

**Advisory Board Meeting Minutes**  
Idaho LHTAC T2 Center  
March 26, 2025  
LHTAC Office, 3330 Grace Street, Boise

Chairman Whited called the meeting to order at 10:00 a.m. and asked everyone to introduce themselves.

**T2 Advisory Board in Attendance:**

Dusty Whited, Bingham County; Don Gullede, ACHD; Jeffrey Mansfield, City of Pocatello; Dustin Gilmore, City of Nampa; Chancey Perkins, Murtaugh Highway District; Bradley Barton, Boundary County; Ben Weymouth, East Side Highway District

**T2 Representatives in Attendance:**

Maureen Gresham, FHWA; Mohsen Amirmojahedi, Idaho Transportation Department; Mike Stowell, Idaho Transportation Department

**T2 Representatives Not in Attendance:**

Laila Kral, LHTAC

**LHTAC T2 STAFF in Attendance:**

Chainey Rhoades, Nancy Ziebarth, Mike Cram

**Minutes**

**Motion by Jeff Mansfield to accept August 26, 2024, minutes. Seconded by Dustin Gilmore. Motion approved.**

**Financial Reports**

**Final FFY24 Financials**

Mike Cram reported that the end of the federal fiscal year ended with a total of \$777,679 for revenues and a total of \$777,679 for expenditures which is lower than the FFY24 budget of \$884,800 for Revenue and Expenditures.

**Motion by Jeff Mansfield to accept the Final FFY24 Financials. Seconded by Ben Weymouth. Motion approved.**

**FFY25 Financials to Date**

Mike Cram reviewed the financial statements through February 28, 2025, noting that contractual services is tracking lower at this time, most likely due to Chainey Rhoades teaching more. He also noted that the FFY 2025 funds have not been received yet.

Mike also noted that at the previous Advisory Board meeting, members asked that LHTAC start to provide information on class costs versus class revenue. At the next meeting, we will provide you with analysis providing costs before the class fee increase and after the class fee increase.

**Motion by Chancey Perkins to accept the FFY25 Financials. Seconded by Dustin Gilmore. Motion approved.**

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**New Business:**  
**Advisory Board**

Chainey Rhoades reported that both Jeffrey Mansfield and Don Gullede agreed to stay on the board a second term. Dusty Whited will complete his second term as of June 2025. We will be looking for a replacement for that open position.

**Fall 2024 Recap**

Nancy Ziebarth reported that fifty-nine classes were scheduled to take place between September 9<sup>th</sup> and December 19, 2024. Nine classes were added for special requests and/or due to waitlists, twelve classes were cancelled due to low or no class registrations. A total of 1088 people attended classes. As a comparison, we had 943 people attend the fall 2023 classes. Classes that were cancelled were in Lewiston, Moscow, Pocatello, Blackfoot, St. Anthony and Arco.

**Spring 2025 Class Schedule**

Nancy Ziebarth reported that the spring schedule was published on January 30, 2025, with 87 classes scheduled. Registration opened on February 4, 2025. With having so many waitlists and requests in 2024, additional classes were scheduled to reach more people. Fall 2024 schedule had 59 classes and the spring 2025 has 87 classes scheduled. Four additional private flagger classes were requested that were not included on the schedule. A new elective class was offered this spring called Building a Culture of Accountability, this was taught by Che from BSU.

The Leadership Program is fully developed and all classes will have been taught as of March 19<sup>th</sup> in at least 1 district. We will continue to offer these classes each spring and fall. Nancy presented some options for an award for finishing the program. The final choice is a Stanley cup that will be engraved.

**Road Scholar and Road Master Award Presentations**

Chainey Rhoades reported that between August 15, 2024 and March 13, 2025, 59 Road Scholar awards and 44 Road Master awards were presented to City of Heyburn, Jerome Highway District, Jefferson County, City of Marsing, City of American Falls, City of

Weiser, City of Twin Falls, City of Pocatello, City of Fruitland, Nez Perce County, City of Salmon, Oneida County, Power County Highway District, Valley County, Ada County Highway District, Gem County, Weiser Valley Highway District, Shoshone County, Highway District No. 4, Glens Ferry Highway District and City of McCall.

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

**FFY25 Workplan Progress Report**

Chainey Rhoades reviewed the progress made to date on the FFY25 workplan. The workplan will cover the period of October 1, 2024, through September 30, 2025. Chainey indicated we are progressing as planned and are anticipating meeting our goals. The budget for FFY25 is \$664,000 and to date we have spent \$192,425.

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**FFY24 PAR & CAR Report**

Nancy Ziebarth reported that the Program Assessment Report (PAR) was due January 17, 2025 and includes five focus areas including Center Operations, Communications, Conferences, Technical Assistance and Training. The Center Assessment Report (CAR) was also due January 17, 2025, and includes four questions that provides information on how LHTAC T2 Center supports the locals. The reports were submitted by the deadline.

**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 didn't get as many responses as hoped, but the information we did get was valuable. All the instructors that taught classes in the fall had very favorable evaluations.

**Program Update**

Chainey Rhoades gave an update on the T2 program. He has investigated construction flagger kits that would have enough signs for agencies to work with in an intersection safely. The plan is to give away three kits monthly to agencies that attend training courses. Agencies can only win one kit per year. He also noted he hoped to bring three sets to the IAHD convention and do a drawing. Chainey noted that IAHD is in the process of putting a bid request together for portable message boards and flagger kits. He shared that some of the technical assistance provided in the past quarter included traffic counters, traffic sign safety, winter maintenance, equipment management as well as information about multiple grants.

The Pocatello Safety Fest will take place on May 13-15 at ISU, where Nancy Ziebarth is planning on helping with registration. She has also been on the planning committee with the organizers. Chainey noted that he attended the NLTAPA winter business meeting virtually on January 5<sup>th</sup>. The Region meeting was held in Fairbanks Alaska on February 26-27 where both Chainey and Nancy attended. The National conference will be held in Kansas City MO on July 20-24.

The Build-a-Better Mousetrap competition is open year-round. A video is being played in each of the classes to promote the competition. One entry has already been received.

DISCUSSION: Discussion was had regarding the IAHD convention and by giving away safety kits there, it is limiting it to mostly highway districts. Chainey will look into this. **ACTION ITEM**

**Chair Election**

Dusty Whited nominated Jeffrey Mansfield as the next Chairman.

**Motion by Dusty Whited to elect Jeffrey Mansfield as the T2 Advisory Board Chairman. Seconded by Dustin Gilmore. Motion approved.**

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

Discussion took place regarding right-of-way on BLM land, emergency funds, Pedestrian Safety Grants, Davis Bacon wages, Federal grants & programs, potential simulator purchase at an agency with options of local agencies/partners being allowed to rent/reserve them for training.

**Motion by Don Gullede to adjourn. Seconded by Dustin Gilmore. Motion approved.**

With no more items to address. Chairman Whited adjourned the meeting at 1:34 p.m.