

**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 III-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 Gullledge 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



Karl Peterson, Chair

June 12 _____, 2025

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