

**MINUTES OF THE  
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)  
COUNCIL MEETING JUNE 12, 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 Rick Robinson, Oakley Highway District; Commissioner Neal Gier, Buhl Highway District; Commissioner Todd Smith, Madison County; Commissioner Mark Rekow, Gem County, Jonathan Wheatley, Deputy Director at Association of Idaho Cities; Mandy Legarreta, Communications Director at Idaho Association of Highway Districts

Council Absent: Commissioner Phil Lampert, Benewah County; Seth Grigg, Executive Director at Idaho Association of Counties

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 9:02 a.m. (MT) and asked for roll call. Nancy Ziebarth provided a roll call, and it was determined there was a quorum.

**Executive Session**

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

**The Executive Session ended at 9:34 a.m.**

**Motion by Member Gier. Motion: To come out of executive session. Seconded by Member Berlin. Motion Passed.**

**The Business Meeting started at 9:49 a.m.**

**AMENDMENTS TO AGENDA**

There were no amendments.

**COUNCIL AND STAFF UPDATES**

Laila Kral reported that Commissioner Phil Lampert has asked to step down from the LHTAC Council. She welcomed Commissioner Rick Robinson to the Council.

Laila Kral welcomed Pete Hartman from FHWA and congratulated him on his upcoming retirement. She thanked him for his 37 years of service and for the partnership between LHTAC, him and his staff.

### **Election of Officers**

Member Berlin nominated Member Renfrow for Chair, Member Smith for Vice Chair and Member Plank for Secretary/Treasurer. Member Renfrow, Member Smith and Member Plank consented to the nomination.

**Motion by Member Berlin. Motion: To move that nominations cease. Seconded by Member Smith. Motion Passed.**

### **APPROVAL OF MINUTES**

**Motion by Member Renfrow. Motion: For Council to approve the draft minutes from March 13; April 3; April 29; May 29, 2025, as presented. Second by Member Berlin. Motion Passed.**

### **MEETING DATES**

Nancy Ziebarth discussed the proposed meeting dates for 2025 which include Wednesday, September 10, 2025, for the Bus Tour and Thursday, September 11, 2025, for be the Council meeting in Pocatello; 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 bid justifications are warranted include July 3, 2025, 10:00 a.m. (MT); August 7, 2025, 10:00 a.m. (MT) and September 4, 2025, 10:00 a.m. (MT)

Discussion: Will LHTAC and IT Board be able to have lunch together in December? Laila noted that their meeting is the day before LHTAC's so she will reach out and schedule the lunch. **STAFF ACTION ITEM**

### **FINANCIAL REPORTS**

#### **Surplus Property Disposal**

Mike Cram reported that there were several computers that were donated to Local Agencies and the Ford Edge was sold at an auction for \$5,860.

**No vote is needed.**

#### **Financial Statements**

Mike Cram reported on Financial Statements from February, March, and April 2025.

Revenue:

- Miscellaneous income in the amount of \$5,860 is from the proceeds from the sale of the Ford Edge that was sold at auction.
- HDA appropriations show that they exceeded budget expectations, however, we won't know for certain until LHTAC receives July's payment.



#### Expenditures:

- Labor and benefit expenses are running below budget, and it is forecasted they will remain below budget, which will result in savings for the year.
- Capital equipment includes the purchase of a Ford Bronco Sport which replaces the Ford Edge that was sold.
- The LRHIP grant distribution number appears high because it includes all grants awarded but not distributed. At year-end, the grant dollars not distributed will be corrected with a journal entry.
- Children Pedestrian Safety Grant distribution is now showing distributions.

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.

#### LRHIP Expenditures FY25

- Total Expenditures: \$7,973,643
- Outstanding grants which were not requested/paid as of 4/10/25 \$3,713,914

#### Balance Sheet as of April 30, 2025

- Total Assets: \$111,469,727
- Total Liabilities: \$73,800,282
- Net Equity: \$37,669,446

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

#### **FY26 Budget**

Mike Cram reported that the FY26 budget highlights include:

#### Revenues:

- Forecasting a request of \$150M in draws for Leading Idaho Local Bridge program (LILB).
- Children Pedestrian Safety program money was received in FY25, and no additional money is expected in FY26.
- Miscellaneous income is the money loaned between two projects from the LILB fund. When it is reimbursed it will show in this category.
- FHWA reimbursements include an increase in wages and higher ICAP rate.
- ISPWC includes an agreement amount of \$10,000 plus expenses.
- T2 Program Revenue is the money from class fees charged.
- T2 FHWA Grant is the money received from FHWA and matched by ITD.

#### Expenditures:

- Total Staff Salaries are increased by 4.5% This is a combination of merit and cost of living increases.
- PERSI increased due to staff salaries increase.

- 401K match increase is due to proposing an overall 0.25% increase. This would bring the step range based on years of service to 1.25% to 2.25%. Also included is a proposed increase in the flat rate contribution from \$500 to \$1,000 per person annually.
- Health Insurance Buy Down is decreased due to moving away from the buy down to HRA-VEBA which is increased.

#### Operating Expenses:

- LRHIP Grant Distribution increased due to grantees requesting and expending the money sooner.
- Highway Distribution Account Technical Assistance Projects show an increase to purchase sign safety kits that will be given to local highway jurisdictions.
- Copying shows an increase to allow for T2 manual printing to be outsourced.
- Contractual Services shows an increase due to receiving \$10M in ARPA funds for Children Pedestrian Safety projects which will increase audit costs. Also included are costs to do a future salary study.
- Office Equipment includes an increase to purchase new dual monitors for staff.
- Capital Equipment includes portable message signs to be loaned out to local highway jurisdiction (LHJ), replacement of laptops, upgrading equipment in conference rooms and replacement of broken blinds.

Discussion: Laila Kral noted that the portable messaging signs will be stored at LHJ's until the next agency needs to use them. The equipment for the conference rooms will include updating the equipment to be used for training classes and meetings. She also noted that Chainey Rhoades worked with IAHD to put together the sign safety kits through their Local Government Cooperative (LGC) program.

**Motion by Member Berlin. Motion: For Council to approve the FY26 Budget as presented. Second by Member Plank. Motion Passed.**

#### ADMINISTRATOR REPORT

Laila Kral reported the past quarter included communication and coordination with partners and external groups. For the LILB program, she worked with Power County Highway District and ITD to team up to repair Mechaud Rd Bridge to re-open the bridge to traffic so that citizens could have access to their homes. She and staff attended a meeting with Tribes of the Coeur d'Alene to agree to terms with regards to a LILB Memorandum of Understanding. She also met with contractors and consultants individually to request feedback on processes, invoices, advertisements, and construction administration.

Technical Assistance included meeting with Atlanta Highway District, Boise County, and ITD to come up with a solution for the roadway to Arroyo Rock Dam. A few solutions were proposed. She assisted several agencies in regard to the General Fund and Strategic Initiatives transfer as well as changes in the Sales Tax Distributions as locals were preparing budgets. She also met with Senator's Risch and Crapo's office to discuss potential changes to the next infrastructure bill.



Laila noted that the annual staff training and team building day was held on April 14, 2025. Kellie McKinney talked about the training that was provided on Building a Culture of Accountability.

Laila Kral attended the Idaho Transportation Board Meetings which are held across the state from April through October. She also noted that she was recently appointed to the Idaho Professional Board of Professional Engineers and Land Surveyors and attended her first meeting in May. LHTAC and ITD are working on updating the Stewardship Agreement which 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.

Laila reported that kudos were received in recognition of Ryan Rush and the LHTAC agreement administrators for improving the ITD Request for Proposal (RFP) forecast process. Ryan also received kudos from City of Nampa for being a part of a team that can address questions and issues so quickly. Karissa Nelson received a recognition from ITD assisting on the relocation of a repurposed bridge from the LILB program.

### **STAFF TRAINING**

Nancy Ziebarth reported that 24 training courses have been taken from March 1 through May 31, 2025 by LHTAC staff. Many of the training sessions were taken at the ITD Program Delivery Conference.

### **Federal Grants**

Ken Kanownik reported that recent activity on Federal discretionary grants has been assisting with applications for Safe Streets and Roads for All program which is intended to fund highway projects that help jurisdictions to meet Towards Zero Deaths or Vision Zero goals. Applications are due on June 16, 2025.

Lakes Highway District is pursuing pre-award authority with the Federal Railroad Authority (FRA) which allows their grant funded project to continue and reduce the timeline to construction once the agreement is executed. LHTAC is working with Lakes Highway District on administration of the project, coordinating with FRA staff and BNSF staff to get required agreements executed.

Ken also noted the status of eight Local Discretionary grant applications which included one that was awarded, two applications opening June 26, 2025, and five projects not awarded.

### **PARTNER UPDATES**

#### **Association of Idaho Cities:**

Jonathan Wheatley reported that the Cities conference is being finalized and taking place next week. After the Legislative Session ended, they updated the budget manuals and sent them out, and he provided training across the state.

Keep It Local Resolution was a proposal regarding everything local government does to make the state of Idaho function and run. It did not make it through legislation and may be included in the next session.

**Idaho Association of Highway Districts:**

Mandy Legarreta reported that they started soft launch of the convention on May 27, 2025. IAHD has sold about half of the vendor booths, most of the sponsorships and many people have registered. She is working to get the 45 speakers for the conference scheduled. Twenty-eight scholarships were awarded from the fundraiser they do during the convention.

**PROGRAM UPDATES**

**Efficiency Measures:**

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

Design Consultant Agreement achieved 0% of the 90% goal; PS&E Delivery achieved 3% of the 75% goal; Design Closeout achieved 80% of the 85% goal; Construction Consultant Agreement achieved 100% of the 90% goal; Construction Change Orders achieved 50% of the 80% goal; Construction Closeout achieved 60% of the 70% goal; Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 94% of the 100% goal; Safe Routes to School Invoice Reporting achieved 100% of the 100% goal; Transportation Alternatives Percent Obligated achieved 14.5% of the 50% goal.

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

Kevin Kuther reported that FFY25 began October 1, 2024 and 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 the end of year redistribution.

***Rural Program:***

Kevin Kuther reported that the Rural Program has received authorization of \$18.2 million from FHWA. LHTAC received \$13.2 million in OA and obligated \$10 million. All scheduled funds will be obligated in FY25 and should additional funds become available, projects from out years have been identified for advancement. He provided the status of three FY25 projects that are scheduled for construction. He also noted that one project has been bid since the March 2025 Council Meeting.

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

Kevin Kuther reported that the Small Urban program has received authorization of \$4.9 million from FHWA for FY25. Idaho has received \$3.2 million in OA to date. Kevin provided the status of four projects that are scheduled for construction and noted that no Urban projects have been bid since the March 2025 Council meeting.



**Bridge:**

Kevin Kuther reported the Bridge Program has received authorization of \$18.2 million from FHWA for FY25. Idaho has received \$18.2 million in OA and staff is working on obligating FY25 projects. He provided the status of three projects scheduled for construction and noted that one bridge project has bid since the March 2025 Council meeting.

**Federal-aid Construction:**

Megan Kautz reported on six projects that have been completed in the past quarter. She reported that Jayme Coonce is administering five construction projects, Megan is administering six construction projects and Matt is administering seven construction projects.

Megan noted that partnering included meetings and conferences with ITD, FHWA, AGC, ACEC, ITD Civil Rights, Idaho Office of Emergency Management Flood Mitigation Workgroup, Emergency Response Standard Operation Procedures Workgroup, and ITD Bridge Scour Committee.

Megan reported that no contractor surveys were sent this quarter and the 2025 overall rating out of five include CE&I – 4.1 and LHTAC – 4.6.

Projects of note include 12098 Center Street Railroad Underpass. After coordinating with the City of Pocatello and the contractor, construction is currently anticipated to restart in January 2026. Cherrylane Bridge has received two claims, and both are currently at the Chief Engineer level at ITD to be evaluated.

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

Brian Wright reported that approximately 70% of FY25 OA funds have been released. Brian provided the status of fifteen projects that are preparing to bid in FY25. He also provided the status of sixteen LHSIP design projects

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

Ken Kanownik reported that all the 2021 projects have been constructed and all but one project has been closed out. Forty-four of 45 of the 2022 projects are complete. Thirty of the 32 2023 projects that received funding in 2023 are complete.

Ken noted that additional technical assistance was provided by staff for 2024 projects and reviewed 23 of the 40 American Rescue Plan Act funded projects to confirm they are compliant with the funding requirements. Each project's expenditures are tracked and reported to the US Treasury quarterly with the next reporting date in July 2025. LHTAC has paid \$282K in contractor payments as of June 1, 2025.

*Transportation Alternatives:*

Ken Kanownik reported the 2025 funding year has been challenging with the increase in eligible project size to \$1M for non-scalable projects. He noted that there are three

grade separated crossings and several pedestrian bridges over canals in the program.

He noted that project obligations in FFY23 include eight projects in design, four projects in construction and eight projects completed. FFY 24 includes eleven projects in design, eight projects in construction and six projects completed. FFY25 includes thirteen projects in design, fifteen projects in construction and no projects completed. Upcoming projects for FFY26 include eight projects in design and fifteen projects in construction.

### **Leading Idaho Local Bridge:**

Ken Kanownik reported as of June 1, 2025, there are 58 bridges complete, 56 bridges in construction and 120 in design. The program has paid \$115M which includes payments for design services, construction, construction engineering, right-of-way acquisition, utilities, and final inspections. The 56 bridges in construction have a contract value of \$93M. Ken reported that staff will begin reporting on the cost analysis of projects in construction within the overall program cost projections. Previous program cost analysis projections that were reported were based on completed projects only.

Ken asked for feedback on reporting of the 234 approved projects.

Discussion: It would be good to see what the estimate was compared to actual costs and a note as to why it was high/low for each project.

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

Chainey Rhoades reported that registration opened on February 2, 2025, with 93 classes scheduled through June 2025. There were several requests for private flagger classes as well as classes added due to waitlists that were scheduled. By the end of June, 97 classes will be held.

Between March 4 through May 29, 2025, there have been 41 Road Scholar 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 include seven agencies in District 1, 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.

The T2 Advisory Board will meet on August 21, 2025. Dustin Whited from Bingham County completed his second term, so we are looking for a replacement. Jeffrey Mansfield was voted the new Chair.

Chainey reported that Nancy Ziebarth helped with planning and registration at the Pocatello Safety Fest May 13 – May 15, 2025.



The National Local Transportation Assistance Program Association (NLTAPA) will be held in Kansas City July 21-24 where both Nancy and Chainey will attend.

The purchase of a new Class Management System is still being researched and under review. Chainey noted that Idaho Association of Highway District (IAHD) has completed the bid proposals for sign kits and added several sign companies to the Local Government Cooperative program. The portable message boards are still being researched.

Technical assistance provided includes information on traffic sign safety, grants, 129K, retro-reflectivity, as well as other topics.

## **NEW BUSINESS**

### **Application Comments & Suggested Changes**

Kevin Kuther reported that LHTAC sent surveys out asking for feedback for the 2025 funding applications which included LRHIP, LHSIP, Federal-aid Rural and LILB. The average score for notification was 4; application process was 4.8; scoring process was 4.6 and award notification was 4.6 out of 5. Proposed changes will be brought to the September Council meeting. Questions brought up on the survey include why three additional copies are needed and the timing of the applications make it hard to get board approval/signatures around the holidays.

Ken Kanownik reported that comments received for the LILB application include that it is the easiest application; didn't see the LILB scoring process details, not familiar with scoring process and some awards were so subtle they didn't know they had been approved. Project selection was the most challenging thing about the LILB application.

Brian Wright reported that comments received for LHSIP include providing more guidance/acceptable criteria for the crash reduction factor and countermeasures, the multitude of options available creates some analysis paralysis. And cost estimating tied to the criteria is a challenge to accurately project future prices. Challenges include having access to a grant writer to assist since many can't afford an engineer. Laila Kral noted that Brian and staff are always willing to assist with the complex parts of the applications.

Megan Kautz reported that comments received for LRHIP include that \$100K funding limits don't go very far, timing around the holidays create issues and project selection. Megan provided an update of LRHIP grant costs versus actual cost on LRHIP projects from the past five years. She noted that with our ITD agreement, LHTAC has the latitude to raise the grants to \$150K without additional approval from ITD.

Discussion: If the grants are raised to \$150K, this would lessen the number of projects that would get funding. If the amount was raised over \$150K the process would include an IT Board approval and policy change.

### **Leading Idaho Local Bridge Program Round 8 Approvals**

Ken Kanownik reported that round eight of funding includes five bridges from testing & analysis category and one bridge that recently completed a feasibility study. The six bridges total \$13,100,000 in estimated costs.

**Motion by Member Berlin. Motion: For Council to approve Round 8 of funding six bridges. Seconded by Member Gier. Motion passed.**

### **Build A Better Mousetrap**

Brody Johnson reported that LHTAC focused on marketing the program in T2 Classes by playing a video, LinkedIn, and mass emails. Six submissions were received by Highway District No. 4, City of Nampa Street Division, Burley Highway District, City of Rupert, Nez Perce County Road and Bridge and Ada County Highway District. Brody noted that the winners are Highway District No 4 (Tony Luna), City of Rupert (DJ Price) and Nez Perce County Road and Bridge won the agency award. The winning entries will be submitted to the National FHWA competition as well as receive a free T2 class.

### **LRHIP Emergency Applications**

Megan Kautz reported that there were no LRHIP Emergency applications at this time. Total available funds are \$71,541.90.

**No motion needed.**

### **Roundtable Discussion about LHTAC**

Laila Kral thanked Chair Peterson for her leadership of the Council this past year.

**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

September 11, 2025

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