

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING SEPTEMBER 11, 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; Kelley Packer, Director at Association of Idaho Cities; David Kuck, LGC Procurement Program Director at Idaho Association of Highway Districts

Council Absent: Commissioner Mark Rekow, Gem County; Seth Grigg, Executive Director at Idaho Association of Counties

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

ROLL CALL

Chair Renfrow 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.

AMENDMENTS TO AGENDA

There were no amendments.

COUNCIL AND STAFF UPDATES

Laila Kral reported that we should have a new Council member representing Counties soon.

APPROVAL OF MINUTES

Motion by Member Gier. Motion: For Council to approve the draft minutes from June 12; July 3; August 14; September 4, 2025, as presented. Second by Member Berlin. Motion Passed.

MEETING DATES

Nancy Ziebarth discussed the final meeting dates for 2025 which include Thursday, December 11, 2025, in Boise. She also noted that Laila Kral has confirmed that Idaho Transportation Board would like to have lunch on Wednesday, December 10, 2025, with LHTAC Council.

Nancy proposed the following dates for 2026 which include:

- March 12, 2026, Council Meeting, Boise
- June 11, 2026, Council Meeting, Boise. Discussion regarding this date having multiple conflicts. Change the date to Tuesday, June 9, 2026

- September 9-10, 2026, Council bus tour and meeting, location to be determined. Discussion regarding this date having multiple conflicts due to it being Labor Day week. Change the date to September 16-17, 2026
- December 10, 2026, Council Meeting, 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 October 2, 2025, 10:00 a.m. (MT); October 30, 2025, 10:00 a.m. (MT); December 4, 2025, 10:00 a.m. and January 8, 2026, 10:00 a.m. (MT).

FINANCIAL REPORTS

Surplus Property Disposal

Mike Cram reported that items were donated or destroyed this quarter that all had a current value of below \$500. He noted that the FY26 budget includes replacement of computer monitors for all staff, which will leave a surplus of approximately forty of the old monitors. Mike proposed to allow employees to purchase the surplus monitors for their home use for \$25 each. If approved, the proceeds would go towards employee morale activities.

Motion by Member Berlin. Motion: For Council to approve selling monitors to employees for \$25 each and use funds for employee morale activities as presented. Second by Member Smith. Motion Passed.

Financial Statements

Mike Cram reported on financial statements from May, June, and July 2025. The auditors have issued preliminary draft results reporting no issues.

Notes for end of year, June 2025

Revenue:

- HDA Appropriation was above budget for the year. The budgeted amount comes from the ITD's economist who projects what the amount will be.
- Investment Pool Interest was above budget due to receiving more interest. This category includes all interest received for all our programs. All interest pools stay with their own programs.
- FHWA Reimbursements were above budget due to staff utilization.
- ISPWC was above budget due to additional work required for the new manual that was produced.
- T2 Center was above budget due to increased classes.

Expenditures:

- Other Expenditures line item includes the money for advanced construction projects that were loaned from the LILB program. On the next financials it will show the repayment of these funds.
- LRHIP Grant Distribution includes emergency requests received during the year which were greater than budgeted.

As of June 30, 2025, the year-to-date net income for LHTAC is \$8,649,009; T2 is \$30,406. The program to date fund balance for LILB is \$74,788,546.

Notes for July 2025 (FY26)

Revenue:

- HDA Appropriations are down slightly from the projected budget.
- SB 1218 (2025) Gen Fund Transfers were received so LHTAC is at 100% of the budgeted amount.
- ISPWC is above budget due to the new manual and additional efforts provided.

Expenditures:

- Building Expenses include items that were budgeted and were purchased early in the fiscal year.
- LRHIP Grant Distribution includes all projects that were awarded but have not been paid out.
- LILB Contracts includes all projects awarded but have not been disbursed yet.

As of July 31, 2025, the year-to-date net Income for LHTAC is \$450,333; T2 is \$30,133. The program to date fund balance for LILB is \$29,439,263.

LRHIP Expenditures FY25

- Total Grants Awarded: \$7,973,643
- Outstanding grants which were not requested/dispersed as of 7/2/25 is \$2,815,747.

LRHIP Expenditures FY26

- Total Grants Awarded: \$6,510,729
- Outstanding grants which were not requested/dispersed as of 8/6/25 is \$6,080,729.

Abbreviated Balance Sheet as of July 31, 2025

- Total Assets: \$127,060,695
- Total Liabilities: \$83,232,951
- Net Equity: \$43,827,743

Motion by Member Berlin. Motion: For Council to approve the Financial Statements as presented. Second by Member Peterson. Motion Passed.

FY25 Budget Amendment #2

Mike Cram reported that Council Policy #5 Budget Adjustments requires approval for any expenditure exceeding the approved budget by more than \$25,000. LHTAC spent \$5.2M in LRHIP Grant Distributions and the budget was \$3.92M after Amendment #1 was approved.

Motion by Member Berlin. Motion: For Council to approve the FY25 Budget Amendment #2 as presented. Second by Member Gier. Motion Passed.

ADMINISTRATOR REPORT

Laila Kral reported that over the past quarter she or staff has attended the Idaho Transportation Board (ITB) tours and business meetings. She and Megan Kautz recently met with ITD's office of Civil Rights program manager to discuss updates, potential changes, and ways to work together within the program. Laila noted that every five years LHTAC reviews and re-initiates the Stewardship & Oversight Agreement with ITD, which allows LHTAC to manage the Federal-aid program and projects. During this process, staff goes through a roles and responsibilities chart. She noted that recently, an agreement was reached for some signature authority regarding the environmental approval process.

Laila noted that technical assistance continues to be at the forefront of LHTAC services and recently there have been many questions regarding budgeting for the upcoming year in relation to the changes made by legislature.

LHTAC assisted in explaining available funding, application process, how oversight is provided and historical data to the newly formed Magic Valley Metropolitan Planning Organization (MVMPO).

Laila reported that LHTAC is working with a consultant for a comprehensive salary study. The process will include reviewing job descriptions and comparing salaries to those of similar positions and industries.

Laila attended the Benewah County Commissioners meeting to provide an update regarding upcoming funding applications and to recognize Commissioner Phil Lampert for his six years of service on the LHTAC Council.

In the next few months, Laila will be attending the final ITB tour and meeting in District 2 and will give an update at the IAC fall meeting. Staff will participate in the annual COMPASS outreach workshops as well as LHTAC funding workshops and will present at and attend the Local Transportation Conference.

She noted that recognition was received for Chainey Rhoades for the awards presentation at Nez Perce County and for Karissa Nelson and team from JUB for the training provided to the firm.

She noted that she will start sharing news and press that was published regarding LHTAC and projects.

LHTAC received end-of-year Federal-aid redistribution numbers from ITD on September 3rd. She reported that Rural received 112%; Safety received 100%, TAP received 114%, Large Urban received 109%, Small Urban received 109%, Local Bridge received 101% and Off-System Bridge received 100% of program budget. Kevin Kuther reported that LHTAC has spent 100% of all available funds.

STAFF TRAINING

Nancy Ziebarth reported that eleven training courses have been taken from June 1 through August 31, 2025, by LHTAC staff.

Laila Kral noted that the second half of the Culture of Accountability training will be held soon for LHTAC staff. The list of eleven is a little smaller than normal due to construction and vacation time.

PARTNER UPDATES

Association of Idaho Cities:

Kellie Packer noted that the clerk's conference is taking place in a couple of weeks in Boise. Regional trainings will take place in October across the state and the Association is preparing for Legislative Session.

Idaho Association of Counties:

Todd Smith noted that the annual meeting is being held next week and there is one resolution they are discussing at the transportation committee meeting.

Idaho Association of Highway Districts:

David Kuck noted that the vendor booths are all reserved for the Local Transportation Convention, speakers are confirmed, they still need some auction items for auction items. The convention will be at the Boise Center November 10-13, 2025.

Idaho Transportation Department:

Todd Hubbard shared that an executive order was released for holdbacks for general fund agencies. ITD also had to submit justification for their fund balance, which includes the LILB funds that ITD holds. Laila noted that LHTAC also completed this process for the LILB funds.

PROGRAM UPDATES

Efficiency Measures:

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

Design Consultant Agreement achieved 100% of the 90% goal; PS&E Delivery achieved 6% of the 75% goal; Design Closeout achieved 67% of the 85% goal; Construction Consultant Agreement achieved 100% of the 90% goal; Construction Change Orders achieved 100% of the 80% goal; Construction Closeout achieved 0% of the 70% goal; Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 99% 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 75% goal.

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

Kevin Kuther reported that the Federal Fiscal Year 2025 began October 1, 2024, and September 4, 2025, the Federal government issued 100% of each programs Obligation Authority (OA) plus additional redistribution funds.

Rural Program:

Kevin Kuther reported FHWA authorized \$20.7M for FY25 in the rural program. The team identified projects from out years to advance, identified current year projects that needed additional funds and obligated all available funding in the program. He noted there are three FY25 projects scheduled for construction.

Small Urban/Large Urban (MPO)

Kevin Kuther reported that FHWA has authorized \$5.5M in the small urban program and projects were identified that needed additional funds so all available funds are obligated. He noted that there are four FY25 projects scheduled for construction.

Bridge:

Kevin Kuther reported that FHWA has authorized \$17.7M for FY25 in the bridge program. Kevin noted that there is one FY25 project scheduled for construction and there were two projects that bid since the June 2025 Council meeting. Kevin reported that next fiscal year, the LHTAC Design staff will be administering and managing approximately 230 projects that are funded through nine different Federal-aid programs along with all other responsibilities.

Federal-aid Construction:

Megan Kautz reported three projects that have been completed in Filer and Buhl Highway Districts, Gooding Highway District and Madison County. She noted that there are eighteen projects currently under construction.

Megan noted that partnering meetings included ITD, FHWA, AGC, ACEC, Idaho Office of Emergency Management, Idaho Quality Based Selection (QBS), ITD Scour Committee, ITD Materials Engineers, ITD TAG and Idaho Asphalt.

Four contractor surveys were sent and four were received back. LHTAC staff ratings have received consistent four's in the past five years. The consultant ratings have dropped significantly in the past year. LHTAC staff is working to make sure any gaps are being addressed.

Megan noted that two Chief Engineer claim hearings were held in August for claims including \$203,000 for extended overhead costs and \$189,000 for acceleration for the Cherrylane Bridge project. The extended overhead claim was settled for \$182,240 and the accelerated claim is awaiting a decision. She also noted that utilities are proving to be more of a problem during construction phase.

Megan reported that there is an ongoing union strike in Washington which is impacting a lot of LHTAC's projects. Locals in North Idaho have been doing some of their own work so there is less delay of their projects.

Local Highway Safety Improvement Program (LHSIP):

Kevin Kuther reported that seven projects were incorporated into the FY 26 Draft ITIP. Beginning October 1, State & Local Design Agreements will be initiated, and key numbers will be assigned to each project. He reported that the fifteen FY25 projects are obligated and moving forward. He noted that staff have executed State & Local Agreements for Design and Construction for projects to FY25 to utilize 100% of available funding.

Children Pedestrian Safety and Transportation Alternatives:

Children Pedestrian Safety (CPS):

Ken Kanownik reported that all of the 2021 projects are closed out. All of the projects are complete for 2022 projects, however, there are a few projects needed close-out forms. All of the projects are complete for the 2023 projects. Seven of the forty-seven projects are complete for 2024 projects. Ken noted that the 2024 projects are funded with American Rescue Plan Act funds, which must be expended by September 30, 2026. Direct payments to contractors is going smoothly.

Since the CPS creation in 2018, 117 projects have been completed and there are 41 projects in construction.

Transportation Alternatives:

Ken Kanownik noted that as of September 1, 2025, there are fifteen projects in design, twelve projects in construction and three projects completed for FFY 2023, 2024 and 2025. There are eight upcoming projects in design and sixteen projects in construction for FFY 2026.

The annual meeting of Safe Routes to School (SRTS) was held on July 31, 2025. Sessions included review of the 2024 SRTS annual reports, best invoicing and reimbursement practices, City of Orofino program presentation on their law enforcement engagement efforts, Idaho Smart Growth on data sharing and marketing projects efforts, Southeast Idaho Council of Governments sharing the successes of their travel plans and a roundtable on best practices, successes and struggles each program is facing.

Ken noted that the Southeast Council of Governments delivered Idaho's first travel plan funded through the non-infrastructure group.

Leading Idaho Local Bridge:

Ken Kanownik reported that as of September 1, 2025, 75 bridges are complete, 56 are in construction and 105 are in design. There are 236 funded projects and \$147M has been paid out for design services, construction, construction engineering, right-of-way acquisition, utilities, and final inspections. The 56 construction projects have a total contract value of \$97M.

Ken noted that the bids received in the past three months have been coming in lower than the previous months. Twelve bid packages consisting of fifteen projects have gone out in the past three months. Four bids came in over engineer's estimate, and eight bids were under engineer's estimate.

In round six, Council approved for LHTAC to move forward with the Gardenia Bridge replacement, which is in Boise County. Because of the uniqueness of this project compared to the other bridges in the program, LHTAC decided to do a Request for Proposal (RFP) for design services and is seeking firms to help with public involvement.

T2 Center and Technical Assistance:

Nancy Ziebarth reported that between June 4 and September 3, 2025 staff has presented 57 Road Scholar awards and 35 Road Master awards to Post Falls Highway District, City of Liberty Lake, City of Cottonwood, City of Post Falls, Highway District 4, City of Jerome, City of Carey, City of Victor, Nez Perce County, Ada County Highway District, Custer County, City of Rupert, Teton County, Valley County, Nampa Highway District and City of Caldwell. Remaining awards to be presented include nine agencies in District 1, six agencies in District 2, five agencies in District 3, ten agencies in District 4, three agencies in District 5 and eight agencies in District 6.

The T2 Advisory Board met on August 21st. Dave Romrell filled the vacant seat from Dustin Whited. Tony Black filled the vacant seat from Jeffrey Mansfield. Chancey Perkins was voted in as the Chairman which was left vacant when Jeffrey Mansfield left the board. Discussion at the meeting included a class change to the Road Master program starting in Spring of 2026. The request to replace the Speed Limits class with the ATSSA Traffic Control Supervisor class was approved. Spring 2025 classes took place between February 20 through June 5, 2025, and included 95 classes held and 1,757 people attending classes. The fall schedule was published on August 28, 2025, with registration open as of September 3, 2025. Seventy-five classes are being offered with classes that started on September 8th and going through December 18, 2025.

Nancy noted that the Team Building and Leading Across Generations classes were contracted with Boise State University Pace Instructors to teach. These classes along with Creating a Culture of Accountability training were owned by BSU and has recently let us know the contracted price was not realistic for them and traveling to each district was also an issue. Staff has decided to move forward with developing these three classes that the T2 Center will own and teach.

The construction flagger packages that will be given away to agencies attending classes through a drawing are ready. Three kits will be raffled off each month to agencies that attended classes that month as well as three kits raffled off at the Local Transportation Convention.

Nancy and Chainey attended the National NLTAPA conference in Kansas City on July 21-24, 2025.

Technical assistance provided includes requests for information on traffic sign safety, grant programs, 129K routes, sign retro-reflectivity, intersection delay information, speed limits, approach information as well as many other topics.

NEW BUSINESS

Council Policies

Laila Kral reported that council policies were reviewed for expiration dates and to verify there are not any to bring to Council's attention for consideration of amending.

She noted there are six policies:

#1, Acquisition and Disposal of Property which includes a proposed change in purpose: Where the expenditure is less than one hundred thousand dollars (\$100,000), (proposed change from \$200,000) the acquisition requirements of any item are left to the discretion of the governing board. In the policy statement, the proposed change is The Administrator (changing from Council) will have final authority in the "surplus declaration" of property with a depreciated value over five hundred dollars (\$500). Under disposal, she proposes to update the wording on #2 to remove the approved methods of disposal.

#2, Meeting Attendance by Council Members includes some minor grammatical changes.

#3, Inclusion of Utility Work Under a Federal-aid Project includes some minor grammatical changes.

#5, Budget Adjustments includes some minor grammatical changes.

#8, Council Record Retention includes some minor grammatical changes.

#9, Local Rural Highway Investment Program includes the addition of language for Grant Extensions.

No policies were deleted at this time, the deleted policies shown in the report were done in the past.

Administrative Policies

Laila Kral reported that the Administrative Policies are policies that she will sign in December.

#1 Employee Work Schedule changed work from home to reflect staff being able to work from home Tuesday through Friday, keeping Monday as work in the office day.

#3 LHTAC Vehicle Use includes some minor grammatical changes.

#4 Financial Authority includes some minor grammatical changes.

#6 Credit Card Agreement includes updating the limit from \$200 to \$500.

#7 Travel Policy and Procedure include some minor grammatical changes.

#10 Delegation Authority added the Environmental line that was just agreed upon.

#14 Release and Restriction of LHTAC Records include some minor grammatical changes.

#15 Professional licenses added that it is the employee's responsibility to keep their license up to date.

#16 Retiree Health Insurance includes minor grammatical changes.

#19 Records Retention include minor grammatical changes.

#20 401K Match includes the change in match percentages scale that was approved in the budget.

#21 Basic Financial Plan includes minor grammatical changes.

#22 HRA VEBA Plan includes minor grammatical changes.

2026 LHSIP Application

Kevin Kuther reported that revisions include updates on the 2026 due dates and clarifications. He noted that information regarding flashing signs now being permitted on group sign projects where the sponsor receives and installs materials procured with Federal funding was updated.

Motion by Member Berlin. Motion: To approve the 2026 LHSIP Application as presented. Seconded by Member Plank. Motion Passed.

2026 LRHIP Application

Megan Kautz reported that revisions include updating the due date; added clarification regarding grant closeout deadlines, extensions and potential for ineligibility; added language recommending the three letters of support be unique and current; added a two point penalty if they don't provide a list of full-time road and bridge staff; and added clarification that Road and Street report scoring is done on the prior year's submitted report; and changed the limit from \$100,000 to \$150,000 for construction and emergency grants..

Motion by Member Gier. Motion: To approve the 2026 LRHIP Application as presented. Seconded by Member Robinson. Motion Passed.

2026 Federal-aid Rural Application

Kevin Kuther reported that traditionally Rural applications have been accepted every other year. LHTAC accepted applications last year and filled the program with top scoring projects. He noted that he recommends no Federal-aid Rural applications be accepted this year.

Motion by Member Berlin. Motion: To Not Accept Federal-aid Rural Applications for this year. Seconded by Member Plank. Motion Passed.

2026 Federal-aid Bridge Application

Kevin Kuther reported that bridge applications were not accepted last year, and that there is room in the program for additional projects. Proposed changes to the application include revisions for the date; update the bridge statistics; and adding an explanation to the scoring criteria to account for the timber element addition.

Motion by Member Berlin. Motion: To approve the 2026 Bridge Application as presented. Seconded by Member Smith. Motion Passed.

2026 Federal-aid Small Urban Application

Kevin Kuther reported LHTAC last accepted small urban applications in 2024 and feels there is room in the program for additional projects. Proposed changes include updating the due dates, updating the funding limitation language to match the other applications for consistency. He noted that due to limited funds, LHTAC will only program \$3M or less towards construction cost. The LHJ must submit a plan to cover construction costs over \$3M or the application will be deemed ineligible for Federal-aid Small Urban funding; revise question 7 to match the other applications and add a request to include a project map, revise question 7 for consistency and to add an additional bonus point if all employees are enrolled in the T2 Program and trained, revise question 9 on the score sheet to be consistent with the other applications.

Discussion took place about making sure the LHJ's submit a definite plan to cover the construction costs over \$3M. Add language on page 7/8: what is your total project cost, if it is over \$3M please include a plan to fund the entirety of the project, including your local committed funds. This also needs to be added to the bridge application.

Motion by Member Berlin. Motion: To accept the 2026 Federal-aid Small Urban Application with changes identified at meeting. Seconded by Member Plank. Motion Passed.

2026 Leading Idaho Local Bridge Application

Ken Kanownik reported that there are currently over 80 unfunded projects from the 2025 application and does not recommend accepting applications this year.

Motion by Member Berlin. Motion: To not accept 2026 Leading Idaho Bridge Applications. Seconded by Member Plank. Motion Passed.

2026 Transportation Alternative Program Application

Ken Kanownik reported that proposed changes include statements on the applicant's responsibility to conform with recent legislation on the requirements of state funds on pedestrian projects and updates to Idaho Transportation Department contacts around the state. These applications are not scored by LHTAC Council.

Motion by Member Berlin. Motion: To accept the 2026 Transportation Alternative Program Applications for both Infrastructure and Non-infrastructure projects as presented. Seconded by Member Plank. Motion Passed.

2026 Children Pedestrian Application

Ken Kanownik reported that there is no additional funding for the program, therefore is recommending to not accept applications.

Motion by Member Berlin. Motion: To not accept applications for 2026 Children Pedestrian Program as presented. Seconded by Member Robinson. Motion Passed.

Scoring Teams

Laila Kral reported the following application's due dates include:
LRHIP, December 2, 2025; Federal-aid Small Urban, January 8, 2026;
Transportation Alternatives Program, January 15, 2026; Federal-aid Bridge, January 22, 2026, and Local Safety Improvement Program, January 29, 2026.

She is proposing Neal Gier, Kari Peterson and Todd Smith score the LRHIP applications. Rick Robinson and Rod Plank score the Federal-aid Small Urban applications. Kevin Renfrow, BJ Berlin, and Mark Rekow score the Federal-aid Bridge applications.

Children Pedestrian Safety Program Redistribution

Ken Kanownik reported that the City of Pierce is returning \$46,500 in ARPA funds after completing their project. This brings the balance of funds available to \$48,895. City of Hailey is requesting \$15,000 to help cover the costs of the project. City of Plummer is requesting \$3,530.42 to cover project costs.

Motion by Member Berlin. Motion: To approve the Children Pedestrian Safety Program Redistribution as presented. Seconded by Member Plank. Motion Passed.

LHTAC Workshops

Laila Kral reported that in October, Kevin Kuther, Megan Kautz, Scott Wood, and herself will be touring the state to present the LHTAC funding workshops to local jurisdictions and consultants. The topics this year include annual Road & Street Report, Federal-aid Bridge, Federal-aid Small Urban, Local Rural Highway Investment Program, Local Road Inventory, T2 Center, and Transportation Alternatives Program. Workshops will be held in Rexburg, Pocatello, Burley, Filer, Sagle, Coeur d'Alene, Moscow, Grangeville, McCall, and Weiser. The Weiser location will also be streamed as the virtual option.

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

Discussion took place about staff workload and the open position. Laila Kral noted that we had an open position but have taken it off our website. The staff has indicated they feel comfortable with workloads being bigger now, knowing it may change once some of the programs like LILB are done and their workloads will reduce.

Motion by Member Plank. Motion: To adjourn. Seconded by Member Robinson. Motion Passed.

With no further business, the meeting was adjourned at 11:16 a.m.

RESPECTFULLY SUBMITTED BY:


Rod Plank, Secretary/Treasurer


Kevin Renfrow, Chair

December 11, 2025

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