

**Advisory Board Meeting Minutes**  
Idaho Technology Transfer (T2) Center  
December 9, 2010  
3330 Grace Street, Boise, Idaho

The meeting was called to order by Jim Buffington at 9:40 AM.

**Introductions:** Attendees introduced themselves; Lori Porreca, John Zamora, and Dan Copeland are new members and are attending the meeting for their first time. Kim Reed was not able to attend and this would have been his last meeting since he will be retiring in June.

**Attendees:**

Brenda Wynn, ITD  
Bruce Drewes, Idaho T2 Center  
Dan Copeland, Bannock County Public Works  
Denise Shields, Idaho T2 Center  
Jim Buffington, Chairman, Ada County Highway District  
John Zamora, Buhl Highway District  
Lori Porreca, FHWA  
Kelly Brownsberger, Post Falls Highway District  
Lance Holmstrom, LHTAC Administrator (First half of meeting)  
Lorie Cover, Idaho T2 Center  
Nate Marvin, City of Weiser  
Ned Parrish, ITD  
Susan Lasuen, LHTAC

**Minutes from the last meeting:**

Jim Buffington asked everyone to review the minutes  
Jim Buffington made a motion to approve the minutes  
Motion to accept by Kelly Brownsberger  
Seconded by Ned Parrish  
Motion to accept the minutes; all in favor

**Old Business**

**First Semi-Annual Report for 2010 – Highlights**

Bruce began the meeting by reviewing the total number of training events and attendees for 2010. He discussed the usage of the publication library and covered the number of videos that were checked out and the number of viewers. Bruce compared the number of classes the Center has offered previously. The highest number in training activity was four years ago and there were 118 courses offered. The Safety Fest has increased the number of classes offered this year. The totals include the number of classes that Bruce has taught at other Safety Fest events and the events that the Idaho T2 Center has sponsored in Pocatello and Lewiston.

Later in the meeting, Bruce would like to discuss the use of contracted instructors. Bruce has still been teaching a large number of classes that pulls him away from administering the program. Bruce will discuss his ideas on how to resolve these issues later in the meeting.

**Activities**

The activities portion of the annual report covers the impact that the Center has had in Idaho. The Center has received some criticism regarding classes not being offered in the following areas: Lemhi, Custer, Caribou, Franklin, and Bonners Ferry. The issue with Lemhi and Custer County is that attendance in the past consists of 5 to 10 people. This is not cost effective especially when sending a consultant. Bruce needs to review how the Center can offer more classes in those areas. One recommendation that Bruce is reviewing is how to provide more training online or through web conferencing; however, the concern is making sure the remote areas have a good connection to the internet.

**National LTAP Association Safety Committees**

Technical Working Group on Intersection Safety: A FHWA Guide was developed and will be published and distributed as a part of the National Meeting at TRB in January. Soon after, the guide will be available for Local Agencies to use.

Technical Working group for the development of a Local Roads Safety train the trainer program: This project is completed. Dr. Ron Eck taught the program in Boise and Coeur d'Alene and it was very well attended. There is a train-the-trainer session that will be held on December 16, 2010 in Spokane and the cost is \$25 to attend.

#### Central Federal Lands

Dust Scan Committee: The committee evaluated roads in northern Idaho, Montana, Colorado, and Arkansas. They are currently working on the report to show the results of the scan tour. A portion of the report was presented at the IACERS meeting. Bruce had David Jones from the University of California of Berkley present at the IACERS meeting. David is an international expert on soil stabilization and dust palliatives. He also works at the University as a researcher on asphalt and concrete roadways. David has offered his services and Bruce would like to have him teach classes in Idaho. He is a very knowledgeable instructor and is cost efficient. This committee is going to be disbanded, however, Bruce has been asked to sit on the mechanical and chemically stabilized material sub-committee with the TRB group. Bruce would like to participate and feels there is a lot of information that could be obtained by being involved.

#### IACERS Conference Planning Committee

Bruce and LHTAC work extensively on this conference and with this committee. Bruce plans to continue being involved.

#### Western Federal Lands

Road Safety Review Team: Currently there are discussions with ITD regarding the Highway Safety Improvement Program (HSIP). Bruce will use the information from the Road Safety Review Team to look at roads in Idaho and possibly do some road safety audits in the next year. They are starting to identify the high crash locations within Idaho. The funding level is going to be enough to where there can be some projects to improve safety.

#### Road Builder's Clinic

The Clinic has been discontinued due to economy and lack of activity.

#### Idaho Strategic Highway Safety Plan committee on Intersections

Bruce is involved with the lane departures group, which is a part of this committee. ITD will be creating a HSIP Review Committee to review the projects and activities on both the state and local systems. Bruce and Lance Holmstrom will both be involved with this group.

#### Master Trainer for ATSSA

1. Flagging
2. Traffic Control Technician (TCT)
3. Traffic Control Supervisor (TCS)

This year there were two train-the-trainer sessions to train some of the Local Highway Jurisdiction (LHJ) employees who have volunteered to do training. Others have an interest in doing training so there may be some more training sessions in the future. Bruce would like to have a trainer for the eastern part of the state.

#### 2009 MUTCD

ITD has reviewed the 2009 MUTCD and prepared the documentation to submit to the Idaho State Legislators for approval in the spring session. Bruce and Lance Johnson, from FHWA, have been teaching classes. They will be teaching this class at each of the Safety Fest events and classes will be offered this spring.

#### Flagger Certification

Bruce is still teaching several flagger courses and filling in when he can.

#### Anti-Icing

Bruce explained that this is a very popular topic. There was an email regarding money that NACE had put into a pool fund project with ASHTO. The project was on anti-icing/de-icing and road weather information systems. Bruce worked on that project from 1997 to 2000 and developed a self-paced computer-training program. The project has been redeveloped with new information and they incorporated the Clear Roads information. Clear Roads looks at storm management, snow fences and various equipment used for snow removal. It is an 8-disc training program. Because of the partnership with NACE and FHWA, this training program is now available to LHJ's at no cost and the Idaho T2 Center has 100 copies available. Ned said there was correspondence from ASHTO asking states to contribute so they can make the training available on the internet. ASHTO is asking for approximately \$3,750 and ITD is working on contributing to that effort. The training takes approximately 12 hours, however, you can go in and out of the program return to where you left off. It will track how much of the training you have completed and where you are at within the

program. The remaining seven discs contain information from the Clear Roads program. They are shorter programs and could take one to two hours to complete.

#### Retroreflectivity for Signs

The center has been doing more training on Retroreflectivity for Signs. There have been a number of requests to do an inspector's training course. Bruce has not had time develop the training; however, ITD is developing a course. Bruce needs to contact Lori Stensland in District 1 about making use of those training materials.

#### **Special Projects:**

##### FHWA OJT/Supportive Services Grant

The grant was submitted through FHWA and was received in June. The funds should have been available in January but the Center did not receive authorization to spend the money until last June. Bruce asked for an extension because it was supposed to be completed by October and it is a 12-month grant. The extension was approved and the funding will carry the program through to the Pocatello Safety Fest. The money will be used to pay for Denise's time and the coordination for the Safety Fest event.

##### Highway Safety Improvement Program

In August, the ITD Board passed a resolution that was sponsored by Brent Jennings. Brent is the head of the Office of Highway Safety and Operations. The resolution will enable the local agencies to apply for HSIP funding which is administered through ITD. The current methodology for the distribution of the money was to allocate it to the six districts in accordance to the road miles and crash fatalities and injuries. They are now looking at incorporating the local road system into the road miles and crash data; then local agencies can apply for funds. One of the core programs within the SAFETEA-LU was HSIP and it allowed Idaho to use approximately \$10M. The local agencies have been receiving part of that funding through the Safe Routes to School program. Approximately \$1M of the funding is used to develop projects for the Safe Routes to School project. FHWA has also authorized ITD to use \$1M for dealing with behavioral crashes. Approximately 50% of the fatalities and serious injuries occur on local road systems, 50% of the funds could be allocated to the LHJ's. It will be allocated in the 2014 STIP. Lance has asked Bruce to take the lead on this activity so he will be participating on the steering committee to determine how it is going to be administered.

The three primary areas are:

- Hot spots: Black spots where crashes continually occur.
- Safety corridors: Areas that are have many crashes.
- Systematic improvements: Using the crash numbers to identify improvements that can be done on the entire system. The improvements could be pavement markings, signs, clear zones, or slopes.

The biggest engineering issue is "run off the road". Most of those result in a fatality or serious injuries because of the combination of running off the road, not wearing seatbelts or under the influence.

##### The Development of a WAQTC Training and Certification Program

Last year LHTAC received authorization from ITD to do Construction Engineering and Inspection (CE&I). Todd Bartolome is the Construction Engineer for LHTAC. Currently the American Council of Engineering Companies (ACEC) provides the testing and certification for consultants on the quality assurance section for construction projects. ACEC has asked the Idaho T2 Center to take over the testing and certification and to provide WAQTC training (Western Alliance for Quality Transportation Construction). The WAQTC provides training on all of the testing for compaction, aggregate, concrete, and asphalt. The T2 Center will work with ITD and look at providing the training for Districts 1, 3, and 5. The timing for this training will most likely be this spring. Bruce has a meeting scheduled with ACEC and Todd Bartolome. For the testing component, ACEC has a revenue account of \$30K that they would transfer to the Idaho T2 Center. The proposal is to use some of that money and work with ITD to upgrade some of their training facilities and then use those facilities for ITD, Local Agency, and Consultant training. Eventually Bruce would like the LHJ'S to participate if they are interested in doing their own quality assurance testing. The program is expensive to teach but Bruce hopes that the cost can be offset by charging different fees for the state and consultants.

##### Completion of Traffic Monitoring Course

Bruce is going to get the materials from the contractor who provided the training and review it. Once he has the materials then he can complete the final report and send it to Glenda Fuller.

#### **Upcoming Concerns**

1. Continuing Resolution: The base funding for the Idaho T2 Center is contingent on the Transportation Act. The current continuing resolution will expire on December 31, 2010. Currently the center has enough funds to carry into the next year and Bruce anticipates another continuing resolution soon. Bruce is seeking for additional funding through other resources. It is unknown if the funding will increase, decrease or stay the same.

2. WAQTC Training: This will be discussed later in the meeting.
3. Part time staff member: Other LTAP centers have hired part time temporary staff that will work for 4 or 5 months out of the year. Bruce is trying to increase the number of programs offered without increasing permanent staff. Bruce will need a recommendation from board and then he will discuss it with the LHTAC council.

Jim Buffington called for a break at 10:33 AM  
Meeting was called to order at 10:50 AM

### **Courses Taught (Lorie)**

Lorie Cover went over the 2010 Program Assessment Report (PAR) for year to date. The report reflects the number of classes taught; attendees; participant hours and class cancellations. It also shows the number of classes that were offered in each part of the state. Class cancellations are down compared to last year and there seems to be participation from more agencies. Lorie provided an update on all of the courses under the four categories of the PAR: Infrastructure Management, Highway Safety, Worker Safety, and Workforce Development.

Welding: This year the Center offered a welding class that was taught by College of Western Idaho (CWI). There was a lot of interest in the class; however, CWI was only able to accommodate 10 people in the class. The Center will be offering the welding class again this year but will use a Tom Cook as the instructor. Tom has done work for the Center previously and he is able to accommodate 25 people in a class. Tom lives in New York and drives to Idaho because of all of the equipment he provides for the classes. The Utah and Colorado LTAP centers are also planning welding classes so Lorie will coordinate with them to share the cost of his travel.

Winter Survival: There were two classes offered this year. One class was affected by a winter storm and the City of Moscow employees were not able to attend. Steve Jenkins from the Montana LTAP is the instructor and Lorie is going to try to coordinate some more classes with him. The course receives a lot of positive feedback but not a lot of registrants. Steve is going to look into renaming the course to something that pertains to the work and modifying the class description to help people see how it's going to apply to them.

ATSSA Flagger Certification courses: The Center offers several courses throughout the year; however, they are not always posted on the schedule. The T2 Center mostly accommodates agencies when they have a specific need for the class.

ATSSA Traffic Control Technician and Traffic Control Supervisor: The Center offered both courses this year. Bruce spent time during the summer to certify some of our instructors so they can teach the courses. There will be more classes in 2011.

Road Safety 365: This is a new course from FHWA that the T2 Center offered. The class was very well received and there was a lot of participation. Bruce will be hosting a train-the-trainer event for this course and it will be offered in 2011.

Infrastructure Management Section: Lorie explained that the T2 Center has offered many of those courses over the last two years. The Center is trying to rotate classes each year so most of the classes in that section will not be offered in the spring.

Speed Limits and Speed Zones: The T2 Center has not had an instructor for this class; Doug Chase will begin teaching the course in the spring. This course was very difficult because of the math involved and did not have a very high passing rate. The course has been modified and extended into a 2-day class.

Traffic Monitoring for Technicians: This beta class was taught in Boise this last fall. It will be offered in the spring.

Workforce Development: This section offers heavy equipment courses that will be offered in 2011.

Basic Math and Basic Survey: Bruce will be teaching those courses in the spring.

PowerPoint: This was a new class offered in northern Idaho in 2010.

Supervisory Skills: This was offered at CWI. This is taken as an outside course and tends to be expensive and the content is not always valuable. CWI is not able to travel within the state so Bruce is looking into finding an instructor to teach Supervisory Skills and Communication Skills.

Lorie made a proposal to modify the early registration fees. The Center currently offers an incentive to register in advance by discounting the course fee \$5.00; however, Lorie still receives many last minute registrations. This can be challenging because there

are contracted instructors that have to make travel arrangements. In addition, course materials have to be shipped in advance. If we don't receive enough registrations in advance, classes will be cancelled. Lorie would like to increase the incentive to \$10.00, which would increase the cost of the class by \$5.00, but the discounted amount remains the same.

Lorie gave an overview of her activities for the last six months. This included day-to-day activities and attending the Regional and National LTAP conferences. Lorie discussed some process improvements regarding invoicing and updates that have been made to the database. Lorie plans on updating the Road Scholar brochure and distributing it by email. Lastly, Lorie provided the number of people who have completed the Road Scholar and Road Master programs.

### **Safety Fest (Denise)**

Denise provided a detailed overview of the Safety Fest PAR. The Safety Fest PAR classes are different due to the number of hours; however, they are under the same four categories that are reported to FHWA. Denise reviewed the total number of sessions, attendees, and hours for both the Lewiston and Pocatello events combined.

Denise reviewed the demographic information for both events. The OJT/SS grant requires this information to be reported. They tried to introduce some Spanish classes in Pocatello but did not receive a lot of interest in the classes. They will continue to try to offer the courses at future events. Denise provided the demographic numbers and said there is a lot of participation from the Native Americans at Fort Hall who are also a founding partner for the Pocatello event. Demographic information is provided upon registration and cannot be captured by class. Ned asked a question about the number of participants compared to the number registered. Denise explained that participants take multiple classes and are counted per class.

Denise reviewed her activities since June 2010. She attended the National LTAP conference in July where she gave a presentation on the Safety Fest in the Creative Solutions session. This session had several people from other LTAP centers sharing ideas of alternative training.

Denise gave an overview of the Lewiston Safety Fest, which was held at Lewis-Clark State College. Denise discussed the facility and talked about the number of classrooms, volunteers, parking, and food service. Denise provided details on the number of classes, instructors, vendors, and class cancellations. She described the opening ceremony and talked about the number of attendees and the speakers that presented. The number of registrants was not what they hoped; there were 208 registered, 352 participants and 15% in no-shows. Denise had contacted the media for coverage; unfortunately, they showed up towards the end of the event. Denise plans to get better coverage for the next event to help advertise and increase the number of registrants. In 2011, the Lewiston Safety Fest event will be moved from September to late October to avoid the construction season.

Denise gave an update for the upcoming Pocatello Safety Fest, which will be April 26-29, 2011. It will be held at the National Armory and the Bannock County Fairgrounds. They will be adding new classes such as heavy equipment and ergonomics. INL is the major sponsor and there is money promised for the event. Denise has already sent out the save the date reminders by mail and email. There are 36 classes confirmed and 4 tentative. Denise is reaching out to past sponsors and vendors and hopes to find some new sponsors for 2011. She discussed the details in regards to who is helping with the food service and what will be provided during the event. The Mayors from Pocatello and Chubbuck are invited again for the opening event and they will be offering prizes. Once again, she will be working with Army Family Support Group and will organize a fundraiser. BSU created the registration website for Lewiston event they will duplicate it for Pocatello. Registration begins on February 1, 2011. Denise is going to try to get media coverage for this event to increase awareness. She also plans to overbook classes in order to help with the number of no-shows.

Dan asked about the number of no-shows for the T2 classes. Lorie explained the registration and cancellation policy. John asked if there will be a Twin Falls Safety Fest and Bruce confirmed that it would be during Spring break in March. URS is reviewing the number of events and trying to determine if five are needed in Idaho. The Post Falls Safety Fest is in February; unfortunately, they are experiencing issues with funding. Denise mentioned that if the Twin Falls event does not continue, then the Pocatello event could be moved to that week in February. That would help with the location because then the college would be available. Ned commented on the participation in Lewiston and asked if there were very many from Washington; Denise said they had some that participated. Ned suggested coordinating with the Washington LTAP. Bruce and Denise said that URS has a Safety Fest in the Tri-Cities and there is one in Montana. Bruce talked about how the event itself is self-supporting and the Pocatello event helped pay for part of the administration.

Denise presented the PAR information for the Library. She has been working on converting the videos to DVD, which will be an ongoing project. She will also start tracking publications to report on the PAR.

### **Expenditures for the first half of 2010 (Bruce)**

Bruce explained the grant and the base funding for the Idaho T2 Center program. It is funded by FHWA with an equal match from ITD. This is a reimbursable grant so the paperwork is filed each month and reviewed by Steve Hyndman with ITD. It is then submitted to Ned Parrish and Brenda Wynn to process the reimbursements.

Bruce reviewed the personnel costs that include benefits for Bruce, Lorie, and Denise. There is a change in the personnel costs for the month of May and July. The impact in the June cost is when the OJT/SS services grant was activated and it incorporates some of Denise's time. The change in July was because there was a change in hours worked per week. LHTAC and T2 are now working a 40-hour workweek.

The report reflects the expenditures from January to November. The November dollar amount will change once all of the numbers will come in and be complete in December. Bruce reviewed the total number of expenditures accumulated and the original budget amount. The final remaining amount in the budget is \$63K. This amount does not include December allocations. The rent and janitorial service items will be removed from the future budget. The proposed budget will have the LHTAC administrative fee moved to the bottom of the page. Ned asked if the contractual services are for contract trainers and Bruce replied yes and explained that those expenses will be coming out the revenue account. Kelly asked why the March and April expenditures were twice as much. Bruce explained that in March we purchased a vehicle. In April, a computer was purchased and there was the expense from the regional meeting.

### **Revenues**

When the Idaho T2 Center was at the U of I, the revenue account was the property of U of I. When the Center moved to LHTAC, the account started out at zero and the grant paid for instructors and other costs. This year all of the training costs, materials, and travel came out of the revenue account. Ned asked if the travel amount is specifically for training events. Bruce explained that expenses that are training related come out of the revenue account. Non-training related expenses come out of the grant. Brenda asked about the difference in membership dues, why one amount is under regular and the others are out of training. Bruce clarified that the regular membership dues are for ATSSA and Evergreen and come out of the grant. Other dues are for registration fees, NLTAPA, and IACERS. Grant money can't be used for that activity.

### **Safety Fest**

The Center was not able to charge against the grant until the latter part of June. The funds were supposed to be available in January; however, the Center did receive authorization to carry it out until next June. The grant pays for 75% of Denise's time to administer and develop the Safety Fest. The revenue section is from the sponsorship and vendor revenues. There are operational expenses such as copying postage, office supplies, staff travel, and contractual services. Bruce discussed the remaining balance and explained that it should be zero by the end of May and only some revenue dollars will be shown.

Jim Buffington requested to break for lunch at 12:15 PM.

Meeting was called to order at 1:06.

### **New Business**

#### **2011 Proposed Work Plan**

The work plan was submitted last December and it includes the Idaho T2 Center's strategic plan and goals.

#### **Goals for the T2 Center in 2011**

##### **1. Continue the Development of the Staff and the Program**

Bruce explained that the Center uses contracted instructors to teach courses. Currently there are three instructors that work for the highway jurisdictions, and they are inexpensive to use. Professional Engineer instructors can run between \$500 to \$800 per day of training plus travel. Bruce continues to look for additional funding sources through grants, which requires a lot of Bruce's time and takes him away from teaching classes. WAQTC may provide additional funding. Bruce will also apply for another OJT services grant.

##### **2. Road Scholar & Road Master Program**

There is a lot of interest in the program due to the LHRIP grant, which gives points for participating. This encourages agencies to apply for the Road Scholar Program; however, Bruce would prefer they get involved to help develop their employees. Lemhi County has a concern about driving 3 or 4 hours to attend a class; yet when classes are held in Lemhi County, there is a small amount of participation. Dan asked about coordinating with Montana LTAP and Bruce has discussed it with Steve Jenkins, the Director of the Montana LTAP. Bruce's concern is that they don't have the same testing requirements. There has also been talk about coordinating with Franklin County and the Utah LTAP. Dan asked about making exceptions to the grant in order to encourage their attendance; he feels that it is worth discussing. John asked about a scholarship program for those counties that would help pay for travel expenses. It would be less expensive to pay their travel to attend the class instead of sending a contracted instructor to smaller

locations. Bruce explained that there is a scholarship through IACERS; Bruce agreed that it could be worth looking into covering travel costs as well. Kelly asked Bruce if its travel or lack of attendance that is the problem; Bruce answered that it's lack of attendance. The T2 Center encouraged LHTAC to make training a requirement because the grant funds were not being used adequately. Bruce feels that we need to provide them with knowledge to use the funds properly for the things they are applying for i.e. road maintenance and retroreflectivity. Dan said it might be worthwhile to communicate with the commissioners to explain what is offered and its value to help spur more interest. Ned suggested having a teleconference with the key individuals in the remote areas to discuss the services the Center provides; talk about the challenges of offering training in smaller areas; and identify their training needs. Bruce explained that Northern Idaho has a reasonable amount of interest. Franklin County, Caribou County, and Preston have enough interest; it's a matter of finding a class location. Bruce talked about contacting Lemhi County, Salmon, Challis, and Custer County to find out what their level interest is in training. Bruce needs to re-evaluate the five key areas that classes are held and expand it.

### **3. The Center will Continue to Identify and Quantify the Needs of Agencies**

This year the Idaho T2 Center is looking at a number of programs/courses that the Center is being asked to provide.

#### National Pollution Discharge Elimination System (NPDES)/ Storm Water Pollution Plans (SWPP)

Previously the Idaho T2 Center developed a Best Practices Manual (BMP) however; the information is out of date.

Bruce is working with the SEEP organization in Northern Idaho who offers training on Storm Water Pollution. Bruce has also spoken with the City of Boise about their Storm Water Pollution, however, the instructors work for the city and one does not have enough time to teach for the Center. Bruce would like to use the SEEP program and develop it so it applies to northern and southern Idaho. Bruce hopes to arrange this by next fall.

#### Western Alliance for Quality Transportation Construction (WAQTC)

Bruce is working on the WAQTC training; however, he isn't sure of the demand. He has had some LHJ's express interest in attending but may not want certification. The certification (construction, materials, and asphalt) is 40 hours of training plus the test, which is 2 to 4 hours. John asked if the training applies to the Road Scholar program and currently, it does not. John thought it might be worth looking into; Bruce agreed saying that it is something they can review and possibly revamp the Road Scholar Program. Bruce described the training content and if it would apply to the Road Scholar program. Kelly asked if this training is aimed towards meeting the requirements for Federal Aid projects and Bruce said yes. Dan asked about the benefits of having someone certified and would they still need consultants. Bruce said that you could use your certified employees to do the QA testing. Bruce said that some of the smaller areas might not benefit from the training since they may not have a project except for every few years and might not retain the information. In addition, ACEC can only offer the test, so if the person has not been doing the testing, they won't be able to pass the exam. Bruce suggested collaborating with ITD and ACHD on the training. The Transportation Core Curriculum Committee (TCCC) website has taken the training and encapsulated it into an online training course.

John asked if the Center has considered putting the Road Scholar courses online. Bruce said he hasn't, but suggested meeting with the board to discuss it. There are courses that can be taught online or through web conferencing. Bruce explained that most staff members are kinesthetic which requires them to touch and feel. To do online training, you need someone who is audio and visual. The most effective method for kinesthetic people involves hands on training. Bruce will look at what courses that could apply such as basic math.

Ned suggested offering another survey that explains the courses offered and ask what the need is in each district. Bruce suggested having the Advisory Board attend some online courses and web conferencing and provide feedback. Then the group could determine what to incorporate into the training and release it to the general audience and gather feedback from them. Ned also suggested having some focus groups with people who have attended our classes and do it in conjunction with the Safety Fest. Bruce thought it was a good idea and said he could set that up for the Pocatello Safety Fest.

#### Retroreflectivity Training for Inspectors

Bruce covered the retroreflectivity training earlier in the meeting. Bruce needs to contact Lori Stensland from ITD about her class.

### **4. The Center will Continue to Focus on Safety Issues throughout the State**

Bruce worked with the Office of Highway Safety to have them provide the top 50 crash locations in Idaho on the rural system. Bruce displayed a map of District 6 on Hwy 48 between Rigby and Robbins. Bruce explained the number of crashes that have occurred on one section of the highway by Lewisville Corner. District 6 is looking at making that a safety corridor. Bruce talked about the number of crashes in District 5 by the Bonneville County and the town of Firth. Some were on the rural and some were on the state highway. They want to use the HSIP funding and divide the money based on three factors: serious and fatal crashes; the number of lane miles; and vehicle miles traveled. Then they would look at locations and talk with the local agency to determine the possible issues. If they don't know, then you would conduct a road safety audit and identify the problems. The HSIP program will look at entire system and look for systematic improvements and safety corridors. They have established a methodology for the division of

the funding and discussing whether to allocate it to the ITD District and have them administer to the local agency funding. It might also be allocated to LHTAC and the MPO's to distribute. Ned asked what the Idaho T2 Center's role would be. Bruce has been asked to be the primary contact for the local agency's based on his involvement and knowledge. The T2 program would work with the jurisdictions to do road safety audits, develop the proposal, and then turn it over to FHWA. Bruce would like to help local highway jurisdictions by providing an audit team, make recommendations, and then have the local jurisdiction apply for money for those project funds to improve it or make a safety corridor.

## **5. Meeting the Center's Customers**

Bruce has been traveling frequently to do Road Scholar and Road Master presentations. Bruce discussed the benefits of him being able to speak to the county commissioners and city council members to educate them about what the Idaho T2 Center offers. Bruce also feels it's important to recognize the accomplishments of each recipient in front of the commissioner and council meetings.

## **National Meetings and Conferences**

Bruce has attended the following Transportation Research Board (TRB) committees:

- Low Volume Committee
- Snow and Ice Committee – tries to attend; it conflicts with the Low Volume Committee
- Safety Subcommittee (Proposed) – Bruce has been asked to join
- Chemical and Mechanical Stabilization Committee (Proposed) – Bruce has been asked to join

NLTAPA committees:

- Safety Working Group – Bruce has been asked to co-chair this group.
- NLTAPA Meeting - TRB Meeting is January, Washington D.C. and national meeting will be in Boston, MA in August. Bruce would like to propose that the chairperson from our advisory board attend the National LTAPA meeting and the T2 Center would cover the cost of travel. Bruce feels this will help them become more informed and they will have a greater value of understanding. Dan and Kelly agreed it would be worthwhile. The Regional Meeting is scheduled for Arizona at the end of June.

NACE Conference, Minnesota – is scheduled for April.

ATSSA Conference, Arizona – As part as of the contractual agreement with ATSSA, Bruce is supposed to attend their annual conference. Bruce is trying to determine if he has the availability to attend.

## **FHWA Work Tasks**

The Idaho T2 Center staff is still working on the CAR (Center Assessment Report) and PAR (Program Assessment Report) for 2010. We are required to have those submitted to FHWA by the end of January of 2011. A copy of the PAR will be sent to everyone. Bruce reviewed the spring class schedule.

Jim Buffington called for a break at 2:33 PM

Meeting was called to order at 2:49 PM

## **2011 Proposed Budget**

### **January to June 2011**

Bruce reviewed the proposed budget for January through June 2011. The carry-forward is estimated at \$45K plus \$62K from the revenue account, which gives \$107K. Bruce explained that the revenue account would fluctuate from month to month so he averaged it across. He does not anticipate a change in wages and benefits through July and has \$18K budgeted a month. Bruce reduced the printing costs and copy costs; then averaged and flat lined them across the budget. May has \$10K amount for travel to the NLTAPA meeting and \$3K for the regional meeting. There is \$600 a month in contractual services and other activities. Ned asked if contracting instructors were included; Bruce said no, that amount was not included. Last year \$37K was spent for instructors. Bruce would like to decrease that amount by hiring a seasonal instructor. If that occurs, then the budget will change. The estimated amount to be carried over for the next six months is \$95,548; this is subject to change once the contractual services are added to the budget.

### **July to December 2011**

The July to December proposed budget is essentially the same except the travel expenses were removed. Ned asked about the increase for personnel in September. Bruce explained that he is not sure he is going to be able to get OJT/Supportive Services grant and he may need to add Denise's wages back into the budget. Bruce may pursue some grants through OSHA if the OJT/SS grant does not come through. Ned asked about the \$3K for capital equipment for equipment in May and July. Bruce said the \$3K should

be in July because he would like to replace Lorie's computer. Her pc is from the U of I and is approximately six years old. It was determined that the \$3K in May needs to be removed.

Ned asked what the \$400 a month is for in the Office Equipment/Comp/Furniture line item. Bruce explained that money has been used for furniture in the past and that we will be purchasing for more storage cabinets above the video library. The expense amount for 2010 budget was higher due to the office move. After some discussion it was determined the amount for the office furniture line item can be reduced. Ned commented that the travel budget is excessive for the size of the organization. Ned feels that money could be used for scholarships or for agencies that need to travel. Bruce explained that for the classes he teaches in Northern Idaho, he has to fly because it's a cheaper. The majority of Bruce's travel and some of his staff are out of the general grant. Ned suggested breaking it up by in state and out of state travel. Bruce said last year's travel was \$34,800 from the expense budget. Travel in January for \$1,542 was TRB; March was the regional meeting; July was the NLTAPA in Oklahoma City; the other amounts are for Bruce's national meetings. Jim commented that if the travel amount were to decrease that something would need to be removed from the agenda. Ned said that it might not be necessary to send the entire staff to the national meeting and possibly rotate each year. Kelly feels that it is important to keep personnel trained because if you don't the entity will suffer. Kelly said if money were short, then it would be worth reviewing. Bruce explained the value of the national meeting and the training it provides for managers and administrative staff. Jim said that he is not able to attend all of the training events offered at the highway meetings so he would have others attend different sessions. Dan asked if the training offered at the national meeting is at the regional meeting too and Bruce said no, the regional meeting is completely different from the national meeting.

Bruce would like to wait to approve the budget due to the changes that need to be made and Bruce will resubmit the budget to the board.

#### **Part-Time Employee Discussion**

Bruce provided a breakdown on the cost of contracted instructors. Bruce is still teaching and is out of the office frequently and this affects his responsibilities as the manager. He reviewed the cost for each instructor and the classes they teach. The instructors that are Professional Engineers increase the cost significantly. Bruce then reviewed the cost of the courses with a comparison of the contracted instructor versus a part-time employee. Bruce gave an example of the Speed Limit and Speed Zone class which the Center is subsidizing the cost of the course. Bruce has talked to some retired Professional Engineers that might have an interest in teaching. Bruce reviewed the cost of having a part-time instructor who would teach three months in the spring and two months in the fall. Bruce would like to have one person teach this spring and then evaluate the results. Bruce explained that LHTAC currently has 18 employees; once there are 20 employees, the workers compensation increases. Brenda asked if the person would be a contract employee. Bruce said he would like to bring them in as a temporary employee and that the position would not have benefits. It would also help because ICRMP will insure them to drive. In using contracted instructors, we have to pay mileage; the part-time person could utilize the T2 vehicle. Kelly asked Bruce if he has looked into unemployment benefits. Kelly explained that if they work a certain amount of hours, they might be able to come back on employers for unemployment. If it is an exempt employer, the money could come directly from the employer if they are not a part of the insurance fund. Bruce said he would look into the details.

Jim Buffington asked for a motion to accept a part-time employee.

Kelly Brownsberger made the motion to accept with the stipulation of monitoring the progress.

Seconded by Dan Copeland

Motion to accept; all in favor

Bruce asked the board for a recommendation on proceeding with WQATC. John said it would be a benefit to jurisdictions that have an engineering department; it would not be as beneficial for smaller jurisdictions that have projects periodically. Kelly asked who would provide the certification to consultants if the Idaho T2 Center did not offer it. Bruce said that ACEC wants to get out of the business so if the Center did not provide it, there would be no other options to get the certification. Jim said he can understand the need for ACHD and he would support the T2 Center if it were a cost benefit for the T2 program. Dan agreed with Jim and said it would be a benefit for some counties or highway districts but not others. Bruce said there might be some entities that are on the verge of being large enough but don't have the resources and could use the training. There could also be smaller entities that would like to get into material testing but not obtain the certification. The certification is not required; they can still go through the class. Dan commented that everyone uses processed materials and you buy it from a contractor or make it themselves. Dan felt there would be a large amount of cost savings from doing the material testing. The consensus from the group is that they recommend the Idaho T2 Center provide the training.

Bruce asked if the motion to accept the budget could be postponed until he makes the necessary changes. Final discussions were made and the meeting was adjourned at 4:00 PM.