

Advisory Board Meeting
Idaho Technology Transfer (T2) Center
June 10, 2010
3330 Grace Street, Boise, Idaho

The Advisory Board had a tour of the new LHTAC/T2 Center building from 9:30 AM to 10:00 AM.

The meeting was called to order by Nate Marvin at 10:00 AM

Introductions: Attendees went around the room and introduced themselves. Kelly Brownsberger from Post Falls Highway District attended the Advisory Board meeting for the first time.

Attendees:

Brenda Wynn, ITD
Bruce Drewes, Idaho T2 Center Manager
Denise Shields, Idaho T2 Center Event Coordinator
Kim Reed, Gem County Road and Bridge
Jim Buffington, ACHD
John Perry, FHWA (First half of meeting)
Kelly Brownsberger, Post Falls Highway District
Lance Holmstrom, LHTAC Administrator (First half of meeting)
LeRoy Lewis, Jerome Highway District
Lorie Cover, Idaho T2 Center Training Coordinator
Nate Marvin, Chair – City of Weiser
Ned Parrish, ITD
Steve Hyndman, ITD

Minutes from the last meeting:

Nate Marvin asked everyone to review the minutes
Motion to approve the minutes by Jim Buffington
Seconded by LeRoy Lewis
Motion to accept the minutes; all in favor

Old Business

Idaho T2 Center Manager Comments

Bruce made some changes to the budget report in how it is displayed which he will address later in the meeting. He would like to get feedback and suggestions from the Board in regards to the changes. He would also like to have his staff present their programs.

First Semi-Annual Report for 2010 – Highlights

At the last LHTAC Council meeting, Bruce was asked to give a report on the Idaho T2 Center's attendance and workshops. The details from that report are in the highlight section. Bruce reviewed the number of classes, cancellations, and attendees. The class numbers and attendees vary due to the type of course that was offered. Some workshops have only a few attendees such as a train-the-trainer event or heavy equipment classes. With heavy equipment, the instructors can only have a small number of people when operating the equipment. 2010 has proved to be an interesting year because the low snow load allowed the Center to teach classes in January and February. Bruce reviewed the data for Idaho T2 Center and the Safety Fest classes for 2010 YTD. Later in the meeting, Bruce will review the FHWA OJT/Supportive Services grant and budget. There were a number of delays in the grant even though it was awarded earlier in the year. Because of the delays with the grant, the Safety Fest was supported by the Idaho T2 budget. The Center now has authorization to start charging towards the grant, which will be used to help coordinate the Lewiston Safety Fest.

Manager Activities

Bruce had a very busy quarter and he traveled frequently from January through April. Bruce attended the TRB meeting in January and then traveled several times for Road Scholar presentations. He has also taught several classes around the state. He was asked to attend the ASHTO SCOHTS meeting that was held in Salt Lake City. It is a meeting of safety professionals from several DOTs. They have been asking for LTAP representation on that committee to discuss safety applications and safety on the local roads and state system.

Others activities include the Technical Working Group on Intersection Safety which is a Federal Highway meeting. The Technical Working group is a train-the-trainer event and is now called the Road Safety 365 Training. The train-the-trainer session will be in Oklahoma City at the National Conference in July. Afterwards, the T2 Center will provide the training locally. The intended audience is for the owners of the rural road system including the DOT or local agencies. It will focus on behavioral and design activity and creating a safer road environment.

The Idaho T2 Center also attended the LTAP Regional Meeting in Hawaii. The T2 Center had a peer exchange meeting with the Hawaii LTAP staff. Bruce was interested in doing this because of the strong relationships they have with their associations, local supporting agencies and commercial associations. The commercial associations pay for most of their workshops.

Bruce is still involved with the Western Federal Lands Dust Scan Committee. Bruce will be traveling north July 19 - 23 to look at roads in Lakes Highway District and Bonners County. The team will look at magnesium chloride treatments as well as some cement stabilized and asphalt stabilized material. After that, they will be traveling into Montana to look at one forest service road and a couple of local agency roads. On August 2 - 4, they will be traveling to Arkansas to look at some new treatments they are using. August 17 - 20, they will travel to Minnesota and South Dakota to look at some stabilization activities. There will be a published report on the findings and it will be made a public document and used as a training tool when talking about stabilization.

Bruce is still on the Road Safety Review Team with the Western Federal Lands and the IACERS planning committee. The Road Builders conference will not be happening this year and the committee has been dissolved. Washington State University spent \$30K out of their program and they can no longer afford it. Bruce is still involved with Strategic Highway Safety Plan and sits on the intersections committee. A few LHTAC employees sit on the lane departures committee. This year Bruce was certified as a Master Instructor for ATSSA. He has done some train-the-trainer programs with a couple of local jurisdictions such as Post Falls and Canyon Highway District. Bruce is working on getting those certifications approved by ATSSA and ITD so the new trainers can teach the ATSSA courses. The Center continues to do Evergreen Defense Driving classes; most of them are associated with the Safety Fest. Other special projects include the Traffic Monitoring for Technicians Course. The course was originally going to have its second beta test on June 22 and now it will be July 26 at the LHTAC/T2 Center conference room. The T2 Center applied for the FHWA OJT/SS grant to help cover the cost of the Safety Fest event. Bruce received notification in January that the grant was awarded, however, due to several issues; he didn't receive authorization to spend the money until June. Bruce has another grant request with FHWA for OJT/SS to help cover costs for the Safety Fest in Pocatello, Lewiston, and Post Falls.

Bruce is waiting to see what will happen with the continuing resolution. Bruce has been told by FHWA that the funding won't be available until after the election. The continuing resolution will carry us into December but he is unsure where that will leave the T2 Center in January.

Overall, the T2 Center had a good training program this year with both the Safety Fest and T2 Training. Bruce is thinking about bringing in a part time person during the busy times. He would also like to bring another individual in to do training, but will have to wait and see what happens with the reauthorization.

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.

Steve asked about why the number of cancellations went down so much compared to last year. This was mostly attributed to moving the T2 Center from the U of I to LHTAC. The T2 Center experienced issues in trying to communicate the class information since the Center did not have a website and were contending with outdated contact information.

Lorie mentioned that the Road Scholar participation was higher this year due to the LRHIP and Federal Aid applications. Both applications ask the agency how many employees they have participating in the Road Scholar Program. They will receive additional points if they are involved.

Ned asked if the PAR reflects the number of courses that Bruce has taught compared to contracted instructors. It does not currently, but the information would be easy to provide and we can add in the future. Ned also suggested providing the cost of training and compare it to using contracted instructors and the difference in attendance. Bruce and Lorie explained which classes were taught by Bruce, CWI or contract instructors. Bruce would like to contract with other professional technical schools to teach more classes because they are at a much lower cost. Other professional technical schools have showed interest; Bruce needs to contact them and work out the details and contractual agreements. Steve asked about the cost of the professional technical schools compared to the classes we offer. Bruce explained that CWI is the only school we have an agreement with and they are less expensive than using

outside instructors. The cost for instructors varies from \$250 to \$800 a day per class. CWI has been around \$500 a day, which is reasonable and there are no travel costs since the classes are held at a CWI location.

Lorie provided a status update and explained that it was a very busy spring season. Lorie and Denise spent a lot of time correcting information within the database, which included correcting duplicate user names and combining transcripts. They also had to issue user names and passwords to each agency so they could access their information on the website. There were also many outside courses that had to be entered into the database.

Lorie explained that there were a few classes in January and February however; the majority of classes were in March and April. The T2 Center was able to accommodate a number of agencies with their request for flagging certification. Lorie was very busy preparing contracts for the instructors; coordinating the student registrations; determining class locations; preparing class materials and invoicing. Lorie felt that the new website and database has been extremely helpful in coordinating all of the classes this year and that it simplified several processes such as online registration, creating rosters, printing certificates, preparing the PAR report and communicating the class schedule on the training calendar. Recently the T2 Center met with BSU to discuss some minor changes and BSU has provided an estimate.

Lorie discussed the LTAP regional meeting that she attended in April. She felt it was beneficial to meet with the Hawaii LTAP staff individually to discuss their center operations and to talk with the other LTAP centers at the regional meeting. Lorie was able to get some good ideas from the Hawaii LTAP such as the class evaluation form. At the regional meeting, Lorie gave a presentation on the new database, which was well received and other centers provided a lot of positive feedback. After the T2 staff returned from the regional meeting, Lorie spent the week packing the T2 Center office for the move into the new building.

From January to June 2010, the T2 Center had six people complete the Road Scholar Program. Six more individuals will be awarded soon from the City of Coeur d'Alene, City of Rigby, City of Post Falls, Worley Highway District, Lakes Highway District, and East Side Highway District. This summer Lorie's plan is to work on the fall class schedule and the 2011 spring schedule.

John asked about what happens when they complete the program. Bruce explained the requirements of the program and eventually he would like to create other opportunities and new courses beyond the Road Scholar program.

Nate Marvin called for a break at 10:55 AM
Meeting was called to order at 11:10 AM

Safety Fest (Denise)

Denise provided a detailed overview of the results from the Pocatello Safety Fest. For space, they used the Pocatello Fairgrounds and the National Guard Armory, which were donated. The Safety Fest offered classes that were 1 to 4 hours and 5 to 10 hours. Denise gave a breakdown of the class information and said they had to cancel a few classes. They cancelled the Spanish speaking classes due to lack of participation and another class was cancelled because of an injured instructor. The main founding partner from URS, who was scheduled for several classes, was held up in Europe due to the volcano. Bill Bankhead from OSHA was able to cover classes and locate new instructors.

There were many local sponsors and 25 vendors that participated in the vendor show. They were able to offer lunch and food for the breaks each day. There was a local contractor that did a BBQ one day and the Families of Military offered lunch on another day with a cost of \$4 per person. There were so many registrants that they added some classes. Since all classes are free, there were several no shows. In the future, Denise would like to come up with a method that would encourage people to be more committed.

The opening ceremony had 150 attendees. There were several speakers, the Mayor of Pocatello, the area Director from OSHA, someone from DOE, several from INL and some motivational speakers.

Denise covered the details of the PAR data and explained that due to the way the website was setup, they were unable to capture the demographics. In the future, that will be included in the registration process. There was a long distance between the armory and the fairgrounds so they arranged for a cart to shuttle people between the two locations. There was a lot of community involvement and volunteers who helped in several different aspects with the event. Overall, the event received very good feedback in regards to the class content and instructors.

Bruce and Denise attended a meeting in Lewiston with several businesses that will be great founding partners. The businesses included ATK/CCI-Speer Ammunitions, St. Joseph RMC, and Lewis & Clark State College. Lewiston & Clark has offered their facilities.

They have a conference center that can be split into six classes. It also has a cafeteria and an area for vendors. Currently the T2 Center is working with BSU to get a website setup for registration. The site will be customized to fit the needs of the Safety Fest and Denise will be able to manage the registrations and data easier. At the Pocatello event, there were so many changes with the registrations; it was difficult for Denise to track them because she did not have access to the data. In the future, Denise would like to have a reminder system to ask participants if they are going to attend which would help eliminate no-shows. With the next event, she plans on overbooking by five students. Denise is now working with the new group in Lewiston and hopes that they can help with the agenda and get some new instructors to teach. She hopes to have the agenda out in mid July and she discussed the options for communicating the event.

Ned asked if we knew how many attendees are from the transportation field compared to other agencies. Denise said that their agency name is listed on registrations so it would be easy to gather that information. Ned was also interested in knowing if attendees have participated in T2 Center classes. Denise said that there are classes offered that pertain to the Road Scholar program such as First Aid/CPR, and they can apply those to their transcripts. Bruce taught classes at all of the Safety Fest events and saw many people from the local agencies. Bruce felt that this was because it is being communicated through our network. Bruce also felt it was beneficial to be involved because the Center has been able to influence the agenda so some of the courses pertain to maintenance and construction. The contractors at INL and TERO Fort Hall assisted with sponsorship, which made it a nice event and helped pay for Denise's time to coordinate. Bruce explained that grants are for a certain amount of time and it's hard to run a program on a grant, so having the sponsorships and vendors is very beneficial. It allows the program to grow and move away from the grant. The companies that Denise contacted are excited to participate because their employees can participate. TERO used their training budget because they wanted their people to attend and it was more cost effective than bringing in instructors. Denise said they hope that the Pocatello event will be larger next year and the people she is working with in Lewiston are very excited about it.

Lastly, Denise talked about her responsibilities as Librarian. She is starting to convert the VHS videos to DVD. John asked how the converting process is going to work and Denise explained that she will review the videos for content and quality and she has a monitor, VCR, and DVD recorder to copy them.

LeRoy asked about the Safety Fest and who determines the agenda. Denise explained that it was based on the first event that was held in Boise and sponsored by URS who is a Founding Partner. The Founding Partners usually meet and determine the agenda. The goal of the Safety Fest is to look at what the needs are for the area. In Pocatello, they identified the sand and gravel course because it was a specific need. Unfortunately, it's difficult to get specialized instructors for those courses. There will always be the basic classes such as OSHA, MSHA, First Aid, and Defensive Driving. In Lewiston, Clearwater Paper said they had several different instructors that could help teach. The T2 Center is trying to bring someone in from ITD and would like to have some local representation.

Expenditures for the first half of 2010 (Bruce)

Bruce began to cover the expenditures for January through June. The budget for January, March, and April are actual expenditures and May and June are proposed. Bruce reviewed the T2 program revenue and explained which invoices were still outstanding. In regards to salaries, the Center is running at about \$12K to \$13K a month. There is a reduction in May and June due to having the Safety Fest pay for Denise's salary and Bruce has budgeted about 75% of Denise's time to the OJT/SS grant. In expenses under course cost, the end of June total is what the Center expended January through April for contract labor, teaching courses and other miscellaneous items. Going forward, the course cost will be taken out of the revenue account and no longer be charged out of the grant. The last line for the Capital Improvement Program shows \$16,582 came out on March for the new vehicle. The Dodge Durango was traded in for a 2010 Escape.

On the second page, there was \$66,017 in carry over from last year and the base funding is \$280K. As of April, we have asked for 36% of the reimbursement with a total remaining of 64%. That does not reflect the overhead that is collected by LHTAC to support T2 program, so the Center has actually expended 40% of our grant reimbursement.

The Safety Fest budget does not reflect the Pocatello Safety Fest. Most of the costs for that event were covered by the sponsors and vendors. The only cost the T2 Center incurred for the event was Denise's salary, which will change with the OJT/SS grant. The grant was signed on May 26 and we will be able to start charging against it in June.

Bruce asked for feedback from the board on breaking out and keeping a separate budget for the revenue account. Susan Lasuen and Bruce have talked about changing the accounting system to where we would be our own department and Bruce would be able to break the cost down in more detail and into separate silos. Ned thought it would be helpful to distinguish between Safety Fest and other T2 courses. Ned felt that there could be four parts such as the \$280K LTAP fund, revenues from T2 courses, the OJT grant, and revenue from Safety Fest. Bruce agreed since he needs to track the revenues on the Safety Fest and report them to ITD Civil Rights

Section and to the Founding Partners on how the money was spent. The course fees for the T2 classes have been separate and eventually Bruce would like to break them out and evaluate the cost of the class.

Ned talked with Julie in the ITD EEO office and she said that the T2 Center has not been able to use the grant, similar to what Bruce explained. Ned also said that if there are invoices coming into ITD and the EEO office it might be good to include a copy of each invoice for both departments. Bruce has talked to Julie and Liz and they have asked Bruce to use a different format to make it easier for them to report to FHWA. Bruce has to report the benefit cost and how much the sponsorship was so they can have an idea of how much additional money it is taking to do the event. With the changes to the accounting program, it should make it easier to report.

Ned inquired about the other grant Bruce applied for and Bruce explained that it's still the OJT/SS grant. The primary sponsor for the Post Falls Safety Fest is having issues due to the economy and he has asked for assistance. Bruce has applied for a larger amount to cover all three events (Lewiston, Post Falls, and Pocatello). Bruce may not find out the status for the grant until August. It's supposed to be a 12-month grant; however, Julie is going to find out how long the grant is good for or do we need to spend it all this year.

Nate Marvin requested to break for lunch at 12:05 PM.
Meeting was called to order at 12:50.

New Business

2010 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 2010

1. Continue the Development of the Staff and the Program

The Center's training schedule began in January this year, which was two months early. In February, the staff attended a PowerPoint course, which covered the basics of PowerPoint 2007 as well as some advanced topics. The staff also attended the Regional Meeting in April as well as a Peer Exchange with the Hawaii LTAP. The staff of the two Centers compared the coordination of training and the database used by each of the Centers to track their students.

2. Road Scholar & Road Master Program

The goal for the Road Scholar Program is to offer all of the required courses more frequently so both levels (Road Scholar and Road Master) can be completed within a two-year period. Bruce is also trying to accelerate the program by offering related classes in the Safety Fest. This will provide an opportunity for another training venue at no cost to the jurisdictions. Hopefully more people will become involved with the program.

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

As the local agencies are doing larger projects, they are getting into areas that are considered construction by EPA. The Center is looking into a BMP storm water solution prevention program to fulfill these needs. The SEEP training is in northern Idaho and the Responsible Persons course is in southern Idaho. Bruce has been working with the instructors from the Boise class to help teach the environmental courses in other locations.

LHTAC has asked Bruce to look at doing some training for the local roads and street report. The Local Highway Jurisdictions are responsible for developing and submitting this report and there have been some issues with it. It was revised recently by adding more columns for costs to identify where the funding will be used. When LHTAC and T2 received the report from ITD last year, the bottom line amount is still very high (\$11M). Some reports indicate that the money is put aside for future projects or equipment and there are columns to reflect that, however, they are still trying to determine why there is excess money. Lance has asked Bruce to develop training that explains how it should be completed and what needs to be in which column. Bruce needs to visit with the financial department at ITD who collects the report. Bruce has received feedback from clerks saying they would like to see a less daunting format. Bruce would like to take the current form and make it easier to understand and possibly automate it. Kelly asked if there was a timeline and currently there is not because Bruce has not had time to schedule a meeting with ITD.

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

Bruce is talking with ITD about other safety programs such as Highway Safety Improvement Program (HSIP) and High Risk Rural Road Program (HRRRP). The Capitol Investment Report that is submitted by ITD was released recently and indicated that there will be

some funding. ITD Executive Management has to get approval from the ITD Board. If the Board approves, they will determine if it will be fully funded and what the distribution amount will be.

5. Meeting the Center's Customers

Bruce has done several Road Scholar presentations around the state and he tries to meet with the Local Highway Jurisdictions when traveling. During the Safety Fest events, Bruce was able to connect with several of the Local Highway Jurisdictions. Other activities that the Center is involved with are IACERS and Highway District Associations. Other meetings include the National LTAP meeting, which is the second week in July in Oklahoma City. Another national meeting includes TRB, which will be in January next year. The Regional LTAP meeting will be going back to its original schedule in June and it will be held in the northwest (the location has not been determined yet). Bruce will attend the NACE meeting in 2011. He was unable to attend NACE this year due to a safety conference that ITD held and he was asked to attend the SCOHTS meeting in Salt Lake City. Bruce will be participating in peer exchange with the Wyoming LTAP the first week of July.

National Meetings and Conferences

Bruce reviewed the schedule for the dust scans. He will miss part of the scan in Arkansas because he is required to attend an ATSSA instructors meeting August 4 and 5 in order to maintain his certification. Ned asked if the travel for the dust scans is paid for by FHWA. Bruce explained that all of the dust scan tours are paid by Western Federal Lands. The Wyoming LTAP will pay for his travel for the peer exchange. The ATSSA meeting and the National LTAP meeting will be paid for out of the T2 Center budget.

Jim asked what products they will be reviewing for the dust scans. Bruce said that in northern Idaho they are mostly using magnesium chloride. Bonners County has been doing some asphalt and some cement stabilized base. The Missoula product has been calcium chloride and it will be interesting to see the corrosion effects. The product used in Arkansas is bought from southern California, and is not an enzyme or salt. The report information on that product has been sketchy. Minnesota and South Dakota are both primarily magnesium products. The dust scan team sent out a survey asking what products are used. Bruce sent it to the Local Highway Jurisdictions in Idaho and it was sent out nationally. Magnesium chloride is the most widely used product.

Course Offering

Lastly, Bruce explained that we would be putting our training schedule together for fall and next spring. Kim commented about structuring the Road Scholar and Road Master classes accordingly so the program can be completed in a timely manner. He also asked about how the class locations are determined. Bruce explained that we typically look at the core areas: Idaho Falls; Pocatello; Twin Falls; Boise; Mountain Home; Weiser; Lewiston and Coeur d'Alene. In the spring, we try to schedule asphalt and construction type classes and we try to schedule them in several areas around the state. After Doug left the program, Bruce dropped to one instructor so he had to identify additional instructors to present the core classes. Most of the instructors have been identified; Bruce still needs to beta test the Speed Limit and Speed Zone class. The T2 Center goal is to have a more stabilized schedule so everyone knows that there will be specific classes for both levels in the spring and fall within a two-year period. Steve asked about the reasoning for the four-year period and wondered if it was a sufficient amount of time. Bruce explained that the four-year period is so that the information is current. Comments were made that some Road Scholar classes are also offered through the Safety Fest, which helps. Bruce and Lorie explained that the new scheduling process would allow everyone to complete the program in less than four years.

2010 Proposed Budget

July to December 2010

Bruce reviewed the proposed budget for July through December 2010. LHTAC has asked Bruce to do a six-month budget because LHTAC is on the state fiscal year (July to June) and the T2 Center is on a calendar year. The biggest changes include the two lines for the estimated funds available over/under expenditures and the revenue account is still listed. The T2 carry forward is the money that has not been spent in the last 6 months. From January to end of June, there should be \$18,250 carried forward into July. The revenue account has \$70K that will carry from the end of June to the first of July. The budget also reflects the new money for the next six months: \$70K from Federal money and \$70K of matched money. Under the revenue account, Bruce estimated how much revenue the Center anticipates bringing in within the next six months. The revenues are not that high in the fall because the amount of training is limited due to hunting and snow seasons.

January to June 2011

In the January to June 2011 budget, the revenues don't show grant money until February. Normally the grant money would be authorized in December or first part of January, but due to the length of the process, sometimes it could be February, March or April before the funds are received.

Bruce went back to the July through December budget, at the end of July the carryover should be of \$46,535 and the estimated amount of carryover in the grant should be \$22,498. That should provide enough funding to operate for a couple of months if needed. Typically, the Center is running \$20K to \$25K a month to operate. Steve said that previously there was talk about the cost of office space possibly going away once the new building was done and he wondered if there had been any more discussion. Bruce said that has changed because LHTAC has a loan on the building so the amount that the Center currently pays will continue to help pay for the building. Recently Bruce found out that the overhead rate is going to change as of July 1. Mike Cram stated that the current overhead rate is not covering the expenses so it will increase from 8% to 13%. Ned said the MOU doesn't specifically address the overhead or what's included. Ned and Bruce agreed that the details of what is covered with the overhead needs to be defined. Brenda asked if there will be any salary increases and Bruce said no, that we would not be asking for one. Bruce mentioned that LHTAC is going to propose a 40-hour workweek to the Council. Currently we are working on a 37.5-hour week.

There is still concern on whether or not there will be a Transportation Act. The Center should be okay with the continuing resolution until December. If needed, the \$69K carryover can support the program for a few months and the OJT/SS grant money will cover part of Denise's salary.

Ned compared the LHTAC Administrative fee from the January to June budget to the July through December and it appeared to be incorrect. Bruce received the July data from Dan Shirilla; however, Bruce will verify and get the correct information.

Bruce reviewed the budget for the Safety Fest grant. The budget is a rough draft because the discussions have just started for the Lewiston Safety Fest. He did not add anything for revenue because the Pocatello Safety Fest had a number of significant sponsors that provided a considerable amount of revenue. Until sponsorship and vendors can be determined for the Lewiston Safety Fest, the only money included in the budget is from the OJT/SS grant.

Nate entered a motion to accept the budget.

Motion to approve the budget by LeRoy Lewis upon the condition that the overhead rate is verified.

Seconded by Kim Reed

Motion to accept the budget; all in favor

Other Business - Nominate and elect new Chair for the Advisory Board

Nate has asked to be replaced as chairperson and Bruce would like to accommodate Nate's request. Bruce would also like to consider rotating the members of the board. Bruce needs to talk to Ken Harwood to get a recommendation from the City Association and he would like to get someone from a smaller city in either eastern or northern Idaho. Bruce discussed the rotation schedule and feels that the chairperson should be rotated every year and the board should be on a three-year rotation. Steve asked what the expectations of the chairperson are and Bruce said the role is to run the meeting, act as a sounding board and to provide feedback. Ned feels that there is a benefit in having people with experience and maybe people would be more willing to serve if it was for a set amount of time. Bruce would like to see some diversity from across the state for new board members. Kelly asked if there was a vice chairperson and Bruce said that there has not been one in the past. The MOU also requires that these positions need to be rotated. Bruce would like to have a replacement for LeRoy and get another city person for the meeting in June 2011. Bruce said that he talked to Jim Buffington about taking over as chairperson.

There was a motion to elect Jim Buffington as chairperson.

Motion to approve the election by LeRoy Lewis

Seconded by Kim Reed

Motion to accept; all in favor

Final discussions were made and the meeting was adjourned at 2:07 PM.