

Advisory Board Meeting Minutes
Idaho LHTAC T2 Center
May 7, 2026
LHTAC Office, 3330 Grace Street, Boise

Chairman Perkins called the meeting to order at 10:04 a.m. and asked everyone to introduce themselves.

T2 Advisory Board, Voting Members		
☒ Chancey Perkins, Murtaugh Highway District	☒ Tony Black, City of Ammon	☒ Bradley Barton, Boundary County
☒ Ben Weymouth, East Side Highway District	☒ Don Gullede, ACHD	☒ Dustin Gilmore, City of Nampa
☒ Dave Romrell, Bonneville County		
T2 Advisory Board Members, Non-Voting Members		
☒ Mike Stowell, ITD	☐ Mohsen Amirmojahedi, ITD	☐ Sajonara Tipuric, FHWA
☐ Laila Kral, LHTAC	☒ Chainey Rhoades, LHTAC	
LHTAC Staff		
☒ Mike Cram, LHTAC	☒ Nancy Ziebarth, LHTAC	

Minutes

Motion by Dustin Gilmore to accept August 21, 2025, minutes. Seconded by Dave Romrell. Motion passed.

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Financial Reports

Final FFY25 Financials final

Mike Cram reported that the end of the federal fiscal year ended with a total of \$711,879 for revenues and a total of \$711,879 for expenditures which is higher than the FFY24 budget of \$664,000 for revenue and expenditures due to increased class revenues.

He noted that the three top drivers of the program include personnel, contract instructors and supplies.

Motion by Dustin Gilmore to accept the FFY25 final financials. Seconded by Dave Romrell. Motion approved.

FFY26 Financials to Date

Mike Cram reviewed the financial statements through February 28, 2026, noting that we have spent \$229,069 of the \$420,000 in T2 LTAP funds and have received \$78,670 of the budgets \$185,000 in T2 Class Revenues.

Personnel costs are \$186,443 of the \$390,000 budgeted amount. Class materials and instructor fees are being watched closely as they get closer to the budgeted amounts.

Discussion about the cost of classes and when they were raised, was it enough? Mike noted that we keep the fees at an affordable rate, but they do not cover the costs of class, especially the ATSSA classes.

Motion by Don Gulledge to accept the FFY26 Financials. Seconded by Dave Romrell. Motion approved.

New Business:

Fall 2025 Recap

Nancy Ziebarth reported that sixty-four classes were scheduled to take place between September 9, 2025, and December 18, 2025. A total of 1,124 people attended classes. As a comparison, we had 1088 people attend fifty-six classes in the fall of 2024.

Nancy noted that fall 2025 was the last season for Speed Limits being offered as a core class for the Road Master program. The ATSSA Traffic Control Supervisor has replaced that class as the core class requirement.

Spring 2026 Class Schedule

Nancy Ziebarth reported that the spring schedule was published on January 29, 2026, registration opened on February 13, 2026. With the new class management system, we wanted to give people time to get logged in, able to navigate the new system and call with any concerns.

Classes began on March 3, 2026, and go through June 25, 2026. Eighty-five classes are scheduled with 1,284 people registered.

There has been positive feedback regarding the new class management system. The system is faster, department organizers can see the breakdown for Road Scholar, Road Master, and

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Leadership Development to see what classes have been taken or what is needed. We continue to work through some of the bugs but overall have been happy with the transition.

Nancy noted that as of last week, there were 936 attendees from eighty-five agencies. There has been one class cancelled and three added due to waitlists in Boise.

Road Scholar and Road Master Award Presentations

Chainey Rhoades reported that between August 6, 2025 and March 11, 2026, 100 Road Scholar, a60 Road Master and one Leadership Development awards were presented to ACHD, Custer County, City of Rupert, North Highway District, Teton County, City of Caldwell, Valley County, Nampa 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, LHTAC, Worley Highway District, South Latah Highway District, City of Nampa, Wendell Highway District, Shoshone Highway District, Jefferson County, Clark County and City of Weiser.

The remaining awards to be presented include five agencies in District 1; five agencies in District 2; nine agencies in District 3; four agencies in District 4, five agencies in District 5 and four agencies in District 6.

FFY26 Workplan Progress Report

Chainey Rhoades reviewed the progress made to date on the FFY26 workplan. The workplan covers the period of October 1, 2025, through September 30, 2026.

The plan was approved at the FHWA local level and sent to FHWA CLAS on March 3, 2026. The workplan as well as the performance assessment and center assessment reporting are required to be submitted to CLAS for us to get funding.

Mike Cram noted that expenses totaling approximately \$300,000 have occurred since October 1, 2025, that we have not been sent to ITD for reimbursement because we have not received the Federal funding yet. Last year we received the funding around June 1st.

FFY25 PAR & CAR Report Update

Nancy Ziebarth reported that the Program Assessment Report (PAR) was due April 3, 2026, and includes five focus areas including Center Operations, Communications, Conferences, Technical Assistance and Training. The Center Assessment Report (CAR) was also due at the same time and included two questions; provide information on an updated process or strategy that has improved the delivery in the past year and what the top local agency innovation success story was.

Nancy noted that on March 13, 2026, reporting was submitted on the FHWA SharePoint site.

Evaluation Report

Nancy Ziebarth reported that a QR code is included in each class that is offered for attendees to provide an honest evaluation of the classes, instructors, and services. Nancy reviewed the feedback provided. Instructor evaluations were reviewed for Doug Chase, Brent Jennings, Jeff Miles, Scott

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Ellsworth, Chainey Rhoades, Lori Copeland, Todd Morrison, Emily Wilder, Karissa Nelson, and Amanda LaMott.

T2 Survey Results

Chainey Rhoades reported that sixty-three responses were received for the 2025 LHTAC T2 Center Participation survey. He noted that overall, the survey shows the training programs are widely used, highly valued and essential to supporting Idaho's transportation workforce.

Program Update

Chainey Rhoades gave an update on the T2 program including that the new class management system is online and spring registration opened on February 13, 2026. Chainey is creating the Team Building and Communication class and will have it ready for fall classes. Western Alliance for Quality Transportation Construction (WAQTC) training will take place in Boise June 1-4, 2026.

December winners of the safety packages included City of Pocatello, City of American Falls and City of Driggs. Portable message signs for loan have been delivered to a local highway jurisdiction in each of the districts. LHTAC has selected the PMC 400 Full Matrix with Modem which will work both in urban and rural applications and allow for remote controlling of the message..

The National NLTAPA meeting will be held in Louisville, Kentucky and Nancy will be attending this year.

Open Discussion & Comments – Non-Action Items

Brody Johnson talked about the Build a Better Mousetrap competition and noted that only one nomination has been submitted and asked if anyone had one to submit, he would assist in filling out the paperwork.

With no more items to address. Chairman Perkins adjourned the meeting at 11:39 a.m.