

Advisory Board Meeting
Idaho Technology Transfer (T2) Center
June 11, 2009
Red Lion Downtowner, Boise

The meeting was called to order by Nate Marvin at 9:30 AM

Attendees:

Nate Marvin, Chair – City of Weiser
Kevin Eckersell, Bonneville County Road and Bridge
Brenda Wynn, ITD (First Half of Meeting)
Ned Parrish, ITD (Second Half of Meeting)
Leroy Lewis, Jerome Highway District
Steve Hyndman, ITD
Kim Reed, Gem County Road and Bridge
Bruce Drewes, T2 Manager
Lorie Cover, Training Coordinator

Minutes from the last meeting:

Nate Marvin asked everyone to review the minutes.
Motion to approve the minutes by LeRoy Lewis.
Seconded Kevin Eckersell
Minutes were approved.

Idaho T2 Center Manager Comments

Bruce Drewes addressed the 2009 Annual Report. At the last board meeting, the future funding was discussed and it was decided that the T2 Center would operate with two full time employees. Bruce had also estimated that after the move to LHTAC, the T2 Center would have the video library available and courses offered by March. The Center was fortunate to have all of that up and running in February. The Center is not completely settled because of a pending move to a new building this winter and the development of the new web page. The office space for the T2 Center is maximized, but we hope to gain more space with the new building. In getting the T2 Center up and running, there were a few minor struggles. The U of I was technically advanced and LHTAC did not have the same technical resources available. A few of the issues were the integration of data, managing the contact list and starting the web page. LHTAC has since hired an IT company to manage our servers and we are in the process of having the website redeveloped by BSU Printing & Graphics.

Bruce mentioned that LHTAC had decided to change his title from Director to Manager. Bruce has been very busy teaching classes. He has taught 23 workshops around the state and presented 10 Road Scholar/Road Master presentations.

This year the FHWA Idaho Division Office has requested a monthly research meeting with them and ITD and the meetings have been beneficial. Attendees for the meeting are John Perry – FHWA, Ned Parrish – ITD, Lance Holmstrom – LHTAC and Bruce for the T2 Center.

Bruce applied for a Civil Rights Grant through ITD and FHWA. This grant would allow the T2 Center to participate in the Safety Fest of the Great Northwest. URS, a consulting company, currently hosts two large events, one in Boise and another in Northern Idaho. The grant Bruce applied for would be used to have a Safety Fest in Eastern

Idaho. These events offer a wide variety of safety and other courses that are free. These courses are offered to contractors, construction companies/ general industries, or any businesses that follow OSHA standards.

Lorie Cover provided an update in regards to her role. Lorie stated that her transition into the T2 Center has been a smooth one. She started in December and attended the Strategic Planning & Peer Exchange and the Advisory Board meeting. Her second week consisted of moving the T2 Center from U of I to LHTAC. Lorie spent the first couple of months unpacking and organizing the office and the video library. She also started fielding phone calls and requests for the T2 Center. January 21st she traveled to the Utah LTAP Center in Logan and met with the Program Manager, Pam Pyle. Utah LTAP gave the Idaho T2 Center a copy of their web interface/database to help track course information. Unfortunately the website and database were not able to be implemented due to technical resources not being available. The website is currently being redesigned and should be available by July. Having the new site and database will be extremely helpful in managing the courses, attendees, and video library. Lorie also spent a lot of time this spring managing the attendees, locations, and billing for courses. She also attended the Regional Conference which was a great opportunity to meet people from the other LTAP centers and to learn what they are doing. It was also beneficial to see what is happening at the national level.

Bruce briefly covered the survey results and then talked about the new classes that were offered such as MUTCD. Lance Johnson from FHWA co-taught these classes with Bruce. They covered all topics for MUTCD and highlighted items that had changed. Bruce would like to re-develop the survey this summer and then re-send it this fall.

2009 Proposed Work Plan

1. Moving the Program and Getting It Up and Running

Bruce said that the Strategic Plan and the Work Plan/Budget have been revised for 2009. In December of 2008 there was a Peer Exchange and Strategic Planning session and there was a lot of good feedback. Bruce worked with Cameron Ishaq, a consultant for FHWA, on the original draft and the peer group reviewed it. Bruce sent a copy to the Board and introduced the strategic plan to the LHTAC Council at their last meeting in March. There were no additional comments or input. Bruce asked the board to accept the final copy of the strategic plan. LeRoy Lewis motioned to accept, Kevin Eckersell seconded the motion. Motion was approved.

Bruce talked about the overview for the T2 Center and talked about how the Center will continue to address the needs of the Local Highway Jurisdictions. Bruce has been traveling around the state the last few months and had the opportunity to talk with several agencies. In talking with them, it seems that most are experiencing budget issues. The T2 Center wanted to help by reducing the cost of the courses by \$10. Kim Reed did not feel that the registration fee is a major impact to his program and feels that the training is well worth the original fee. He expressed that his larger concern is the cost of travel and the employee's time. He feels that the T2 Center needs to get the registration fees back up to their original level and that the Center need to continue providing training in all areas of the state. This would benefit his organization the most.

Bruce presented 10 Road Scholar/Road Master presentations. There is one employee from ITD who completed his Road Scholar which makes a total of two from that organization. ITD paid for registration fees however the employee had to use personal time to attend. Bruce would like to present his award at the ITD Board meeting.

Additionally, there was an issue in recognizing some Road Scholars. The City of Hayden had made a strong effort to get all of their people through the program. Bruce talked about one of the attendees, Jim Franks who had two classes left in order to complete his Road Scholar. Bruce saw Jim at one of the classes and commented that Jim was very sick. Bruce encouraged him to go to the doctor that evening and they diagnosed Jim as having

pneumonia. Bruce learned later that Jim had been diagnosed with cancer. Unfortunately, Jim passed away three weeks after finishing the program. On May 5th, Bruce traveled to the City of Hayden and presented eight Road Scholar awards. Bruce presented Jim Franks award to his young daughter.

The City of Nampa has had strong participation this year. If they complete the Road Scholar, they will get a 3% increase in pay and a 5% increase for completing their Road Master. Bruce talked about creating different levels within the program such as a clerk or supervisor program. He also mentioned that Lance Holmstrom would like the T2 Center to provide training on the Roads & Street report. Additional feedback from the survey requested more computer training and Bruce would like to use Lorie for that and the clerks program. Bruce would also like to have another level above the Road Master such as something for NHR or Safety Design. Bruce asked the board for feedback on having a Supervisors level. Nate Marvin was concerned about initiating these programs and not having enough help. Steve Hyndman suggested posing those questions on the next survey.

Bruce spoke about his recent involvement in the Highway Safety Improvement Program (HSIP). Every state has to have a Strategic Highway Safety Strategic Plan (SHSP) and submit their best practices. Bruce and Lance Holmstrom spoke with ITD and the Office of Highway Safety about having a Safety Circuit Rider and evaluating the high risk areas. ITD has not funded the HSIP or High Risk Rural Road Program (HRRRP) however they will be reviewing it this year. They discussed identifying 50 highway high crash locations on the state transportation system and the need to update the SHSP. Bruce is on the NLTP Safety Committee and meets with them once a month.

Bruce provided a demonstration of the new website. The T2 Center contracted with BSU Printing and Graphics to develop the site. BSU will also re-develop the LHTAC site as well. There are some other agencies that are using the name "T2" so the T2 Center purchased the domain "idahot2.org" to ensure that we would own it. The section on the site that has user name and password will allow our contracted instructors to pull their rosters and class information. Eventually it will also allow agencies to pull class transcripts for their own employees.

Bruce talked about the T2 Center when it ran at its largest capacity with four full time employees and two part-time. At that time they had a transportation grant that assisted in paying for some of those positions. The Center has previously offered about 130 classes a year. The bottle neck has been the coordinator role and trying to arrange all logistics and class information. Utah and Idaho are the only centers within region nine that house trainers, the other centers contract all of theirs.

Nate Marvin called for a break at 10:25 AM

Meeting was called to order at 10:40 AM

2. Future Funding and the Development of the Program

Bruce wanted to discuss the future funding for the program and would like for the Board to know where we are and where we are going. LHTAC recently asked for a five year budget. Bruce had questions in regards to that since we don't know what to expect. They looked at the current budget, transferred \$70K that had been carried over from the previous year and there was an additional \$7K that was found from 2007. The T2 Center went from \$280K program to over \$300k for this year only. Congress is currently working on a Transportation Act but Bruce doesn't expect it for two more years so the budget was flat lined. The amount may increase or it could possibly decrease. Bruce also mentioned that LHTAC is on a fiscal year where the T2 Center is on a calendar year. It may be possible to change the T2 Center so we could align with LHTAC on a fiscal year.

As of right now the Center does not have enough time to do everything and needs more staff. The grant that Bruce applied for is through the FHWA Civil Rights Section which is part of the stimulus. Bruce asked for \$79K to do a Safety Fest in Eastern Idaho and planned for a half-time coordinator to help with our training and coordinating the Safety Fest. Half the salary would come from the T2 Center's budget and the other half would

come from the grant. Bruce has talked to LHTAC about sharing the cost of a full time employee, if the Civil Rights Grant is not approved and having their time split between the T2 Center and LHTAC. Bruce would like to hire a coordinator this year and then hire a trainer later on. Salary for a trainer would be around \$50K to \$60K including benefits. The trainer position would be for heavy equipment and would generate enough revenue to cover their cost and will need to be discussed at the next meeting of the Board.

Nate Marvin asked about using a contract employee for the coordinator instead of adding another person to the payroll. Bruce feels like he has enough work and enough money in the budget to support it. Nate commented that with the funds being year to year it might be difficult to find someone willing to accept the position. Bruce said that they had a similar situation at the U of I where the funding for Irma's position stopped and she had to be laid off.

3. Providing Training to the Meet the Needs of the Local Agencies

Previously Doug Moore taught around 12 topics and Bruce taught 12 to 15 topics. With this many subjects it makes it difficult to stay current on expertise. This year Bruce taught half the number of classes which made it hard to administer the program as well. In addition to teaching he also had to do the development and keep the classes up to date. Bruce has tried to establish some partnerships with the technical training schools to help provide training. Steve Hyndman mentioned contacting Lewis & Clark and about doing web based training. There was also discussion about APWA and how their Click, Listen & Learn program is valuable and is web based.

4. Idaho Safety Fest of the Greater Northwest

The Safety Fest has been hosted by URS for the last four years and some of the sponsors are OSHA, MSHA, and AGC. The classes offered are safety related and they are for free. They had over 700 participants which were a variety of attendees. The Safety Fest in Coeur d'Alene had over 500 attendees. The Boise Fest is offered the last week of January and Northern Idaho is end of February. The Eastern one would be held the last week of March. Each attendee will receive a certificate of completion. The grant Bruce applied for is a one year grant and we can apply for it each year. The Northern Safety Fest is currently held in Post Falls. Bruce will find out the status of the grant by the end of July. One issue for the Eastern Fest will be finding a facility; we may have to rent something. Some of the classes offered are taught in Spanish and those instructors are flown in from out of state. Lance Holmstrom asked about using the Eastern Idaho Technical College. Bruce said they considered ISU but unfortunately the campus does not completely close.

5. Meeting the Center's Customers

Bruce has traveled around the state quite a bit this year and he was surprised at how many new supervisors there were. Bruce will continue to travel around the state of Idaho and to meet with the local jurisdictions. It is our goal to have face to face interaction with all of our customers and make ourselves available to them and listen to their needs.

6. Looking Into the Future

Bruce talked about how the T2 Center can be a full time training facility and he asked the Board for feedback on alternatives. Previously at the U of I the T2 Center used to have 4.5 FTE's and the Center was able to provide 130 workshops a year. Currently the Center has 2 FTE's and will teach about 60 classes. Nate asked about the option of sharing a full-time person with LHTAC. Bruce would like to eventually have another trainer if possible due to the amount of work that the Center will generate in the future. If the grant for the Safety Fest is not approved, then it will need to be a part-time position. Nate asked about getting an intern and Bruce said that BSU has a program for interns and LHTAC has used them previously but they are only on a short term basis. The intern that was hired by LHTAC developed a survey for the organization in 2002. The U of I used to have 2 work

study students who managed the library and certificates. Lance doesn't see a problem with using interns. Steve Hyndman said that some may not be geared towards a specific program. Previously Bruce had talked with Steve about contracting with individuals to give good quality training and that currently Utah and Idaho are the only centers in the Northwest that have a trainer in house. Alaska uses DOT trainers and Hawaii contracts theirs. We can use the Clearinghouse database and use trainers from there as well. Steve Hyndman commented that he could relate to the amount of work involved and said that if the T2 Center wants to do more training, we would need another coordinator. Bruce will meet with Lance to discuss what they will do going forward. Kim Reed asked if increasing the class fees by \$10 would help finance another coordinator. Bruce commented that reduction in fees was to encourage attendance since the local highway jurisdictions have had to reduce staff time so they may not want to send employees to training events. Bruce talked about the cost of having another coordinator and that he has room in his budget to hire one if need be. He also has the funds available to contract instructors. There was a general consensus among everyone that restoring the fees back to an additional \$10 would not be an issue. It was decided that the fees will increase this fall.

Bruce encouraged the Board to look at the staff needs and to also let us know what classes they would like to see. Bruce met with Portland Cement Association and talked about recycling materials. The Idaho Paving Materials class now incorporates Recycle Asphalt base into its curriculum.

Ned asked about doing self paced training. Bruce talked about the lack of computers that are available to the clientele. The people we work with don't have as much access to computers. Some classes would be good for self paced training and it is being requested more. Currently Alaska is developing a Storm Water Pollution Prevention Plan course, which they will offer online.

Nate Marvin requested to break for lunch at 12:13 PM.

Meeting was called to order at 1:05 PM.

Bruce addressed the 2009 PAR information and talked about the newsletter. Currently ITD is printing the LHTAC/T2 newsletter. LHTAC was asked to review the number of people that are receiving hardcopies and they were able to reduce the number significantly in order to save money. The number of videos requested increased January through March. Currently the Center has over 1100 VHS tapes and we would like to convert them to a DVD format but we have to consider copyright issues. This was discussed at the Regional meeting where others are having the same problem. Cameron Ishaq said that he had a discussion with an attorney who indicated that the videos could be duplicated if there is certain verbiage that is used. Cameron is going to follow up on that and get back with the LTAP Centers. Bruce had looked into doing this at the U of I and it was not that expensive. Ned mentioned how Netflix has them available to view online; however storage may be an issue. If it were on the web, it would reduce shipping costs plus save storage space. It's something that may be worth looking into. Bruce indicated that it may be possible to use LHTAC's server and we could increase the memory to store the videos. Nate asked about copyright issues and having them on the web. At the regional meeting Cameron said as long as you don't change the content and you post where the video is from, it should be okay.

Budget

Bruce presented the budgets from January to June and then June to December. Revenues for the program have been strong this year, due to salary savings and ITD finding an additional 7,000 the Center carried forward a little over \$70,000 dollars. This carry forward was spent in January, February, March and a little in April. FHWA and ITD authorized the total of \$280,000 for calendar year 2009, this is our base funding. As of May we have received \$18,000 from course fees. Outgoing expenses up to the May invoice total \$114,000.

Survey

The survey was discussed previously at the last board meeting. It was distributed at the end of December and went through February. There were a lot of email returns that came back as undeliverable. The email was detected as a Trojan virus.

Each question tracks the number of people who answered. There was a good demographic on the feedback. Bruce referred to question #26 *"Please rate the following training topics"*. The feedback was surprising in regards to the construction related classes; they were rated as very important. Soil and aggregates was another topic that people expressed an interest. There was a lot of feedback on maintenance as well. Most classes were rated highly.

On question #15 *"Are there other workshops that would be of value to your agency?"* the supervisory skills were important along with erosion control which we would like to put on a training session for SWPPS. There have been a lot of inquiries about GIS/GPS coordination. Bruce talked about developing a course on that. The survey was helpful to see what kind of classes they would like to have. On question #12 *"Do you value training/education in evaluating employees for advancement?"* - 95.8% said yes. Question #14 *"How do you rate the cost of the T2 workshops?"* – 81.5% said they were affordable.

Bruce would like to re-do the survey and shorten it for next time. Bruce asked the Board for input on methods of communication and areas of need. Nate suggested sending a draft to the Board so they can review it and provide feedback before distributing it.

New Business

Budget: July - December

Bruce discussed the current structure of the organization. In moving to LHTAC, they had to rewrite all of the agreements between ITD and other organizations.

Bruce discussed the Board membership and reviewing the lengths of service. It is currently a three year rotation. Steve asked why there was a rotation and it's because that is what the current plan specifies. Ned suggested having an option to opt out after a three year term or to say that no one can do more than two terms. Bruce asked Kim if he had been approved by ITD and if it was still necessary to gain their approval. Ned indicated that yes it was, they consider it a common courtesy. Bruce will develop a list of who is on the board and how long they have served. He would like to make it more formal but not too constrictive. Bruce will distribute that information to the Board.

Bruce said that ITD NHI department offered several courses that would be beneficial and he would like to do a joint training with ITD. The cost is \$300 to \$600 which could be an issue. Bruce will send a NHI catalog for the Board to review and see if it would be beneficial.

LeRoy talked about online math courses. Steve said there are a lot of free ones available. It's been difficult to get notices out to the Local Highway Jurisdictions. A suggestion was made to post upcoming webinars on the T2 website. Bruce would like to utilize the Board to see if material would be of interest to their organization which would help him focus on specific groups. Steve mentioned including the NHI link in our emails. Nate said that short notice on courses is not a problem however right now is the busy season. Ned talked about a pool fund where states can come together and share the cost for specific projects that certain states are interested in. He also suggested using Go To Meetings. Bruce likes that software and said that we also have access to similar software through the Clearinghouse.

In regards to Bruce's vision for the center; Bruce has been involved for ten years and would like to see the program grow. This would require additional resources. Bruce would like to continue applying for grants. He feels the program is running short right now but the Safety Fest could provide a great opportunity to provide free training. He would like to do the innovative equipment show. Kim suggested advertising our classes during

the Safety Fest event. There was discussion on marketing and Bruce said he would like to have it so supervisors can say what types of training their employees need to have in order to make them qualified. Final discussions were wrapped up and a motion was called to adjourn the meeting.

Kevin Eckersell approved the motion.

LeRoy Lewis seconded the motion.

Meeting was adjourned at 2:38 PM.