

**Advisory Board Meeting Minutes**  
Idaho LHTAC T2 Center  
August 21, 2025  
LHTAC Office, 3330 Grace Street, Boise

Chairman Perkins called the meeting to order at 10:00 a.m. and asked Nancy Ziebarth to do a roll call.

**T2 Advisory Board in Attendance:**

Don Gullledge, ACHD; Dustin Gilmore, City of Nampa; Chancey Perkins, Murtaugh Highway District; Bradley Barton, Boundary County; Ben Weymouth, East Side Highway District; Tony Black, City of Ammon; David Romrell, Bonneville County

**T2 Representatives in Attendance:**

Sajonara Tipuric, FHWA; Mohsen Amirmojahedi, Idaho Transportation Department

**T2 Representatives Not in Attendance:**

Mike Stowell, Idaho Transportation Department; Laila Kral, LHTAC

**LHTAC T2 STAFF in Attendance:**

Chainey Rhoades, Nancy Ziebarth, Mike Cram, Brody Johnson

**Introductions:**

Tony Black introduced himself and was welcomed as the newest member of the T2 Center Advisory Board.

**Minutes**

**Motion by Ben Weymouth to accept March 26, 2025, May 29, 2025, and July 9, 2025 minutes. Seconded by Dustin Gilmore. Motion passed.**

**Financial Reports**

**FFY25 Financials**

Mike Cram reported class revenues have exceeded the budget amount, due to having more classes and the increase in class fees. Additional efforts of clearing the backlog of Road Scholar and Road Master presentations and with Chainey teaching more classes each session, in-state travel expenditures have exceeded the budget. The class materials costs have increased due to the increase in number of classes and purchasing or creating more class materials.

Mike also noted that FFY25 funds have not been received yet.

**Motion by Dustin Gilmore to accept the FFY25 Financials as presented. Seconded by David Romrell. Motion passed.**

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**FFY26 Budget**

Mike Cram reviewed the FFY26 budget. Items to note include the carryover FFY 2025 revenue is zero due to not anticipating any carryover funds this year; in state travel expense was increased to better align with the current costs, out of state travel was reduced slightly and cost of class materials was increased to align with the increase in classes and needing more materials.

**Motion by David Romrell to accept the FFY26 Budget as presented. Seconded by Don Gulledge. Motion passed.**

**New Business:**

**Spring 2025 Class Recap**

Spring 2025 classes were held from February 20<sup>th</sup> through June 25, 2025, with ninety-five classes held and 1,757 people attending classes. Six classes were cancelled due to low or no registrations, which included Contract Administration and Roadway Materials in District 1; Basic Math in District 2; MUTCD and ATSSA Traffic Control Supervisor in District 4 and Contract Administration in District 5.

Nancy also noted that she is trying to offer more classes and be well distributed throughout each of the districts. In spring of 2025, fifteen classes were offered in District 1; twelve classes were offered in District 2; twenty-five classes were offered in District 3; sixteen classes were offered in District 4; ten classes were offered in District 5 and thirteen classes were offered in District 6.

**Class Change Request**

Chainey Rhoades requested to change the core class requirement for the Road Master by making the Speed Limits & Speed Zones class to an elective and add the ATSSA Traffic Control Supervisor (TCS) course as a core requirement. Chainey noted that he feels the TCS course better aligns with the daily activities and responsibilities for most people attending our classes. The change would not take place until Spring 2026 and consideration for those that have already taken the Speed Limits class will be given. He also noted there is a cost difference between Speed Limits (\$100) and TCS (\$220).

Discussion: There is some redundancy between Traffic Control Technician (TCT) and Traffic Control Supervisor but feels it is a good review. Option of splitting the TCT and TCS classes into different weeks so people have time to practice what they learn before taking the next class. Suggestion to making Speed Limits a one-day elective class and revamp it to a traffic monitoring class.

**Motion by Don Gulledge to move ATSSA Traffic Control Supervisor to a Road Master Core Requirement and move the Speed Limits & Speed Zones class to be an elective. Seconded by Dustin Gilmore. Motion passed.**

**Fall 2025 Class Schedule**

Nancy Ziebarth reported that on August 11, 2025, partial registration opened for classes starting on September 9, 2025, and going through September 29, 2025. The full class list will be sent by August 30, 2025, with registration opening on September 3, 2025.

**Road Scholar and Road Master Award Presentations**

Chainey Rhoades reported that between March 14, 2025 and August 4, 2025, 55 Road Scholar awards and 34 Road Master awards were presented to Blaine County, Bonneville County, Teton County, City of Pocatello, Burley Highway District, Murtaugh Highway District, City of Idaho Falls, Lost

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River Highway District, Nampa Highway District, Post Falls Highway District, City of Liberty Lake WA, City of Cottonwood, City of Post Falls, Highway District 4, City of Jerome, City of Carey, City of Victor and Nez Perce County

The remaining awards to be presented include nine agencies in District 1; seven agencies in District 2; four agencies in District 3; eleven agencies in District 4, and eight agencies in District 6.

**FFY25 Workplan Update**

Chainey Rhoades reviewed the progress made to date on the FFY25 workplan. The workplan covers the period of October 1, 2024, through September 30, 2025. This update will include progress from October 1, 2024, through August 1, 2025. Final progress as well as the financial information will be updated at the end of September and emailed out to the board.

**Evaluation Report**

Nancy Ziebarth reported that a QR code was implemented in the Fall of 2024 for all class participants to use to provide an evaluation. There was a bit of a learning curve with the new program, so we did not get as many responses as hoped, but the information we did get was valuable. All the instructors that taught classes had very favorable evaluations. Nancy also reported that items noted to improve course materials include printing in color, updating materials, bolder print, clearer pictures, and less slides. Comments related to instructors include to many stories, great instructors, stop thinking like an engineer, one of my favorites, very knowledgeable, made learning fun. Comments and feedback for the T2 Center include everyone is so kind and helpful, thank you for all the classes and knowledgeable instructors, overall good experience, good program, having more instructors that were boots on the ground workers would grab the attention of us workers more rather than just an engineer.

Doug Chase averaged 4.9

Brent Jennings averaged 4.6

Jeff Miles averaged 5.0

Scott Ellsworth averaged 4.9

Brad Farner averaged 4.8

Chainey Rhoades averaged 4.8

Jeremy Graves averaged 5.0

Jerry Flatz averaged 4.8

Lori Copeland averaged 4.9

Todd Morrison averaged 4.3

**Program Update**

Chainey Rhoades gave an update on the T2 program. Nancy Ziebarth and Matthew Syphus are researching a new class management system.

Team Building and Communication and Leading Across Generations were added to the Leadership program and Boise State University (BSU) Pace program taught the classes as well as owned the materials they taught. We were recently notified they need to raise the rates for them to teach these classes, Jeremy Graves was leaving BSU and the Generations class would not be offered to LHTAC at this time. We have decided to move forward with developing full-day training courses for both of those classes. The Creating a Culture of Accountability class was a big hit as an elective class, which

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BSU also taught, will also not be offered. Chainey has created a training course for Creating a Culture of Accountability and is planning to do a beta test with Ada County Highway District.

Idaho Association of Highway District (IAHD) finished the procurement process for the construction flagger packages. The packages will 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 fall and spring training courses. Packages will be shipped directly to each of the winners.

Chainey noted he is still looking into portable message boards that would place two message boards in each district for local agencies to use.

Nancy Ziebarth assisted with the Pocatello Safety Fest from May 13-15, 2025.

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

Chainey reviewed technical assistance provided in the past quarter which includes 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 Safe Routes for All, approach information, additive bidding, federal grants, applications and traffic counters.

**2026 Meeting Dates**

Nancy Ziebarth proposed March 26, 2026, at 10:00 a.m. for the spring in-person meeting and August 27, 2026, at 10:00 a.m. for the virtual meeting.

**Open Discussion & Comments – Non-Action Items**

Brody Johnson presented the Build-a-Better-Mousetrap submissions that were received from City of Nampa, Ada County Highway District, Burley Highway District, and City of Rupert and the winners which include Highway District 4 and Nez Perce County.

With no more items to address. Chairman Perkins adjourned the meeting at 11:34 a.m.