



2018 LRRB Fall Meeting Minutes

Date: October 17, 2018

Location: Stearns County Highway, 455 28th Avenue South, Waite Park, MN 56387

LRRB Board Members Present:

Kaye Bieniek, Olmsted County
Kent Exner, City of Hutchinson
Jim Foldesi, Saint Louis County
Laurie McGinnis, U of M (CTS)
Paul Oehme, City of Chanhassen
Mitch Rasmussen, MnDOT - State Aid
Lyndon Robjent, Carver County - (*Chair*)
Tim Stahl, Jackson County
Linda Taylor, MnDOT - Research Services
Kevin Western, MnDOT - Bridge

Non-Board Members Present:

Shannon Fiecke, MnDOT - Research Services
Lisa Jansen, MnDOT - Research Services
Hafiz Munir, MnDOT - Research Services
Debbie Sinclair, MnDOT - Research Services

Not Present:

Ben Worel, MnDOT - OMRR

Updates / Action Items

Call to Order

Welcome, Introduction:

- Meeting called to order at 8:30am by Chair Lyndon Robjent.
- Linda Taylor shared that this would be her last LRRB Board Meeting as she will retire in December 2018.

Agenda Review: No new items added to the agenda.

Approval of Summer Meeting Minutes: The June 20-21, 2018 meeting minutes were approved unanimously. **Motion** by Kaye Bieniek, Seconded by Paul Oehme.

Pending Action Items: Linda Taylor led the discussion and went over the action items from the June 2018 meeting minutes. All but the following action items have been resolved. Below are the specific notes on the outstanding action items:

- **Action Item 9:** Mitch Rasmussen said the Outreach Committee still has to think through the thought of requiring researchers to photo or video document their work. May be that the Outreach Committee will look at the completed projects and decide which need photo or video. This item will be on the next Outreach Committee meeting agenda. Forward the agenda item to the December 2018 LRRB meeting for an update.
 - Mitch Rasmussen suggested the possibility of capturing some funding from project 924 (YouTube Videos) and using them towards Action Item 9. Additional info is listed below in the Budget Status Report.
- **Action Item 11:** Remains outstanding. Forward the agenda item to the December 2018 LRRB meeting for an update.

Action Item # 1: *RS to add the pending action items 9 and 11 to the December 2018 LRRB meeting for an update.*

- Mitch Rasmussen said that Will Manchester from City of Minnetonka will replace Klay Eckles on the LRRB-RIC. Lori Sobczak from Research Services has already sent out the LRRB meeting invitation to Will. Debbie Sinclair has forwarded all the meeting notes to Will Manchester so he can be caught up for the next RIC meeting in November.

Budget and Administration

Debbie Sinclair led the discussion and went over the budget spreadsheet provided in the LRRB board package. Debbie pointed out that the “FY19 LRRB Summary by Strategic Category” provided on the bottom of the Page 5 of the “FY 18 LRRB Program” summary spreadsheet is incorrect. She handed out correct version and noted that it replaces the information given on the bottom of the Page 5. Below is a summary of the discussion under each section.

Budget Status Report:

- INV 675-FY19 Research Services shows expenditures through September 18, 2019.
- Transfer for INV 676-MnRoad Research and INV 745-Library Services for FY19 has been completed.
- INV 924-available balance for YouTube Videos is \$90,718.
- FY18 unused balance carried forward to FY19 is \$2,700,189.
- FY19 total available is \$6,721,146 with an allotment of \$4,020,957. There are \$4,666,883 in commitments and expenditures leaving a FY19 balance of \$2,054,263 which can be utilized by the end of this fiscal year. Any unused balance will be carried forward to FY20.
- The total estimated amount for FY20 is \$6,060,220 (including carry forward). \$2,313,511 has already been committed to projects in FY20 with a set aside of \$934,000 for ongoing programs.
- Estimated \$2,812,709 available for FY20 projects that will be selected in December.
- Chair Lyndon Robjent inquired if the FY20 funding has been approved. Debbie Sinclair indicated that although the funding has not yet been approved, it most likely will be approved.
- Chair Lyndon Robjent expressed that the projects should not be underfunded, and the proposed project costs need to be more aggressive.
- Debbie Sinclair encouraged that over programming should be embraced.
- Mitch Rasmussen said MnDOT will comply with the overall state policy for funding of meals and food.

For full details of the budget, please refer to the summary spreadsheet in the meeting book.

INV 999 FY18 Budget:

- Total expenditures were \$98,604 with a balance of \$55,396 being released back into the budget.

INV 999 FY19 Budget:

- The Current balance is \$120,983.
- \$3,421 was allocated to the 2018 LRRB Summer Meeting.
- \$24,337 is encumbered for the Editorial Review Publishing contract. Mitch Rasmussen proposed to reallocate \$5,000 from the ‘Updating and Reprinting of materials’ to the Consultant line to cover the shortage.
 - **Motion** by Mitch Rasmussen, Second by Kevin Western.

Action Item # 2: Transfer \$5,000 from the ‘Updating and Reprinting of Materials’ portion of the LRRB Administration budget (INV 999) to cover additional expenses related to Editorial Review Publication (contract 1003325 WO#42) within the same budget (INV 999).

Contract Amendments Report:

- 13 Amendments processed (8 new ones, 5 included on last report and completed).
- 10 included time extensions (3 due to issues with resources).

- A question was asked if the language in the contract should be modified to include turnover of researcher's staff on projects to have sufficient resources if this occurs.

Schedule for 2019 LRRB Meetings:

- The 2019 LRRB Meeting dates been identified.
 - Spring Meeting: March 20th Carver County
 - Summer Meeting: June 19 - 20th at Cragun's Resort, Brainerd (*Bid was awarded on 10/17/18*).
 - Fall Meeting: October 16th at Stearns County Highway, Waite Park
 - Winter Meeting: December 11 - 12th at University of Minnesota (Coffman Memorial Union).

2018 and 2019 Conferences and Attendees:

- Mitch Rasmussen mentioned that MnDOT has a meeting with the Scandinavian Countries during the TRB meeting that is worth attending. It is open to the LRRB and RIC members. If interested in attending, contact Mitch Rasmussen.
- The RFP for the Summer Meeting logistic has been completed.
- Mitch Rasmussen said that the Brainerd location for the meeting should be considered especially if the bids have not yet closed as it appears the cost is reasonable. Have Nancy Stone inquire about the timeframe.

Action Item # 3: Debbie Sinclair to contact Nancy Stone to inquire about the facilities provided by the Brainerd location and change the location of the summer meeting, if possible.

RS Staff Salaries:

Debbie Sinclair shared a summary of the LRRB Salary Comparison through pay period ending 10/2/2018. A summary of tabulated information was provided in the book. For full details of the Staff Salaries spent, please refer to the handout provided in the Board Meeting book. Below is a summary of the discussion:

- Mitch Rasmussen attended the Research Services staff meeting in August 2018 to discuss and emphasize the accurate tracking of the time spent on LRRB projects when filling out the timesheets.
- The Project Management's group (Hafiz) time increased by 46%. This was primarily due to the 9 NSs with implementation potential that were sent to RIC for a proposal and funding recommendation processes. Research Management Staff had to work with the contractors selected by RIC to develop proposals, coordinate the reviews and selection with the RIC members, and then finalization of the proposals based on the RIC comments.
- The Finance and Contracting unit time increased by 38%. Much of this was due to the time spent by the staff in the unit implementing the new time accounting system for the LRRB program and project administration, and the extra time needed to reconcile expenses from the summer LRRB board meeting at the Kahler Grand Hotel.

Transportation Research Board (TRB)

- Tim Stahl and Kaye Bieniek will attend the TRB Conference.
- Kaye Bieniek will attend the International Conference on Low Volume Roads, Kalispell, MT
- Mitch Rasmussen encouraged other members to spread the word about the TRB Annual meeting. Those interested in attending should contact Debbie Sinclair. He also encouraged board members to take one international conference and provide a presentation of what was learned.
- Linda Taylor's spot for the TRB Annual Meeting is available as she will be retiring December 2018.

Action Item # 4: Mitch Rasmussen will send out notice to the RIC Committee to see if there is interest in attending the TRB Conference.

LRRB Outreach Committee Update

- Shannon Fiecke said that LRRB’s first e- newsletter will be sent in November 2018. Current newsletter is emailed via PDF twice per year. New newsletter will be sent quarterly via MnDOT’s GovDelivery system.

FY2020 Proposal Rating

Hafiz Munir led the conversation. Hafiz gave an overview of the CY2018 RFP process, the number of need statements posted, and e a breakdown of the proposals (including single and multiple proposals) received against the posted need statements. Hafiz went over the summary of ballots from the board members and provided a ranking of the proposals based on the total votes. He also provided information about the number of proposals selected for presentation last year. Below is a summary of the discussion:

- There were 22 proposals selected last year for presentation. Tim Stahl recommend only passing similar number of proposals or less.
- Tim Stahl mentioned that State-Aid has already credited a similar project to the NS555B proposal. Further discussion with Joel Ulring will be needed. He also mentioned that communication needs to be better on these projects as it appears that key parties may not be aware that these projects are being funded.
- Laurie McGinnis asked if reviewer comments were available for the NS 556B Proposal and, if so, why it was rated as it was. Hafiz mentioned that the champion review forms are available to look at but these were not provided along with the balloting due to the amount of effort involved in collating, scanning, and creating a PDF document. Later in the meeting, Research Services staff discovered that a mistake had occurred and 556B should have been entered as the champion’s preferred proposal.
- Consolidate 542b and 542C proposals or only vote for one project after hearing both.
- Chair Lyndon Robjent mentioned that for the NS 535A Proposal, an option is to get the City involved with this project.
- The 535A Proposal needs further information and board members said they would like to hear from the presenter.
- After discussion the board selected 19 proposals for presentations. A summary of the selected proposal is given in the table below.
- There was some discussion about the implementation proposals from the RIC. Kaye Bieniek provided status updates on the implementation proposals coming from the RIC. This discussion is summarized under the RIC Update section.
- **Motion** by Laurie McGinnis, Second by Jim Foldesi.

Proposal Selected for Presentation by LRRB

Proposal Number	Project Title	University	Principal Investigator (PI)
526b	Evaluation of Environmental Impacts of Potassium Acetate Used as a Road Salt Alternative	Minnesota	John Gulliver
529b	Understanding Pedestrian Travel Behavior & Safety in Rural Settings	Minnesota	Greg Lindsey
531d	Establishing a Repeatable Method for Presenting Non-traditional Traffic Treatments to Maximize Stakeholder Support	Minnesota	Nichole Morris
535a	Implementation of Lane Boundary Guidance System for Snowplow Operations	Minnesota	Max Donath
536d	Pavement Marking Patterns and Widths – Human Factors Study	Texas A&M	Adam Pike
542b	Evaluation of Curing Effects on Cold In-Place Recycling (CIR)	New Hampshire	Eshan Dave

542c	Evaluation of Curing Effects on Cold In-Place Recycled (CIR) Materials	Minnesota	Mihai Marasteanu
543b	The Impact of Deferred Maintenance in Minnesota	Iowa State	Basak Bektas
554a	Construction Incentives - Are they working?	Mankato State	Mohamed Diab
555b	Effectiveness of Geotextiles/Geogrids in Roadway Construction; Determine a Granular Equivalent (GE) Factor	Iowa State	Junxing Zheng
556b	Optimizing Asphalt Mixture Designs for Low-Volume Roads of Minnesota	UM-Duluth	Manik Barman
556c	Optimizing Mix Designs – Low Volume Roads in Minnesota	Texas A&M	Edith Arámbula-Mercado
557a	Base Stabilization Additives - Effect on GE	Iowa State	Bora Cetin
KB01-1	Development of SuperPave 5 asphalt mix designs for Minnesota pavements	Minnesota	Mihai Marasteanu
KB03-2	Wet Pond Maintenance for Phosphorus Retention	Minnesota	John Gulliver
KB03-3	Re-use of regional waste in sustainably designed soils	UM-Duluth	Marsha Patelke
KB03-4	Dust Control Impacts on Water and Air Quality in Rural Minnesota	UM-Duluth	Larry Zanko
KB05-2	Towards implementation of max-pressure signal timing on Minnesotan roads	Minnesota	Michael Levin
KB12-1	Capacity-building for public representation and engagement on transportation infrastructure and finance issues	Minnesota	Kathryn Quick

Action Item 5: Research Services will inform the selected proposers, schedule presentations and prepare for the LRRB December meeting.

CTS Involvement in the Need Statement Development Process

- Laurie McGinnis mentioned that CTS continues to provide ongoing value and there's a lot to learn in being part of the need statement development process. Laurie mentioned that the NS developed through the screening board process last year were a good summary of the needs. But it has been noticed that most of these NS had implementation focus. This could be because the NSs were prepared by working with local transportation practitioners and thus were missing research components. She stated that may be it will add a value to the NSs if the University of Minnesota researchers should look at these and modify, if necessary, to enhance the research elements in the NSs. She said that there are no proposals or process recommendation or funding requested at this time. She is just bringing this up for discussion purposes.
- Board members discussed pros and cons of the having University of Minnesota researchers review the NSs and its potential impacts on the fairness of the research RFP process. Linda Taylor expressed concerns that this will provide the University of Minnesota home court advantage over other Universities. At this Laurie McGinnis stated that she is not asking for advantages, but rather to enhance the relationship and communication. Linda Taylor stated that the matter should be discussed with MnDOT Legal Counsel regarding fairness and transparency. Mitch Rasmussen mentioned that he is looking into it. Hafiz Munir mentioned that there are a lot of universities in the pool and they are not getting much work. He stated that would it be more beneficial and less work just to stay within the regional area and limit the pool to less number of universities. It is a lot of work to coordinate with so many universities currently in the pool. Linda Taylor mentioned that there are other research programs at MnDOT that need this wider set of universities in the pool.
- After some discussions no decision was made and no action was taken.

Selection of Proposals for Presentation at December Meeting

- This item was covered earlier under the agenda item “FY2020 Proposal Rating” (listed above). Refer to the summary under the agenda item for the decisions, discussion, and comments.

LRRB Strategic Plan Update

Vivek Sakhrani from CPCS provided an update via skype. He went over the slides he provided for the meeting. The slides were included in the book. Below is a summary of high points:

- LRRB has provided feedback on and approved core strategies. Vivek Sakhrani has requested to provide feedback on Task 2 deliverable soon. The final language to be approved as a part of plan deliverable in early November.
- Vivek suggested there should be more joint deliverable development work with LBBR and Research Services for the Task 3. He asked who it would be assigned to work on. Chair Lyndon Robjent agreed that there should be more joint work with LBBR and Research Services in separating the operation. Mitch Rasmussen will volunteer, but Research Services involvement is also needed.
- Vivek Sakhrani said that there should be two more meetings before the Final Task is due.
- Chair Lyndon said that since the deliverable is due in December, the primary group that needs to be involved to complete the project is Laurie McGinnis, Linda Taylor, Kaye Bieniek, Paul Oehme, and Mitch Rasmussen.

Action Item 6: Vivek Sakhrani from CPCS will send out the Doodle pool for the next two meetings and will set up the meetings.

RIC Update

Kaye Bieniek provided an update from the September 12 RIC meeting:

- RIC has asked if there was a performance history document that can be shared among the group. Linda Taylor stated that Debbie Sinclair can check with Ryan Anderson who oversees the ARTS application to see if the performance information has been documented.
- Kaye Bieniek shared some of the feedback for the RIC projects. There were issues with some of the proposals submitted by the consultants in response to the RIC NSs. RIC has requested that some of the proposals be revised, based on the feedback provided by RIC, to provide more information. Kaye said that at the last RIC meeting there was a lot of discussion, but no decisions were made on the proposal ranking for funding recommendation to LRRB. At this Chair Lyndon Robjent expressed that it may not be reasonable to make decisions on the proposals today without a thorough review of the proposals by the RIC.
- Linda Taylor shared that for the RIC proposals, 5 out of 6 of the projects cost range is \$30,000- \$80,000. At this Kaye said that there may be too much focus on the dollar amount of the project verses the value of the project.
- Kevin Western expressed that comparison of implementation versus research projects is a challenge. How to separate high cost projects verses low cost projects? Kaye Bieniek said that let the RIC decide the implementation projects and the projects that provide some value. She also mentioned that the RIC will not hear the proposal presentations at the upcoming RIC meeting in November.
- Chair Lyndon Robjent shared some feedback from RIC that the contracting process has been painstaking for some of the projects.

Action Item 7: Debbie Sinclair to check with Ryan Anderson to see if the consultant performance information has been documented in ARTS and will share the information at the next LRRB meeting in December.

Action Item 8: At the next RIC meeting in November, the RIC should review and rank the implementation proposals for LRRB board funding consideration in December.

Research Project Updates (Presentations)

There were 3 project presentations from the PIs via skype/telephone link. The PowerPoint slides used in the presentations were provided as a part of the meeting material in the book. LRRB members asked questions. No update to report in the meeting minutes.

Proposal Selection Procedure

Hafiz Munir led the conversation and provided an overview of the proposal funding process and the current gap in the documentation of the funding decision making process. Hafiz said that LRRB has a well-established and documented process for all the steps up until proposals are selected for presentation. But the LRRB is missing a documentation of the process the board uses for making funding decision after hearing the proposal presentations. Hafiz said that he has been asked how does LRRB selects projects/proposals for funding by universities, consultants and the LRRB strategic plan consultant, especially when there are multiple or competing proposals. Hafiz suggested to document the proposal selection or prioritization process LRRB uses for making funding decisions. Hafiz said that this will also help avoid controversy in this selection process and will be a fairer process from the contracting point of view. Just to start the conversation, Hafiz gave an overview of the proposed process for LRRB discussion and consideration. After some discussion among board members to clarify the different steps of the process, the board overall was in favor of formalizing and documenting the LRRB proposal funding process. Laurie McGinnis said that she likes the proposed process and it will be effective in the proposal selection process. Chair Lyndon Robjent asked if this be part of the record order. Should there be a vote on this instead of just a discussion?

Decision: It was agreed that the process will be used at the December meeting. No need for a motion.

MnDOT Strategic Planning Update

Katie Fleming provided an overview of the MnDOT Strategic Plan development and the implementation steps being taken. Katie went through her PowerPoint slides and answered questions from members. Research services has a good tracking system (ARTS) but we have less information about what is having outside of research services with non-research funds. The governance structure will change slightly to better align with MnDOT priorities. This is not a new invention but will shift to include more reporting on the entire portfolio of research conducted at MnDOT and provide better communication of MnDOT strategic priorities and focus areas.

TRIG will morph into a Research Steering Committee with the addition a few members to better include other MnDOT research. A research subcommittee(s) to support the Steering Committee will include MnDOT Subject Matter Experts (SME), external partners (i.e., Universities with master contracts), and consultants/industry experts. An annual report of all research at MnDOT will look at benefits and how research connects to strategic goals and priorities. Research Strategic Priorities are intended to provide guidance for meaningful research.

RIC Project Funding Request Discussion

This discussion was recorded under the RIC Update. No funding decisions needed. RIC proposals will be ranked by the RIC for LRRB funding recommendations. LRRB will review and approve the RIC funding requests along with the rest of the proposals at the LRRB December meeting. Below are a few other comments/discussion points.

- A question was brought up regarding streamlining contracts as there are eight different options. It was also suggested to take into consideration the amount of time and effort consultants have spent in putting these proposals together, which equates to time and money.
- **Motion:** No action is needed, this is just for providing feedback and an update.

Next LRRB Meeting:

December 12-13, 2018 - LRRB Winter Meeting

University of Minnesota (U of M) Coffman Memorial Union, Mississippi Room, Minneapolis

Summary of the Action Items

Action Item # 1: *RS to add the pending action items 9 and 11 to the December 2018 LRRB meeting for an update.*

Action Item # 2: *Transfer \$5,000 from the 'Updating and Reprinting of Materials' portion of the LRRB Administration budget (INV 999) to cover additional expenses related to Editorial Review Publication (contract 1003325 WO#42) within the same budget (INV 999).*

Action Item # 3: *Debbie Sinclair to contact Nancy Stone to inquire about the facilities provided by the Brainerd location and change the location of the summer meeting, if possible.*

Action Item # 4: *Mitch Rasmussen will send out notice to the RIC Committee to see if there is interest in attending the TRB Conference.*

Action Item 5: *Research Services will inform the selected proposers, schedule presentations and prepare for the LRRB December meeting.*

Action Item 6: *Vivek Sakhrani from CPCS will send out the Doodle pool for the next two meetings and will set up the meetings.*

Action Item 7: *Debbie Sinclair to check with Ryan Anderson to see if the consultant performance information has been documented in ARTS and will share the information at the next LRRB meeting in December.*

Action Item 8: *At the next RIC meeting in November, the RIC should review and rank the implementation proposals for LRRB board funding consideration in December.*