

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING DECEMBER 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; Commissioner Mark Rekow, Gem County; Commissioner Ted Lindsley, Idaho County; Kelley Packer, Director at Association of Idaho Cities; Nick Veldhouse, Executive Director at Idaho Association of Highway Districts; Sara Westbrook, Director of Government Affairs at Idaho Association of Counties

Council Absent:

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

ROLL CALL

Chair Renfrow opened the meeting at 9:00 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 welcomed Commissioner Ted Lindsley to the Council. Chainey Rhoades presented Brody Johnson with the Road Scholar award.

APPROVAL OF MINUTES

Motion by Member Robinson For Council to approve the draft minutes from September 10, 2025, September 11, 2025 and October 2, 2025, as presented. Second by Member Peterson. Motion Passed.

MEETING DATES

Nancy Ziebarth reported the 2026 meeting dates include:

- Thursday, March 12, 2026, Council Meeting, Boise
- Tuesday, June 9, 2026, Council Meeting, Boise.
- Wednesday and Thursday, September 16-17, 2026, Council bus tour and meeting, possibly District 4 area.
- Thursday, 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

January 8, 2026 10:00 a.m. (MT); January 29, 2026, 10:00 a.m. (MT); February 26, 2026, 10:00 a.m. and March 25, 2026, 10:00 a.m. (MT).

FINANCIAL REPORTS

Financial Audit

Jordan Zwygart from Zwygart John & Associates presented the fiscal year 2025 financial audit which showed no concerns.

Motion by Member Gier For Council to approve the financial audit as presented. Second by Member Robinson. Motion Passed.

Discussion: Mike Cram explained LHTAC's credit card reconciliation process which includes that the statement and receipts are reviewed monthly by two managers after the receipts are attached.

Surplus Property Disposal

Mike Cram reported there were no items disposed of this quarter.

No motion needed

Financial Statements

Mike Cram reported on financial statements from August, September, and October 2025.

Notes:

Revenues:

- HDA Appropriations are slightly less than projected, however if January's distribution is as anticipated, the shortfall should be less than \$20K.
- Investment Pool Interest is slightly less than projected. One of the LILB CD's is a longer duration and once it matures, the interest revenue will align more with the budget.

Expenditures:

- LRHIP Grant Distribution shows that they are exceeding the budget, but it's because grants that were awarded at the beginning of the fiscal year have been entered into the accounting software, then grants that have not been paid by the end of the year will be reversed. Once the adjustment is made at the end of the fiscal year, this will show the actual expenditures made during the year, which will be more in line with the budget.
- LILB Contracts shows the total contracts awarded for design, construction engineering and inspection costs. This does not reflect the total payments made during the year, but once the adjusting entry is made at the end of the fiscal year, it will show the total payments.
- Children Pedestrian Safety Program payments are made regularly. LHTAC is working toward expending all the Federal funds by the end of the Federal fiscal year.

- Program to Date Fund Balance (LILB) represents the current unobligated cash on hand in this program. As expenditures are made and contracts are awarded, the number changes. As the number moves closer to zero, an additional draw from ITD will be requested.

As of October 31, 2025, the year-to-date net income for LHTAC is \$9,402,015; T2 is \$72,836.00. The program to date fund balance for LILB is \$16,192,784. Net equity from the abbreviated balance sheet is \$35,069,405.

Total LRHIP grants awarded equals \$6,500,925, with total outstanding payments as of October 31, 2025 equaling \$4,617,344.

Discussion: Any program funds that are unused will always stay within their own programs. Funds are not crossed over into general funds.

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

ADMINISTRATOR REPORT

Laila Kral reported that the new stewardship agreement was executed with ITD which allows LHTAC to manage the Federal programs and responsibilities. In October she attended the Power County Highway District meeting to honor Gilbert Hofmeister for his years of service on the LHTAC Council. In November, she and Megan attended a ribbon cutting in Kellogg for the Mac Pooler Bridge which was funded through the LILB program. Mac Pooler was a long-standing Mayor of Kellogg and LHTAC Council member. Laila noted that LHTAC teams were recognized with two Silver Awards, one Gold Award and one Top Gold award during the ITD and Associated General Contractors Construction Partnering awards.

She noted that recognition was received from for Matt Koster, Rebecca Howell, Megan Kautz, LHTAC and T2 Center and Chainey Rhoades. She also included news articles that were published regarding LHTAC projects.

Discussion: Member Peterson noted that Laila Kral does so much and deserves to also get recognized for all the work she has done partnering with ITD. Laila thanked Member Peterson and noted that recognition goes to the entire staff for all they do.

STAFF TRAINING

Nancy Ziebarth reported that eleven training courses have been taken from September 1 through November 30, 2025, by LHTAC staff.

Ken Kanownik talked about the American Planning Association Idaho Conference he attended.

PARTNER UPDATES

Association of Idaho Cities:

Kellie Packer noted that there were 51 cities that had Mayor races this year. Nine board members were lost due to retirements or loss of Mayoral races. Sixteen mayors retained their seats; twelve mayors lost their seats and twenty-three mayors retired. They held a legislative summit in December and had great participation. They also held a Locals meeting which included people from Idaho Association of Counties, schools, prosecutors, sheriffs, etc., and prepped for the upcoming legislative session.

Idaho Association of Counties:

Sara Westbrook noted they just wrapped up the Fall County Officials Institute where the focus was on Local Government Transparency, so any taxing district could attend. They had over 200 attendees at the event. She noted that Safe Routes to School (SRS) passed the House at the national level this week.

Idaho Association of Highway Districts:

Rick Robinson noted that the convention had over 600 people registered and had great reviews on the trainings that were held. \$30,000 was raised for scholarships. He noted there are new members on the Board and a couple of positions that still need to be filled.

PROGRAM UPDATES

Efficiency Measures:

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

Design Closeout achieved 0% of the 85% goal; Design Consultant Agreement achieved 25% of the 90% goal; PS&E Delivery achieved 15% of the 75% goal; Construction Change Orders achieved 69% of the 80% goal; Construction Closeout achieved 80% of the 70% goal; Construction Consultant Agreement achieved 75% of the 90% goal; Leading Idaho Local Bridge Program Percent Invoices paid within 30 days achieved 91% of the 100% goal; Safe Routes to School Invoice Reporting achieved 100% of the 100% goal; Transportation Alternatives Percent Obligated achieved 113.9% of the 100% goal.

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

Kevin Kuther reported that staff is working on negotiations for FY26 design projects, however, there is no funding yet for FY26. He noted that the status of the FY25 construction projects for Design did not meet the efficiency measures.

Rural Program:

Kevin Kuther reported that FHWA authorized \$16.3M for FY26, however, Idaho has received 0% of Obligated Authority (OA) for this program. He gave a status of the three FY25 projects scheduled for construction and noted that all Rural funded projects scheduled for FY26 construction met the PS&E efficiency measure.

Small Urban/Large Urban (MPO)

Kevin Kuther reported that FHWA authorized \$4.9M for FY26 for this program. Idaho has received 0% of OA for this program. He gave a status of the three FY25 projects scheduled for FY25 and the five projects scheduled for construction in FY26. The small urban applications are open and due January 9, 2026.

Bridge:

Kevin Kuther reported that FHWA authorized \$16.35M for FY26 in this program and \$6.75M in off-system bridge program. Idaho has received 0% of the OA in both programs. He gave a status update of the FY25 project scheduled for construction and the six FY26 projects scheduled for construction. He also noted that bridge applications are open and due January 22, 2026.

Federal-aid Construction:

Megan Kautz reported on projects that were completed in the last quarter. She noted that there are eleven active projects in construction. She noted that partner meetings attended included ITD/FHWA, ITD/AGC 18-month project forecasting, LILB CE&I Consultant Workshop, Local Roads Convention, ITD Specification Change Committee, ITD Buy America Presentation, Ohio BABA Presentation, ITD DCOM meeting, Idaho QBS Facilitator Committee Meeting, ITD Scour Committee Meeting, ITD Materials Engineer Meeting and TAG Meeting. Three contractor surveys were sent and all three received back. Overall rating out of 5 includes CE&I – 3.6, and LHTAC 4.6. She shared comments received on the surveys throughout the year.

Projects of interest include the Cherrylane Bridge noting that the decision on a \$190,000 accelerated claim was fully denied by the Chief Engineer. The Contractor has made notification that they intend to file a lawsuit for these costs. Megan also noted that LHTAC construction staff are assigned to 61 LILB projects at varying stages of construction.

Local Highway Safety Improvement Program (LHSIP):

Brian Wright gave a status update on five FY25 PS&E projects and eleven FY26 PS&E projects. He also noted that there is 0% available funding for 2026 at this time. Brian gave a status of the fourteen FY26 projects. He noted that LHSIP projects are programmed over three years to account for funding and environmental clearance delays that can impact the project delivery schedule.

Brian noted that they have gotten several bids for each project and some of the bids are coming in under engineers' estimates.

Children Pedestrian Safety and Transportation Alternatives:

Children Pedestrian Safety (CPS):

Ken Kanownik reported that all the forty-five projects from 2022 are complete, with only a few projects that staff is waiting to receive close-out forms. Ken pointed out that thirty-one of the thirty-two projects from 2023 are complete. He noted that there was a mistake in the September 2025 reporting and the City of Wilder project had been marked complete, however it will go to construction in 2026.

He mentioned that the 2024 project funds for forty of the projects are from the American Rescue Plan Act Funds and reported that \$6.6M has been spent as of December 1, 2025.

Since 2018, 134 projects have been completed across the state.

Transportation Alternatives:

Ken Kanownik noted that LHTAC will be developing standardized front-end bidding documents which will help streamline the projects for advertisement for construction. He reported that FFY23 has sixteen completed projects and three active projects in design. FFY24 has eleven completed projects, three active projects in design and one in construction. FFY25 has three completed projects, seven active projects in design and seven in construction. There are six design projects and fourteen construction projects for FFY26.

Leading Idaho Local Bridge:

Ken Kanownik reported that there are currently 91 bridges complete. LHTAC has paid out \$175M to date.

As of December 1, 2025, completed projects are averaging 129% of the planning level estimates. The range of bids to engineer's estimate have been 55% to 92% for this quarter and no low bids came in over engineer's estimate and all six projects advertised had low bids received that were under engineer's estimate.

Project of note includes Bridge Key Number 26700, Gardena Bridge. A request for proposal to award the design of the replacement bridge was sent out with five proposals received and JUB Engineers being selected. The project has an obligation of \$30M for design, construction, and contingency in the LILB program.

T2 Center and Technical Assistance:

Chainey Rhoades reported that between September 3 and December 17, 2025, 38 Road Scholar awards and 21 Road Master awards were presented to North Highway District, Boundary County, Lakes Highway District, City of Coeur d'Alene, Bonner County, City of Liberty Lake, City of Lewiston, Nez Perce Tribe, City of Ketchum, Teton County, Post Falls Highway District, City of Marsing, Fremont County, City of Sugar City, City of Hailey, Blaine County and Worley Highway District. Remaining awards to be presented include four agencies in District 1; four in District 2; two in District 3, eight in District 4; four in District 5 and eight in District 6.

He noted that the new class management system will go online in January 2026. Leading Across Generations training is currently being created and the Team Building and Communication will be created in house once Leading Across Generations is completed. There will also be a curriculum change for the program taking place as of the spring 2026 classes. Speed Limits & Speed Zones will be an elective and ATSSA Traffic Control Supervisor will be the replacement core class for Road Master. ATSSA Traffic Control Design Specialist will also be offered as an elective credit.

Chainey reported that safety package drawings started with the Fall 2025 classes. September winners include City of Ammon, Twin Falls Highway District and City of Sandpoint. October winners include Evergreen Highway District, Boner County and Nampa Highway District who donated it to Eastside Highway District. IAHD Convention winners include South Latah Highway District, Post Falls Highway District and Filer Highway District.

The NLTAPA Region meeting will take place in Boise on April 21 & 22, 2026.

Federal Grants:

Ken Kanownik reported that no announcements of pending applications have been received since September. Staff is waiting for the results of the Safe Streets and Roads for All and Rural and Tribal Technical Assistance applications.

In October, staff applied for Innovated Financing and Asset Concession Program for funding to conduct a Bridge Replacement and Funding Study of bridges that are at risk of becoming poor or posted and have replacement costs that would exceed the local highway jurisdiction's ability to replace them. Seven bridges were chosen to align with the 100% Federal-aid award of \$1M. If awarded, funding would allow for feasibility studies and financial analysis.

NEW BUSINESS

Council Policies

Laila Kral reported that council policies have been updated with new expiration dates and minor changes as discussed at the September meeting.

She noted there are six policies:

#1, Acquisition and Disposal of Property

#2, Meeting Attendance by Council Members

#3, Inclusion of Utility Work Under a Federal-aid Project

#5, Budget Adjustments

#8, Council Record Retention

#9, Local Rural Highway Investment Program

Motion by Member Gier. Motion: For Council to approve the Council Policies as presented. Second by Member Plank. Motion Passed.

Administrative Policies

Laila Kral reported that the Administrative Policies have been updated with new expiration dates and changes as discussed at the September meeting.

#1 Employee Work Schedule

#3 LHTAC Vehicle Use

#4 Financial Authority

#6 Credit Card Agreement

#7 Travel Policy and Procedure

#10 Delegation Authorities

#14 Release and Restriction of LHTAC Records

#15 Professional Licenses

#16 Retiree Health Insurance

#19 Records Retention

#20 401K Match Policy

#21 Basic Financial Plan

#22 HRA VEBA Plan

2025 LHTAC Funding Workshop Overview

Kevin Kuther reported that in October, he, Megan Kautz, Scott Wood, and Laila Kral toured the state to present ten LHTAC funding workshops to local highway jurisdictions and consultants. The topics this year included 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 were held in Rexburg, Pocatello, Burley, Filer, Sagle, Coeur d'Alene, Moscow, Grangeville, McCall, and Weiser (also virtual option). He noted that the recording can be found on the funding pages of LHTAC's website. A total of 203 people attended the workshops in person and 44 people logged into the virtual meeting. A survey was sent asking for feedback and suggestions for improvements for next year's workshops.

LRHIP Application Extension Requests

Megan Kautz reported that with FY22, a policy was implemented requiring jurisdictions to spend and fully close-out their LRHIP grant funds within three calendar years of their award. The jurisdictions can request a six-month extension. Agencies that have submitted extension requests include City of Albion, Lost River Highway District, Shoshone Highway District #2, and Oneida County Road & Bridge.

Jurisdictions currently ineligible for LRHIP grants due to outstanding project closeouts from FY22 include City of Dayton and Butte County Road & Bridge
Motion by Member Peterson To approve the four extensions that were received and presented. Seconded by Member Berlin. Motion Passed.

Children Pedestrian Safety Redistribution #5

Ken Kanownik reported that the City of Troy is requesting \$16,000 in additional funds to cover project costs over \$250,000. This brings the balance of funds available to \$94,000.

Motion by Member Lindsley To approve City of Troy's request for \$16,000 as presented. Seconded by Member Smith. Motion Passed.

Draft Annual Report

Laila Kral reported that according to Idaho Code 40-2404, LHTAC is required to submit an annual report to the Transportation Committees of the Idaho Legislature. She shared a working draft copy of the report noting this is the layout and content being used this year.

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

Can the amount of money be increased for LRHIP awards? An option would be to lower the amount in other Federal-aid programs or to request an increase from ITD since this is an exchange of rural money for the LRHIP funds.

Can shirts be ordered for Council Members to wear during events? Laila Kral noted we can order shirts in the spring during LHTAC's regular order.

Does AI help with any of the reports we process? Laila noted in general some staff use AI to help with some of the duties we do. Megan noted that change orders require heavy analytics, so AI wouldn't help at this time.

Comments about using a professional version of AI, the information is contained and suggested a policy might be appropriate for staff if they are using free versions.

Motion by Member Peterson To adjourn. Seconded by Member Robinson. Motion Passed.

With no further business, the meeting was adjourned at 11:52 a.m.

RESPECTFULLY SUBMITTED BY:



Rod Plank, Secretary/Treasurer



Kevin Renfrow, Chair

March 12, 2026

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