

**MINUTES OF THE
LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC)
COUNCIL MEETING MARCH 12, 2026**

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; Nick Veldhouse, Executive Director at Idaho Association of Highway Districts

Council Absent: Commissioner Mark Rekow, Gem County; Commissioner Ted Lindsley, Idaho County; Kelley Packer, Executive Director at Association of Idaho Cities; Seth Grigg, Executive Director at Idaho Association of Counties

LHTAC Staff: Laila Kral, Megan Kautz, Ken Kanownik, Nancy Ziebarth, Mike Cram, Kevin Kuther, Brian Wright, Chainey Rhoades, Rebecca Howell, Craig Herndon, Sam Larrondo

ROLL CALL

Chairman 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.

Motion by Member Gier for Council to enter Executive Session per Idaho Code §74-206(1)(f) Potential Legal Action. Second by Member Berlin. Motion Passed.

Executive Session ended at 9:24 a.m.

Motion by Member Berlin for Council to come out of Executive Session. Second by Member Plank. Motion Passed.

Business Meeting started at 9:30 a.m.

AMENDMENTS TO AGENDA

There were no amendments.

COUNCIL AND STAFF UPDATES

Laila Kral reported there were no updates.

Guest Speaker

Megan Lockwood from III-A gave the 2024-2025 annual report for III-A.

APPROVAL OF MINUTES

Motion by Member Peterson for Council to approve the draft minutes from December 10, 2025, December 11, 2025, and February 5, 2026, as presented. Second by Member Berlin. Motion Passed.

MEETING DATES

Nancy Ziebarth reported the 2026 meeting dates include:

- Tuesday, June 9, 2026, Council Meeting, Boise.
- Wednesday and Thursday, September 16-17, 2026, Council bus tour and meeting, possibly District 4 area. A poll was recently sent via email to change the date of this meeting due to conflicts. The new meeting dates are September 29 and September 30, 2026, in District 4.
- 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 March 31, 2026 10:00 a.m. (MT); April 21, 2026, 10:00 a.m. (MT); May 19, 2026, 10:00 a.m. (MT), June 23, 2026, 10:00 a.m. (MT) and August 4, 2026, 10:00 a.m. (MT)

FINANCIAL REPORTS

Surplus Property Disposal

Mike Cram reported that a Dell Laptop was destroyed/recycled due to it being unusable.

Motion by Member Berlin for Council to approve the Surplus Property Disposal items as presented. Second by Member Plank. Motion Passed.

Financial Statements

Mike Cram reported on financial statements from November and December 2025 and January 2026. He noted that obligation authority has been received and LRHIP funds have been requested.

Notes:

Revenues:

- HDA appropriation has been received
- Received a draw through the LILB program

Expenditures:

- HDA technical assistance projects include the purchase of eight sign safety kits that were given away this quarter
- Children pedestrian safety is on track with payments being made as the invoices are received

As of January 31, 2026, the year-to-date net income for LHTAC is \$9,257,827; T2 is \$111,955. The program to date fund balance for LILB is \$29,623,104. Net equity from the abbreviated balance sheet is \$47,045,302.

Total LRHIP grants awarded equal \$6,500,925, with total outstanding payments as of January 29, 2026, equaling \$3,169,779.

Discussion: Laila Kral shared her appreciation to Megan Kautz and the LRHIP team for being current on the LRHIP grant expenditures. She also noted that the technical assistance projects (safety kits), are coming from the general fund money. These funds are required to be used for maintenance or projects, so LHTAC has decided to use it to benefit the locals and the state of Idaho.

Motion by Member Gier for Council to approve the Financial Statements as presented. Second by Member Berlin. Motion Passed.

ADMINISTRATOR REPORT

Laila Kral reported that the 2026 Legislative Session began in January and LHTAC has been asked to review and provide talking points on some proposed legislation. She noted that the annual report was submitted to the Senate Transportation Committee on February 11, 2026, and to the House Transportation Defense Committee on February 16, 2026. Laila presented to the Senate Transportation Committee on February 12, 2026, which included LHTAC's services, technical assistance and highlighted the Leading Idaho Local Bridge program.

The Associated General Contractors held executive level meetings throughout December, which Megan Kautz attended and provided updates on projects going to advertisements.

During the Winter Legislative Conference by Idaho Association of Counties in January, Laila presented an update to the Land Use and Infrastructure Committee and Ken Kanownik presented a workshop on proper planning processes and uses for counties.

Laila noted that LHTAC provides a lot of outreach in the spring and has created a handout about LHTAC that includes who we serve, information about the T2 Center, administered programs and Leading Idaho Local Bridge Program.

Laila shared a news article about a completed project on the Monte Vista to Pocatello Creek Pathway. She also reviewed kudo's that were received in recognition of LHTAC and Council for the 401k match policy; LHTAC for safety kits; LHTAC and T2 for new class management system; Megan Kautz for presentations; Craig Herndon for being great to work with; Amanda LaMott and Megan Kautz for help on grants management.

STAFF TRAINING

Nancy Ziebarth reported that fifteen training courses have been taken from December 1, 2025, through February 28, 2026, by LHTAC staff.

Sam Larrondo shared information from the Scour at Highway Bridges training and Craig Herndon shared information on the Build America Buy America training.

PARTNER UPDATES

Association of Idaho Cities:

Kari Peterson noted that AIC is working on pre-emption bills including HB389.

Idaho Association of Counties:

Todd Smith noted that Seth Grigg and Sara Westbrook are busy with Legislative session.

Idaho Association of Highway Districts:

Nick Veldhouse gave an update on initiatives they are watching during the legislative session including the Strategic Initiatives funding.

PROGRAM UPDATES

Efficiency Measures:

Kevin Kuther, Megan Kautz and Ken Kanownik reviewed the efficiency measures and the results. Rebecca Howell gave the report on construction close-out efficiency measures and included some of the processes she goes through to achieve this measure.

Design Closeout achieved 40% of the 85% goal; Design Consultant Agreement achieved 50% of the 90% goal; PS&E Delivery achieved 6% of the 75% goal; Construction Change Orders achieved 79% of the 80% goal; Construction Closeout achieved 89% of the 70% goal; Construction Consultant Agreement achieved 0% of the 90% 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 100% goal.

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

Kevin Kuther reported February 19, 2026, approximately 87% of our obligation of authority (OA) was received.

Rural Program:

Kevin Kuther reported that FHWA/ITD authorized \$16.3M for FY26 in the Rural Program and Idaho received \$12.9M of OA. Two FY26 projects are scheduled for construction, and one project has been bid in the past quarter.

Small Urban/Large Urban (MPO)

Kevin Kuther reported that FHWA/ITD authorized \$4.9M for FY26 in the Small Urban Program and Idaho has received \$3.5M. Six FY26 projects are scheduled for construction, and two projects have been bid in the past quarter.

Bridge:

Kevin Kuther reported FHWA/ITD authorized \$16.35M for FY26 in the Bridge Program and Idaho received \$16.3M. Six FY26 projects are scheduled for construction and one project bid in the past quarter.

Federal-aid Construction:

Megan Kautz reported that there were no completed projects this quarter. There are twenty active projects in construction. She noted that there were a lot of partnering meetings, and highlighted that Jayme Coonce took part in an ITD Dispute Review Board Candidate training, where contractors with large contracts, can take issues to the dispute review board. Rebecca Howell participated in a Road Safety Audit with ITD.

Two contractor surveys were sent this quarter, and both were received back. 2026 overall rating out of five includes CE&I at 4.4 and LHTAC at 5.0, the five-year average includes CE&I at 4.1 and LHTAC at 4.6.

A project of note includes Center Street RR Underpass in Pocatello. This had been shut down due to significant railroad delays. The construction began on January 6, 2026, and is planned to be completed by December 2026. Megan also shared the ITD Estimator Newsletter with everyone.

Local Highway Safety Improvement Program (LHSIP):

Brian Wright reported that OA has been released and gave an update on ten FY26 construction projects and fourteen FY26 design projects.

He noted that the Centerline Rumble Strip Safety Improvement construction project in Oneida County recently had a public hearing for the project which the design was completed. He was recently told that they no longer want to move forward with the project. He is working with the county to figure out the next steps.

Children Pedestrian Safety and Transportation Alternatives:***Children Pedestrian Safety (CPS):***

Ken Kanownik reported that thirty-one of the thirty-two projects for 2023 are complete. The City of Wilder is scheduled to be completed by July 2026.

Twenty-eight of the forty-seven projects for 2024 projects are complete with the remaining nineteen projects at various stages of construction. As of December 1, 2025, approximately \$7.7M has been paid out of the \$10M American Rescue Plan Act (ARPA) funds.

Since the program was created in 2018, 128 projects have been completed across the state of Idaho.

Transportation Alternatives:

Ken Kanownik reported that FFY26 projects have begun to kick-off since the program received full obligation authority for the year in February 2026. As of March 1, 2026, for FFY23, thirteen projects have been completed, FFY24, twelve projects are completed, FFY25, four projects have been completed. There are no projects completed for FFY26 yet.

Leading Idaho Local Bridge:

Ken Kanownik reported that Brody Johnson is creating a quarterly update that gives high level information and will be handed out at meetings. There are ninety-two bridges that are complete, fifty-eight projects in construction, eighty-six projects in design and eighty-three projects on the wait list. \$200M has been spent out of \$565M that is obligated toward projects.

Projects continue to advance for both design and construction. Sixteen projects are scheduled for substantial completion this spring. Over thirty projects are scheduled to go out for advertisement this spring.

Bidding over the last quarter has been favorable with having a range of five to eight bidders and low bids ranging from 57% to 89% and all bids ranging from 57% to 135% of engineer estimates.

Staff hosts a monthly call for contractors to review upcoming projects, updates on permits or right-of-way sensitive schedules and to take questions.

T2 Center and Technical Assistance:

Chainey Rhoades reported that between December 17, 2025 and March 9, 2026, 25 Road Scholar awards, 23 Road Master awards and 1 Leadership award were presented to City of Nampa, Wendell Highway District, Shoshone Highway District, Worley Highway District, South Latah Highway District, ACHD, Jefferson County, Clark County and the City of Weiser. Remaining awards to be presented include five agencies in District 1; five in District 2; nine in District 3, four in District 4; five in District 5 and four in District 6.

Chainey noted that the new class management system is online and spring registration opened on February 13, 2026. The new Leading Across Generations material is completed with the first-class taking place on March 24, 2026. The Team Building and Communications material will be ready for fall classes. The first WAQTC training will take place in Boise June 1-4, 2026.

Safety packages won in December include City of Pocatello, City of American Falls and City of Driggs. Portable changeable messaging signs that LHTAC has selected are the PCM4000 Full Matrix with modem. Two will be kept in each district and will be delivered once storage locations are found.

The NLTAPA Western Region meeting will be held April 21-22, 2026, in Boise at LHTAC.

Technical assistance provided between December 4, 2025, and February 12, 2026, includes information on traffic sign safety, active transportation infrastructure investment program, Rural Roads grant program, 128K routes, speed limits, ped crossing, MASH 350 railing requirements, bridge review, road safety audit, RWIS information, review of federal requirements and traffic counters.

Federal Grants:

Ken Kanownik reported that applications for the Better Utilizing Investments to Leverage Development (BUILD) applications were due on February 24, 2026. Three applications were submitted by staff on behalf of local agencies and technical assistance was provided for five other applications. Staff provided technical assistance with \$95M in funding requests. Technical assistance provided after the Notice of Funding Opportunity was announced included providing details and outlines of how to put the application together, kick off meetings, a walk-through of the funding opportunity and providing a benefit cost analysis for the capital project request. Some agencies use the outline of a planning grant that LHTAC has created so they can put together their own grants. Staff also provided technical training that allowed other jurisdictions to apply. Results for the Rural and Tribal Technical Assistance and Innovative Finance and Asset Concession Programs have not been announced yet.

NEW BUSINESS

LILB-City of Moscow

Ken Kanownik reported that in December 2024, LHTAC accepted a second application in which agencies with eligible bridges could submit up to two applications for consideration. Ninety-six eligible applications were received, with several applications not eligible and not sent for scoring. An application that was mistakenly not scored was for Bridge Key 21715 Mountain View Road over Paradise Creek, City of Moscow. The city was notified in November 2024 about the upcoming poor condition rating, but there was no critical finding on this bridge. The timing of notification and updating of the eligible bridge list prior to the notification, resulted in LHTAC not having an eligibility to cross reference and not including it in the final list of applications, therefore, the bridge wasn't originally considered.

Staff became aware of the mistake in February 2026, at that time, staff reviewed the inspection report, and the bridge is an excellent candidate for repairs which include a series of pipe culverts that can be relined which will result in the poor condition being removed.

Motion by Member Berlin. Motion: For Council to include City of Moscow's application in the 2025 list of applications as a repair project as presented. Second by Member Robinson. Motion Passed.

LRHIP Application Rankings & Awards

Megan Kautz reported that LRHIP applications were due on December 2, 2025. Ninety-one applications were received accounting for \$9,356,338.46 in requested funds.

Three Council members and two staff members scored applications; scores were compiled to determine rankings for the awards within each of the four categories. For FY27, \$5M in Rural Federal-aid funds will be exchanged with ITD for \$4M in state funds.

Megan noted that the ITD Board Policy for LRHIP outlines that intended distribution of grants includes 75% of the grants are for construction; Federal-aid match reserved is \$200,000; Transportation Plans, 15% and Sign projects, 10%.

For this application cycle, Megan proposed the following:

- Transportation plan projects, award all seven applications, which would represent 6.5% of the grant program.
- Sign projects, award fourteen of the eighteen applications, which would represent 11% of the program.
- Federal-aid match, award the one application received totaling \$150,000. \$200,000 is reserved annually for this category.
- Construction projects, award nineteen of the sixty-one applications, which would represent the \$4M allotted for the FY27 limit after deducting the emergency funds.

Four applications that were received were deemed ineligible. Filer and Plummer Gateway Highway Districts applied for transportation plan updates but were funded within the past ten years; City of Shelley was deemed ineligible due to their urban classification and City of Dayton has a FY22 grant overdue for closeout.

With the recommendations, the budget is over by \$15,000. Megan noted that there is \$200,000 in unallocated funds for LRHIP due to savings, returned funds, etc. which can be used to cover the \$15,000 overage.

Motion by Member Berlin. Motion: For Council to approve the recommendations for the LRHIP applications as presented. Second by Member Gier. Motion Passed.

Federal-aid Small Urban Rankings & Awards

Kevin Kuther reported that applications for the Surface Transportation Block Grant (STBG) Small Urban were due on January 9, 2026. Nine applications requesting \$35,704,899 in funding were received. No applications for transportation plans were received.

Three Council members and two staff members scored applications. Two applications requesting more than the maximum of \$3M for construction were received. These applications provided a plan of how funding over the maximum would be handled. New projects will be included in the local programs in ITD's six-year Idaho Transportation Investment Program (ITIP) based on the scores and available funding. LHTAC will use this list to fund projects for the next two years.

Motion by Member Gier. Motion: For Council to approve the rankings for the Federal-aid Small Urban applications as presented. Second by Member Plank. Motion Passed.

Transportation Alternatives Program Rankings & Awards

Ken Kanownik reported that sixty-one infrastructure applications and thirteen non-infrastructure applications totaling \$36M in funding requests were received. TAP has approximately \$7.7M to fund awards on an annual basis. Idaho Transportation Department (ITD) policy directs that 5-10% of the amount must fund non-infrastructure projects and that ITD staff appoints a scoring committee with planners, advocates, and engineers with representations from across the state. Sponsors were able to submit two applications, but only one would be funded if there was only enough money to fund all the sponsors' first applications.

The committee recommends funding twenty-two infrastructure projects and seven non-infrastructure projects, bringing the total recommendation to \$16,497,660 and approximately \$1M will be programmed for the Mountain Home project in an out year of the ITIP to accommodate longer project development period.

Motion by Member Peterson To approve the Transportation Alternatives scores and rankings as presented. Second by Member Robertson. Motion Passed.

Federal-aid Bridge Rankings & Awards

Kevin Kuther reported that applications for the Surface Transportation Block Grant (STBG) Bridge were due to LHTAC on January 22, 2026, which included both Local and Off-System bridges. Twelve Local bridge applications requesting \$33,520,000 in funding and fifteen Off-System bridge applications requesting \$62,976,000 in funding were received.

Off-system bridge funding is 100% federal funding with no local match required.

Seventeen applications requested more than the maximum of \$3M for the bridge replacement or rehabilitation. Before these projects can be programmed in the program, a plan of how the agency is going to make up the difference or fund the shortfall will need to be formalized. Staff will coordinate bridge site visits with each sponsor for the top ranked bridges. Staff will also verify and review the cost associated with each application to compare the costs submitted in the applications to average costs per square foot for bridge and approach work.

Motion by Member Berlin To approve Federal-aid Bridge rankings as presented. Seconded by Member Smith. Motion Passed.

LHSIP Rankings & Awards

Brian Wright reported that sixteen applications were received requesting \$19,526,244. LHSIP applications are ranked based on a calculated cost-benefit ratio (CBR). Approximately \$11,200,000 in funding is available annually. Eleven applications submitted for approval have a CBR of 18.0 or greater and include a combined estimated cost of \$11,100,000.

Motion by Member Berlin. Motion: For Council to approve the LHSIP Rankings as presented. Second by Member Plank. Motion Passed.

Discussion: In reviewing the scores after discussions, it was determined that the City of Idaho Falls request for their two applications is over \$2M and in the application it states that the maximum amount is \$2M. Options include granting an exception for the application being over \$2M or cap the limit to \$2M and give them the choice of paying the difference.

Motion by Member Berlin. Motion: For Council to Rescind and Revote. Second by Member Peterson. Motion Passed.

Motion by Member Berlin. Motion: For Council to limit jurisdictions to \$2M on LHSIP application funds and approve the rankings with the caveat of giving staff flexibility to work with the jurisdictions. Second by Member Plank. Motion Passed.

Children Pedestrian Safety-Final Redistribution Plan #5

Ken Kanownik reported that House Bill 723 of the 2024 Legislative Session appropriated \$10M in federal funds from the American Rescue Plan Act (ARPA) which funded forty projects from the 2024 Children Pedestrian Safety Program applications. One of the regulations of the program is that after December 31, 2024, funding cannot be added to new projects but can be transferred between projects funded with ARPA funds. There is a balance of \$11,854.58 available for redistribution. The City of St. Maries is requesting \$7,000 for their project. Staff anticipates having \$100,000 to \$200,000 available for the remaining three projects (Preston, Fruitland, and Harrison) after final close-outs this spring.

Since the funds expire September 30, 2026, Ken is requesting the Administrator to have the authority to redistribute remaining funds to cover bids over \$250,000; allow for bid alternates or change orders over \$250,000 to increase the scope of a project and that no jurisdiction receives more than half of available remaining funds, except the final transfer to bring expenditures to \$10M for the program.

Motion by Member Berlin. Motion: For Council to approve the City of St. Maries request for \$7,000 and to authorize the Administrator to redistribute funds as presented. Second by Member Peterson. Motion Passed.

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

LRHIP Emergency Applications

Megan Kautz reported that there were no LRHIP emergency applications at this time. Total available funds are \$371,541.90.

No motion needed.

Roundtable Discussion about LHTAC

Laila Kral reported that changes at ITD include: Dan McElhinney resigned in December; Dave Kuisti is now the Chief Deputy, Todd Hubbard is now the Chief Operations Officer and, Chad Clawson is now the Chief Engineer.

In discussions with the LHTAC management team, it was decided to present the draft applications to Council in June for review and then in September they will be presented for approval.

Member Berlin asked about the sign packages that are given away. He noted that it is harder for some of the small agencies that have limited employees to get to classes and asked if there are other options to be able to qualify for the drawing. Laila noted that staff will look at other options such as offering a smaller kit with other ways to qualify such as a drawing.

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

With no further business, the meeting was adjourned at 1:28 p.m.

RESPECTFULLY SUBMITTED BY:



Rod Plank, Secretary/Treasurer



Kevin Renfrow, Chair

June 9, 2026