

Advisory Board Meeting Minutes
Idaho Technology Transfer (T2) Center
3330 Grace Street, Boise, Idaho
June 9, 2011

The meeting was called to order by Jim Buffington at 9:05 AM

Introductions: Attendees introduced themselves; Don Barr and Brian Christiansen are new members who are attending the meeting for the first time. Dan Copeland and Brenda Wynn were not able to attend the meeting.

Attendees:

Brian Christiansen, City of Ketchum
Bruce Drewes, Idaho T2 Center
Denise Shields, Idaho T2 Center
Don Barr, City of Nampa
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 (second half of meeting)
Lorie Cover, Idaho T2 Center
Ned Parrish, ITD
Rob Simon, Clearwater County Road & Bridge
Steve Hyndman, ITD

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 John Zamora
Motion to accept the minutes; all in favor

Old Business

Annual Report for 2011 – Highlights

At the December board meeting, Bruce reviewed the number of training events for 2010. At that time Bruce felt that the Center had reached its maximum with a 136 classes offered in 2010. Currently, the Idaho T2 Center has offered 105 training events within the first half of 2011. There were 2,007 students with 11,147 contact hours.

From January to present, Bruce has completed 39 training events and Bruce reviewed the types of courses he taught. A new event offered was the Gravel Road Stabilization seminar. It was held in northern Idaho and 45 people attended. Kelly Brownsberger from Post Falls Highway District, Roadwise, and Northwest Chemical helped to support the event. Steve Monlux, Gravel Roads & Design instructor, and Ken Skorseth from the South Dakota LTAP each gave a presentation. The weather affected the demonstration and they were not able to apply the chemical. It was an inexpensive event; Roadwise provided lunch, Northwest provided the chemicals, and the presenters donated their time. The T2 Center spent \$250 on the seminar. Northwest Chemical would like to help provide more of these events around the state and they are willing to provide the lunches and the chemicals. Bruce would like to work out an agreement with them.

Meeting and Conferences attended:

Bruce reviewed all of the meetings and conferences that he has attended this year. There is a monthly meeting with ITD Office of Safety regarding HSIP. Due to training, Bruce has not been able to attend that meeting on a regular basis. He also has a monthly telephone conference call with the NLTAPA Safety Committee. Next week he will go to Austin, Texas for the NCHRP peer-to-peer exchange on safety. The travel costs will be covered by NCHRP. Bruce attended and taught at all of the Safety Fest events around Idaho. He has taught Defensive Driving and he co-taught the MUTCD course with Lance Johnson from FHWA.

Special Projects:

The OJT/SS Grant will end this month and there is a new application that has been submitted through the OJT group at ITD. Liz Healus from ITD indicated that FHWA might not allocate the funds for the grant until this fall. This will affect the budget since Denise's time has been supported by the OJT/SS grant and her time will need to be moved over to the T2 grant.

The Traffic Monitoring Course was offered in five different areas of the state this year; only one class occurred. The others were cancelled due to lack of participation. The Center will continue to offer that class. The work is performed by a contractor and Bruce will evaluate the cost of the class before continuing.

Upcoming Concerns

1. The Center will be under a continuing resolution until 2012 at the soonest.

The Transportation Act will affect the T2 program either positively or negatively depending on what congress decides.

2. What will be the funding level of the program once reauthorization is complete?

3. Being able to add staff to reduce the current workload of the staff.

Lorie and Denise have a heavy workload. The LHTAC council approved hiring Doug Chase as a temporary staff member. Doug has been teaching the Roadway Drainage, Roads Safety 365 and Speed Limit and Speed Zone classes. Doug will also be working on the BMP training this fall and next spring.

Introduction of part-time instructor (Doug)

Doug grew up in Mud Lake, ID, went to U of I and received a Bachelor of Science in Civil Engineering degree and Professional Engineer license. He worked at INEL on the loss of fluid test reactor. Then he worked for ITD for over 33 years. Doug gave a list of the classes he currently teaches for the Idaho T2 Center and he will be working on the Environmental BMP class. Bruce explained that LHTAC and ITD are a part of a resource oversight group with DEQ. The group would like to see a standardization of storm water training across Idaho. This coincides with the training that the T2 Center is looking into providing. The BMP training that Doug is working on has been offered in northern Idaho through the Stormwater and Erosion Education Program (SEEP). SEEP is a partnership with DEQ and the Northern Pack group along with other contractors and consultants. Bruce is negotiating with SEEP to bring a course to southern Idaho. They are in the process of finishing the MOU and Doug will teach the course.

Courses Taught (Lorie)

PAR & Idaho T2 Center Courses

Lorie reviewed the PAR for the classes offered from January to June. The Center provided 49 classes for the first half of 2010; the number of classes has increased for the first half of 2011. Lorie reviewed the different sections of the PAR and the classes that are listed under each section. Currently the Center has not offered any Work Safety courses; however, there could be some offered this fall. The Road Safety Audit course was a new class that Bruce taught in Boise. The Gravel Roads Maintenance and Design course was primarily offered in southern Idaho and the Center hopes to offer it next spring in northern Idaho. The Preston area is very interested in having the Road Safety 365 course. There was one class scheduled there, but not enough people to attend. The contractor who teaches the course, L2 Data Collections, does a lot of work in eastern Idaho so Lorie will coordinate with them to offer a class in Preston when they are working in the area. This year the Center offered four Basic Welding and four Advanced Welding courses in Post Falls, Lewiston, New Plymouth, and Hailey. Lorie explained that the Center offered a welding course in 2010 through CWI and they could only accommodate 10 people per class. Tom Cook, who is a welding instructor, was able to accommodate up to 30 people in each class so there was a large increase in attendance. Overall class attendance increased this spring. The Center is seeing an increase in participation of the Road Scholar program, primarily due to the LHRIP grant. The classes offered in the Twin Falls area were overbooked. There are many new agencies from smaller areas attending. Lorie reviewed the 2010 courses and compared them to the classes that have taken place so far in 2011.

Summer Projects

Lorie will be working on the fall and spring course schedule and hopes to have it published by late summer. Lorie gave a brief overview of the proposed classes for this fall and next spring. The list was not complete and there will be more classes added. Bruce and Lorie will review the classes to be offered. Due to Lorie's workload this spring, she has not had time to arrange Road Scholar and Road Master presentations. She will be making arrangements for the presentations this summer. Bruce has asked Lorie to develop a procedure manual. The manual will include detailed instructions on how to arrange classes and how to use the database and website. Lorie would also like to create a booklet to distribute to the LHJ's. It would include a list of all the classes offered, class descriptions, registration fees, how to register and detailed information on the Road Scholar program.

Activities

Lorie reviewed her activities from January to June. Lorie explained some of the day-to-day activities that were hard to keep current due to her increased workload. Bruce has asked Lorie for a list of responsibilities that could be off loaded. Lorie has been keeping the website up to date and making any necessary changes regarding the Advisory Board and upcoming events. Lastly, Lorie reviewed the Road Scholar Program awards and who will receive theirs this year. Lorie also mentioned that the Center would be working with BSU to create a better way of tracking the participation in the Road Scholar Program.

Safety Fest (Denise)

PAR

Denise reviewed the Safety Fest PAR report for the Pocatello event that was held in April. The participants are listed by who actually attend the courses. There were 48 courses offered with one cancellation, 847 people in seats and 3,349 participant hours. All courses are taught by volunteer instructors from private industry, ITD and other different agencies around the state. The PAR also reflects the Library activity in regards to videos and DVD's loaned; there were 1,597 viewers for the first half of 2011. It also includes the number of brochures and publications that are distributed through conferences.

Denise assisted with the Boise, Post Falls, and Twin Falls Safety Fest events. She helped with registrations and acted as a class monitor. She managed the T2 Center's vendor booth at the Boise and Twin Falls events and she helped coordinate the food service for Post Falls.

In January, Bruce and Denise traveled to Pocatello and Denise was able to get media coverage for the Pocatello event to encourage participation. They also finalized the arrangements with the Armory and Fairgrounds. There were more rooms available this year since the guard is deployed. In February, she worked on the Statement of Work for the new OJT/SS grant. She is also working on the final accomplishment report for the first grant. January through April, Denise coordinated with sponsors, vendors, and volunteers, on the signage and event location needs. She worked with the Founding Partners and instructors to finalize the agenda. The website sends an email to students with their class schedule, which helped to remind students to cancel, if needed. There were many no-shows; Denise will continue to work on how to reduce the number of no-shows in the future.

Pocatello Safety Fest

The Pocatello Safety Fest was April 26 – 28, 2011. The space at the Fairgrounds was donated and a usage fee was paid for the space at the Armory. The Armory has a standard fee required; however, they gave a discount for allowing their personnel to attend. Bruce explained that the National Guard is willing to donate the space; however, the army wants to charge a fee. They do not know if they are going to have to pay a fee for the facility at the Post Falls event. A thank you letter was sent to the Armory with a copy sent to the Chairman of the ITD Board and the Governor's office. Hopefully the Center will get the support to hold the activities at the armories at no cost.

There were 100 people for the opening ceremony and the Mayor of Chubbuck and Pocatello attended. There were 43 volunteers and class registration increased by 200 people. There were 1,301 registered versus number of actual attendees. The City of Pocatello offered a shuttle bus, which resolved some parking issues. Lunch was offered each day. ISU, a founding partner, brought people to help with registrations and they had a program to film some of the classes. Denise reviewed the total participant numbers and ethnicity. They are continuing to reach out to minority groups and the TERO. The new TERO director was very involved and helped with sponsorship funds.

Lewiston Safety Fest

Denise is now working on the Lewiston Safety Fest, which will be October 25 -28th. It will be held at Lewis-Clark State College and registration opens August 1, 2011. She had a conference call with the Founding Partners in May and determined the agenda. They have not received very much participation from the Nez Perce tribe due a lot of changes in their organization and they have an interim director. Denise has half of the instructors confirmed for classes. She has been contacting businesses in the area and is looking for vendors for \$200 a booth. They need a sponsor to offer lunch for the first day; food service is also provided at the college. The opening ceremony will be in the middle of the first day; they hope this will encourage more people to attend. The registration website was setup previously; Denise needs to add the new class data. She is still working on the agenda and would like to have that complete before sending any information. MSHA is a founding partner but they have a national conference that week so Denise does not know if they will participate. She would like to finalize the class schedule and arrange for media coverage in July. The attendance was low in 2010 and they hope to build it this year.

Idaho T2 Library

Denise is still working on keeping the library up to date and the Center would like to purchase new videos. She is copying videos to DVD, reviewing, and replacing outdated videos. Denise is going to contact other LTAP centers to get information on obtaining new material. Denise is tracking publications and will organize them and create inventory list. She would like to create an online catalog or PDF document to publish available publications.

Denise will be working on a procedure manual for the Safety Fest. She will document steps to be taken, who to contact, and provide timelines. She also updates the website by adding new video information and manages the content for the Safety Fest websites.

Jim Buffington called for a break at 10:37 AM

Meeting was called to order at 10:48 AM

Expenditures for Jan 2011 to June 2011 (Bruce)

Bruce reviewed the expenditures from January to May. The amount of funding used is \$100,703, with a remaining of \$171,721 out of the \$280K for the program plus the carryover amount.

Revenues

From FY 2010, the center carried \$52K over into 2011. Any training related activities come out of the revenue account. This includes Doug's expenses, contract services, class materials, and some travel. June expenses and invoicing are not included in the total amount since they are not complete at this time. There will be revenue coming in June and July once agencies pay their invoices. Bruce projects that once all of the fees are collected, there should be approximately \$56K to carry into the fall.

Rob asked for clarification on the two different budgets. Bruce said that he would cover this in more detail later in the meeting. He explained that there are three budgets: the T2 grant, the revenue account, and the OJT/SS grant. Bruce did not include the OJT/SS grant because it is at zero.

Ned inquired about the personnel total in the expenditures and asked if the \$17K was the amount remaining for the year. After reviewing the numbers, Bruce determined that the \$96K should be for part of the year; Bruce said he would get clarification and make the correction. Additional expenditures that are coming up include the regional meeting that will be taking place this month; Denise will not be attending due to vacation. The national meeting will be the first week of August and the T2 staff and Chairman Jim Buffington will be attending. After additional review, it was determined that the line items for building rental and janitorial services need to be removed from the expenditure budget.

Bruce explained that the T2 program was set up as a calendar year; however, LHTAC and ITD run on a fiscal year from July to June. The new proposed budget will be from July 1 to June 31. Bruce asked the Advisory Board for their opinion on having a budget that is in line with LHTAC's fiscal year. There was discussion on why the Center was originally setup as calendar year. Bruce explained that currently the allocations are not available the first of the year due to the continuing resolutions. Bruce asked Ned Parrish and Lori Porreca if there is a problem with doing a proposed budget on the state fiscal year or the federal fiscal year. Lori does not see a reason why it could not change; she will check with the finance person at FHWA.

New Business

Bruce provided information on the history on the LTAP/TTAP program and the Idaho T2 Center. Bruce explained how the program was funded and that originally it was a very small \$6M program. The Transportation Act in 2000 expanded the LTAP funding to \$8M; this increased the Center's funding to \$110K from Federal with an equal match from the state. After the SAFETEA-LU authorization, the Center increased to an equal match of \$140K from both Federal and state. The state match is divided by \$60K from the metropolitan group, \$60K from the Rural STP program, and \$20K from ITD. Bruce gave a brief description of how he started with the program and his involvement with LTAP at a national level. This included being a part of the Executive Committee for several years and helping to develop a strategic plan. Bruce reviewed the LTAP focus areas and explained there are performance measures for each of those areas. They include the number of training courses, newsletters, and published resources. The Strategic Plan states that we have reporting requirements and it outlines the roles and responsibilities by the stakeholder. In 2008 when the program moved to LHTAC, Bruce updated the strategic plan for the Idaho T2 Center. This information is included in every work plan Bruce submits. Bruce reviewed the T2 Centers core values, vision, mission, and focus areas.

Bruce reviewed the goals for the T2 Center in 2011 and noted that he added a new goal.

1. Develop resources and beneficial partnerships

The partnerships that have been established to develop the Safety Fest are an example. The Center will need to establish new partnerships to help establish resources for the program. Bruce is currently working with DEQ and he would like to talk to the AAA Foundation. AAA has a partnership with the Montana LTAP/TTAP program and they provide resources for safety related training.

2. Continue the Development of the Staff and the Program

Develop the Center's staff and the instructors. The center uses some instructors from local agencies and there are certain requirements that have to be met in order to teach.

3. Road Scholar & Road Master Program – to be discussed later in the meeting.

4. The Center will Continue to Identify and Quantify the Needs of Agencies

This is done through the interactions with local agencies at training events and meetings. The Center also sends a survey to solicit feedback, which needs to be redeveloped and distributed within the year. The Center is developing the MOU for the National Pollutant Discharge Elimination System and stormwater plans. The WAQTC has been put on hold. ACEC is going to continue offering the certification and the T2 center does not have the resources. Another need is the Retroreflectivity Training for Inspectors. Bruce has a course that he may offer and has received some requests for the training. Bruce is going to contact Lori

Stensland with ITD and see if the course ITD offers is applicable.

5. The Center will Continue to Focus on Safety Issues throughout the State

The Center continues to have discussions with ITD on the HSIP program. The Center is trying to determine a way of using the data that has been developed to assist the local agencies in identifying high crash occurrences and how to correct them. The HSIP funding has not been authorized. LHTAC and ITD are discussing how it should be allocated. Bruce is not certain that the program will move forward.

6. Meeting the Center's Customers

Continue to meet with customers through training and Road Scholar presentations. Bruce also attends the IACERS, Highway District, and City Association meetings.

Bruce reviewed additional meetings and conferences that he would like to attend this year and asked the Board for their approval. Kelly asked if there is money in the budget and Bruce said that this discussion could be postponed until after the board reviews the proposed budget. Kelly said he would approve if the funds were available. Steve felt that money could be one issue, but he asked Bruce if he had the time to attend, and suggested prioritizing the conferences. Bruce said that his attendance would also depend on the LHTAC Council approving the budget next week.

Ned said he thought that the new ICAP rate would include staff travel and that it would not be billed directly to the grant. Bruce said that in the proposed budget with the ICAP rate, the staff travel for NLTAPA meeting is set up as a separate line item. Ned said the information he received showed staff travel as an indirect rate. Bruce clarified any travel for training is from the revenue account and the only travel billed to the grant is the staff travel to the national conference.

Jim Buffington made a recommendation to wait until the budget is reviewed to make an approval.

Road Scholar Program

Bruce said the Center is able to offer all of the required courses for the Road Scholar program except for Communication Skills and Supervisory Skills. Bruce has had several people teach these classes and the courses lack consistency or the instructor is not interested in traveling the state. Bruce has decided to have Doug teach the classes. Steve asked if these are Workforce Training classes that colleges share the curriculum and provide an instructor but do not travel. Bruce explained that he worked with CWI last year and discussed the curriculum and the students attending. They were willing to teach the course but they want the students to travel to their location and Bruce also felt the level instruction was college level. Bruce also had an elementary school teacher in Cottonwood teach a course but he has not been able to get in touch with her. Bruce explained the value of having the course and felt there are many technical employees moving into supervisory roles.

Bruce asked if the Road Scholar program needs to be expanded. There has been some consideration to offering a program for clerks and supervisors. Don explained his administrative assistant is close to finishing the Road Scholar Level 1. Don feels it has been beneficial because it gives her better understanding and helps her to answer questions. Jim said he sees a need for more computer skills for the ACHD clerks and zone inspectors. Rob felt that the communications class would be beneficial for clerks since they interact with customers. Steve agrees it is necessary to assess the needs of the employees and to offer communications and computer courses as opposed to having a dedicated program. Ned suggested sending a survey to assess the needs and ask for feedback on these types of courses. He also suggested having some small focus groups with the clerks. Bruce agreed and said these focus groups could be held at the Highway District meeting and the County and City Clerk meetings. Steve asked for an estimate on the total number of Road Scholars and Road Masters program. Lorie did not have the information on hand but she can provide it if needed.

Jim Buffington requested to break for lunch at 12: 15

Meeting was called to order at 1:00 PM

2011 Proposed Budget

LHTAC, ITD, and FHWA recently discussed standardizing the overhead rate. The rate has been adjusted once since the T2 Center joined LHTAC, however, there is concern that LHTAC may be over subsidizing the T2 program. The proposal is to use personnel costs and benefits for the basis of the overhead rate. There will be a standardized overhead rate for all the programs within LHTAC. The rate that is being proposed is 77%. The new budget has been condensed and does have a breakdown of all the line items. Bruce reviewed the grant portion of the budget and explained the new format. The \$280K for the program minus the personnel, overhead rate, and expenditures equals approximately \$452K leaving a deficit of a \$172K. Lance will ask the LHTAC Council to provide additional federal authorization to accommodate for the shortfall. He will also meet with the urban committee to allocate additional spending authority. Lance explained that revenue would help to decrease the deficit amount. The revenue amount has been ranging from \$60 to \$65K making the deficit approximately \$110K. Currently the cost is shared equally between the rural and urban

groups and that would equate to \$55K each. LHTAC will meet with the urban committee in late June. LHTAC is responsible for 20% of the urban committee's obligation authority. LHTAC would be able to meet \$65K and then they will ask the urban committee if they would be willing to allocate \$45K. If they do not want to contribute, their members might have to pay a higher course fee of approximately \$100 per person.

Lance said they reviewed the option to have different ICAP rates for the different programs within LHTAC; however, it was determined that it would not make a substantial difference. Lance had the office manager perform an analysis on the total amount that is needed. Lance reviewed the amounts for the T2 Center staff salary, direct and indirect expenses. Lance explained how LHTAC incurs costs for the T2 Center by LHTAC staff members attending meetings, answering phones, and processing invoices that are related to the T2 Center. Lance said this is an ongoing annual negotiation and LHTAC reviews the overhead rate with ITD and FHWA to make sure the methodology is still working. Ned asked if the 77% rate is lower than where they would see the rate being in the long term; Lance said yes but the process is the result of how much is billable and non-billable. Ned wanted to know if the commitment that LHTAC is asking of the urban committee would be for the year or for a long-term commitment; Lance said it would be long term.

Lori asked if the budgets for the revenue account and grant would be joined to accommodate for the shortfall. Bruce said the accounts would be kept separate; part of the funding from the revenue account will be used to cover some of the ICAP rate. Lance explained that the difference between the cost of courses and the revenue incurred would be the carryover amount and would serve as a reserve account. Steve thought the \$65K was high because he assumed the revenue account was money to cover costs and Lance said some of it is covered in the overhead costs. Bruce explained that the revenue account was zero when the T2 Center moved to LHTAC and contractual services came out of the grant. Eventually the revenue account grew and the costs were charged to the revenue account. In the next fiscal year, the estimated amount in the revenue account before expenses is \$118K. After expenses, the remaining amount is approximately \$29K. Lori asked how the \$65K in shortfall would be covered with less than \$30K in the revenue account. Lori also asked if the center is being charged double for course materials through the revenue account and the ICAP rate. Bruce said the course materials and contractor fees do not come out of the ICAP rate. There was discussion on what the actual remaining amount would be in the revenue account. Bruce said the \$55K in carryover was from the last two years and the revenue account almost breaks even. The \$28K remaining is due to the carryover from the first of the year. After reviewing the remaining amount in the revenue account, Lance said the \$65K would be the actual amount needed. Based on historical data, the urban areas participate in training more than the rural areas. John said increasing the course fees in small amounts might help as opposed to asking for a larger amount at once. Bruce said the program is reviewed every year to determine if the program can be sustained or if it needs adjusted. The Center has not received an increase in the grant since 2000 so fees have been increased gradually to help cover the cost of inflation.

Lori made a statement about the how the T2 Center charges all of the labor costs directly to the program; where LHTAC charges a varying amount depending on what is billable. Lori said by having the same indirect rate, the T2 center is taking a disproportionate amount compared to the other programs. Lance said they were encouraged to use the same overhead rate for all of their programs. Lori explained that FHWA does not encourage the same rate and they can propose different indirect rates if it makes sense for the actual services that are being used. Lance explained that the actual costs are still \$110K; however, he noted there was a difference between the numbers because the revenue amount of \$60K was included in the budget; this will need to be revised. Lance will verify the ICAP information and the actual dollar amounts with Susan once she returns from vacation. Lance explained that the rate could be reviewed and renegotiated if necessary. Steve asked what if the urban committee does not agree; Bruce explained how there are different fee structures for each group. If the urban committee does not approve, there would be a new fee for MPO's.

Lori proposed to accept the budget and approach the LHTAC Council about covering the shortfall. Lori clarified that if the Council does not cover the shortfall, the next step would be to increase the course fees to raise the revenue. Lori suggested reworking the budget to provide more clarification. She felt it would make more sense to rework the budget and make sure nothing is missing rather than raising the class costs and putting the burden on the locals. Lance said that LHTAC is more than willing to re-evaluate and make any necessary changes. Lori requested a list showing what is included in the direct and indirect expenses. Ned said he would like to see the budget broken out to show how the direct and indirect costs are associated with the ICAP rate. Lance said Susan could provide the ICAP methodology to show what's included in the rates and how it's calculated. Bruce said Susan could show a line item under the expenditures of direct and indirect costs and carry it through each month. Bruce summarized the discussion by saying the budget will have some modifications and there will be clarification of the direct and indirect expenses provided to the Advisory Board. Bruce said there would not be a determination made on the budget until the end of June once the LHTAC Council and Urban Committee have met to make a decision on the spending authority. If the spending authority is not allocated, there will need to be a discussion with the Advisory Board on how to make up the difference. Bruce advised moving forward with the budget with the caveat of communicating the budget modifications and the funding results to the Advisory Board.

Jim Buffington made a motion to move forward with the budget with the caveats that were discussed.

Kelly Brownsberger made the motion to accept

Rob Simon seconded the motion

All in favor, motion accepted.

Bruce reviewed the conferences that he would like to attend. Kelly asked Bruce if he would have the time. Bruce said the conferences would affect his time in July, however, the Center does not offer training during that time. Bruce said it would affect some of his managerial responsibilities, but he feels there is value in attending because they provide beneficial information. Rob asked what the difference is between the NLTAPA and TRB/NLTAPA. Bruce explained that one of the National LTAP Association meetings is held in conjunction with the Transportation Road Builders meeting to reduce the amount of travel.

John suggested reviewing the conference agendas for crossover information between the International Low Volume Roads Conference (LVRC) and the National Dust Scan Conference (NDSC). Bruce has the agenda for the Low Volume Conference; the NDSC has a tentative agenda right now. Bruce explained the LVRC addresses low volume roads all over the world including paved and gravel. Some sessions may overlap; however, Bruce has to choose which sessions to attend since he cannot go to all of them.

Steve suggested committing to the upcoming conferences and to wait on making a decision for the Dust Scan event. Steve then suggested using discretion on which ones to attend depending on the funding that is available. There was discussion on whether Bruce needed approval now for the conferences since the Advisory Board will not meet until December; it was decided that the Board could vote electronically.

Jim asked for a motion to approve attendance for the first three conferences and to approve the remaining two events electronically.

Steve Hyndman made the motion to approve

Kelly Brownsberger seconded the motion

All in favor, motion accepted.

Jim asked for additional items to discuss. Steve asked about who attended the staff retreat and for feedback on the event. Bruce explained that Lance and Susan organized an offsite event. There were presentations on each of the programs within LHTAC and also a Myers-Briggs presentation and assessment. There were some positive implementations from the meeting such as having monthly management meetings and formal staff meetings within each group.

Jim Buffington asked for a motion to adjourn

Motion to adjourn by Kelly Brownsberger

Seconded by Steve Hyndman

Motion to accept; all in favor

Meeting was adjourned at 2:30 PM