/3/2025	12	Yes
244448	\$221,594.05	1/21/2025	1/22/2025	1/24/2025	1/27/2025	2/3/2025	12	Yes
1200688303	\$183,111.21	1/13/2025	1/17/2025	1/24/2025	1/27/2025	2/18/2025	32	No
1200688551	\$120,507.47	1/14/2025	1/17/2025	1/24/2025	1/27/2025	2/18/2025	32	No
41200	\$97,345.69	1/13/2025	1/17/2025	1/24/2025	1/27/2025	2/18/2025	32	No
GS022-04-WO-01	\$422,211.60	1/14/2025	1/17/2025	1/24/2025	1/27/2025	2/18/2025	32	No
24103765	\$54,125.32	12/20/2024	1/28/2025	1/31/2025	2/3/2025	2/24/2025	27	Yes
193016004-1224	\$187,836.20	12/31/2024	1/28/2025	1/31/2025	2/3/2025	2/24/2025	27	Yes
581732	\$319,138.00	2/3/2025	2/12/2025	2/14/2025	2/18/2025	3/3/2025	19	Yes
1200694007	\$56,004.73	2/5/2025	2/12/2025	2/12/2025	2/18/2025	2/18/2025	6	Yes
181361	\$2,375.00	2/5/2025	2/12/2025	2/14/2025	2/18/2025	2/18/2025	6	Yes
1200696366	\$39,620.00	2/10/2025	2/12/2025	2/14/2025	2/18/2025	2/18/2025	6	Yes
18537	\$18,312.00	2/6/2025	2/12/2025	2/20/2025	2/21/2025	3/10/2025	26	Yes
1200696367	\$55,581.16	1/25/2025	2/12/2025	2/14/2025	2/18/2025	2/18/2025	6	Yes
179643	\$5,300.00	12/11/2025	2/14/2025	2/14/2025	2/18/2025	2/18/2025	4	Yes
18554	\$5,082.00	2/7/2025	2/20/2025	2/20/2025	2/21/2025	3/10/2025	18	Yes
18562	\$55,966.93	2/7/2025	2/20/2025	2/20/2025	2/21/2025	3/10/2025	18	Yes
92577	\$8,527.11	2/14/2025	2/19/2025	2/19/2025	2/21/2025	3/17/2025	26	Yes
180854	\$203,326.80	1/16/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
41627	\$62,324.06	2/13/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
24106442	\$186,805.10	2/18/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
552927	\$232,256.14	2/14/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
24106323	\$54,860.30	2/6/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
180880	\$156,633.64	1/17/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
40153444	\$93,154.25	2/20/2025	2/27/2025	2/28/2025	3/3/2025	3/17/2025	18	Yes
GS022-04-D11-04	\$48,091.50	3/3/2025	3/4/2025	3/7/2025	3/10/2025	3/24/2025	20	Yes
GS022-04-D29-02	\$93,613.05	3/3/2025	3/4/2025	3/7/2025	3/10/2025	3/24/2025	20	Yes
584298	\$139,243.19	3/4/2025	3/4/2025	3/7/2025	3/10/2025	3/24/2025	20	Yes
250355	\$312,092.00	2/24/25	3/2/2025	3/7/2025	3/10/2025	3/17/2025	15	Yes
GS022-04-D58-05	\$92,997.92	3/3/2025	3/4/2025	3/7/2025	3/10/2025	3/24/2025	20	Yes
250338	\$14,797.70	2/22/2025	3/2/2025	3/7/2025	3/10/2025	3/17/2025	15	Yes

182317	\$166,423.25	3/6/2025	3/6/2025	3/7/2025	3/10/2025	3/17/2025	11	Yes
1200703206	\$55,581.16	3/6/2025	3/7/2025	3/7/2025	3/10/2025	3/28/2025	21	Yes
W3Y28400001	\$102,426.50	2/26/2025	3/7/2025	3/7/2025	3/10/2025	3/28/2025	21	Yes
1200704754	\$120,507.47	3/10/2025	3/10/2025	3/14/2025	3/17/2025	3/28/2025	18	Yes
224747	\$18,353.50	12/31/2024	2/19/2025	2/19/2025	2/21/2025	3/10/2025	19	Yes
2024-26-02	\$5,278.29	2/19/2025	2/19/2025	2/19/2025	2/21/2025	3/17/2025	26	Yes
2000991093	\$25,750.67	2/25/2025	2/28/2025	2/28/2025	3/3/2025	3/17/2025	17	Yes
240318-2	\$24,673.50	2/7/2025	3/7/2025	3/7/2025	3/10/2024	3/17/2025	10	Yes
W3Y27600-01	\$55,699.50	1/21/2025	3/10/2025	3/19/2025	3/25/2025	3/28/2025	18	Yes
203355	\$4,751.98	1/3/2025	1/8/2025	1/10/2025	1/13/2025	1/13/2025	5	Yes
203354	\$2,167.51	1/3/2025	1/8/2025	1/10/2025	1/13/2025	1/13/2025	5	Yes
203288	\$16,841.42	1/3/2025	1/8/2025	1/10/2025	1/13/2025	1/13/2025	5	Yes
W3Y26700-01	\$71,033.50	12/26/2024	1/7/2025	1/10/2025	1/13/2025	1/27/2025	20	Yes
203480	\$8,420.71	1/10/2025	1/17/2025	1/24/2025	1/27/2025	2/18/2025	32	No
153806	\$23,211.74	1/28/2025	2/12/2025	2/14/2025	2/18/2025	3/10/2025	26	Yes
152562	\$21,460.28	12/6/2024	2/12/2025	2/14/2025	2/18/2025	3/10/2025	26	Yes
222778	\$14,723.71	2/7/2025	2/12/2025	2/14/2025	2/18/2025	3/3/2025	19	Yes
TN34324	\$2,891.96	1/27/2025	2/12/2025	2/14/2025	2/18/2025	3/10/2025	26	Yes
204349	\$58,359.34	2/14/2025	2/24/2025	2/28/2025	3/3/2025	3/17/2025	21	Yes
TN44888	\$22,404.03	2/20/2025	2/24/2025	2/28/2025	3/3/2025	3/10/2025	14	Yes
223039	\$50,886.00	2/25/2025	2/25/2025	2/28/2025	3/3/2025	3/3/2025	6	Yes
204378	\$123,425.84	2/14/2025	2/25/2025	2/28/2025	3/3/2025	3/17/2025	20	Yes
W3Y23600-02	\$46,150.00	3/7/2025	3/7/2025	3/7/2025	3/10/2025	3/28/2025	21	Yes
224521-22	\$11,723.75	8/25/2024	12/24/2024	1/27/2025	2/3/2025	2/3/2025	41	No
GS022-04TM-01	\$3,616.58	1/15/2025	1/17/2025	1/24/2025	1/27/2025	2/18/2025	32	No
222703	\$1,457.36	2/5/2025	2/10/2025	2/11/2025	2/18/2025	3/3/2025	21	Yes
BO2500200-IN	\$5,766.33	2/7/2025	2/12/2025	2/28/2025	3/3/2025	3/10/2025	26	Yes
TN45004	\$2,276.86	2/20/2025	2/24/2025	2/28/2025	3/3/2025	3/10/2025	14	Yes
BO2401520-IN	\$5,614.75	10/14/2024	2/24/2025	2/28/2025	3/3/2025	3/10/2025	14	Yes
240446-1	\$3,580.00	2/7/2025	2/24/2025	2/24/2025	2/28/2025	3/17/2025	21	Yes
182186	\$5,361.30	2/27/2025	3/4/2025	3/10/2025	3/10/2025	3/17/2025	13	Yes
Goal = 100%								
Achieved = 94%								

Transportation Alternatives Program

January Through March 2025

2025 Tap Scheduled Funds	Obligated as of 3/31/25	Percent Obligated	Target	Success
\$7,618,000.00	\$1,104,750.00	14.5%	50%	No

Goal = 50%
Achieved = 14.5%

LHTAC COUNCIL STAFF REPORT

June 12, 2025

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. In addition, agreement administrators are administering freight, large urban, carbon reduction, Federal Grant and FLAP projects on the local system.

The Federal fiscal year FY25 began October 1, 2024. The Federal government has issued Obligation Authority (OA) in each program. It is anticipated that each program will not receive the full amount of scheduled funding until end of year redistribution. Historically this happens around the first week of September. The team is still working to prioritize project needs as money becomes available. Several construction projects have had to be delayed because the state did not receive OA in time to have a realistic opportunity to complete the projects this construction season. Staff coordinated with local sponsors and determined that these delays may make their projects more attractive to bidders for next season.

The updates for each program are listed below:

Rural

FHWA has authorized \$18.2 million for FY25 in the rural program. LHTAC received \$13.2 million in OA and has obligated \$10.0 million. All scheduled funds will be obligated in FY25 and the team has identified projects from out years to advance if additional funds become available.

Status of FY25 projects scheduled for construction:

- 19622 Bannock Street, City of Malad
 - Plans, Specifications, and Estimate (PS&E) delivered. Working on State-Local Agreement (SLA) for construction execution with match check. Will bid in Fall 2025.
- 20633 Burley Avenue; US30 to Fruitland Ave, City of Buhl
 - This project was advanced from FY26 to utilize FY25 construction funds.
 - PS&E delivered. Working on SLA for construction execution with match check. Will bid early Fall 2025.
- 22434 Old Highway 81S, Raft River Highway District
 - This project has been advanced to utilize FY25 construction funds. The project is being prepared to be delivered in time for fund obligation. Will bid early to late Fall 2025.

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Rural projects that have bid since the March 2025 Council meeting:

- 21983 N 500 W Reconstruction, Teton County
 - Bids were open on March 4, 2024. Four bids were received. Sunroc Corp was the apparent low bidder. The bid was \$24,424 over the engineer's estimate. Construction is expected to start in June 2025.

Small Urban/Large Urban (MPO)

FHWA has authorized \$4.9 million for FY25 in the Small Urban program. Idaho has received \$3,200,000 in OA to date. LHTAC requested an exchange of program funds with Rural in FY26, to balance the program for the delay of 24257 listed below. Consultant selection and design contracting has started for all projects with design funding in FY25.

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, the project team continuity has been a challenge as well as updating CAD files developed in older software. The team needs updated ROW plans so ITD ROW can finish acquisition for City.
- 19955 Chase Rd BNSF RRR 095918N, Post Falls
 - The Urban Balancing Committee and KMPO have delayed the construction funding for this project to PD. The FY25 funding scheduled for this project has been diverted to fund an identified shortfall in 24398 Prairie Trail Underpass, Post Falls HD. Draft PS&E for the project has been delivered and LHTAC will coordinate with KMPO to identify possible out year funding, should it become available.
- 22008 Science Center; N Blvd to Holmes, Idaho Falls
 - The team needed to determine environmental and ROW impacts. One property will be impacted. Sponsor and consultant have been given a deadline to determine if the construction funds need to be delayed.
- 24257 Pendlebury Ln Imprv, Christensen Dr to Alice St, Blackfoot
 - LHTAC pushed an aggressive schedule at the request of the City. Project design was scheduled to be delivered in FY25. The construction funding for

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this project was delayed until FY26. Construction is still scheduled for Spring/Summer 2026.

No Urban projects have bid since the March 2025 Council meeting.

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. Consultant selection and design contracting has started for all projects with design funding in FY25.

Status of FY25 projects scheduled for construction:

- 20039 West Fork Pine Creek Road Bridge, Shoshone County
 - PS&E are completed. LHTAC is working with Shoshone County and ITD on the SLA for construction. Project advertisement is expected in Summer 2025
- 20243 45th East; Sand Creek Bridge, Bonneville County
 - Consultant is working on environmental documentation and final design. Project advertisement is expected in early Fall 2025
- 22432 Kilpatrick Bridge, Blaine County
 - Consultant is working on environmental documentation and final design. PS&E is expected in June 2025 for a Fall 2025 bid.

Bridge projects that have bid since the March 2025 Council meeting:

- 19129 Cove Road, Washington County
 - Bid opening was on June 10, 2025. Construction is expected to start later this summer

Recommendation: For Council Review

LHTAC COUNCIL STAFF REPORT




June 12, 2025

Agenda Item: **Federal-aid Construction**

Presenter: **Megan Kautz, P.E.**

Overview:

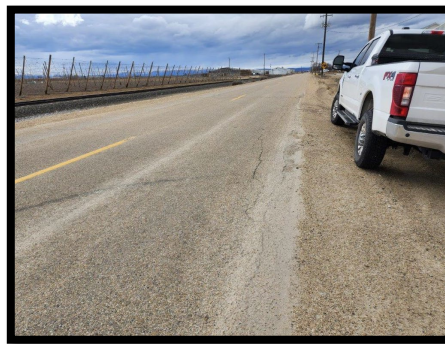
This agenda item for the LHTAC Construction section will provide an overview of recent activities.

 Bridge Program  Rural Program  Urban Program  Safety Program  Freight Funding

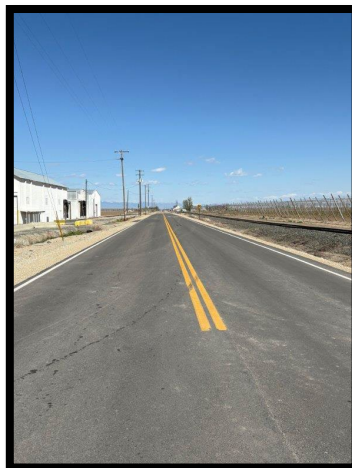
Project Completed in the Last Quarter

13964 / 22101 Peckham Road and Peckham Road Intersections – Golden Gate Highway District

Before



After



LHTAC COUNCIL STAFF REPORT

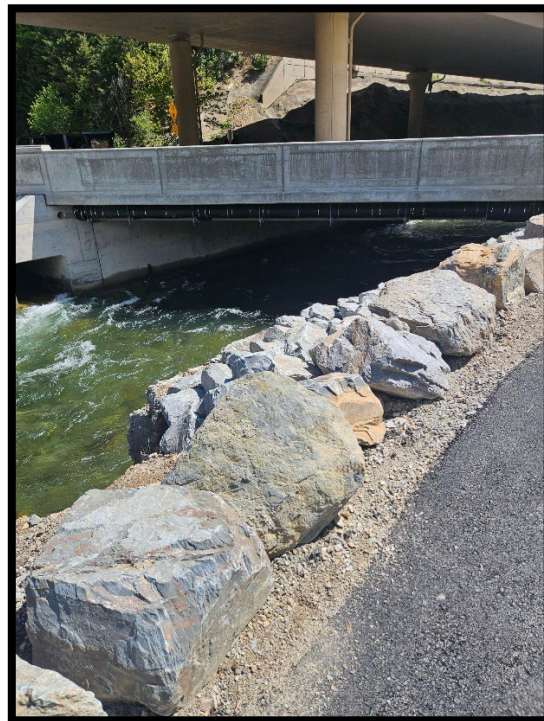
June 12, 2025

20383 6th Street Bridge – City of Wallace

Before



After



LHTAC COUNCIL STAFF REPORT

June 12, 2025

22102 Franklin Blvd & Karcher Rd Int, Nampa – City of Nampa

Before



After



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22874 Rectangular Rapid Flashing Beacons – City of Coeur d' Alene

Before



After



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22878 Homedale Road Curve Improvements – Highway District #4

Before



After



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23290 Waha and Lapwai Rd Curves Safety Improvements– Nez Perce County

Before



After








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Projects Currently Under Construction








Resident Engineer: Jayme Coonce

-  **18807 River St; Walnut to Galena**– City of Hailey (0%)
-  **19672/20518 4100 N Rehabilitation** – Filer and Buhl Highway Districts (50%)
-  **20666/22003/23737 Shoestring Rd Rehabilitation** – Gooding Highway District (50%)
-  **21981 Simco Road** – Mountain Home Highway District (0%)
-  **22402 Public Avenue Corridor Safety Improvements** – City of Moscow (0%)

Resident Engineer: Megan Kautz

-  **12310 Ramsey Road** – City of Hayden (30%)
-  **19129 Cove Road Bridge** – Washington County (0%)
-  **19292 Main Street / Silver Valley Road Bridge** – City of Pinehurst (2%)
-  **20207 Rapid Lightning Creek Bridge #5** – Bonner County (50%)
-  **22875 Lancaster and Huetter** – Lakes Highway District (0%)
-  **23285 Greensferry Guardrail** – Worley Highway District (0%)

Resident Engineer: Matt Koster

-  **12098 Center Street Railroad Underpass** – City of Pocatello (15%)
-  **14058 A2 Highway** – Clark County (95%)
-  **19566 Fun Farm Bridge** – Fremont County (0%)
-  **20461 Int 5th & Holmes Signal** – Idaho Falls (0%)
-  **21983 N 500 W** – Teton County (0%)
-  **21984 Moody Road Bridge** – Madison County (0%)
-  **23300 Archer Highway** – Madison County (10%)

Resident Engineer: Kevin Kuther

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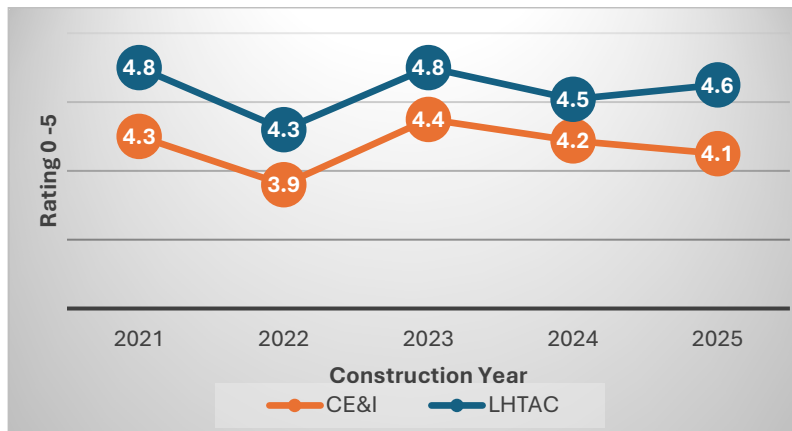
Partnering

- ITD/FHWA Bi-Monthly Meeting
- ITD/AGC 18 Month Project Forecasting Meeting
- ACEC/LHTAC Committee Meeting
- ITD Program Delivery Conference
- ITD Civil Rights CUF, subcontracts & labor presentations
- Idaho Office of Emergency Management Flood Mitigation Workgroup
- ITD/USFWS/NMFS/USACE/IDWR Emergency Response Standard Operating Procedures Workgroup
- ITD Bridge Scour Committee Meeting

Construction Survey Update

No contractor surveys sent this quarter.

- 2025 Overall Rating Out of 5
 - CE&I – 4.1
 - LHTAC – 4.6
- Five Year Average
 - CE&I – 4.2
 - LHTAC – 4.6



Projects of Note:

12098 Center Street Railroad Underpass – The Railroad approval of the bridge structural shoring, retaining wall design, and relocation of existing utilities located within railroad right-of-way are complete. After coordinating with the City of Pocatello and the Contractor, construction is currently anticipated to restart in January 2026.



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Conclusion

The construction team is busy kicking off the construction season. Over the next quarter we will be working through the full swing of construction including travel and daily project oversight efforts.

Recommendation: For Council Review

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: Local Highway Safety Improvement Program (LHSIP)

Presenter: Brian Wright, P.E.

Overview:

FY25 LHSIP PS&E Projects

The release of Obligation Authority (OA) was slower than normal and approximately 50% of FY25 funds have been released. Plans, Specifications, and Estimates (PS&E) packages have been received, and staff is preparing them for submittal to ITD for bidding. At the same time the Local Sponsor executes a State and Local Agreement (SLA) with ITD prior to advertisement. After the SLA, funds are obligated to get projects submitted and construction awarded. We continue to monitor construction costs from both LHTAC and ITD bid projects.

This table indicates the status of LHSIP projects remaining to be bid in FY25:

Key #	Project Name & Sponsor	Status
23285	S Greensferry Rd Guardrail Safety Improvements, Worley HD	Bid Opening scheduled for June 4, 2025
23286	Stop Control Safety Improvements, Bonner County	Bid Opening scheduled for June 17, 2025
22875	Lancaster Ave & Huetter Rd Roundabout, Lakes HD / Post Falls HD	Bid Opening scheduled for June 24, 2025
23282	Curve and Roadway Safety Improvements, Benewah County	PS&E Submitted to LHTAC
23886	3200 N Safety Improvements, Murtaugh HD	PS&E Submitted to LHTAC
22883	Pedestrian Crossings, City of Pocatello	Preparing PS&E for Bidding Submittal
23298	Flandro Drive Safety Improvements, City of Pocatello	Preparing PS&E for Bidding Submittal
23291	Woodland Rd Safety Improvements, Idaho County	Preparing PS&E for Bidding Submittal this fall/winter (sponsor requested)
23888	Morgan Creek Rd Safety Improvements, Custer County	Environmental Approval Pending
23889	5 th E (Holmes) & 49 th South Signal, Bonneville County	ROW acquisition underway
23295	Birch Creek Rd Safety Improvements, Oakley HD	Construction delayed to FY26

LHTAC COUNCIL STAFF REPORT

June 12, 2025

LHSIP - Group Sign Projects		
24275	Curves Delineation Safety Improvements Boundary County	Development by LHTAC is underway
24278	Curve Negotiation Safety Improvements, North Latah County HD	Development by LHTAC is underway
24279	Negotiation of Curves Safety Improvements South Latah HD	Development by LHTAC is underway
24284	Retroreflective Signal Backplate Safety Improvements, City of Ammon	Development by LHTAC is underway

FY25 LHSIP Design Projects

The following table provides the status of the Project Development (Design) for LHSIP projects in FY25.

Key #	Project Name & Sponsor	Status
23299	Meridian Rd Safety Improvements City of Blackfoot	Preliminary Design (Construction FY26)
23301	E 500 N Road Safety Improvements Fremont County	Preliminary Design (Construction FY26)
23880	Spirit Lake Cutoff Curves Bonner County	Final Design and ROW (Construction FY26)
23881	Gun Club Rd; Lapwai Rd to Stewart Ave Nez Perce County	Final Design (Construction FY26)
23883	2 nd St S Safety Improvements City of Nampa	Preliminary Design (Construction FY26)
24276	Ramsey Rd Signal Upgrades, City of Coeur d'Alene	Preliminary Design (Construction FY27)
24285	INT 15 th E and 49 th S Safety Improvements, City of Idaho Falls	Consultant selection (Construction FY27)
24342	Old Spiral Highway Guardrail, PH 1, Nez Perce County	Final Design (Construction FY26)
24343	River Road Guardrail Improvements, Bliss HD	PS&E Submitted (Construction FY26)
24344	100 East Bridge Widening at 137 North, Jerome HD	Preliminary Design (Construction FY27)
24345	Centerline Rumble Strip Safety Imprv, Oneida County RAB	Final Design (Construction FY26)
24346	INT 7 th South & Center St HAWK Signal, City of Rexburg	Final Design (Construction FY26)

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24607	8 th St Safety Improvements, City of Lewiston	Consultant selection (Construction FY27)
24608	Anderson Dam Rd Safety Improvements, Mountain Home HD	Consultant selection (Construction FY27)
24609	Warren Wagon Rd Guardrail Valley County	Consultant selection (Construction FY27)
24611	2 nd East Safety Improvements PH 2, City of Rexburg	Consultant selection (Construction FY27)

Recommendation: For Council Review



COUNCIL STAFF REPORT

June 12, 2025

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

Children Pedestrian Safety

2021 Projects:

All the projects have been constructed. Seven of the eight projects are closed out. The final project in this funding group is the Horseshoe Bend project which is substantially complete but is waiting for spring weather for landscaping/seeding after which the city can submit their closeout paperwork.

2022 Projects:

Forty-four of the forty-five (98%) projects are complete. The one project not complete is the City of Weiser's which sought approval to delay the project and work out coordination with another project in the City. This project is expected to be completed in 2025.

2023 Projects:

Thirty of the thirty-two projects (94%) that received funding in 2023 are complete. The City of Mackay has been providing updates and indicated they expect the project to be completed this year.

2024 Projects:

Spring has been very busy for the Children Pedestrian Safety Program. With the additional technical assistance provided to agencies for this funding year, staff has provided assistance in six advertisements and reviewed 23 of the 40 American Rescue Plan Act funded projects construction contracts and have confirmed they are compliant with the funding requirements. Bids for the project have been variable around the state with projects ranging from as low as 50% and as high as 175% of the engineer estimate. Staff has been providing assistance in finding ways to reduce costs or helping jurisdiction re-scope and re-bid projects as needed to meet the funding. Several of the cities who were provided technical assistance on their projects were able to take the reins and no longer require additional assistance. The best example of this was the City of Pocatello's Oak Street/Greenacres Elementary School Sidewalk Project. When funding was announced for this, the City was concerned about the delivery and project timeline due to staffing shortage. LHTAC provided assistance on this project to keep it on track, and as the project was being reviewed for advertisement, the City informed LHTAC their staffing issues were resolved and they would no longer need any additional assistance on the project. This project is scheduled to start construction in early June, 2025. Each project's expenditures are tracked and reported to the U.S. Treasury quarterly. The next reporting date is in July 2025. LHTAC has paid out \$282k in contractor payments as of June 1, 2025.



COUNCIL STAFF REPORT

June 12, 2025

Transportation Alternatives Program

The 2025 funding year of the Transportation Alternatives Program (TAP) has been challenging with the increase in eligible project size to \$1 million for non-scalable projects. There are currently three grade separated crossings in the program and several pedestrian bridges over canals. Most notably the American Falls Pedestrian Tunnel under SH-39, KN 23692/23890, has made the final design milestone with an estimate construction cost of \$3.4 million dollars. The City of American Falls, LHTAC and the Idaho Transportation Department are currently working on a funding plan for this project. It has been in development since 2018 when the City first applied for TAP funds.

As of June 1, 2025

Transportation Alternatives Project Delivery Summary			
Project Obligations			
Funding Year	Projects in Design	Projects In Construction	Completed Projects
FFY 2023	8	4	8
FFY 2024	11	8	6
FFY 2025	13	15	0
Upcoming Projects			
	Design	Construction	
FFY 2026	8	15	

COUNCIL STAFF REPORT June 12, 2025

Pictures of the Meppen Canal Trail Bridge – KN 23696, City Idaho Falls



COUNCIL STAFF REPORT June 12, 2025

Picture of the 1st Street Phase 3b project in McCall, Key 22950



Recommendation:

For Council Review

LHTAC COUNCIL STAFF REPORT

June 12, 2025

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

Presenter: **Ken Kanownik**

Overview:

As of June 1, 2025, 58 bridges are complete (up 21 since last reporting), 56 are in construction and 120 are in design. The program has paid out \$115 million as of June 1, 2025. This is payments for design services, construction, construction engineering, right-of-way acquisition, utilities and final inspections. The 56 projects in construction have a contract value of \$93 million.

Bridge construction always presents challenges, and the Hexon Bridge project over the Boise River is no exception. A significant challenge arose during the demolition of the old bridge: the discovery of an older concrete foundation from an even earlier structure. This submerged foundation, situated in roughly six feet of water with its full depth beneath the streambed yet undetermined, poses a direct conflict with the planned placement of the new drilled shaft pier and necessitates its removal. To address this unexpected hurdle without significant project delays, LHTAC staff, in conjunction with the CE&I, are actively working alongside the contractor to devise an efficient removal strategy.

With approximately 25% of the funded bridges completed and another 25% actively in construction, we are beginning to have enough data to more accurately estimate LILB program cost projections. Staff are now analyzing planning level estimates compared to estimated completion costs at the time of bid opening, since project bid prices have been set and generally final costs vary relatively small amounts from bid price due to change orders and quantity overruns.

Staff will begin to start reporting on the cost analysis of projects in construction within overall program cost projections. Staff availability and workload are the biggest challenge in preparing the analysis and reporting. Previously, program cost analysis projections that have been reported were based only on completed projects.

In March 2025, staff reported completed projects are on average at 127% of the planning level estimates when projects are approved for funding. Projects completed in the last three months have not had any significant change. Staff would like suggestions on how Council would like to see the overall projections of completing the 234 approved projects.

LHTAC COUNCIL STAFF REPORT

June 12, 2025

We thought it would be beneficial to show the Council pictures of a few of the bridges that have been recently constructed. The following are before and after pictures for three completed bridges.

23060 Scott Road over Aberdeen Springfield Canal – Bingham County

Scott Road Bridge Rehabilitation included repairing bridge abutments, girder ends, bridge joints, decking, spalling and cracked surfaces, waterproofing and embankment repairs.

Before



During



After



LHTAC COUNCIL STAFF REPORT

June 12, 2025

31556 Gravy Ridge Road over Camas – Clark County

Before



After



LHTAC COUNCIL STAFF REPORT

June 12, 2025

22451 Country Club; 1400 North over Little Sand Creek – Bingham County

Before



After





LHTAC COUNCIL STAFF REPORT

June 12, 2025

Provided for Council information are the following informational attachments.

- Completed Project List
- Construction Status of Projects

Recommendation: For Council Review

Leading Idaho Local Bridge Program Active Construction Status									
5/30/2025									
Rank	County	Jurisdiction	Bridge KN	Carries	Crosses Over	Cost	Status	Expected Completion Date	Updated
1	Blaine	Blaine County	23790	MULDON CANYON RD	LITTLE WOOD RIVER	\$1,588,230	Project is approx. 80% complete	Jun-25	3/25/2025
2	Custer	City of Mackay	31815	Capital Ave	Swauger Slough	\$2,788,354	Contract Awarded (not starting until Fall 2025)	TBD	4/28/2025
10	Teton	City of Victor	33037	S 1000 W	TRAIL CREEK	\$1,592,692	Contract Awarded (July 2025 Start)	Fall 2025	5/23/2025
11	Boise	Boise County	26680	BOISE STREET	PAYETTE RIVER	\$4,663,622	Project is approx 26% Complete	Apr-26	4/25/2025
17	Shoshone	Shoshone County	30992	Potlatch Road	Elk Creek	\$1,251,634	Project is approx 25% Complete	Sep-25	5/23/2025
19	Clark	Clark County	31585	DIVERSION ROAD	CANAS CREEK	\$1,278,029	Project is approx 50% complete	Jul-25	5/25/2025
20	Nez Perce	Nez Perce County	29845	HIGHLINE ARROW RD	POTLATCH R (ARROW JCT BR)	\$300,000	Project is approx 35% complete	Jan-26	5/1/2025
21	Canyon	Notus-Parma HD	27415	Hexon Rd	Boise River	\$7,779,000	Project is approx 33% complete	Jun-25	4/28/2025
22	Shoshone	City of Mullan	30735	5th ST	S.F. CDA River	\$893,380	Project is approx 33% complete	Jun-25	5/19/2025
23	Shoshone	Shoshone County	20415	Moon Pass Rd	Bullion Creek	\$563,272	Construction begins August 2025	October 2025	4/28/2025
25	Franklin	Franklin County	23361	Weston-Fairview RD	Bear River	\$4,165,409	Construction began 2/28/25. Project is approx 33% complete	Nov-25	5/1/2025
28	Madison	Madison County	32795	STC 6785:DIGGER DR	TETON ISLAND CANAL	\$1,410,991	Project is approx. 50% complete	Jun-25	4/29/2025
32	Bonneville	Bonneville County	31060	129TH SOUTH ROAD	IDAHO CANAL	\$1,015,057	Project is approx. 50% complete	Jun-25	5/23/2025
37	Canyon	City of Caldwell	21760	NH5 7773:10TH AVE	CITY ST:UPRR-CALDWELL OP	\$600,000	Project is approx. 90% complete	Jun-25	5/23/2025
42	Blaine	Blaine County	23785	LTL WOOD RES. ROAD	MULDON CREEK	\$1,508,632	Project is approx. 80% complete	Jun-25	5/23/2025
46	Gooding	Hagerman HD	24350	1050 EAST ROAD	BILLINGSLEY CREEK	\$1,946,439	Contract Awarded (starting in 2025)	Jun-25	5/30/2025
47	Madison	Madison County	32875	N 1700 E (S TETON)	TETON ISLAND CANAL	\$1,025,494	Project is approx. 70% complete	Jun-25	5/23/2025
48	Adams	Adams County	26565	WILDHORSE ROAD	WILDHORSE RIVER	\$994,741	Work to begin June 2025	Fall 2025	5/30/2025
49	Power	Power County HD	23530	King Lane	Warm Creek	\$2,788,354	Project is approx 60% complete	Jun-25	4/29/2025
52	Bonneville	City of Ammon	21585	17th Street	Sand Creek	\$2,660,588	Project is approx. 60% complete	Aug-25	5/23/2025
53	Twin Falls	Twin Falls HD	19455	STC2739:3800 E. RD	LATERAL 10	\$1,100,000	Project is approx. 95% complete	Jun-25	5/23/2025
54	Bonneville	Bonneville County	31170	W 33RD S	GREAT WESTERN CANAL	\$1,086,290	Project is approx. 90% complete	Jun-25	5/23/2025
58	Fremont	Fremont County	32245	US 20 FRONTAGE RD	FALL RIVER OVERFLOW	\$1,878,141	Project is approx. 90% complete	Jun-25	5/23/2025
76	Adams	Adams County	20045	STC3892:INDIAN VLY	GRAYS CREEK	\$2,075,936	Project is approx. 90% complete	Jun-25	5/23/2025
77	Franklin	City of Franklin	23345	PARKINSON ROAD	CUB RIVER	\$3,175,000	Project begins summer 2025	TBD	5/1/2025
							Project starting May 5, 2025.	Nov-25	4/29/2025
79	Fremont	Fremont County	31875	N 2000 E	Independent Canal	\$1,342,537	Contract Awarded (not starting until Fall 2025)	Spring 2026	4/28/2025
81	Lincoln	Dietrich HD	24975	750 EAST ROAD	DIETRICH CANAL	\$900,000	Project is approx 95% complete	Jun-25	5/23/2025
84	Latah	South Latah HD	29665	STC 4811:LENNVILLE	LITTLE POTLATCH CREEK	\$1,296,468	Project is approx 35% complete	Oct-25	5/27/2025
85	Bonneville	Bonneville County	31205	W 49 S	GREAT WESTERN CANAL	\$1,522,750	Project is approx 80% complete	Jun-25	5/23/2025
87	Canyon	City of Caldwell	27610	KIMBALL AVE	INDIAN CREEK	\$3,571,475	Project begins summer 2025	TBD	5/1/2025
88	Adams	Adams County	26530	OLD HORNET ROAD	HORNET CREEK	\$2,103,950	Project awarded, no start date	TBD	5/1/2025
89	Fremont	Fremont County	21115	E 1000 N	CONANT CREEK	\$1,896,899	Project Not Yet Awarded	TBD	5/30/2025
91	Payette	Payette County	28390	CASSIA ROAD	FARMERS COOP CANAL	\$729,000	Project Not Yet Awarded	TBD	5/30/2025
92	Shoshone	City of Kellogg	30765	BUNKER AVE	S.F.K.COEUR D'ALENE RIVER	\$3,355,456	Project awarded, no start date	TBD	5/1/2025
93	Bonneville	City of Idaho Falls	31100	SMA 7138:TOWER RD	IDAHO CANAL	\$1,968,573	Project awarded, Work begins Fall 2025	TBD	5/1/2025
94	Gooding	Gooding HD	24365	2500 EAST ROAD	GOODING MAIN CANAL	\$746,410	Project Not Yet Awarded	Summer 2026	5/30/2025
95	Elmore	Glenns Ferry HD	27800	MORROW RESERVOIR R	LITTLE CANYON CREEK	\$3,256,102	Project Awarded, Begins summer 2025	Jun-25	4/28/2025
96	Idaho	Fenn HD	29195	MCDONALD ROAD	SHEBANG CREEK	\$793,525	Project is approx 70% complete	Jun-25	5/1/2025
99	Bonner	Bonner County	20645	S5786:COLBURN CULV	GROUSE CREEK	\$1,396,999	Project awarded, no start date	TBD	5/1/2025
103	Idaho	Ferdinand HD	29300	HOLMES CROSSING RD	LAWYER CREEK	\$1,073,745	Project Not Yet Awarded	TBD	5/1/2025
104	Latah	North Latah County HD	29650	HATTER CREEK ROAD	HATTER CREEK	\$992,991	Project awarded, no start date	TBD	5/1/2025
106	Cassia	Oakley Highway District	23970	500 WEST	EAST CANAL	\$1,041,518	Project Not Yet Awarded	6/1/2025	6/1/2025
110	Gooding	Gooding HD	24345	2400 EAST ROAD	GOODING MAIN CANAL	\$746,410	Project Not Yet Awarded	TBD	5/1/2025
112	Shoshone	Clarkia Better Roads HD	30805	PINE DRIVE; NF 301	W.F.K ST MARIES RIVER	\$1,305,624	Project awarded, no start date	May-25	3/24/2025
116	Jerome	Hillsdale HD	24605	990 SOUTH ROAD	C' CANAL	\$750,000	Project is approx. 80% complete	Jun-25	5/23/2025
120	Jerome	Hillsdale HD	19475	STC2744:1900 E. RD	C' CANAL	\$750,000	Project is approx. 90% complete	Jun-25	5/23/2025
125	Twin Falls	Filer HD	25435	3800 N Rd	Cedar Draw	\$1,737,451	Project approx. 40% complete	Summer 2025	5/23/2025
128	Fremont	Fremont County	31895	HOG HOLLOW:E 500 N	TWIN GROVES CANAL	\$1,320,301	Project is approx. 90% complete	Jun-25	5/23/2025
130	Teton	Teton County	33020	9500 SOUTH	TRAIL CREEK	\$1,403,903	Project Not Yet Awarded	Jun-25	6/1/2025
137	Fremont	Fremont County	32195	E 200 N	CONSOLIDATED FARMERS CNL	\$1,428,543	Project Not Yet Awarded	TBD	5/1/2025
138	Bonneville	Bonneville County	20750	STC 6703:E 65TH S	BUTTE ARM CANAL	\$1,700,790	Project Awarded	TBD	5/1/2025
144	Bingham	Bingham County	22590	400 NORTH ROAD	BLACKFOOT CANAL	\$891,169	Project Awarded	TBD	5/1/2025
147	Bingham	Bingham County	22685	WOODVILLE:E 1500 N	SLOUGH CANAL	\$923,522	Project Awarded	TBD	5/1/2025
149	Bingham	Bingham County	22315	CLINGER RD; 1450 N	SNAKE RIVER VALLEY CANAL	\$1,019,864	Project Awarded	TBD	5/1/2025
152	Owyhee	Owyhee County	28298	SALMON CREEK RD	REYNOLDS CREEK	\$1,477,000	Project starts summer 2025	TBD	5/1/2025
186	Blaine	Blaine County	23770	NORTH PICABO ROAD	SILVER CREEK;N.PICABO B	\$300,000			

Total in Construction \$93,812,260

Leading Idaho Local Bridge Program Completed Projects

Updated May 30, 2025

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 River	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	6	Rose Garden Lane over Notus Canal	Closure	26795	City of Caldwell	\$35,000	\$0	\$0	\$35,000	\$1,500,000	5/1/2024
24	70	650 W Rd. over Milner Gooding Canal	Replace	24950	Shoshone HD	\$130,838	\$675,643	\$0	\$806,481	\$700,000	4/19/2024
25	30	Country Club Rd. over Big Creek	Replace	30715	Shoshone County	\$121,178	\$850,000	\$0	\$971,178	\$1,000,000	4/19/2024
26	3	Commissary Rd. over Rainey Creek	Replace	31052	City of Swan Valley	\$259,900	\$1,179,772	\$0	\$1,439,672	\$700,000	6/21/2024
27	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
28	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
29	12	2100 E Road over Little Wood River	Replace	24485	Gooding HD	\$130,838	\$731,285	\$0	\$862,123	\$946,000	9/27/2024
30	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
31	29	Denver Road over Shebang Creek	Replace	29225	Fenn HD	\$264,000	\$729,586	\$8,390	\$993,586	\$800,000	9/27/2024
32	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
33	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
34	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
35	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
36	35	Mica Mtn. Road over WIRR (NW Deary OP)	Replace	29445	North Latah County HD	\$0	\$500,000	\$0	\$500,000	\$500,000	12/1/2024
37	18	Grouse Creek Rd over Grouse Creek	Replace	30130	Bonner County	\$19,300	\$2,063,000	\$0	\$2,082,300	\$1,100,000	10/17/2024
38	24	Mountain View Rd over Paradise Creek	Replace	29705	Latah County	\$237,000	\$1,232,977	\$0	\$1,469,977	\$929,000	12/20/2024
39	27	Longhaul Rd over Longhaul Creek	Replace	29190	Union Independent HD	\$0	\$850,000	\$0	\$850,000	\$850,000	7/24/2024

40	71	Longhaul Rd over Longhaul Creek	Replace	29170	Union Independent HD	\$0	\$800,000	\$0	\$800,000	\$800,000	7/24/2024
41	63	14th Ave over Indian Creek	Replace	27745	City of Nampa	\$349,398	\$1,895,211	\$0	\$2,244,609	\$1,450,000	4/10/2025
42	36	1550 East Road over Dry Creek	Replace	24300	Gooding HD	\$175,283	\$1,905,156	\$0	\$2,080,439	\$938,000	4/18/2025
43	41	2nd South Street over Beaver Creek	Replace	31575	City of Dubois	\$175,283	\$2,336,817	\$0	\$2,512,100	\$1,700,000	4/23/2025
44	55	1120 North Road over Stratton Canal	Replace	25015	Richfield HD	\$152,029	\$1,242,028	\$0	\$1,394,057	\$1,650,000	4/4/2025
45	78	Gravy Ridge Road over Camas Creek	Replace	31555	Clark County	\$175,283	\$1,675,102	\$0	\$1,850,385	\$1,172,000	4/14/2025
46	86	Emerson Street over Butte Arm Canal	Replace	31330	City of Idaho Falls	\$311,737	\$1,385,669	\$0	\$1,697,406	\$1,400,000	4/16/2025
47	117	Hann Road over Peoples Canal	Replace	22380	Bingham County	\$259,850	\$1,284,141	\$0	\$1,543,991	\$1,050,000	4/1/2025
48	203	Scott Road over Aberdeen Springfield Canal	Repair	23060	Bingham County	\$26,065	\$590,500	\$50,000	\$526,065	\$215,000	5/23/2025
49	121	2350 NORTH over CAMAS CREEK	Replace	32475	Jefferson County	\$253,250	\$1,820,300	\$0	\$1,933,000	\$1,350,000	5/23/2025
50	122	400 North Rd over Corbett Slough Canal	Replace	22405	Bingham County	\$259,850	\$1,355,685	\$0	\$1,481,450	\$1,300,000	5/19/2025
51	119	N 2700 E over Crosscut Canal	Replace	31850	Fremont County	\$312,442	\$1,011,222	\$0	\$1,194,889	\$1,400,000	5/23/2025
52	62	STC 6731;55TH EAST over HARRISON CANAL	Replace	20890	Bonneville County	\$222,000	\$1,038,419	\$0	\$1,138,939	\$1,200,000	5/23/2025
53	107	S. FIRTH ROAD over RESERVATION CANAL	Replace	22455	Bingham County	\$279,000	\$1,295,257	\$0	\$1,452,777	\$1,450,000	5/23/2025
54	115	N 1600 E over St Anthony Canal	Replace	32040	Fremont County	\$312,442	\$1,043,056	\$0	\$1,226,723	\$850,000	5/23/2025
55	68	Country Club Rd; 1400 N over Little Sand Creek	Replace	22450	Bingham County	\$259,850	\$1,364,179	\$0	\$1,489,944	\$1,400,000	5/28/2025
56	33	BURTON LANE over CREEK;SLOUGH	Replace	20030	Washington County	\$178,814	\$846,421	\$0	\$862,814	\$1,000,000	5/28/2025
57	45	RIVER ROAD over DIXIE CREEK	Replace	28915	Washington County	\$153,000	\$1,334,421	\$0	\$1,325,000	\$1,542,000	5/28/2025
58	64	1050 E Rd over High Line Canal	Replace	25585	Buhl HD	\$156,021	\$1,308,345	\$0	\$1,348,771	\$1,050,000	5/28/2025
						Totals	\$8,532,071	\$53,263,099	\$86,526	\$60,364,003	\$49,928,420

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.

COUNCIL STAFF REPORT June 12, 2025

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

Spring 2025 Classes

Registration opened February 2, 2025; 93 classes were on the schedule through June of 2025. We have had several agency requests for private flagger classes and have or will be able to accommodate those requests. Total classes taught through the end of June will be 97.

Road Scholar and Road Master Awards:

Between March 4, 2025 through May 29, 2025 there have been 41 Road Scholar awards, and 23 Road Master awards presented to Highway District 4, Glenns Ferry Highway District, City of McCall, Blaine County, Bonneville County, Teton County, City of Pocatello, Burley Highway District, Murtaugh Highway District, City of Idaho Falls, Lost River Highway District, and Nampa Highway District.

The remaining awards to be presented include seven agencies in District 1 (3 are scheduled for June); eight agencies in District 2; seven agencies in District 3; eight agencies in District 4; two agencies in District 5 and seven agencies in District 6.

Below are some pictures of employees receiving awards:

Highway District 4:



COUNCIL STAFF REPORT June 12, 2025

Glenns Ferry Highway District:



City of McCall:



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Blaine County:



Bonneville County:



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Teton County:



City of Pocatello:



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Burley Highway District:



Murtaugh Highway District:



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City of Idaho Falls:



Lost River Highway District:



COUNCIL STAFF REPORT

June 12, 2025

Nampa Highway District:



Advisory Board:

The T2 Center Advisory Board's next meeting is August 21, 2025. Board Members serve staggered three-year terms and may serve no more than two terms consecutively. Dustin Whited from Bingham County completes his second term in June 2025. Jeffery Mansfield was voted the new president. Staff is still looking for someone to replace Dustin's seat.

2025 Safety Fests of Idaho:

The Safety Fest holds training during this time to promote safety and health and is free to the public. Nancy helped with planning, registration, and handing out packets at the Pocatello Safety Fest May 13th – 15th 2025.

National and Regional Conferences:

Nancy and I will be attending the National Local Transportation Assistance Program Association Annual Meeting in Kansas City July 21st - 24th 2025

New Materials:

The purchase of a Class Management System is still being researched and under review. Nancy and Matthew are working diligently to find a new class management system that will work best for us and our agencies.

IAHD completed the bid proposals and has added several sign companies to the Local Government Cooperative program. The T2 Center's plan is to give away three complete kits monthly to agencies that attend our training courses. Agencies can only win one kit per year. We are planning on having this start with our fall classes. We will also have three complete kits at the local convention to be given to three lucky agencies in attendance. We will start looking at the purchase options and logistics for the portable message boards that would place two message boards in each district.



COUNCIL STAFF REPORT

June 12, 2025

Technical Assistance:

Technical Assistance provided this past quarter includes requests for information on traffic sign safety, Active Transportation Infrastructure Investment Program, Culvert Replacement Grant Program, Rural Roads Grant Program, 129K routes, sign retro-reflectivity, intersection delay information, Speed Limits, Safe Roads and Streets for All, approach information, additive bidding. Recent Assistance was provided on federal grants applications to Post Falls Highway District, City of Salmon, Glenns Ferry, City of Bellevue.

Recommendation: For Council Review

LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Application Comments**

Presenter: **Staff**

Overview:

LHTAC released surveys asking for feedback on the 2025 funding applications. Applications were accepted in the following programs:

- LRHIP
- LHSIP
- Federal-aid Rural
- LILB

The surveys asked respondents to provide satisfaction feedback on a scale of 1 to 5, 1 being very dissatisfied and 5 being satisfied. The surveys measured four categories of the application process. Average score for all applications in parenthesis:

- Notification (4)
- The application process (4.8)
- Scoring process (4.6)
- Award notification (4.6)

The surveys were distributed to the point of contact on each application and a marketing email was sent to all of our contacts. They included the ability to provide comments for each of the categories. There was also an opportunity to provide additional comments in the survey. Most comments were constructive and positive, matching the overall positive scores of each category. Some expressed concern about the timeline to complete the application.

Staff will present any proposed changes to the application proposed for 2026 at the September Council Meeting.

A summary report for each survey and the comments in attached to this report.

Recommendation: For Council Review

2024-2025 Application Surveys



2025 Federal-aid: Rural Application Survey

How would you rate the notification process for the Federal-aid: Rural application?

5.0★
average rating



How would you rate the application process for the Federal-aid: Rural application?

3.0★
average rating



If you would like to, please provide additional comment or feedback on the application process for the Federal-aid: Rural application.

• We appreciate the example resolution form provided • We don't see the need/value of providing a wet signature copy+3 additional copies when digital signatures are more common • The timing of the application makes it a challenge to get board approval/signatures around the holidays • It's a challenge to create accurate future forecasted cost opinions.

2025 Federal-aid: Rural Application Survey

How would you rate the scoring process for the Federal-aid: Rural application?

4.0★
average rating



How would you rate the award process for the Federal-aid: Rural application?

4.0★
average rating



2024 Leading Idaho Local Bridge (LILB) Program Survey

How would you rate the notification process for LILB?

4.7★
average rating



How would you rate the application process for LILB?

5.0★
average rating



If you would like to, please provide additional comment or feedback on the application process for LILB.

- Easiest application I've ever seen, nice job.

2024 Leading Idaho Local Bridge (LILB) Program Survey

How would you rate the scoring process for LILB?

4.0★
average rating



If you would like to, please provide additional comments or feedback on the scoring process for LILB.

- I don't recall seeing the LILB scoring process details.
- Not familiar with scoring process.

How would you rate the award process for LILB?

4.7★
average rating



2024 Leading Idaho Local Bridge (LILB) Program Survey

If you would like to, please provide additional comments or feedback on the award process for LILB.

- Also very streamlined. Some of the awards were so subtle I didn't know we had been approved until the consultant contacted me to look at the structure for replacement.

What was the most challenging about this application?

- Project selection.

2024 Local Highway Safety Improvement Program (LHSIP) Survey

How would you rate the notification process for LHSIP?

5.0★
average rating



If you would like to, please provide additional comments or feedback on the notification process for LHSIP.

- Email and website are ample. There is also outreach at the IDT regional meetings.

How would you rate the application process for LHSIP?

4.8★
average rating



2024 Local Highway Safety Improvement Program (LHSIP) Survey

If you would like to, please provide additional comments or feedback on the application process for LHSIP.

- It would be nice if the excel spreadsheet provided more guidance/acceptable criteria are for the crash reduction factor and countermeasures. The multitude of options available creates some analysis paralysis o A list of most approved/most common countermeasures and associated CRF's would be helpful.
- Application process is sufficient.
- Very clean and easy.

How would you rate the scoring process for LHSIP?

4.5★
average rating



If you would like to, please provide additional comments or feedback on the application process for LHSIP.

- Cost estimating tied to the criteria is a challenge to accurately project future price and make sure it doesn't inaccurately impact the C/B. Could consider a current pricing approach with LHTAC applying inflation factor to all numbers?
- I am not sure who scores them. But it seems like you get many awarded so must be fine.
- Like the cost/benefit scoring. The ability to include r/w acquisition as part of this program would be of the most benefit to our urbanizing area; intersection improvements without r/w are very limited and have limited effectiveness.

2024 Local Highway Safety Improvement Program (LHSIP) Survey

How would you rate the award process for LHSIP?

4.8★
average rating



If you would like to, please provide additional comments or feedback on the award process for LHSIP.

- Email, website seem to work fine.

What was the most challenging about this application?

- Selecting countermeasure and cost estimating.
- Getting the small rural communities access to a grant writer to assist them. Many cannot afford to engage an engineer. And honestly, the ones that they have been engaging seem to not score as well in some areas.

How can we make the application simpler?

- The application is fine. It needs to be somewhat technical so that you get the information needed to make a good decision.

2024 Local Highway Safety Improvement Program (LHSIP) Survey

How can we make the application simpler?

- There is nothing wrong with the application, if you're working with other agencies (transportation group) the best choice should be on top.
- I am not sure that it needs to be simpler. They need to be complex enough to understand the need.
- It's pretty straight forward now.

2024 Local Rural Highway Investment Program (LRHIP) Survey

How would you rate the notification process for LRHIP?

4.7★
average rating



If you would like to, please provide additional comments or feedback on the notification process for LRHIP.

- An earlier start/later submittal date would be appreciated as coordination around thanksgiving.
- I think it's good other than notifying me that I wasn't chosen.
- Email is great.

How would you rate the application process for LRHIP?

4.4★
average rating



2024 Local Rural Highway Investment Program (LRHIP) Survey

If you would like to, please provide additional comments or feedback on the notification process for LRHIP.

- An earlier start/later submittal date would be appreciated as coordination around thanksgiving.
- The trainings are great, thank you for recording them so we can watch them later.

How would you rate the scoring process for LRHIP?

4.6★
average rating



If you would like to, please provide additional comments or feedback on the notification process for LRHIP.

- The application checklist and rating criteria (provided for all programs) are very helpful in communicating what should be included and what their scoring expectations are.
- I am not sure who scores them but does seem to be fair.

2024 Local Rural Highway Investment Program (LRHIP) Survey

How would you rate the award process for LRHIP?

4.7★
average rating



If you would like to, please provide additional comments or feedback on the notification process for LRHIP.

- The 100K funding limit doesn't go very far, would be nice to get that amount increased.
- It is fine, emails and website postings.

What was the most challenging about this application?

- Timing around holidays; Annual Road and street reports are not always completed and previous years have been used.
- Getting small rural communities access to a grant writer that can assist them. Often times this falls on a paid engineer. Lately those applications have not always scored well. It would be great to have a resource for them to assist them, or preflight them.
- Project selection.

2024 Local Rural Highway Investment Program (LRHIP) Survey

How can we make the application simpler?

- There is nothing wrong with the application, if you're working with other agencies (transportation group) the best choice should be on top.
- I am not sure that it needs to be simpler. They need to be complex enough to understand the need.
- It's pretty straight forward now.

Any additional comments for LRHIP?

- It would be helpful for the LRHIP construction grant amounts to be increased to \$300,000–\$400,000.

Sponsor	Project Name	Grant Amount	Actual Cost	Average
2020				
City of McCall	Reconstruction of Park St, Downtown Mcall	\$100,000.00	\$ 575,208.00	\$ 221,504.28
Fenn Highway District	Fenn/Keuterville Rd Chip Sealing & Gravel Rd Rehab	\$100,000.00	\$ 193,127.33	
City of Oakley	Main Street Culvert	\$85,000.00	\$ 108,131.80	
City of Cottonwood	City of Cottonwood: CRABS & BST Chip Seal	\$100,000.00	\$ 165,550.00	
City of Salmon	Main Street Connectors Roadway Rehad Project	\$100,000.00	\$ 102,380.66	
Power County Highway District	Lakeview Roadway Improvements Phase 2	\$100,000.00	\$ 164,490.00	
East Side Highway District	Medimont Bridge Maintenance Project	\$100,000.00	\$ 135,000.00	
Bonner County	Lakeshore Drive BST	\$100,000.00	\$ 500,000.00	
Murtaugh Highway District	Gravel Rd Rehabilitation and Resurfacing Project	\$100,000.00	\$ 138,384.00	
City of Dubois	North Thomas Drainage Improvements	\$100,000.00	\$ 112,000.00	
City of Hagerman	Spring Street Access	\$100,000.00	\$ 136,900.00	
Nez Perce County	Webb Road Phase 2	\$100,000.00		
City of Craigmont	Central Highway District Pavement Rehab Project	\$100,000.00	\$ 196,460.35	
City of Ririe	Rehabilitation of 1st West Street - add alt 2	\$100,000.00	\$ 198,816.17	
City of Ashton	Railroad Ave, Improvements	\$95,000.00	\$ 374,611.66	
City of Bonners Ferry	Bonners Ferry Garden Ln Ext Project	\$99,400.00		
		\$1,579,400.00	\$ 3,101,059.97	

2021				
City of Midvale	Downtown Payment Improvements	\$ 100,000.00	\$ 112,430.87	\$ 309,845.45
Evergreen Highway District	Gravel Crushing & Gravel Rd Maintenance	\$ 100,000.00	\$ 182,727.93	
South Latah Highway District	Little Bear Ridge Rd Double Chip Seal Paving	\$ 100,000.00	\$ 217,550.00	
City of Buhl	Sprague Ave; Milner to Fair Rehab	\$ 100,000.00	\$ 172,239.11	
Mountain Home Highway District	Middle Line Canal Bridge Replacement	\$ 100,000.00	\$ 317,926.86	
Lost River Highway District	Fish Hatchery Road Rehabilitation	\$ 100,000.00	\$ 255,000.00	
City of Malta	City-Wide Chip Seal	\$ 77,500.00	\$ 77,518.00	
Hillsdale Highway District	Valley Road Scrub Coat and Seal Coat	\$ 100,000.00	\$ 191,994.92	
Filer Highway District	2300 E Road Rehabilitation 4100 N to 4000 N	\$ 100,000.00	\$ 103,221.62	
Cassia County Road & Bridge	Elba Bridge Replacement	\$ 100,000.00		
Hagerman Highway District	Ritchie Road Rehabilitation Phase II	\$ 100,000.00	\$ 295,450.00	
Gooding Highway District	Janson Bridge Replacement	\$ 100,000.00	\$ 209,947.68	
City of New Meadows	Heigho Ave Resurfacing	\$ 100,000.00		
Greencreek Highway District	2021 Seal Coat Project	\$ 100,000.00	\$ 117,700.00	
Cottonwood Highway District	Airport Road Rehabilitation	\$ 100,000.00	\$ 103,630.01	
Worley Highway District	Finnebott/Sun Up Bay/Bennion Intersection Improvements	\$ 100,000.00	\$ 1,661,729.00	
Teton County	N4000W Reconstruction	\$ 100,000.00	\$ 746,246.40	
City of Paris	City Street Surface Treatment	\$ 100,000.00	\$ 104,772.47	
City of Cascade	Front Street Improvement Project	\$ 100,000.00	\$ 397,287.78	
		\$ 1,877,500.00	\$ 5,267,372.65	

2022				
Adams County Road & Bridge	Ashphalt Roads Preservation Project	\$ 100,000.00		\$ 435,045.64
City of American Falls	Roosevelt Street Improvements	\$ 100,000.00	\$ 490,363.00	
City of Athol	City of Athol Construction Grant	\$ 100,000.00	\$ 459,142.23	
City of Bonners Ferry	Bonners Ferry Garden lane Widening Project	\$ 100,000.00	\$ 127,430.00	
City of Cambridge	2nd Street Improvements Project	\$ 100,000.00	\$ 166,331.88	
City of Clifton	City of Clifton Road Project	\$ 100,000.00	\$ 135,092.00	
City of Dayton	City of Dayton Road Project	\$ 100,000.00		
City of East Hope	East Hope Chip Seal Project	\$ 100,000.00	\$ 133,801.38	
City of Franklin	City of Franklin Road Project	\$ 100,000.00	\$ 101,238.42	
City of Grace	4th West Overlay	\$ 100,000.00		
City of Greenleaf	Harmony Lane Reconstruction	\$ 100,000.00	\$ 110,259.00	
City of Juliaetta	City of Juliaetta Construction Grant	\$ 100,000.00	\$ 130,790.00	
City of Mackay	City of Mackay - Street Chip Seal	\$ 100,000.00	\$ 100,000.00	
City of McCall	E Deinhard Lane Reconstruction	\$ 100,000.00	\$ 4,838,932.00	
City of Ririe	First West Street Rehabilitation Project Phase 3	\$ 100,000.00	\$ 186,506.00	
City of Salmon	City of Salmon Street Chip Seal Rehabilitation Project	\$ 100,000.00	\$ 142,231.00	
East Side Highway District	Burma Road and Gozzer Road Intersection Improvements	\$ 100,000.00	\$ 110,053.88	
Grangeville Highway District	Telcher Creek Crossing	\$ 100,000.00	\$ 247,803.67	
Independent Highway District	W Pine Street Paving - Hunt Lane to IHD Border	\$ 100,000.00	\$ 123,453.68	
Jerome Highway District	Golf Course Road Phase IV	\$ 100,000.00	\$ 912,198.90	
Jerome Highway District	Murtaugh Highway District & City of Murtaugh Joint Chip Seal Project	\$ 100,000.00	\$ 145,044.34	
Oakley Highway District	2200 South 600 West Bridge Replacement	\$ 100,000.00	\$ 155,367.30	
Oneida County Road & Bridge	Old Highway 37 Phase III	\$ 100,000.00	\$ 250,000.00	
Power County Highway District	West Fairview Bridge	\$ 100,000.00	\$ 100,011.00	
Raft River Highway District	Gravel for Roadways	\$ 100,000.00	\$ 250,000.00	
Washington County Road & Bridge	Cove Road Phase 2	\$ 100,000.00	\$ 590,000.00	
		\$ 2,600,000.00	\$ 10,006,049.68	

2023				
City of Ferdinand	City of Ferdinand Asphalt Overlay and Chip Seal Project	\$ 100,000.00	\$ 101,264.88	\$ 422,521.13
City of Malta	Cassia Creek Culvert Rehabilitation	\$ 100,000.00	\$ 182,667.21	
Worley Highway District	Rockford Bay and Loffs Bay Intersection Improvements	\$ 100,000.00	\$ 943,416.65	
West Point Highway District	1500 East Road	\$ 100,000.00		
Lemhi County Road & Bridge	Hawley Creek Road Rehabilitation	\$ 100,000.00	\$ 543,888.00	
Mountain Home Highway District	RR Bridge Rehabilitation Project	\$ 100,000.00	\$ 428,373.50	
Filer Highway District	2300 E. Road Rehabilitation 4000 N. To US Highway 30	\$ 100,000.00		
City of Marsing	1st Ave West Reconstruction	\$ 100,000.00	\$ 111,096.32	
City of Donnelly	East Roseberry Road Reconstruction	\$ 100,000.00		
City of Albion	Whitmean Street Reconstruction: Main to West	\$ 100,000.00		
City of St. Anthony	Three Street Reconstruction	\$ 100,000.00	\$ 196,727.03	
City of Shelley	Fir Street Rehabilitation	\$ 100,000.00	\$ 2,000,000.00	
Gooding Highway District	1800 East Road	\$ 100,000.00		
Shoshone County	Pine Creek Road Sealcoat	\$ 100,000.00		
Hillsdale Highway District	1600E Road Scrub Coat and Chip Seal	\$ 100,000.00	\$ 204,365.00	
City of Roberts	Bus Route Safety Improvements	\$ 100,000.00	\$ 389,965.20	
Hagerman Highway District	West Lateral Bridge Replacement	\$ 100,000.00		
Teton County	W4000N Reconstruction	\$ 100,000.00		
Greencreek Highway District	Westhoff Road Widening Project	\$ 100,000.00	\$ 171,747.75	
City of Rockland	Rockland-Chip Seal Material	\$ 100,000.00		
Fremont County	200 North Bridge Replacement	\$ 100,000.00		
South Latah Highway District	Cow Creek & Morscheck Road Intersection Imp Project	\$ 100,000.00	\$ 118,264.28	
City of Driggs	LeGrand Pierre Road Improvement	\$ 100,000.00	\$ 683,447.75	
Highway District No. 1	Gravel Crushing	\$ 100,000.00	\$ 130,212.04	
Boundary County	Brown Creek Road Phase 2-Chip Seal 4 Miles	\$ 100,000.00	\$ 132,381.38	
Plummer Gateway Highway District	Coon Creek Road Update & Widening	\$ 100,000.00		
City of Soda Springs	4th South & Main Street Reconstruction	\$ 100,000.00		
		\$ 2,700,000.00	\$ 6,337,816.99	

2024				
Benewah County	St. Maries River Road Seal Coat	\$ 100,000.00		\$ 137,353.09
City of Aberdeen	Sterling Ave./Gravel Chip Sealing	\$ 100,000.00		
City of American Falls	Bannock Ave. Improvements	\$ 100,000.00	\$ 136,374.03	
City of Ashton	Railroad Ave. Improvements Extension	\$ 100,000.00	\$ 101,836.00	
City of Bancroft	1st South Reconstruction Project	\$ 100,000.00		
City of Bonners Ferry	Bonners Ferry, Pavement Maintenance Materials	\$ 100,000.00	\$ 101,199.11	
City of Challis	Challis - Lower Cyprus Subdivision Chip Sealing	\$ 100,000.00		
City of Craigmont	Division Avenue Reconstruction	\$ 100,000.00		
City of Hagerman	Spring Street Access Phase 2	\$ 100,000.00		
City of Malad	1st West Roadway Improvement	\$ 100,000.00		
City of New Plymouth	E. Idaho Street Reconstruction Improvements Project	\$ 100,000.00	\$ 135,326.75	
City of Oakley	East Poplar Rehabilitation	\$ 100,000.00		
City of St. Maries	St. Maries River Road Seal Coat	\$ 100,000.00	\$ 100,000.00	
City of Teton	City Wide Chip Seal Project	\$ 100,000.00		
Clark County	Old Highway 91 Resurfacing Project	\$ 100,000.00	\$ 162,049.59	
Custer County	East Fork Surface Improvements	\$ 100,000.00	\$ 206,039.22	
East Side Highway District	East Side Highway District Subdistrict 3 Gravel Road Maintenance	\$ 100,000.00		
Evergreen Highway District	Winchester Road Widening and Overlay	\$ 100,000.00		
Ferdinand Highway District	Major Culvert Replacement	\$ 100,000.00		
Jefferson County	1900 East Roadway Improvement Project	\$ 100,000.00		
Keuterville Highway District	Gravel Crushing and Placement Project	\$ 100,000.00		
Lakes Highway District	Diagonal Road Widening Project	\$ 100,000.00		
Lost River Highway District	Pass Creek Road Rehabilitation	\$ 100,000.00		
Madison County Road & Bridge	East Side Frontage Road Paving	\$ 60,000.00		
North Latah County Highway District	Onaway Rd. Culvert Replacement	\$ 100,000.00		
Oneida County Road & Bridge	Woodruff Culvert Replacement	\$ 100,000.00		
Power County Highway District	Rock Creek Road Overlay Project	\$ 100,000.00	\$ 156,000.00	
		\$ 2,660,000.00	\$ 1,098,824.70	



LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Leading Idaho Local Bridge Program Round 8**

Presenter: **Ken Kanownik**

Overview:

Staff is presenting Council a list of bridges for funding approval in the Leading Idaho Local Bridge Program. Round 8 of funding is comprised of five bridges from the Testing & Analysis Category and one bridge that recently completed a feasibility study. The six bridges total \$13,100,000 in estimated costs and are outlined in Attachment 1 to this staff report. There is a brief summary of each bridge's findings outlined in Attachment 2. Should the Council approve this round of funding the total obligations for 234 bridges is \$417,716,000 as outlined in attachment 3.

Recommendation: For Council Review and Approval

Leading Idaho Local Bridge Program Round 8

2022 Application Rank	ITD District	County	Jurisdiction	Bridge KN	Carries	Crosses Over	Estimated Cost
114	6	Fremont	Fremont County	21050	STC 6774;N 2400 E	TWIN GROVES CANAL	\$1,800,000
131	4	Gooding	Bliss HD	24480	STC2710;CLOVER CR	CLOVER CREEK	\$1,700,000
165	6	Lemhi	Lemhi County	32755	N. ST. CHARLES	LEMHI RIVER	\$4,000,000
217	6	Butte	City of Moore	31551	3175 NORTH	WEST SIDE CANAL	\$1,300,000
218	3	Payette	Highway District #1	28403	SW 3 1/2 AVE	A LINE CANAL	\$2,000,000
220	4	Cassia	Cassia County	23948	STC 2842;E EY ROAD	RAFT RIVER	\$2,300,000
Total							\$13,100,000

Leading Idaho Local Bridge Program Round 8

Analysis Summaries

21050 (Fremont County): Built in 1980. Good condition. Posted for load restrictions. Concrete girders are prestressed with unknown reinforcement. Unable to locate girder plans. Old load rating file has assumed reinforcement but unable to verify. Bridge was posted based on engineering judgement. Highly possible that if girder reinforcement was known then it would still require posting.

24480 (Bliss HD): Built in 1970. Good condition. Posted for low load restrictions. Concrete girders are prestressed with unknown reinforcement. Unable to locate girder plans. It's possible that if girder reinforcement was known then would still require posting.

31551 (City of Moore): Built in 1989. Good condition. Posted for load restrictions. Existing bridge plans are not available. Bridge is commonly overtopped during high flows.

28403 (Highway District #1): Built in 2003. Posted for load restrictions. Girders are made from an old flatbed railcar.

23948 (Cassia County): Built in 2001. Good condition. Posted for load restrictions. Girders are salvaged from the old Perrine bridge.

Leading Idaho Local Bridge Program

Funding Rounds and Project Totals		
Funding Round	# Bridges	Estimated Cost
Round 1 - Test & Analysis	6	\$550,000
Round 1 - Repair Bridges	9	\$1,900,000
Round 1 - Design Completed by Sponsor	5	\$3,650,000
Round 1, Test & Repairs	20	\$6,100,000

Replacement Projects

Round 1 - Replacement	# Bridges	Estimated Cost
	34	\$30,600,000

Round 2	# Bridges	Estimated Cost
	26	\$71,216,000

Round 3	# Bridges	Estimated Cost
	32	\$45,850,000

Round 4	# Bridges	Estimated Cost
	34	\$53,400,000

Round 5	# Bridges	Estimated Cost
	26	\$41,200,000

Advance Environmental and PE	\$2,450,000	
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Round 6	# Bridges	Estimated Cost
	43	\$106,600,000

Round 7	# Bridges	Estimated Cost
	13	\$47,200,000

Round 8	# Bridges	Estimated Cost
	6	\$13,100,000

Total All Rounds	# Bridges	Estimated Cost
	234	\$417,716,000



LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **Build a Better Mousetrap**

Presenter: **Brody Johnson**

Overview:

The Build a Better Mousetrap program highlights and celebrates creative solutions developed by Idaho's Local Highway Jurisdictions (LHJs).

The program's purpose and goals include recognizing locally relevant, innovative solutions and sharing local successes with Idaho LHJ's. This past application period, the application was open year-round so that it gives LHJs the opportunity to share their successes immediately, rather than waiting for the deadline once a year.

LHTAC focused our marketing of the program in all the T2 classes, on LinkedIn, and in mass emails, which made the program well-known.

We are pleased to note that we received a submission from:

1. Highway District 4,
2. City of Nampa Street Division,
3. Burley Highway District,
4. City of Rupert,
5. Nez Perce County Road and Bridge, and
6. Ada County Highway District.

LHTAC selected the winners using a scoring that evaluated the problem, the solution, implementation and availability to be widespread.

The BABM winners are:

- Highway District 4 (Tony Luna),
- City of Rupert (DJ Price), and
- Nez Perce County Road and Bridge (agency)

The winning entries will advance to the national FHWA competition as well as receive a free T2 Class for them or their staff.

Recommendation: For Council Review



LHTAC COUNCIL STAFF REPORT

June 12, 2025

Agenda Item: **LRHIP Emergency Applications**

Presenter: **Megan Kautz**

Overview:

There are no applications for review.

A financial snapshot of the LRHIP Emergency balance is below:

*LRHIP Emergency Balance	
2025 Available Funds	\$ 0
Previous Years' Remaining Funds	\$ 71,541.90
Total available	\$ 71,541.90

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

- Activity since last meeting:
 - Shoshone Highway District - \$100,000 funded

Recommendation: For Council Review

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
Fruitland, ID 83619

Robert (BJ) Berlin, Mayor
City of Roberts
P.O. Box 242
Roberts, Idaho 83444

Rod Plank, Mayor
City of Kellogg
1007 McKinley Avenue
Kellogg, ID 83837

Idaho Association of Highway Districts (IAHD)

Vice Chair: Kevin Renfrow, Commissioner
South Latah Highway District
1415 American Ridge Road
Kendrick, ID 83537

Rick Robinson, Commissioner
Oakley Highway District
2020 S 275 W
Oakley, ID 83346

Neal Gier, Commissioner
Buhl Highway District
1455 E. 3800 N.
Buhl, ID 83316

Idaho Association of Counties (IAC)

Secretary/Treasurer: Todd Smith,
Commissioner
Madison County
134 E. Main
Rexburg, ID 83440

Phil Lampert, Commissioner
Benewah County
701 W. College Avenue, Suite 106
St. Maries, ID 83861

Mark Rekow, Commissioner
Gem County
415 E. Main Street
Emmett, ID 83617

Ex-Officio Members - Associations

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Seth Grigg, Executive Director
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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 1st. 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

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.



ROLES AND RESPONSIBILITIES LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL OFFICERS

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

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 black ink that reads "Neal Gier". The signature is written in a cursive style 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

- 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.

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- 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.

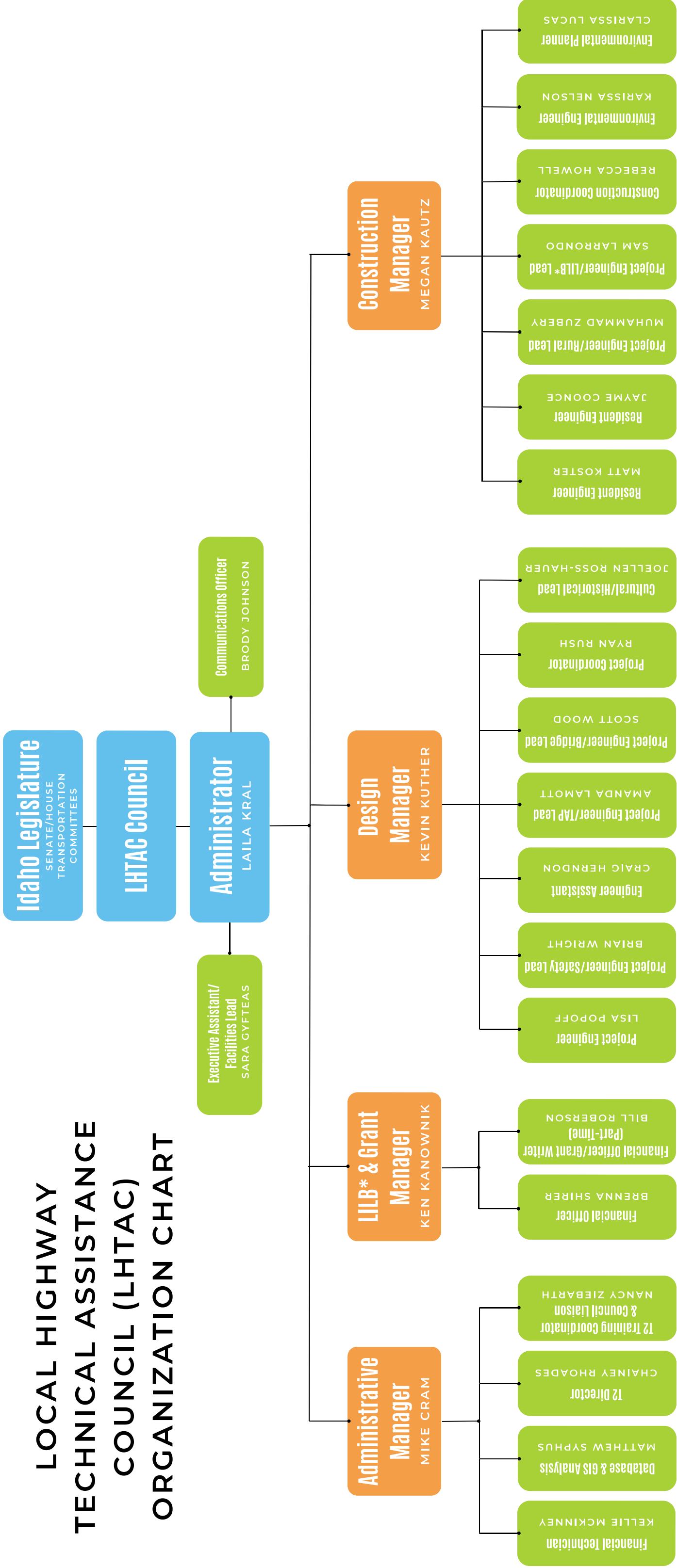
A handwritten signature in black ink, appearing to read 'Neal Gier', is written over a horizontal line.

Neal Gier, Chairman

Local Highway Technical Assistance Council



LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC) ORGANIZATION CHART



*Leading Idaho Local Bridge Program (LILB)

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