

Research Implementation Committee Meeting Minutes

Wednesday, December 7, 2011
SRF Consulting Group, Plymouth, MN
10:00-3:00 PM

Attendees:

Rich Sanders, Chair, Polk County
Farideh Amiri, MnDOT, Research
Maureen Jensen, MnDOT, Lab
Walter Leu, MnDOT
Mitch Rasmussen, Scott County
Tim Stahl, Jackson County
Tom Colbert, City of Eagan
Rick Kjonaas, MnDOT, State Aid
Jeff Hulsether, City of Brainerd
Sue Miller, Freeborn County
Nicole Peterson, MnDOT, Research

Consultant:

Mike Marti, SRF Consulting Group, Inc.
Rena Kuehl, SRF Consulting Group, Inc.

Absents:

Jim Grothaus, U of M, CTS

Guests:

Mindy Carlson, U of M, CTS
Ann McLellan, MnDOT, Research
Mark Vizecky, MnDOT, State Aid
Carole Wiese, MnDOT, Research

1. Chairman's Report

Mr. Chair thanked everyone for attending.

Review Agenda

Motion to approve agenda was made by Walter Leu and seconded by Tom Colbert, Motion Approved.

Approve Minutes

The June 22nd, 2011 RIC meeting minutes was reviewed.

Motion to approve the meeting minutes was made by Walter Leu and seconded by Tom Colbert, Motion Approved.

Ann said that Action Item #3, from the September meeting, was for RS to report how much of the U of M master contract was invoiced by RIC/LRRB and how much by MnDOT. She reported that RS wrote 272 work orders in the five years of the U of M master contract number 89261. The total RIC/LRR contracts were \$6,390,014 for 50 contracts. The total MnDOT contracts, including non-RS funded contracts, were \$30,781,803.

RIC Membership

Both 2011 and 2012 RIC membership rosters were reviewed.

2012 new members are Dave Robley who will replace Sue Miller and Tom Colbert incumbent will be appointed by December LRRB meeting date.

Membership Recognition

Rich Sanders said that it is Sue Miller's last RIC meeting. He thanked her for all her hard work and her dedication to the research program. He said that Sue Miller was Rick West incumbent who left to serve as LRRB chair.

Rich Sanders also thanked Tom Colbert who announced his retirement and December is his last RIC meeting.

Mr. Chair gave plaques and thank you letters to both Sue Miller and Tom Colbert.

Tom Colbert thanked RIC and said that he served at RIC for five years, at the LRRB for seven years and research for 12 years. He said he is ending his term one year early due to retirement.

TRB Conference Attendance

Sue Miller said that she may not attend the TRB. She is already registered and has reserved her hotel.

Action Item #1: Anyone who is interested to attend TRB to replace Sue Miller as RIC member please let Rich Sanders know.

Schedule Next RIC Meeting

The next RIC meeting is scheduled for Wednesday, March 14, 2012 from 10:00 AM to 3:00 PM at SRF office.

Action Item #2: RS will order lunch and SRF will reserve a conference room for March 14, 2012 RIC meeting.

Budget Review

- **2009-2011 RIC Budget** – Farideh reported that tasks on this contract are all completed except for project management and Dust Control. The contract expiration date is March 2012.
- **2012-2014 RIC Budget** – Farideh reported that SRF contract project management is completed 50%, tasks ADA 9% and Complete Street 3%.

TRAP Questions

Ann McLellan said that when a consultant on the TRAP list restructures or is taken over by another consultant and staff changed in their original proposal, MnDOT needs to review their new proposal for qualification.

2. LRRB and TRIG Selected Proposals for Presentation

Farideh reviewed two spreadsheets:

- LRRB met on November 21, 2011 and reviewed proposals selecting 15 for presentation
- There are seven proposals from UMN and UMD, one from TTI, four from Iowa, two from Mankato, and one from MnDOT Lab. LRRB presentations are scheduled for December 14th and 15th
- TRIG met on November 3, 2011
- TRIG presentation is scheduled for December 19, 20, 2011

Action Item #3: Farideh will send the list of LRRB approved projects to RIC.

3. RIC Part of LRRB Strategic Plan and Operation Procedures

Rich Sanders reviewed the manual changes.

Action Item #4: Farideh will follow up on the RIC membership and will verify the membership term for the specialty offices staff on page H-3 and H-4 of the LRRB Strategic Plan and Operation Procedures Manual and will report at the March meeting.

Motion: to approve the changes in the RIC part of LRRB manual after the membership verification is done, made by Sue Miller and seconded by Maureen Jensen, Motion Approved.

4. PROJECT UPDATE

Task 9 – Best Value Procurement Development

- Completed the draft final Best Value Manual in late October.
- Provided local agency best value training in Arden Hills, Mankato and Baxter.
- Finalized best value manual in November, the manual will be published on the MnDOT website.
- Conducted and broadcasted (statewide) an online that attendees attended via their desktop computer. The webinar was videotaped and is available for future broadcasts.

Task 13 - Truck Weight Enforcement

Rick Kjonaas said:

- State Aid and MnDOT Operations funded a 2 year and \$400,000 project.
- Truck Weight Education through Law enforcement led by Mr. Greg Hay is being conducted throughout the state.
- Working with Alexandria Technical College to scope our roles and responsibilities.
- Had a team meeting in November 2011 to discuss logistics for training.
- Working with Jackson County to establish a training date.

Rich Sanders said that other truck weight education classes are going on.

Jim Grothaus is preparing a final work plan to MnDOT RS for RIC funded truck education project.

Task 14 - Integrated Tools for Pavement Design and Management – Pavement Design 301

- PI is requesting for an amendment to add the following to the project:
 - To make the following two items new tasks 5 and 6, and push the current 5 and 6 to 7 and 8 (draft and final report).
 - Task 5: Adjustment of existing FWD Analysis Tool (submitted under Task 3A of contract 94288) to include ability to estimate additional bituminous that would be required to bring individual segments to a 10-ton capacity. This will also include a way of presenting summary statistics on the statewide database of FWD results provided in the current contract with quantities, and an input for unit cost per inch of bituminous overlay.
Cost: 6,000.00
Time: 5 months
 - A second round of training visits to District County Engineers meetings (or other meetings as determined by the project team and Mn/DOT). This will include one trip per district to present the new FWD analysis tool and the modifications made in #1 and #2 above. It is anticipated that visits to Mankato (D7), Rochester (D6), Willmar (D8), and the Metro district will each require a single-day trip. Visits to the other four districts will require a two-day trip each.
Cost: 5,000
Time: 4 months
 - Total Funding Request: \$11,000

Action Item #5: Rich Sanders will follow up with Jim Wilde if the Pavement Design and Management software can be incorporated into MnPAVE software and will report at the March meeting.

Motion: to fund \$11,000.00 to amend “Integrated Tools for Pavement Design and Management – Pavement Design 301” for two extra tasks of modifying the software to include 10-ton capacity and to add training, was made by Tim Stahl and seconded by Jeff Hulsether. **Motion Approved.**

Task 15 – Sign Reduction – Phase II

Mark Vizecky presented this project:

- Two (2) kickoff meetings have been held in each county (Wright and Stevens) with nearly all townships in attendance. These meetings discussed the importance of sign management and the role that sign reduction can play.
- A DRAFT technical memo on traffic forecasting has been developed and is currently under review.
- TAP have learned several keys lessons, but since this is a relatively unexplored area the need for additional research is evident.
- The project is currently on budget and scheduled to meet the amended deadline of (Original Contract - 9/30/11) 1/31/12. The timeline was amended due to the phasing of the Township Sign Program – RFP and state shutdown.
- Ten training sessions were completed on traffic sign maintenance.
- Kansas DOT has a 114 page three ring binder on sign maintenance on low volume roads.
- Mark requested to amend the active/current contract for \$20,000.00 and 6-8 months to include low cost bridge safety improvement.
- Sue Miller suggested that the sign information should be put together like Kansas DOT did and given to MNL TAP to do training classes on “sign Installation and Maintenance” and rescope and add Mark Vizecky’s request for amendment.

Action Item #6: TAP for Sign Reduction Project (Rich Sanders, Mitch Rasmussen, Tim Stahl, Mark Vizecky and Ken schaefer) will put the scope of work together for a three ring binder training guide that will include low cost safety improvement for bridges and will be present at the March meeting.

Task 16 – TONN 2010

- PI is working through some additional challenges in getting the original computer source code to work with the existing FWD analysis tool (excel spreadsheet). Should be done with task 1 by end of Dec.
- PI will try to accelerate tasks 2 and 3, but they may require some additional time. PI will know more in 4 weeks.

Gravel Road Maintenance

Mindy Carlson presented the web training on Gravel Road Maintenance which is an LRRB funded project.

- The site needs an email account and a web browser
- The fee for the class is \$45. \$55 if attendees need to collect CEU
- The course is designed for 10 lessons and can be completed in 3 months
- It is scheduled to kick off in January after the County Engineers conference
- Mindy Carlson and Ann Johnson will be available to present it at the County Engineers conference
- CTS will do some marketing and outreach

Sue Miller said that two of her staff took the training class and their feedbacks were positive.

Maureen Jensen suggested that CTS present it at pavement conference.

System Preservation Guide

Sue Miller gave an update on System Preservation Guide RFP and selection. The selection committee met, reviewed and selected a consultant on November 8th. There

were three proposals from Bloom Companies, Parsons Brinckerhoff and SRF Consulting Group. The selection committee selected SRF Consulting Group. The group met on November 22nd and modified the scope of work, budget and schedule. The RFP base budget was \$500,000. The LRRB encumbered \$700,000 for this project for FY 13. The Board didn't set a budget limit for this project. The goal of the project is to deliver a system preservation guide that will identify opportunities to maximize the effectiveness of transportation, to make the best decisions possible when maintaining a transportation network, to improve sustainability, and to determine/measure the appropriate level of service. The guide will focus on public relations, education and outreach. The participating counties are: Anoka, Becker, Dakota, Freeborn Stearns and Otter Tail. Sue requested that the \$40,335.74 RIC fund for system preservation task of SRF RIC contract to be folded into this project.

Maureen Jensen said that the project team should look into partnership/pooled fund study to expand the budget. She mentioned that "how to communicate" is not only cities and counties issue, it is a global problem.

Sue Miller said that Iowa is interested but can't commit at this time. She also said that this project will be ready to be presented at TRB next year and that is a good time to ask for partnership.

State Aid ADA

State Aid funded ADA Transition Plan for less than \$50,000.00 and draft report is available. Ron Dahlquist is the contact. This is similar to task 1 or RIC and SRF could use the draft report. Sue Miller said that she would like to have a plan available to her county.

LUNCH – ALL

5. FUTURE PROJECTS

MDSS

Rick Kjonaas said:

- MDSS was presented by the Office of Maintenance to the Board of Directors
- 150 licenses were purchased by State Aid for cities and counties
- 25% of the State are using MDSS
- Some training has been completed and more is being scheduled
- It could be an RIC project

Other projects

- Farideh asked if RIC wants to update "Flexible Pavement Distress Manual" or "Asphalt Pavement Maintenance Field Guide". The board didn't want to update neither of these manuals.
- Maureen said that intelligent compaction, low temperature cracking and maintenance, longitudinal joints use in cold temperature areas could be RIC projects.
- Maureen also asked the Board if they want to extend the "Implementation of Husbandry" project to include training for farmers or update the "Roads and Loads" DVD. She said that Wis DOT had a web presentation on heavy load training.

Action Item #7: Maureen will send the link to "MN Husbandry effects and how to preserve it" project to RIC members.

6. 2009-2011 CONSULTANT CONTRACT UPDATE

Rena Kuehl led a discussion reporting the status of each active task which was also summarized on the Quarterly Report SRF submitted to the RIC. Following is a brief summary:

Task 9 - Best Value Training

- Three Best Value training sessions were held:
 - Thursday, October 6, Arden Hills, 9:00-11:30 – Attendance: 35
 - Wednesday, October 11, Mankato, 9:00-11:30 - Attendance:11
 - Thursday, October 12, Baxter, 9:00-11:30 – Attendance:16
- An additional training session was conducted on Friday December 2nd 9-11am as a webinar that was recorded and will be posted on the state aid website. 44 people attended online.
- **Motion** to approve the Best Value task as completed and final was made by Walter Leu and seconded by Tom Colbert. **Approved.**

Task 6.7 – Dust Control

- SRF has gathered and synthesized various reports on Dust Control
- A conference call with TAP was held on 9/8/11 to review scope of work
 - SRF developed a scope/budget and presented to the RIC for approval at the 9/12/11 quarterly meeting. Scope was approved.
- Met with TAP on 11/2/11 and identified additional resources and developed a list of dust control materials to include in the survey
- Two draft surveys were reviewed at the 11/2/11 meeting. TAP approved both with minor edits.
 - 1st survey is a simple online survey inquiring if local agencies have a dust control program and what materials they use.
 - 2nd survey is a follow-up survey that will be conducted online or via phone with participants that took the first survey and agreed to be contacted to provide more info.
- 1st survey (online) was distributed to MN counties (not cities) on 11/4/11. Participants were given until 11/18/11 to complete the survey.
 - 108 people completed the survey (59 local, 49 nationwide).
 - A summary of the survey results has been developed

7. 2012-2014 MAIN CONSULTANT CONTRACT

Rena Kuehl led a discussion reporting the status of each active task which was also summarized on the Quarterly Report SRF submitted to the RIC. Following is a brief summary:

Task 1 – ADA Transition Plans

- The kickoff/scoping TAP meeting was held 9/19/11
- At this meeting we reviewed federal statutes, resources, scope and MnDOT ADA training. Discussed and approved the final deliverable, with the addition of a guidemap for locals to use to understand steps to get to a final plan. Reviewed draft survey questions.

- SRF updated summary of federal statutes based on comments received from TAP, developed draft “guidemap” and model transition plan outline.
- SRF developed 2 surveys:
 - 1st survey is a simple online survey inquiring if local agencies have a ADA plan or one- in process.
 - 2nd survey is a follow-up survey that will be conducted online or via phone with participants that took the first survey and agreed to be contacted to provide more information.
- TAP meeting was held 11/14/11
 - TAP reviewed the surveys and gave final approval to send.
 - Reviewed guidemap and outline, TAP provided comments.
- 1st survey (online) was distributed to MN counties and cities on 11/16/11. Participants were given until 11/30/11 to complete the survey.
- 54 people completed the survey.
- A summary of the survey results has been developed
- Rick Kjonaas shared a few projects that are currently in progress that SRF should follow up on:
 - Project at Hamline University to do a literature search on court cases and lawsuits related to Complete Streets and ADA. The research will focus primarily on pedestrian and bike related cases. This project was originally contracted by a different State. MnDOT was asked to help fund it. They agreed and asked that an index or preamble be created to help the average non-lawyer understand the content.
 - State Aid is partnering with Shurburne County to develop and transition plan for ADA. Working with Rhonda – SRF will invite her to join the TAP.

Task 2 – Complete Streets

- Conducted TAP meeting on 11/21/11 – TAP had significant discussions regarding the deliverable for this project. The TAP agreed the deliverable should be a resource guide which highlights the process (vs a template for a policy). The TAP then provided input on the elements of the resource guide.
- SRF then developed an outline for the resource guide and sent to TAP for review. Several additions were made by TAP members.
- SRF revised the scope and budget to complete the new deliverable.
- A revised deliverable, scope and budget were presented to the board. SRF explained the additional work and funding needed to complete the task.

Motion: to approve an additional \$12,697.21 to Task 2 - Complete Street of SRF-RIC contract was made by Jeff Hulsether and seconded by Mitch Rasmussen. The new task total is now \$45,725.31 to cover the new work identified by the TAP. This new money is to be transferred from Task 5 to Task 2. **Motion Approved.**

- SRF will send a letter to Ann McLellan requesting the funds be transferred from Task 5 to Task 2.

Task 6 – Outreach

- Presentations Completed
 - Completed Ohio Peer exchange PPTs - B. Worel and M. Sheehan presented on 9/18/11.
 - Developed a few slides about the LRRB for B. Hasbargen to present at the Tribal Conference.

- Working with J. Hulsether and R. West/R. Sanders to develop presentations for the CEAM and MCEA conferences in January.
- TAP met 11/21/11 and developed a list of deliverables for the first 6 months of 2012.
 - Identified topics for February newsletter
 - Identified 6 topics for year 2012 web articles
 - Identified article topic at 11/21/11 meeting – Gravel Road Maintenance Online Training.

ADJOURN

- **Motion:** To adjourn the meeting made by Sue Miller and seconded by Tom Colbert, Motion Approved.

List of Action Items:

Action Item #1: Anyone who is interested to attend TRB to replace Sue Miller as RIC member please let Rich Sanders know.

Action Item #2: RS will order lunch and SRF will reserve a conference room for March 14, 2012 RIC meeting.

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Funding Discussion:

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