



# LRRB Proposal Selection Meeting

## DRAFT MINUTES

October 19, 2016

8:00 AM – 4:30 PM

MnDOT – District 3B Headquarters and Training Center

Lewis North Room

3725 12th Street North

St. Cloud, Minnesota 56303

### **LRRB Members Present:**

Lyndon Robjent (Chair), Carver County  
Tim Stahl, Jackson County  
Paul Oehme, City of Chanhassen  
Steve Koehler, City of New Ulm  
Kaye Bieniek, Olmsted County  
Linda Taylor, MnDOT – Research  
Mitch Rasmussen, MnDOT – State Aid  
Tom Ravn, MnDOT – Construction  
Jim Foldesi, St. Louis County  
Laurie McGinnis, University of Minnesota

### **Others Present:**

Joel Ulring, MnDOT – State Aid  
Jeff Brunner (substitute Bernard Izevbekhai, MnDOT – Materials & Road Research  
Brenda Thomas, U of M – CTS  
Debbie Sinclair, MnDOT – Research  
Hafiz Munir, MnDOT – Research  
Shannon Fiecke, MnDOT – Research  
Lois Butcher, MnDOT – Research  
Bruce Holdhusen, MnDOT - Research

## 1. Call to Order

Chair Lyndon Robjent called the meeting to order and reviewed the purpose of the meeting. The meeting agenda was reviewed by the group. The agenda was approved by Chair Lyndon Robjent.

***A motion was made by Steve Koehler, seconded by Paul Oehme, to approve the minutes of the Summer LRRB meeting on June 22 -23, 2016. Motion approved.***

Brenda Thomas announced that she was leaving CTS and joining MnDOT Metro District as the Engagement and Strategy Director for the I-94 Project. Her last day at CTS will be Friday, October 28, 2016.

### • **Pending June Action Items**

Linda Taylor reviewed pending LRRB action items. Action items not listed below were completed or included in the agenda.

**June Action Item No. 3: The Alternative Intersection Design video will be placed on the agenda for the next TRIG meeting to discuss a possible cost-sharing opportunity.**

Metro District is interested in the Alternative Intersection Design Video. TRIG will cost share and provide 50 percent of the funding for the video. **Completed**

**June Action Item No. 4: Tim Stahl will check and see what level ADT for Low Volume roads will allow them to be included in the Minnesota MUTCD (RIC Contract Task 9). (Still outstanding)**

**June Action Item No. 5: Debbie Sinclair will send out the updated pre-trip and post-trip processes to the Board Members when they are finalized. (Still Outstanding)**

Debbie Sinclair cannot send these out because there are still in process.

**June Action Item No. 10: Tim Stahl will bring the idea of having Mark Vizecky (Traffic) and Joel Ullring (Bituminous and Concrete) become official RIC members to the RIC for discussion and bring back a recommendation. (Still Outstanding)**

**June Action Item No. 14: Board members interested in serving on the TAPs for any of the projects that are part of the current RIC Support Contract should contact Bruce Holdhusen (MnDOT RS) or Renae Kuehl (SRF).**

- **Roster Update**

Mitch Rasmussen reported that Tim Stahl will be rotating off of RIC. New RIC Liaison will be Kaye Bieniek. There are no other members with expiring terms.

## 2. Budget and Administration

### Budget Status Report

Debbie Sinclair reviewed the LRRB budget status spreadsheet that was included in the meeting materials for Board members' reference. Column has been added for the consultant or contractor.

- INV645 The FY12-16 RIC contract is completed. Unused balance of \$63,196 has been moved to the FY17-19 program.
- INV668 FY16 LTAP contract is complete. FY17 contract is currently in the works.

### **Annual program transfers have been completed:**

- INV675 FY17 Research Services
- INV676 FY17 MnROAD Research: Facility Support
- INV745 FY17 Library Services
  
- INV916 FY15 Technical Transfer Materials Development-completed
- INV924
  - FY15 YouTube Videos - 3 completed, Ineffective Specialty Signs-In process. Unused balance of \$28,120 was moved into FY16-17 budget.
  - FY16-17 YouTube Videos: Professional Services for Careers in Civil Engineering Video is in progress
- INV922 Systems Preservation Guide – A Planning Process for Local Government Management of Transportation Networks-All tasks complete, pending final audit
- INV927 Outreach Web Site 04617 2/1/2014 to 8/31/2016-All tasks complete, pending final audit
- INV927 has been renamed to LRRB Website 2017-2018
- INV947\* Investigation of Optimal Mix Design of Full Depth Reclamation Stabilization with Cement and Emulsion is complete
- INV948\* Flagger Operations: Investigating Their Effectiveness in Capturing Driver Attention: all LRRB funds have been spent but contract is not completed.
- INV955\* Deployment of Portable WIM Systems at ATR Sites for Data Collection and Comparative Study is completed
- INV969 Barriers to Right-of-Way Acquisition and Recommendations for Change-all tasks complete, pending final invoice.
- INV970 Alternate Design Methods to Renew Lightly Traveled Paved Roads-Completed

- INV973 Examination of Driver Performance and Distraction with In-vehicle Signing-Completed
- INV975 Prevention of Stripping Under Chipseals-Completed
- INV977 Innovative Technology Workshop on 3D LIDARINV- Completed
- INV987 Optimizing Cold in Place Recycling (CIR) Applications through Fracture Energy Performance Testing-Completed
- INV999: FY16 Program Administration balance remaining has been released back to the available balance-Completed
- INV1001 TRS-Developing the Right Recipe for Using Recycled Materials in Aggregate Bases-Completed
- INV1002 TRS-Consolidated Asset Management Best Practices for Local Agencies-Completed
- INV998 FY17 OPERA – Projects-Proposal is pending from the CTS
- INV999 FY16 Program Administration-Unused balance of \$4,607 was released back to the available balance.

FY16 LRRB Contingency Account funds have been released back to the available balance. Current available balance in FY17 is \$1,314,453, FY18 is \$2,240,175.

Debbie Sinclair updated the future Allotment amount on the budget spreadsheet from an estimated amount of \$3.4 Million to actual allocation for FY17 (\$635,660) and adjusted the estimated allocations for FY18-FY20 to \$3.6M to more accurately reflect the allocation amount.

The LRRB budget has been steadily increased between 3 to 7% per year. This increases the annual LRRB budget by \$1.2 million (53%) since 2008 when it was \$2,375,882. LRRB has been rolling forward an average of \$1.4 million/year. LRRB needs to decide how they want to allocate these funds. The budget pie chart shows that implementation is only using 8% of budget.

#### **INV999 budgets:**

- FY16 budget shows the final breakdown of costs.
- FY17 budget: FY 16 RSS Report Publication Services: contract was amended to add a second year and additional funds rather than writing a new contract as there was a significant balance left on the contract (more than 1/3 of the contract).

#### **Contract Amendments Report**

- Eleven amendments since mid-June, two of them were included on the June report as Pending.
- Of these, ten included a time extension ranging from five to twenty-two months, three were the second amendment.

#### **Schedule for 2017 LRRB, RIC & Outreach Meetings**

Debbie Sinclair reported that she is working on the RFP for the summer meeting for Grand Rapids. She will provide and update at the December meeting.

The following dates were set for 2017 meetings:

- *March 23rd at Golden Valley (request a larger room if possible)*
- *June 28 - 29 – location to be finalized soon.*
- *October 18th in St. Cloud*
- *December 6th and 7<sup>th</sup> tentatively at Northrup Building*

**Action Item 1: Brenda Thomas is checking into use of Northrup Building for December 2017 meeting. She will get back with Debbie Sinclair. Debbie will send out calendar appointment for the 2017 LRRB meetings.**

## Travel Arrangements and Reimbursements

Debbie Sinclair reviewed the Travel Tips and Tricks document that will be posted to the RIC website. She strongly urged member to book their hotel accommodation early.

Kaye Bieniek reports that she is having difficulty with the LRRB website. Other counties are also having difficulty.

**Action Item 2: Shannon Fiecke will investigate and resolve LRRB website access issues.**

## Project Closeout and Evaluation Changes

A new professional/ technical services contract evaluation process for research and consultant projects has been established with the transition to new CAARTS program. The evaluation is done by both the TL and the PI or consultant through an online database. The consultant has the opportunity to evaluate MnDOT and review and accept TL's evaluation. If the PI or consultant do not respond within 10 days, the final invoice is paid.

The evaluation is triggered when the final invoice is received, and the TL will receive an email from the project coordinator with the evaluation link and access code. The evaluation includes comments and rating on the following areas: project management, project development, deliverables, consultant PM and key personnel, administration.

The closeout process, final audit and final invoice payment cannot be completed until the evaluation process is completed.

**Action Item 3: Debbie Sinclair, Becky Lein, Laurie McGinnis and Brenda Thomas will have a follow up discussion regarding the new MnDOT closeout process of tying final payment to the evaluation process and who at the University should review the evaluations. Is this allowed under the master agreement?**

## 3. FY2018 Proposal Rating

Lyndon Robjent commented on the potential conflict of interest issue with Laurie McGinnis voting on projects. The opinion of the MnDOT legal office is that there is no conflict and all can vote with the exception of when a family member is involved with the project.

### Multiple Proposal Rating

Hafiz Munir presented the multiple proposal review process. The multiple proposal review form has been updated to be consistent with the proposal form template. There was some confusion as to the "MnDOT staff recommendations" indication on the spreadsheet. LRRB was not interested in research services or specialty office's rating or comments, but did want input from the project champion. This column represented the project champion's endorsement of the proposal(s) to move forward for funding consideration. LRRB requested that the champion be offered the opportunity to hear the proposals at the December meeting and provide input.

### Voting Summary

Hafiz walked the board through the proposal voting process where twenty proposals had two votes or greater. Thirteen proposals received three or more votes. The board decided that proposals receiving three or more votes would be heard. After much discussion, the Board chose to hear an additional nine proposals.

**Attachment 1 provides the list of proposals selected for presentation at the LRRB meeting December 7-8, 2016.**

Discussion regarding champion recommendation and comment on proposals. Mitch Rasmussen suggested that the board further define the process. LRRB wants to maintain the opportunity to review and rate all proposals submitted.

**Action Item #4: Mitch Rasmussen and others would like to see the board define/clarify the multiple proposal evaluation process.**

#### 4. Project Updates

- **Dan Wegman** from Braun Intertec gave a presentation via phone entitled *Optimizing Cold In-Place Recycling (CIR) Applications through Fracture Energy Performance Testing*. What can LRRB do as a follow up? Counties have led the way. Desire to better understand, additional research work could be done in this area. Data gathered over time with field verification. Continue doing projects. Accelerate, advance field verification – 2 years.
- **Ed Terhaar** from Wenck Associates gave a presentation via phone entitled *Quieter Rumble Strip Design Optimization Study*. OTSO indicated that they were moving ahead with a tech memo.
- **Howard Preston** from CH2M gave a presentation via phone entitled *Highway Rail Grade Crossing Project Selection*. Paul Oehme asked if there was any crash data for quite zone crossings. This was not included as part of the work plan.

#### 5. Next Steps for Completed TRSs

- **Joel Ulring** presented the update to *Recycled Materials in Unbound Aggregate Base Layers in Minnesota (TRS 16-04)*. Recommendation is to accept as is. Good resource.
- **Steve Koehler** presented the updated to *Alternatives to Seal Coats (TRS 16-02)*. Goal was to summarize the state of the practice. No summary of what should be done next. Goal has been met.

**Action Item #5: Alternatives to Seal Coats (TRS 16-02) Bruce Holdhusen will follow up with the TL, Jeff Hulsether, to see if it answered or solved the problem and to see if there is a next step.**

#### 6. Project Updates

- **Neal Hawkins** of Iowa State University gave a presentation via phone entitled *Evaluation of Pavement Markings on Challenging Surfaces*.
- **Chuck Jahren** of Iowa State University gave a presentation via phone entitled *Alternative Design Methods to Renew Lightly Traveled Roads*.
- **Yelda Turkan** of Iowa State University / Oregon State University gave a presentation via phone entitled *Modernizing Road Construction Plans and Documentation*.

## 7. Outreach Committee Update

Mitch Rasmussen gave an update on the Outreach Committee Meeting that took place on Tuesday, October 18. A summary of his update has been included with these minutes as **Attachment 2**. The following action items came out of the Outreach Committee Meeting.

**Action Item #6: Snow and Ice Handbook and Asphalt Maintenance Field Guide was sent to RIC to determine if they should be updated or just reprinted.**

## 8. Conferences and Trip Reports

### 2017 Conferences and Attendees

Mitch Rasmussen reports that MnDOT is taking a more comprehensive look at travel including new priorities for sending people. Review how many we should send and who can bring back knowledge that is needed. International conferences looked at providing guidance on number of trips eligible for members:

- International conference open to two members
  - 2 international trips per term – LRRB members
  - 1 international trip per term – RIC members
  - International conference held in US would be handled like domestic trip and open to all members.
- . Local members are first priority, then MnDOT or CTS.

### Guidance for Out of State Travel (OST) Trip Reports

Linda Taylor walked through the OST Trip report guidance document developed, refer to handout in book. Action items should be of topics or trends that may be of interest to LRRB, RIC and/or Outreach Committee.

### Review Trip Report Summary

Discussion on how trip reports can be leveraged. Check boxes allow actionable items to be directed to a specific committee. Committee can then forward to Mitch to identify a champion. If no champion is found, Mitch will bring to the LRRB to identify if there is value to the state for the investment.

**Action Item #7: Going forward, trip report action items will be sent to the indicated committee first, then to Mitch Rasmussen to identify a champion. If no champion is found, Mitch Rasmussen will bring to LRRB to discuss if there is value to the state for the investment.**

## 9. LRRB Strategic Plan Update

Mitch reports that the work plan for the LRRB Strategic plan is being finalized. The draft work scope has been circulated and reviewed. When Mitch's comments are final, the scope will be posted for solicitation using the quick call process.

## 10. RIC Update

Tim Stahl presented the RIC update. See committee report - Attachment 3.

- Smart Phone App for Low-Volume Work Zones – on hold. Let the books be out for a couple of years before moving to an app. Concern over current users (maintenance & supervisors) and size of phone screens.
- HMA Dry Mix Pavement Performance
  - Northern Counties upped the AFT from DOT specifications

**Action Item #8: MnDOT Materials office (Glenn Engstrom) will be invited to next RIC meeting to educate RIC on what is going on with HMA Dry Mix Pavement Performance. Joel Ullring and Jeff Brunner will confer to compile questions for Glenn Engstrom.**

- Air Quality During Maintenance Activities
  - TAP to work on producing a handout similar to John Brunkhorst's D8 Safety Director's spreadsheet
  - Mindy Carlson has volunteered to work with Jim and John to scope and put together the handout
- Modernizing Construction Plans – CIM/3D Standards Pilot Project
  - See Off-Cycle Project Requests
- Economic Benefits of TZD Program
  - Decided to leave this in the hands of the TZD coordinators
- Right Recipe for Recycle Aggregate Base
  - TRS completed by MSU. TAP is happy with TRS but no further research is necessary at this time. DOT is resolving the specification.
- SRF RIC Consultant Contract Task Updates
  - Decision was made to scope each task at the start of the RIC task.
  - Task 1 – Fleet management scope was approved by RIC.
  - Task 2 – ADA training scope was approved by RIC.
- Next RIC meeting will be held on December 6 at the MnDOT Golden Valley office.

## 11. Off-Cycle Project Requests

- **Next Steps for Modernizing Road Construction Plans and Documentation.** More information is needed to move forward.

**Action Item #9: Lyndon Robjent will develop a concept for 3D construction plan that can be used to get a rough estimate from a consultant. The estimate will be brought back to the LRRB for discussion and possible funding request.**

- **Prevention of Stripping Under Chipseals – Phase II.** Tim Stahl moved that this phase go forward to be finished by David Rettner as documented in proposal.  
**Motion by Tim Stahl and 2<sup>nd</sup> by Lyndon Robjent. Prevention of Stripping Under Chipseals – Phase II was Approved for \$18,942.**

## 12. Round Robin

Tom Ravn – will be rotating off the LRRB board. Paul Johns from the MnDOT Office of Construction will come onboard as the technical representative. Recommended by Tom Ravn and accepted by Mitch Rasmussen.

Kaye Bieniek – Asked about the minimum requirements for ADA compliance.

**Action Item #10: Forward questions regarding ADA compliance to Renae Kuehl to be addressed in the RIC task on ADA training.**

Laurie McGinnis – reminder about the CTS Conference on November 3.

## 13. Adjourn

The meeting was adjourned at 3:40 by Chair Lyndon Robjent.

## Summary of Action Items

### Outstanding June Action Items

**June Action Item No. 4:** Tim Stahl will check and see what level ADT for Low Volume roads will allow them to be included in the Minnesota MUTCD (RIC Contract Task 9).

**June Action Item No. 5:** Debbie Sinclair will send out the updated pre-trip and post-trip processes to the Board Members when they are finalized.

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**June Action Item No. 14:** Board members interested in serving on the TAPs for any of the projects that are part of the current RIC Support Contract should contact Bruce Holdhusen (MnDOT RS) or Renae Kuehl (SRF).

### October 2016 New Action Items

**Action Item 1:** Brenda Thomas is checking into use of Northrup Building for December 2016 meeting. She will get back with Debbie Sinclair.

**Action Item 2:** Shannon Fiecke will investigate and resolve LRRB website access issues.

**Action Item 3:** Debbie Sinclair, Becky Lein and Laurie McGinnis will have a follow up discussion regarding the new MnDOT closeout process of tying final payment to the evaluation process and who at the University should receive the closeout reviews. Is this allowed under the master agreement?

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**Action Item 7:** Going forward, trip report action items will be sent to the indicated committee first, then to Mitch Rasmussen to identify a champion. If no champion is found, Mitch Rasmussen will bring to LRRB to discuss if there is value to the state for the investment.

**Action Item 8:** MnDOT Materials office (Glenn Engstrom) will be invited to next RIC meeting to educate RIC on what is going on with HMA Dry Mix Pavement Performance. Joel Ulring and Jeff Brunner will confer to compile questions for Glenn Engstrom.

**Action Item 9:** Lyndon Robjent will develop a concept for 3D construction plan that can be used to get a rough estimate from a consultant. The estimate will be brought back to the LRRB for discussion and possible funding request.

**Action Item 10:** Forward questions regarding ADA compliance to Renae Kuehl to be addressed in the RIC task on ADA training.



**Attachment 1**  
**Proposal Selection Summary**  
**LRRB October 2016 Meeting Minutes**

Need Statement #	Champion / TL	Principal Investigator	University	Project Title
452b	Jay Hietpas (MnDOT)	Magdy Abdelrahman	North Dakota State University	Pavement Markings - Wet Retroreflectivity Standards
452f	Jay Hietpas (MnDOT)	Adam Pike	Texas A&M Transportation Institute	Pavement Markings- Wet Retroreflectivity Standards
455a	Ed Johnson (MnDOT)	Mihai Marasteanu	University of Minnesota	Experimental and Computational Investigations of High Density Asphalt Mixtures
457a	Tim Andersen (MnDOT)	Lev Khazanovich	University of Minnesota	Pavement Thickness Evaluation using 3D Ground Penetrating Radar
458a	Joseph Totten City of Edina	John Hourdos	University of Minnesota	Evaluation of the Effectiveness of Stop Lines in Increasing the Safety of Stop-Controlled Intersections
458c	Joseph Totten City of Edina	Nicole Oneyear	Iowa State University	How Stop Lines Affect Vehicle Position, Approach Speed, and Driver Attentiveness
459a	Jeff Hulsether City of Brainerd	John Hourdos	University of Minnesota	How Locals Need To Prepare for the Future of V2V/V2I Connected Vehicles
459c	Jeff Hulsether City of Brainerd	Shauna Hallmark	Iowa State University	Prepare Local Agencies for Future of V2V/V2I and Connected Vehicle Technologies
460b	Chris Byrd Benton County	Todd Sirotiak Matthew Stone	North Dakota State University	Transportation Workforce Recruitment and Retention Strategies
460e	Chris Byrd Benton County	Natalie Villwock-Witte	Montana State University	Transportation Workforce Recruitment and Retention Strategies
461a	John Welle Aitkin County	John Gulliver	University of Minnesota	Characterization of Runoff Quality from Paved Low Volume Roads and Optimization of Treatment Methods
461c	John Welle Aitkin County	Chris Rehmann	Iowa State University	Stormwater Contaminant Data Collection and Cost-Effective Treatments for Low-Volume Roads

Need Statement #	Champion / TL	Principal Investigator	University	Project Title
462d	Steve Bot (City of St. Michael)	Zhanping You	Michigan Technological University	Is Seal Coating Counterproductive or Not?
463a	Daniel Knapek Sherburne County	Manik Barman	University of Minnesota Duluth	Cost/Benefit Analysis of the Effectiveness of Crack Sealing Techniques
465a	Tracey Von Bargen Grant County	Nichole Morris	University of Minnesota	Examining Optimal Sight Distances at Rural Intersections
467a	Gene Hicks (MnDOT)	Chen-Fu Liao	University of Minnesota	Investigating Inductive Loop Signature Technology for Statewide Vehicle Classification Counts
471f	Chris Moates Steve Lund (MnDOT)	William Holik	Texas A&M Transportation Institute	Truck Station Location Optimization
475f	Ted Ulven (MnDOT)	Jerry Ullman	Texas A&M Transportation Institute	Personal Warning Sensor for Road Construction Workers
485	Rick West Otter Tail County	Brad Wentz	North Dakota State University	Cloud-Based Dynamic Warning System
KB13	Ross Bintner, & Brian Olsen, City of Edina	Lawrence Baker	University of Minnesota	Adaptive Management to Improve Deicing Operations

## **Attachment 2**

### **Outreach Committee Update**

#### **LRRB October 2016 Meeting Minutes**

Mitch Rasmussen and Shannon Fiecke provided an overview of the LRRB Outreach Committee meeting, which was held on Oct. 18 at SRF Consulting:

#### **SRF Outreach Workplan Update**

- Will publish next national article on system preservation project.
- Upcoming presentations at APWA-MN, CEAM and MCEA will highlight recent projects and pitch LRRB involvement.
- Next LRRB newsletter - Main story about LRRB's involvement in MnROAD. Newsletter will be published a month early to be distributed at city/county engineers' conferences in January.
- Surveying LRRB members on their use of the LRRB website, which will inform redesign.
- A special Outreach Committee meeting will be held in March to discuss what should be part of the next outreach contract.

**ACTION ITEM:** Shannon Fiecke will schedule a March Outreach Committee meeting.

#### **Guidebook republishing**

- Research Services is almost out of copies of the following handbooks: Snow & Ice Handbook (2005) and Asphalt Maintenance Field Guide (2002)

**ACTION ITEM:** Tim Stahl will ask the Research Implementation Committee to consider updating and/or reprinting the books. It should also consider whether an app should be developed for the field guide.

#### **LRRB Website update**

- Initial hiccups with transferring site ownership. Site scrapped and put on new server until new site is developed.
- Committee provided feedback on initial sketches for website homepage. Web developer will revise and then proceed with internal site development.
- Research Services is enhancing its project search engine to include active projects and workplans/deliverable timelines. LRRB will eventually be able to share this search engine, which will be branded as LRRB on the LRRB website once the search engine upgrade is completed.
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**ACTION ITEM:** Shannon Fiecke will investigate issues some counties are having accessing the LRRB website on local government computers.

#### **Videos**

- **Alternative Intersections Design Video** - MnDOT wants to partner on this. Possibly include roundabouts. 50-50 cost-share. Mitch Rasmussen recommends the LRRB take the lead on the project to guarantee it meets locals' needs.
- **Civil Engineering Careers Video** - TAP formed. Includes teachers, students and practitioners. Project timeline may be extended to allow for springtime shooting. Will likely be a two-part animated video.
- **Ineffective Specialty Signs Video** - TAP unhappy with draft video. Too long and disagreement over some content and quality. Contract extended to revise video. Outreach committee clarified that intended audience is public.
- **Video Production Requirements** – Outreach Committee agreed that a communications professional should be on each TAP and that there should be quality requirements for firms to meet.
- **New LRRB Booth Display** – Shannon Fiecke reviewed the new LRRB booth display equipment used at PWX Conference. Tierney sponsored a large touch-screen

monitor. MnDOT Research Services interested in cost-sharing on a monitor for future booths.

- **At-A-Glance (FY2016) Planning** - Mitch Rasmussen & Shannon Fiecke to select projects after hearing presentations at today's meeting.
- **Electronic newsletters**- Shannon and Renae are working on a way to send out electronic newsletters.

**ACTION ITEMS:**

- Mitch Rasmussen and Shannon Fiecke will work on putting a Technical Advisory Panel together for the Alternative Intersections Design Video.
- Shannon Fiecke will work with the TAP to revise the Ineffective Specialty Signs video.
- Shannon Fiecke will develop a production quality requirement proposal for video projects.
- Shannon Fiecke will explore purchasing a shared monitor for the LRRB booth and Research Services.
- Shannon Fiecke and Mitch Rasmussen will meet to plan content for the next At-A-Glance.
- Shannon Fiecke and Renae Kuehl should continue exploring options for electronic LRRB newsletter.
- Outreach Committee (via SRF) will solicit new video ideas from the CEAM and MCEA conferences.