

July 11-12, 2012

# Local Road Research Board

## Summer Meeting Minutes

Superior Shores Resort & Conference Center  
1521 Superior Shores Drive  
Two Harbors, MN 55616  
1-800-242-1988  
[www.superiorshores.com](http://www.superiorshores.com)

### **LRRB Members Present:**

Bruce Hasbargen, Beltrami County  
Steve Koehler, City of New Ulm  
Laurie McGinnis, U of M, CTS  
John Powell, City of Savage  
Tom Ravn, MnDOT Construction

Lyndon Robjent, Carver County  
Julie Skallman, MnDOT State Aid  
Tim Stahl, Jackson County  
Linda Taylor, MnDOT Research  
Rick West, Otter Tail County

### **RIC Members Present:**

Klayton Eckles, City of Woodbury  
Jim Grothaus, U of M, CTS  
Jeff Hulsether, City of Brainerd  
Maureen Jensen, MnDOT, Lab  
Rick Kjonaas, MnDOT, State Aid  
Walter Leu, MnDOT, D1

Nicole Peterson, MnDOT, Research  
Mitch Rasmussen, Scott County  
Dave Robley, Douglas County  
Rich Sanders, Chair, Polk County  
Tim Stahl, Jackson County

### **Others Present:**

Farideh Amiri, MnDOT Research  
Sandy McCully, MnDOT, Reserach  
Ann McLellan, MnDOT Research  
Linda Preisen, U of M, CTS  
Carole Wiese, MnDOT, Research

### **Consultant Present:**

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

### **Absent:**

Tim Stahl, Jackson County, Day 2

Minutes  
DAY 1  
LRRB and RIC General Session

**1. Chairman's Opening Report**

- Welcome and Introductions: Mr. Chair, Rick West, welcomed everyone and each participant introduced themselves.
- Agenda Review: Mr. Chair reviewed the agenda. The meeting will adjourn at 2:45 P.M. and Walter Leu will show a powerpoint about D1 Disaster.

**Motion:** The motion to approve summer 2012 LRRB/RIC agenda was made by Rich Sanders and seconded by John Powell. Motion approved.

**2. Focus Groups Summary**

- Linda Preisen presented the 2012 LRRB Focus Groups overview and attendance, results and next steps, and asked for input for Metro Focus Groups. Some highlights of the 2012 focus groups are:
  - The objectives were to collect input from local government practitioners, develop new research and Implementation products, and to have a new outreach mechanism for LRRB.
  - District 8 in Buffalo Lake and District 2 and 4 in Park Rapids
  - Over 45 participated
  - Focus group was integrated into existing meetings over two hours.
  - Brainstorming was done in small groups: design, construction, maintenance and operations, and environmental compatibility. Participants rotated through all groups.
  - 140 ideas and 21 topic categories were developed.
  - Survey sent to all participants and 14 responded.
  - The two metro focus groups (city and county) will be scheduled for spring of 2013 for 2-3 hours.

**Action Item #1:** John Powell will let Research Services (RS) know about the date and time of Eagan Prescreening Board meeting and request that metro focus group be added to agenda. RS will coordinate or oversee the Metro City Focus Group.

**Action Item #2:** Lyndon Robjert will be a focus group TAP member, will look into date and time, and will send out invitations for metro counties. RS will coordinate with Lyndon for contracting a facility to accommodate the group.

**Action Item #3:** If the focus groups are successful, it will be an ongoing program and the LRRB will set aside budget for conducting future focus groups.

**3. 2014 Research Program**

- Knowledge Building Topics: Linda Preisen shared a history of Knowledge Building (KB) program and the list of recently KB program funded projects.

**Action Item #4:** RS will continue to post the University of Minnesota Center For Transportation Studies (CTS) KB need statements. They are only open to the University of Minnesota.

- Multiple Proposals: Nicole Peterson asked board members about how to review multiple proposals.

**Action Item #5: RS will continue to consult with the author and specialty offices staff to narrow the multiple proposals. LRRB board members would like to review all proposals, with author's recommendations and comments included.**

- Unsolicited Proposals: Nicole Peterson asked the LRRB board members how to handle unsolicited proposals.

**Action Item #6: The LRRB Board will consider unsolicited proposals that have a local champion (city or county engineers and/or staff) in the form of a letter or email. That person will serve on the Technical Advisory Panel (TAP).**

- TRB Trip Reports and Highlights: Farideh Amiri prepared a list of TRB highlights and all trip reports were shared with the LRRB members.

**Action Item #7: RS will review the TRB highlights and bring a list of possible TRSs suggested to the September meeting.**

- Idea sources and voting results and confirm 8-10 Ideas for needs statement development. Nicole Peterson went over FY14 research ideas and member votes (see attachment #2). The LRRB members reviewed and selected eight research ideas (see attachment #3).

**Action Item #8: The LRRB requested that RS prepare (if possible) one list of ideas for voting, combining focus groups, idea scale, Iowa focus groups, and knowledge building.**

#### **4. Break Out Groups**

The LRRB and RIC members divided into four groups (see attachment #1) to discuss and develop eight need statements (see attachment #3). The selected ideas were: 1,3,4,7,9,14,and 26. Numbers 6,12,18 and 22 were combined into one idea. Numbers 8 and 11 were also combined into one idea.

Minutes  
DAY 2  
LRRB Members Only Meeting

**1. Chairman's Opening Report - West**

- Welcome and Introductions: Mr. Chair, Rick West, welcomed everyone to day two of the LRRB meeting.
- Agenda Review

**Motion:** The motion to approve the summer LRRB/RIC meeting agenda was made by John Powell and seconded by Steve Koehler. Motion approved.

- Review/Approve March 2012 LRRB meeting minutes

**Motion:** The motion to approve March 2012 LRRB meeting minutes was made by Bruce Hasbargen and seconded by John Powell. Motion approved.

**2. Budget and Admin Update - McLellan**

- Budget Status Report:
  - LTAP FY12 & FY13 contracts don't align with fiscal year due to master contract expiring and government shutdown.
  - FY12 Research Services (RS) Support and Library Services Support funding transfers were completed.
  - August 2012: LRRB FY13 funding will be transferred for RS, Library Services, and CTAP.
  - FY11 TERRA: \$17,500 is correct because \$5,000 was added to base.
  - FY12-13 TERRA: \$25,000, \$12,500 is LRRB
  - FY14-16 TERRA was added to spreadsheet because the board approved it for 5 years.
  - FY12 contingency of \$50,000 was rolled back into budget.
  - FY13-14 contingency was added to spreadsheet.
  - INV 916 was added to spreadsheet for FY14.
  - INV 924 (Youtube project) is moving forward.
  - INV 928 ITS was added to spreadsheet for \$100,000.
  - INV 929 contract is being processed.
  - INV 930 contract is being processed.
  - INV 931 contract is being processed.
  - INV 933 is in the signature process. There are some funding shifts from FY13 to FY14.
  - INV 998 OPERA is \$45,000 for FY13 and \$90,000 for FY14.
  - There is \$1.6 million remaining for FY14.
- INV 999 Status Update:
  - \$34,645 remains for FY12. Want to wait until September meeting to know the entire amount remaining for FY12.
  - LRRB 2012 dates & Location: June 19-20, 2013, New Ulm, MN.

**Action Item #9:** RS will arrange for a tour at MnROAD prior to the November meeting. RS will check with Julie Skallman in regard to outreach committee meeting and adjust time.

- 2012 Conferences
- The board discussed opening up the National Rural ITS conference to two RIC members this year only.

**Motion:** The motion to offer the Rural ITS Conference to two RIC members for the September 2012 conference was made by Julie Skallman and seconded by John Powell. Motion approved.

- Amendment Authority:
  - 46 amendment requests were processed for contracts with LRRB funding over the past three years.
  - Eleven amendments requested additional funding with eight using LRRB funds and three using MnDOT funds.
  - A motion to approve the following conditions was made by John Powell and seconded by Lyndon Robjent. Motion approved.
    - If the additional request using LRRB funding is between \$10,000 and \$50,000, the Board will approve the amendment request via email and the request will be reported during the next LRRB meeting. The email must contain a statement that the LRRB champion supports this request and the reason.
    - If the additional request using LRRB funding is over \$50,000, the amendment request must be brought before the Board during the next LRRB meeting.
    - All amendment requests using LRRB funding must be reported back to the board during the next LRRB meeting.
- Project Monitoring (see attachment #4)

### 3. Projects Update

See attachment #4 for updates on the following programs and projects:

- Noise Wall TRS – Ryan Peterson/Amiri
- Traffic Sign Life Expectancy - West
- Timber Bridge Repair – Amiri
- Culvert Training
- Snow Plow Training
- ITS Program
- Field Imaging Based Aggregates
- Lightly Surfaced Roads TRS– Jensen

### 4. Funding Discussion

See attachment #4 for funding discussion.

Minutes  
DAY 2  
RIC Members Only Meeting

**1. Chairman's Report**

- Welcome and Introductions: Mr. Chair, Rick West, thanked everyone for attending and each attendee introduced themselves.
- Review Agenda: No revisions were made to the agenda.

**Motion:** Motion to approve the agenda was made by Dave Robley and seconded by Maureen Jensen. Motion approved.

- Approval of the March 2012 meeting minutes: The March 14th, 2012 RIC meeting minutes were reviewed. There was a discussion on garbage hauler task as Dr. Wilde is behind on multiple projects, including this one.

**Action item #10:** Research Services (RS) will do an overall review of Dr. Wilde's projects and meet with him to discuss how he is managing and if he will finish his projects. RS will present the update at the September meeting.

- No changes were made to the meeting minutes.

**Motion:** Motion to approve the March 14th meeting minutes was made by Maureen Jensen and seconded by Mitch Rasmussen. Motion approved.

- Confirm next year's RIC Meetings. Meeting times and locations are:
  - Fall Meeting: September 19, 10am - 3pm, SRF, Plymouth, MN.
  - Winter Meeting: December 4, 10am - 3pm, St. Cloud, MnDOT Headquarters
- RIC Membership Roster Review: No changes were made.
- 2012 Conferences - Members attending are:
  - National LTAP Grapevine, TX, July 30 to August 2, 2012:
    - Farideh Amiri, Jeff Hulsether, Mitch Rasmussen, Rich Sanders, Dave Robley, Julie Skallman, Rick West.
    - Dave Robley indicated he is unable to attend.
  - National Pavement Preservation Conference, Nashville, TN, August 27-30, 2012:
    - Rich Sanders, Bruce Hasbargen, Mitch Rasmussen.
    - Mitch indicated he is unable to attend.
- Budget Review 2009-2011 and 2012-2014: Farideh reported that tasks on the 09-11 SRF consultant contract are all completed except for project management and Dust Control. The contract expiration date is March 31, 2012, and was amended to December 30, 2012, in order to collect all national dust control research.
  - There are five additional projects that need to be completed.

**Action item #11:** Technical Liaisons for the 2009 RIC open projects need to follow-up with the project coordinators and work to complete the projects. The Technical Liaisons will bring an update to the September meeting.

- Rick Kjonaas reported that the FWD calculator from the “*Allowable Axle Loads – Implementation of TONN 2010*” project is not working properly and needs to be updated. Rick received a quote from Braun Interec indicating they can update it for \$30k. If they can work with Dr. Wilde, they can update it for \$10k. Dr. Wilde developed the tool and knows how it works, so working with him would significantly reduce the time for Braun to learn/understand the tool. State Aid is willing to fund the \$10k.

**Action item #12: Maureen Jensen and Paul Stine will talk to Dr. Wilde about updating the tool and will bring an update to the September meeting.**

- Farideh reviewed the 2011-2014 RIC budget.

## 2. LRRB Website Update

Farideh Amiri presented the new LRRB website, its different pages and “submit an idea” option.

**Action item #13: RIC members were asked to review the new website and provide any comments to Farideh Amiri.**

## 3. Project Updates

- Task 13 - Truck Weight Enforcement  
Jim Grothaus presented the following update:
  - Two training courses will be scheduled, one in the fall of 2012 and one in the spring of 2013. Agencies that are interested in hosting the training are:
    - Aitkin County
    - Houston County
    - Washington County
    - City of Brainerd
    - City of Mankato
  - Truck weight calculator project
    - There is a MN specific tool that was developed in the past to estimate a trucks weight based on various factors such and directs drivers on which routes to use.
    - The tool was developed by someone in Canada and is currently not being used.
    - The Alexandria technical college is looking into resurrecting the tool.
    - MnDOT’s freight department is hesitant to endorse the tool due to liability.
- Task 11 - Traffic Generator  
No update since Tim Stahl was absent.

## 4. Future Projects

- Traffic Monitoring Projects (Action #5 from March 2012 meeting)
  - Rick Kjonaas distributed the results of CTC’s survey on traffic data collection that was sent to local agencies in MN. There was a discussion of CTC sending a follow-up survey.
  - St. Louis County may be added back into the project to test the Sensys Pucks at a second location. There is, however, no ATR station in St. Louis County to verify the data. To add St. Louis County, SRF estimated that it would be an additional \$25K.
  - Additional budget is needed to cover this project which the RIC will request from the LRRB.

**Action item #14: RIC Board to request an additional \$100,000 total for the two projects, one being a traffic monitoring project from the LRRB, at the afternoon meeting.**

**Action item #15: SRF to determine actual cost to add testing of Sensys pucks in St. Louis County into the project.**

- Dust Control Specs (Action Item #6 from March 2012 meeting)
  - Maureen presented a summary of reports that covers processes for evaluating additives for dust control. Is there a need to do a pooled fund study to study this in MN?
  - Maureen provided a hard copy of the report to SRF to review and see if it applies to the 09-11 Contract Dust Control project.

**Action Item #16: SRF to bring an update on the Dust Control Project to the September meeting.**

- Sign-Person On-Line Training (Action #7 from March 2012 meeting)
  - Mike Marti gave a summary of the proposal and budget.
  - Rich/Farideh commented that additional budget needs to be added to the RIC contract to cover this project. The RIC will request additional monies from the LRRB.
  - The RIC will review with the LRRB at the afternoon meeting.

**Action item #17: RIC Board to request an additional \$100,000 total for two projects, one being a sign person training project from the LRRB, at the afternoon meeting.**

- Pavement Maintenance Manual (Action #4 from March 2012 meeting)
  - Nothing has been done since the March meeting.

**Action item #18: Maureen Jensen and Rich Sanders will look into Pavement Maintenance Manual and determine what needs to be updated. They will present it at the September meeting.**

- Gravel Management and Dust Control Program:
  - Maureen presented the report “*Characteristics of Unpaved Road Conditions Through the Use of Remote Sensing*” (Michigan Tech and USDOT) which reviews various evaluation systems for gravel roads.
  - The goal of this project is to find a tool (i.e. computer software) that will help local agencies manage their gravel roads.
  - Maureen Jensen mentioned a tool that might be an option is “*Optigrade*” which was developed in Canada.

**Action Item #19: Maureen Jensen to contact Michigan Tech for more information about their report. Maureen will share a link with RIC.**

**Action item #20: Maureen Jensen is attending the August TERRA board meeting in Michigan. She will ask for a demonstration of the tool and report back to the committee.**



- Other Recommendations for Implementation: No additional projects were recommended.

## 5. 2009-2011 “Consultant Contract” Update

Mike Marti and Renae 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 6.7 - Dust Control**

There are two reports that are still not complete (reportedly near completion) that SRF is waiting for to reference in their report. Both authors have communicated that they are in the final stages and should be completed soon, however SRF does not have a definite completion date for either.

- *“National Scan of Best Practices for Road Dust Control and Soil Stabilization” – R.Surdahl and A.Kociolek*
- *“Environmental Effects of Dust Suppressant Chemicals on Roadside Plant and Animal Communities” – B.Williams*

**Action Item #21: Renae Kuehl will email Maureen Jensen the details of the National Scan report listed above (funding agency, authors, etc.) and will have Eddie look into obtaining a copy of the report.**

## 6. 2012-2014 Main Consultant Contract

Mike Marti and Renae Kuehl led a discussion reporting the status of each active task which was also summarized on the Quarterly Report SRF submitted to the RIC. The following is a brief summary:

### **Task 1 – ADA Transition Plans**

TAP meeting was held 3/19/12

- 2<sup>nd</sup> survey not completed based on direction from TAP (see notes task 1.9)
- Finalized process flowchart
- Reviewed project overview
- Reviewed draft model transition plan
- Proposed the format of the final document be an interactive .pdf (like the Traffic Generators task). TAP agreed to try this format.
- Conducted a meeting with Farideh and Timm Claudon (HNTB) to discuss how documents can be posted on the new website. Confirmed that the interactive .pdf, with an accompanying .zip folder, can be accommodated on the new website.

TAP meeting was held 5/21/12

- Reviewed draft interactive .pdf
- Discussed workshop PPT – TAP gave direction to use the interactive .pdf as the workshop presentation, rather than developing a new PPT.
- Discussed training options – TAP agreed that recording one webinar is the best option for delivering the workshop
- SRF met with MN LTAP to discuss setting up and facilitating a webinar, they agreed. Logistics need to be determined.
- The updated Interactive .pdf was sent to the TAP for final review. No comments were received.
- Renae Kuehl presented the interactive .pdf to the RIC board.
- A draft of the e-blast is currently being produced.
- Rich Sanders submitted an abstract on ADA to the AMC annual conference and should hear if it was accepted in a few weeks.

- Mike Marti submitted an abstract to the Fall APWA conference and it was accepted.

### **Task 2 – Complete Streets**

TAP meeting was held 3/26/12

- Finalized Section 1
- Finalized agencies to summarize for section 2
- Reviewed section 3
- Discussed content for section 4
- Sections 1 and 3 updated based on TAP comments
- Drafted sections 2 and 4
- Sent all sections 1-4 to TAP to review prior to 6/20/12 meeting

TAP meeting was held 6/20/12

- Discussed partnership with “Wadena Complete Streets” project that SRF is working on with MnDOT State Aid and the City of Wadena. Both the LRRB and State Aid/Wadena have agreed to share documents to make the final product of each project stronger.
- Finalized Section 1
- Reviewed Section 2
- Reviewed Section 3
- Reviewed Section 4
- Reviewed City of Wadena Complete Streets Worksheet
- Discussed content for Section 5
- Draft of the report so far was circulated for the RIC board to see. Edits to sections 2-4 and the worksheet will be completed in July.

Next meeting will be scheduled for early August

### **Task 3 – Outreach**

- Newsletter: Next newsletter will be distributed in August 2012.
- Web updates: topics were identified for web articles
- Professional Article:
  - Working with Mindy Carlson at LTAP to write article on the online Gravel Road Maintenance Training.
  - Public Works magazine will publish the article in October.
- Conference Presentations:
  - Developed PPT for Renae Kuehl for ATSSA “How To” conference on previous Rural Road Safety Workshop, summarizing the broadcasted webinar.
  - Developed PPT for Mike Marti for CTS conference on Recreational Trails.
  - Mike Marti conducted three Recreational Trails workshops across the state in March 2012.
- Conference Exhibits:
  - Jim Grothaus requested a poster board on the Gravel Maintenance online training to use at the NLTAP meeting during the 1<sup>st</sup> week in August. SRF will create and deliver a poster to Jim within a week.

### **Calendar/Future Tasks**

- Future tasks and the start of the TZD task will be discussed at the September Meeting.

### **Meeting Adjourn**

**Motion:** Motion to adjourn the meeting made by Klayton Ekles and seconded by Jeff Hulsether. Motion approved.

Minutes  
DAY 2  
LRRB and RIC General Session Meeting

**1. Chairman's Opening Report**

- Welcome and Introductions: Mr. Chair, Rick West, welcomed everyone to the second day of the joint LRRB/RIC meeting.
- Agenda Review

**Motion:** The motion to approve the 2012 LRRB/RIC summer meeting agenda was made by Steve Koehler and seconded by Jeff Hulsether. Motion approved.

- LRRB and RIC Rosters: No changes were made
- 2012 LRRB & RIC Conferences approved attendance list:
  - Dave Robley will not be able to attend NLTAP in Grapevine, TX.
  - Mitch Rasmussen will not be able to attend National Pavement Preservation conference in Nashville, TN.
- Laurie McGinnis and Rick West presented the highlights of Via Nordica World Highways Event in Reykjavik, Iceland.

**Action Item #22: The 2012 National Rural ITS conference in Biloxi, Mississippi, is open to two RIC members. If anyone is interested in attending, please let Julie Skallman know. Julie will ask Dave Robley and Mitch Rasmussen if they are interested in attending the National Rural ITS conference.**

**2. RIC Budget and Update**

- Gravel Road Management program: Rich Sanders said that RIC wants to spend the funding (\$75,000.00) to develop a program/software that will allow the counties to manage their gravel roads.

**Action Item #23: RIC will put the TAP together and develop scope of work for a single or multi Gravel Road Management program for the county staff to use at the September 19 RIC meeting and will bring a program update to the LRRB meeting next year.**

- Traffic Monitoring: Rick Kjonaas said that the objectives of this RIC project are to collect better and more accurate data, to accurately monitor data and improve the process and then test and evaluate different traffic counting devices. The goal is that the locals will have the right tools to collect their own data. SRF has been selected to conduct this project. TAP developed the scope, schedule and budget. Darin Mielke, Tim Stahl and Victor Lund are project champions. These projects are estimated at \$143,075.86. Adding St. Louis County, with the estimate of \$25,000, the total will be \$168,075.86.
- Sign-Person On-line Training: Rich Sanders reported that SRF and their subcontractors CH2M and the U of M are selected to conduct this project. The objective is to have an on-line sign-person training program like the gravel road management on-line training that the U of M developed. The cost of this project is \$218,000.

The two projects are estimated to be \$386,075.86. Rick Kjonaas requested \$100,000 from the LRRB Board. This additional funding plus the existing RIC budget will allow RIC to start and complete these two projects. RIC needs to come back to the LRRB Board for any additional funding to cover any future projects.

**Motion:** The motion to give RIC \$75,000 to add to their budget and cover 100% of the on-line sign-person training and traffic monitoring scope without the St. Louis county device testing was made by Julie Skallman and seconded by Steve Koehler. Motion approved. **Note:** Laurie McGinnis abstained from voting.

**Action Item #24:** Rick Kjonaas will request \$25,000 in Destination Innovation (DI) funding to cover the St. Louis County device testing.

### 3. FY 12 Annual Report

- At-A-Glance: Linda Taylor said that At-A-Glance will be ready in time for the city and county engineer conferences.
- Project Highlights: The following projects will be highlighted in the annual report: Maintenance of Recreational Trails and Material Control Testing Rates for Low Volume Roads.
- MCEA and CEAM Conferences: The following projects will be presented at CEAM: Complete Streets, ADA and System Preservation Guide. The following projects will be presented at MCEA: ADA, Complete Streets and the new LRRB website. A Jeopardy game will set up at both conferences.

### 4. LRRB Website Update

Julie Skallman reported that the LRRB website development was completed and has been live since June 29, 2012. She asked members to try the website and send their comments to her. The LRRB website is ADA compliant.

### 5. Strategic Plan and Operating Procedures

Linda Taylor went over the chapters, attachments and all resource materials of the Strategic Plan and Operating Procedures manual. She said that it is available on the web and only the web version will be updated. The site has a member's only section that only LRRB and RIC members can access via password that will be provided by HNTB soon. Rick West thanked RS for leading the manual updating effort. Linda Taylor thanked TAP for getting it done.

### 6. Remnant Need Statement Discussion

No further discussion was needed.

### 7. Round Robin

- Klayton Eckles thanked the LRRB Board for giving him the opportunity to serve as a Board member.
- Tom Ravn: MnDOT got legislative authority last session for the delivery of ten projects using Construction Manager/General Contractor (CMGC). In phase I of CMGC we will hire a contractor to consult with our designer of record as the project is being designed on items such as means and methods, staging, and materials. In phase II, we will negotiate a price for the contract with the CMGC to perform the work.

## 8. Meeting Adjourn

**Motion:** The motion to adjourn the meeting was made by Rich Sanders and seconded by Julie Skallman. Motion approved.

### **Attachments:**

1. Breakout Groups
2. FY 14 LRRB Ideas Votes
3. FY 14 LRRB Selected Need Statements
4. LRRB Programs and Projects Funding Update

## Action Items

# 2012 Summer LRRB & RIC Meeting

1. **John Powell will let Research Services (RS) know about the date and time of Eagan Prescreening Board meeting and request that metro focus group be added to agenda. RS will coordinate or oversee the Metro City Focus Group.**
2. **Lyndon Robjent will be a focus group TAP member, will look into date and time, and will send out invitations for metro counties. RS will coordinate with Lyndon for contracting a facility to accommodate the group.**
3. **If the focus groups are successful, it will be an ongoing program and the LRRB will set aside budget for conducting future focus groups.**
4. **RS will continue to post the University of Minnesota Center For Transportation Studies (CTS) KB need statements. They are only open to the University of Minnesota.**
5. **RS will continue to consult with the author and specialty offices staff to narrow the multiple proposals. LRRB board members would like to review all proposals, with author's recommendations and comments included.**
6. **The LRRB Board will consider unsolicited proposals that have a local champion (city or county engineers and/or staff) in the form of a letter or email. That person will serve on the Technical Advisory Panel (TAP).**
7. **RS will review the TRB highlights and bring a list of possible TRSs suggested to the September meeting.**
8. **The LRRB requested that RS prepare (if possible) one list of ideas for voting, combining focus groups, idea scale, Iowa focus groups, and knowledge building.**
9. **RS will arrange for a tour at MnROAD prior to the November meeting. RS will check with Julie Skallman in regard to outreach committee meeting and adjust time.**
10. **RS will do an overall review of Dr. Wilde's projects and meet with him to discuss how he is managing and if he will finish his projects. RS will present the update at the September meeting.**
11. **The Technical Liaisons for the 2009 RIC open projects need to follow-up with the project coordinators and work to complete the projects. The Technical Liaisons will bring an update to the September meeting.**
12. **Maureen Jensen and Paul Stine will talk to Dr. Wilde about updating the tool and will bring an update to the September meeting.**
13. **RIC members were asked to review the new website and provide any comments to Farideh Amiri.**

14. RIC Board to request an additional \$100,000 total for the two projects, one being a traffic monitoring project from the LRRB, at the afternoon meeting.
15. SRF to determine actual cost to add testing of Sensys pucks in St. Louis County into the project.
16. SRF to bring an update on the Dust Control Project to the September meeting.
17. RIC Board to request an additional \$100,000 total for two projects, one being a sign person training project from the LRRB, at the afternoon meeting.
18. Maureen Jensen and Rich Sanders will look into Pavement Maintenance Manual and determine what needs to be updated. They will present it at the September meeting.
19. Maureen Jensen to contact Michigan Tech for more information about their report. Maureen will share a link with RIC.
20. Maureen Jensen is attending the August TERRA board meeting in Michigan. She will ask for a demonstration of the tool and report back to the committee.
21. Renae Kuehl will email Maureen Jensen the details of the National Scan report listed above (funding agency, authors, etc.) and will have Eddie look into obtaining a copy of the report.
22. The 2012 National Rural ITS conference in Biloxi, Mississippi, is open to two RIC members. If anyone is interested in attending, please let Julie Skallman know. Julie will ask Dave Robley and Mitch Rasmussen if they are interested in attending the National Rural ITS conference.
23. RIC will put the TAP together and develop scope of work for a single or multi Gravel Road Management program for the county staff to use at the September 19 RIC meeting and will bring a program update to the LRRB meeting next year.
24. Rick Kjonaas will request \$25,000 in Destination Innovation (DI) funding to cover the St. Louis County device testing.