

**Advisory Board Meeting**  
Idaho Technology Transfer (T2) Center  
December 10, 2009  
Red Lion Downtowner, Boise

The meeting was called to order by Nate Marvin at 9:35 AM

**Introductions:** Attendees went around the room and introduced themselves. Terry Little introduced Jim Buffington who is a new member of ACHD.

**Attendees:**

Brenda Wynn, ITD  
Bruce Drewes, T2 Manager  
Denise Shields, T2 Event Coordinator  
Kevin Eckersell, Bonneville County Road and Bridge  
Kim Reed, Gem County Road and Bridge  
Jim Buffington, ACHD  
John Perry, FHWA (Second half of meeting)  
Lance Holmstrom, LHTAC Administrator (First half of meeting)  
Leroy Lewis, Jerome Highway District  
Lorie Cover, T2 Training Coordinator  
Nate Marvin, Chair – City of Weiser  
Ned Parrish, ITD  
Steve Hyndman, ITD  
Susan Lasuen, LHTAC (for half the meeting)  
Terry Little, ACHD

**Minutes from the last meeting:**

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

**Request:** Steve Hyndman asked if the minutes could be distributed prior to the meeting for review. Going forward the minutes will be distributed in advance with the agenda. They are also posted on the Idaho T2 website.

**Idaho T2 Center Manager Comments**

The Idaho T2 center began the year with the library in boxes and had no functional database or website. Within this last year, Lorie organized library and we now have a new site and a new database. Bruce mentioned that the Idaho T2 Center will have some challenges in the new year and he will rely on the board for guidance. Bruce is still waiting for Stewart Davis to appoint someone from the highway district to sit on the advisory board. The program has been moving forward, however we still have a lot of materials in boxes. This will change once we move into the new building the first of the year. During the meeting, Bruce will discuss the Road Scholar program and our current and future budgets.

**Old Business**

**2009 Progress Report**

**Annual Report**

The beginning of the year the program was moved to LHTAC, which has been beneficial. One of the major benefits has been being involved with an agency who is directly involved with projects. Bruce has been working with Jim Zier on retroreflectivity.

Bruce has been very busy traveling and doing training. He may have one more class to teach before the year is over. The T2 Center has been busy developing partnerships with URS and several others in organizing the Safety Fest. One challenge has been the OJT grant through FHWA, which will fund the Pocatello event. The decision for the grant was postponed until August. The DOT reviewed the grant and it is now being assessed in Washington. Bruce has received a lot of positive feedback on having a safety fest. The funds have not been allocated; however, Bruce decided to go ahead with the safety fest and hired Denise Shields to coordinate the event. The tribe in Blackfoot has allocated money for the program; so has INL who will also provide

trainers. Bruce has talked with the ITD Civil Rights Section and once the grant is approved, it will be used to fund the Pocatello event and eventually one in Lewiston.

### **Partnerships**

This year Bruce has taught many training events and has participated in several committees such as: NLTAPA Safety Committee; Road Builders Clinic; and the IACERS conference planning committee. The Road Builders will be holding a clinic the first week of March in Coeur d'Alene. Bruce assisted with the IACERS conference by bringing in speakers and participated as a speaker himself.

Bruce has also been working with the Central Federal Lands Dust Scan Committee who is sponsoring a scanning tour. They have a survey coming out to agencies asking them what types of chemicals they use and the results they are seeing. They will also identify locations that have stabilization issues.

In addition to that, Bruce worked with Western Federal Lands and joined a Road Safety Review Team at the fish hatchery. The team worked with Federal Lands, Idaho Fish and Game, U.S. Fish and Wildlife, and the U of I.

Bruce worked with ATSSA and is now a certified Master Instructor for TCT, TCS and flagger training. Bruce has three individuals that he would like to certify as an instructor to help teach these classes.

This year Bruce taught a variety of classes such as Pavement Maintenance I & II, Roads 101, Flagging, Anti-Icing, Retroreflectivity for Signs and was co-teaching MUTCD classes with Lance Johnson from FHWA.

### **Special Projects**

- The Traffic Monitoring for Technicians course started as a grant and there was beta testing and revisions that needed to be made. After discussing the course with ITD, a new subject matter expert has been brought in and will complete the technical parts of the class.
- A grant was applied for through FHWA to assist the Center in the development and support of the Pocatello Safety Fest. Bruce recently spoke to Michael Caliendo with FHWA about the status of the grants and Michael said they might be awarded by the middle of this month.
- The primary contact method for the Center is through the webpage. Bruce gave a brief overview of the site and said Lorie would present on this further.
- Other outstanding projects include the Safety Circuit Rider, which is not currently funded; however, ITD will start allocating funds. Steve Hyndman commented about the Safety Circuit Rider saying it has been around for a while and he would like the T2 Center to be involved. It's a strongly supported program by FHWA and would be a benefit to agencies. Steve asked where the position would reside and Bruce replied that it would be an LHTAC employee. Currently ITD, Office of Safety and LHTAC/T2 are working on identifying the 50 highest crash locations and the Safety Circuit Rider employee would review and address them.

### **Concerns**

The current continuing resolution will expire on December 18. It is not certain if there will be a 3, 6 or 18 month extension. Congressman Oberstar and others are pushing for the transportation bill to be a \$500 billion dollar program; it is currently a \$360 billion program. It could be 12 to 18 months until there is a new resolution. Bruce anticipates a \$64K carryover into next year and there will be \$40K from the revenue funds. Bruce plans on being conservative, he wants to make sure there are no gaps within the program and prefers for the program to fund itself.

Another concern is the general workload. Bruce is finding it difficult to administer the program with the number of classes he is currently teaching. Bruce would like to reduce the number of training classes he provides by working with contract instructors, CWI and other professional schools. The technical schools would provide some of our basic courses such as: basic and advanced math; basic and advanced welding; and some communication classes. The professional technical schools will bring in their instructors to teach. Bruce is also looking at using other instructors here in Idaho.

Nate Marvin called for a break at 10:50 AM

Meeting was called to order at 11:00 AM

## **Budget - T2 Revenues**

Bruce explained the T2 Center grant; FHWA provides \$140K and then the money is matched by ITD out of the rural and urban program. It's a reimbursable program and revenues are generated through course fees. Bruce first reviewed the personnel expenses (salary and insurance) and then covered the categories under operations. Currently the T2 Centers budget is running \$37K in revenues and \$259K in expenditures. Part of the carryover from the following year included salary savings due to Doug leaving and not having an assistant. It was also due to ITD finding an additional \$7K from the previous year. Bruce does expect there to be some changes in the proposed budget due to operational cost increases.

Lorie presented the T2 Center's Performance Assessment Report (PAR). This report includes the total number of classes taught; total participants; total participant hours and total publications (video/newsletter). This data is submitted to FHWA on a yearly basis. Additional information included in the report is: the number of classes cancelled; number of classes by location; and the participant type (Local Highway Jurisdictions, State, Federal or outside organizations). Bruce elaborated on the PAR and CAR stating that LTAP had six tasks that they were required to accomplish. A few of them were that they had to have 10 training sessions, four newsletters, to maintain a library. Back in 2005, they felt they were no longer valid and redeveloped a way to quantify what we are doing. The PAR defines the new focus areas and what training we are doing for those four areas. We also wanted to show what activities we are doing with our partners such as, APWA, AASHTO, and NACE. The Center Assessment Report (CAR) covers what is working and what is not working. It is completed by the T2 Centers manager who submits this to FHWA. The biggest issues for most LTAP Centers are the number of employees and funding. John commented that the ROI is \$8 for every dollar spent.

Lorie reviewed what she had been working on for the past six months. First item was an update in regards to the website. BSU was hired to develop the site and to customize a database for the T2 Center. There were some challenges during the creation of the database such as coding issues, which required BSU to rewrite a portion of the code. Lorie and Denise performed a lot of testing and worked with BSU to resolve any technical issues. BSU also had difficulty in importing class data from the old database into the new one. They discovered some discrepancies within transcripts and duplicate entries for attendees. Denise and Lorie will continue to clean those up as they work with the database. Lorie gave an overview of the website and its online capabilities such as being able to register for classes; check out videos; and the ability for attendees to pull their own transcripts.

Lorie gave an update regarding the NLTAPA meeting in Pittsburgh. She felt it was a very beneficial trip because she was able to see that the association is a very close-knit group and works together as a team to contribute to the success of the LTAP Centers. She was also able to attend some valuable training sessions.

Lorie explained that the Center was able to offer some classes during the summer and were able to accommodate several agencies with specific class requests. There were 20 people who were awarded their Road Scholar awards and 10 who completed the Road Master program.

## **Safety Fest**

Bruce introduced Denise Shields who is the Event Coordinator for the T2 Center. Denise will be planning the Pocatello Safety Fest that will be April 20, 2010 through April 23. The Pocatello Safety Fest will be patterned after the Boise event. The first item of business was to determine who the founding partners were going to be. OSHA, ITD and INL will hopefully provide funding for the costs. Shoshone Bannock Tribe is excited to be involved and will be contributing funds. It will be held at the Armory in Pocatello and Bannock County has granted permission to use the fairgrounds. Bruce and Denise met with the founding partners to help plan the event.

Denise gave her update in regards to the Safety Fest. Currently there are 39 classes; instructors will come from all different areas. There are still eight classes that need an instructor. ISU volunteered to do the website, however they recently had to hire a new IT company so there have been some delays in getting the site up and running. Now that ISU has a new IT group on board, Denise hopes to have a URL address soon so she can send a save the date postcard. Training is open to anyone and classes are free. There will be a vendor show with safety products and they will pay \$200 for a booth. The money from vendors will go towards funding the Safety Fest. The T2 Center would like to offer a lunch, but that is not certain at this point. There was also an offer from Simplot to offer a potato bar but this is not confirmed.

Denise said that the class schedule is almost ready and she hopes to have it published in January. There will be one Spanish instructor who will teach three classes. Class registration will be from the end of January through March 26th. There should be quite a few volunteers and the space, instructor time, and materials are donated. Denise is also trying to get tables and chairs donated. ITD is supportive because they have not been receiving this type of training and there are local agencies that have been looking for it as well. It is designed to be a break-even program so the event should pay for itself however; there will be

some expense due to the T2 Centers time involved. Bruce mentioned that URS is having their 5th year with the Safety Fest and he has been asked to teach defensive driving. The Post Falls event had over 500 attendees for their first year. The only limitation in Pocatello is the room size so there might be some changes with the classes to accommodate size. There was a draft agenda for the Pocatello Safety Fest and an article was published in the Tech News. John Perry asked for clarification on the class called "slam the door on killer four". Bruce said it is about the four main hazards for construction.

Denise also talked about how she has been helping with the library. She inventoried the videos and made a new video catalog. She has also been helping Lorie with troubleshooting the database, entering class data and inputting Road Scholar program information.

### **Vehicle Sales**

This year the T2 Center vehicles were moved to Boise. Bruce spoke with ITD about the process for disposing of the cars and to get an estimate on how much the vehicle would be worth. Bruce made sure that T2 Center followed the ITD and FHWA procedures. The 2002 Taurus had 164K miles and was sold this summer to the public for \$1K. The money for the Taurus was put back into the revenue account.

The 2000 Dodge Durango has 132K miles. Bruce said that it has some slippage in the transmission and the heating is not working well. Bruce has evaluated the cost for renting or purchasing a vehicle. Bruce averages well over 15K miles a year for the southern part of Idaho; this year he drove over 12K miles. He has found that it's cheaper to fly up north and have Lorie ship the materials rather than drive. The cost is about \$100 to 200 to fly. The trips to southeast and south central have been adding up. Classes require a day of travel and possibly an overnight stay. Bruce broke out the 12K miles to see if renting one would be more cost effective and the bottom line is that we would pay almost \$4K a year. In looking at a Ford Escape, it would cost \$18K for a new one and it would pay for itself in 4.6 years with an expected life of eight. They are also a good size for hauling training equipment.

Bruce would like feedback from LHTAC and the Advisory Board on what option we should consider. LeRoy Lewis asked what the T2 Center spends now on traveling for classes. Bruce said that the expense budget shows staff travels at \$14K, which includes rooms, per diem, regional and national meetings. Nate asked where the money would be taken from (within the budget) to pay for the vehicle and Bruce said he would explain that in the proposed budget for next year. Everyone agreed to wait to make a decision until viewing the proposed budget. Ned Parrish asked if Bruce's analysis includes maintenance and insurance expenses. Bruce said no, this amount is for the purchase of the vehicle only. Susan Lasuen commented that the insurance costs are minimal. Ned asked Lance Holmstrom for his opinion. Lance said LHTAC recently bought the same vehicle for the asset management group. Lance felt that we don't have enough pool cars and that due to the amount of Bruce's travel it makes sense to purchase. Kevin Eckersell talked about using the government rebates on the state bid and turning the vehicle over to public auction. Kevin said that vehicles roll over about every three years. Ned said that previously he had done an audit of past vehicle use and found that a car with 12K miles, is considered a fully used vehicle. Lance said to see what the blue book value is on a Ford Escape with 65K miles. Bruce said he spoke with Steve Spoor about this extensively and Steve said that they have to use a secondary vendor instead of the auction because no one wants a car with high miles. Bruce will explore the option of turning them over and will work with Lance on other options. Terry Little said he's not sure you could rent a SUV and save money on fuel efficiency; he supports buying one. Bruce worked with Tony Opalka from ITD on purchasing a vehicle through the state bid. Tony provided reports on several vehicles including the Ford Escape, which is the least expensive.

Nate Marvin requested to break for lunch at 11:50 AM.  
Meeting was called to order at 12:55.

### **Work Plan**

The work plan includes the Idaho T2 Centers strategic plan and goals for 2010.

#### **1. Continue the development of the staff and the program**

The first goal is to continue the development of our staff and program. Denise and Lorie have done well in picking up responsibilities and running with them and Bruce would like to develop their knowledge.

#### **2. The T2 Center's Road Scholar and Road Master programs**

The LHRIP application now asks agencies how many employees they have enrolled in the Road Scholar program. Some highway districts have only one employee compared to one like ACHD who have several; so it is set up as a percentage to even it out. Some agencies were getting funding and are running into problems because they don't meet the requirements of the grant or

they weren't compliant with MUTCD rules. The concern is that the money is not being spent appropriately. The T2 Center is stressing the need to have more training.

Both the Road Scholar and Road Master program take time to complete and unfortunately, our center has not been able to offer courses within a timely manner. Lorie and Bruce will be coordinating a multiple year schedule so a person could achieve their Road Scholar or Road Master within a two or three year period. Steve Hyndman agreed that it's a good idea to offer classes further out so individuals can plan their goals. The T2 Center is trying to offer classes that pertain to the season and will do the just in time training (JIT). Bruce said we might offer certain classes on an even year and another set in an odd year plan. Ned agreed that the JIT would encourage better attendance. Bruce said that the T2 Center has talked about expanding the program for supervisors and clerks but unfortunately, it will not be happening this year due to current activities.

### **3. The Center will continue to identify and quantify the needs of agencies**

Joe Haynes had approached Bruce years ago about getting into road inspection and now the stimulus activity is pushing LHTAC forward. Certain districts are reluctant to do inspections due to the cost of hiring contractors. Lance talked to Bruce about construction inspection and it will most likely be done by consultants so we need to look at providing training to locals and the consultant community. ITD is currently hiring people to do this activity and we are looking at ways to provide NPDES training and WAQTC training. Steve said that his group offers WAQTC training and it is based on materials, sampling and testing. The ECAC does certification but they don't do the training. A lot of people don't have enough training and can't pass the exam so LHTAC is being asked to do more in regards to construction. The inspections need to be completed by spring. The LHTAC Council will be reviewing this at their meeting on December 11th. On Friday, Bruce will find out from the council which way we need to move.

#### **Retroreflectivity Training**

By 2012, all agencies must have a management system for maintenance of their signs. FHWA created material, requirements, and a management method that will identify how they are going to maintain it. The T2 Center has been offering the MUTCD training and LHTAC has funded a number of sign upgrades through LHRIP. Bruce has offered to customize the training if the LHJ's can tell him which method they are going to use so he can train to that specific approach. It will be difficult because of all of the different methods they can use.

#### **Traffic Monitoring**

Traffic data is being requested by FHWA, ITD and the Idaho State Legislature. When Lance had a discussion with the legislative body they wanted to know the volumes however, Lance couldn't answer because he doesn't have the data. A grant was provided by FHWA and administered by ITD to have the T2 Center develop a course on traffic monitoring. A beta course was held at the Highway District conference in 2008; however, the course does not meet Bruce's or ITD's expectations. The concern is that the data needs to be consistent. Bruce was creating the training, but he doesn't have enough experience. Glenda with ITD recommended contracting with L2, an outside company, to review the training plan to provide that training. There was talk about purchasing software; however, it was not certain it would satisfy the needs.

#### **Safety Fest**

This topic was discussed previously during the meeting. The Center has applied for a grant from FHWA that was to be awarded in July but the award was delayed until later this year. It is viewed as a very positive event. It will occur every year throughout the state. Bruce would like provide one in Lewiston, which would make it five events.

### **4. The Center will continue to focus on safety issues throughout the state.**

Each state will be required to develop a State Strategic Highway Safety Plan, which is used to allocate funds for the Highway Safety Improvement Program (HSIP). ITD's past administration would not approve funding for the HSIP; however, the current administration is considering funding it now. Bruce and several Highway District and LHTAC members participated in a meeting to make some recommendations to improve safety. Lance sent a message to Brent Jennings, ITD Safety Engineer, to discuss a local highway safety improvement program. LHTAC is continuing to follow up with ITD on this item.

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

Bruce has not yet met all of the T2 Center's customers, but tries to visit as many as he can while he travels to teach classes or present Road Scholar/Master awards.

Bruce talked about upcoming meetings; there are two national meetings, TRB and NLTAPA. During the TRB meeting, he will participate with the safety committee, dust scan group, and the local project administration.

The National LTAP meeting will be held in Oklahoma in July. It is a weeklong conference and it's a good opportunity to network with other Centers. During the regional meeting, there was a discussion regarding the location for the next meeting and Hawaii is being considered. Hawaii is a part of our region and there have been meetings in every state except there. There was a meeting scheduled in Hawaii previously but it was cancelled due to budgetary reasons. The Director of Hawaii wanted to have the meeting earlier in the year so we were not in peak time and the prices would go up. There was a discussion on how this could be perceived; Bruce talked about how Hawaii is a part of our region and they are a state who would like to host the meeting. The Hawaii LTAP members have had to travel numerous times to the mainland in order to attend other regional and national meetings. John Perry said he attended the last regional meeting and felt that these meetings are beneficial because of the ability to network with other Centers; John approved. Bruce said he wasn't sure if it will actually go through at this time, but is trying to confirm it. Typically, the meetings have been held in Reno, Boise, and San Francisco. Bruce said he has the money in the budget and asked for additional thoughts. Terry said that since its off-season it might be more accommodating. Bruce said the ticket for TRB would cost \$340 this year. Ned commented how ITD has been cutting back on travel and only approved two or three meeting for this last year and the coming year. LeRoy said that he agreed and we should support Hawaii because they are a part of the United States. Bruce said we would talk about it when we review the proposed budget. Additional conferences would be NACE and IACERS, which Bruce attends every year.

Bruce asked if anyone on the Board had comments or questions. Nate said he liked the five goals and felt they were appropriate.

### **Proposed Budget**

The budget is broken out by six months and the other spreadsheet is to track how much money is coming into the program. Ned and Brenda found an additional \$7K from the previous year. The Center still has \$89k left in the grant after the November billing. December billing should be \$24K to \$26K so the Center should be around \$64K for the carryover.

### **Revenue**

The revenues are a little over \$40K and the expenditure account is showing around \$39K. FHWA continuing resolution expires December 18, 2009. Hopefully congress will approve another continuing resolution for the next 6 to 18 months. John Perry recommended changing the word grant to funds on the revenue line item since the program is not funded through a grant but through reimbursable funds. The Center brought in more revenue than expected this year. The Center also projects that the Safety Fest will provide more revenue.

### **Personnel**

If you compare the personnel cost against the old expenditures, you will note that the personnel cost has changed. LHTAC council determines the salary levels and benefits. Susan Lasuen said we may have a 14% increase in benefits. Bruce increased the personnel budget by 5% because of the change in benefit costs. Bruce reviewed the operation costs and explained that the rent is for our current office space. That may change when the T2 Center moves into the new building; Bruce anticipates that it may go down.

Bruce would like to do some staff training and bring an instructor to teach time management and PowerPoint. Bruce knows of an instructor that teaches both. The PowerPoint would also cover teaching the new TCT and TCS instructors.

Bruce said the line item for contractual services is to hire instructors to teach various courses. Bruce has asked John Duval to take on additional classes. Bruce also talked about having to teach too many topics and how it is difficult to have a big enough knowledge base rather than an instructor who specializes in one or two topics.

It was pointed out that line item 52 on the budget needs corrected to sum the total line. For the second half of the year, August and September are the worst months for revenue. Bruce commented on how hard it is to project a budget without knowing how much money we will have to operate.

There is a reduction in meetings expenses due to future meetings being held in the new building. In March, there is an increase in office supplies due to Safety Fest. It was noted that the increase in capital improvement was due to purchasing a new laptop; Bruce will need a new one soon.

Bruce expects the expenditures to be \$221K for first part of year; the estimate for the second half is \$203K. The \$64K carry forward in revenues is estimated to be \$54K towards the end of June. Ned asked if it is sustainable because carry forward for next year would be around \$12K. The course revenues were based on what took place this year. Bruce inflated the costs some but not revenues. There are a couple of grants that are still waiting approval. If the grants go through, the carry forward for

next year could be significant. Bruce said that without knowing what to expect from the continuing resolution, he would scale down activities but won't scale staff down.

LeRoy discussed his thoughts about the regional meeting and the new vehicle and was in favor of both. Ned had a concern that although 2010 was going to have two big, one-time expenses in the Escape and the probable Hawaii trip, those items would not reoccur in 2011, which means that the budget would have some respite that way. Bruce said that all of this would be reviewed in June after courses, the safety fest, and grants take place. We will also be in a better position to estimate benefits as well.

Steve Hyndman asked for clarification on the line item under video library and promotion of the trade. Bruce explained that this includes the job guides we order, pencils for students, and upgrading the library. Steve suggested that the T2 Center might want to be careful in spending for the first half, until we have a better idea of where we are. Bruce commented that there hasn't been an increase in the LTAP funds in over 11 years.

John asked if there are additional expenses to be accrued due to the new building. Bruce said that the only cost as of now would be for furniture items. LHTAC is paying for the cubicles and other furniture. Bruce is hoping the building is finished soon so it won't have an impact on our spring classes.

Nate entertained a motion to accept the budget.

Motion to approve the budget by Terry Little

Seconded by LeRoy Lewis.

Motion to accept the budget; all in favor

There was a separate motion to approve the vehicle purchase.

Motion to approve the purchase by Terry Little

Seconded by Kevin Eckersell

Motion to accept the vehicle purchase; all in favor

Terry Little asked for Jim Buffington take over his seat on the board. Bruce said he will continue discussions with Stuart about getting someone appointed from highway district. Bruce will also have ITD approve the new members on the council.

Final discussions were wrapped up and the meeting was adjourned at 3:30 PM.