

**LRRB**  
**2013 Fall Meeting**  
**MINUTES**  
**September 26, 2013**

**Stearns County Public Works**  
**455 - 28<sup>th</sup> Avenue South**  
**Waite Park, Minnesota 55368**

**LRRB Members Present:**

Bruce Hasbargen, Beltrami County  
Lyndon Robjent, Carver County  
Tim Stahl, Jackson County  
John Powell, City of Savage  
Steve Koehler, City of New Ulm  
Laurie McGinnis, U of M - CTS  
Tom Ravn, MnDOT - Construction  
Julie Skallman, MnDOT - State Aid  
Linda Taylor, MnDOT - Research  
Rick West, Otter Tail County

**Others Present:**

Debbie Sinclair, MnDOT - Research  
Farideh Amiri, MnDOT - Research  
Hafiz Munir, MnDOT - Research  
Maureen Jensen, MnDOT - Lab  
Jan Lucke, U of M - CTS

**I. Chairman's Report:**

**Welcome, Introductions and Meeting Purpose:**

Chair, Rick West, thanked everyone for attending and went over the meeting purpose. Everyone introduced themselves.

**Review and Approval of June 2013 Meeting Minutes:**

***Motion: A motion to add National TTAP discussion to the agenda was made by Steve Koehler and seconded by John Powell. The amended agenda was approved.***

***Motion: A motion to approve the June 2013 meeting minutes was made by Julie Skallman and seconded by Steve Koehler. Motion Approved.***

**June 2013 Meeting Pending Action Items:**

Linda Taylor went over pending LRRB action items that are not included in the agenda. The RIC action items were not covered.

**Action #1 - Curve Warning Signs updates:**

- All parties agree that the information should be shared with the locals.
- It would be hard to measure the success of the implementation. This would be a large investment of funds for a project that would be hard to show the benefits.
- At this time, a local champion could not be identified.

*The TAP recommended that this project should not move forward for funding consideration due to limited funds and the lack of a project champion.*

**Action #2 - Focus Group Updates:**

*The TAP recommended adding a LRRB Budget item of \$15,000 to cover focus group sessions for a two year period of time.*

- The focus group sessions should be covered under a contracted service similar to what is currently used. A rotational cycle is recommended which supports one event each year and alternates between the Metro area and Greater Minnesota.
- Focus groups would rotate around the state and accommodates a knowledge building workshop every four years. Focus Groups and Knowledge Building should not occur in the same year.

Year 1	Year 2	Year 3	Year 4	Year 5	Etc.
KB	Greater MN	Metro	Greater MN	KB	Repeat cycle

**ACTION ITEM #1: Julie Skallman will discuss the focus group marketing recommendation with the Outreach Committee.**

Lyndon Robjert reported that he gave a LRRB update at the Metro County Engineers meeting to help raise awareness of LRRB program and new products available to them.

**June 2013 Pending Action Items:**

Rick West asked other board members what the future holds for the LRRB and how can we market our products and services to make a bigger impact.

**Action #10:** Since Deb Bloom had a meeting conflict, Research Services will reschedule her presentation on the “Assessment of Heavy Vehicles on the Local Roads” for an upcoming LRRB meeting.

**Action #11:** Julie Skallman will discuss writing an article on the Assessment of Heavy Vehicles on the Local Roads at the Outreach committee meeting and report back.

**Action #19:** Maureen Jensen sent out an e-mail to board member on the upcoming pavement management software web application webinar that is scheduled for 1-3:00PM on October 3.

**II. Budget & Administration:**

**Budget Status Report:**

- INV 668: RS is processing an FY14 LTAP amendment to bring it back on track after the government shutdown so that the payment structure aligns with fiscal year reporting.
- INV 864: Recycled Asphalt Pavement was completed.
- INV 869: TERRA Board contract was also amended to align with fiscal year.
- INV 887: Structure Evaluation of Asphalt Pavement with Full-depth Reclaimed Base was completed.
- INV 899: Performance of Recycled Asphalt and High Rap Asphalt Mix was completed.
- INV 904: Stripping of Hot Mix Asphalt Pavement Under Chip Seals was completed.
- INV 924: YouTube: Six projects are under contract. There are \$13,932 in remaining funds. The Outreach Committee has already proceeded with another video that will use up the remaining funds.
- INV 936: 2012 Focus Groups was completed.

Below is a summary of the available LRRB funds:

Contingencies Fund	\$ 50,000
Spend down from FY13	\$ 71,640
Funds Available	\$121,640

**INV999 FY13 and FY14 Status Update:**

**FY13 INV 999:** \$36,063 is rollover into FY14.

**FY14 INV 999:** The Travel expenses were increased to \$90,000 based on the additional conference approved by the board and based on FY13 budget numbers.

**LRRB 2014 Dates and Locations:**

The following are 2014 LRRB dates and locations:

March 13, MnDOT Materials offices

June 18-19, Bemidji

September 25, Stearns County or St. Cloud Office or Southwest MN

October 27, St. Cloud; meeting to run from 10:00 AM -2:00 PM; lunch would be provided.

December 3-4, University of Minnesota, Campus Club.

**ACTION ITEM #2: Research Services to order lunch for October 2014 meeting.**

**ACTION ITEM #3: Debbie will send 2014 meeting notices to Board members.**

**ACTION ITEM #4: Research Services will put together a list of meeting dates and locations and add them to all LRRB meeting books.**

**2013 Conferences:**

Rick West requested that the 2013 National TTAP Conference – Prior Lake October 28 to November 1, 2013, be added to the LRRB Approved Conference list.

***Motion: A motion to open the 2013 National TTAP to all RIC & LRRB members this year, since it is the first year, was made by Julie Skallman and seconded by Steve Koehler. Motion approved.***

**2014 Conferences:**

Transportation Research Board – Washington DC, January 12-16

- 6 LRRB local members (Tim Stahl, Bruce Hasbargen, Lyndon Robjent, Steve Koehler, Rick West)
- 2 RIC local members (Jeff Hulsether, Mitch Rasmussen, Rich Sanders)
- 1 RIC MnDOT member (Hafiz Munir, Research Management Engineer)
- 3 LRRB MnDOT members (Julie Skallman, Linda Taylor, Tom Ravn)
- 1 LRRB CTS member (open)
- 6 MnDOT Staff (5 Materials, 1 Research)

**ACTION ITEM #5: Linda Taylor will provide names for RS staff member that will be attending the TRB Annual Meeting. Maureen Jensen will provide the names of the five Materials representatives.**

Transport Research Arena (TRA2014) – Paris, France, April 14-17. Lyndon, Bruce and Tim expressed interest in attending the TRA2014 conference.

***Motion: A motion to approve Julie Skallman and up to three LRRB members to attend the TRA2014 conferences was made by Steve Koehler and seconded by John Powell. Motion Approved.***

Add the Rural ITS Conference to the 2014 LRRB Approved Conference List

Recommendation: Research Services will find information about African low volume conference/knowledge sharing with international delegates and share the information at the October meeting.

John Powell expressed interest in attending the 3<sup>rd</sup> International Conference on Transportation Infrastructure (ICTI) – Pisa, Italy, April 22-25, 2014.

**ACTION ITEM #6: RS will update the 2014 Approved Conference List with other International conferences.**

**Contract Amendment:**

The following two amendments were presented by Debbie Sinclair:

INV 935: Design Considerations for Embankment Protection during Road Overtopping Events amendment - \$18,000.00

INV 645: HCM Unsignalized Crosswalk LOS Training Amendment - \$15,413.52

***Motion: A motion to approve \$15,413.52 for INV 645 was made by Julie Skallman and seconded by Lyndon Robjent. Motion approved.***

***Motion: A motion to approve \$18,000 for INV 935 was made by Lyndon Robjent and seconded by John Powell. Motion approved.***

Debbie reported that since the last LRRB meeting, there have been 13 contract amendments. Ten were time extensions, one was for additional money, and two were for both time and money.

**III. RIC Update:**

**Project Updates:**

Tim Stahl discussed the following RIC updates:

**Gravel Road Management:**

RIC approved the scope and budget for the Gravel Management TRS and asked to bring it to the Board.

Recommendation: Move the discussion to funding opportunities.

**Sign Person Training:**

The Sign Person On-line Training had a kick off and workshops in three locations: Metro, Mankato and Detroit Lakes. All attendees and volunteers say they are willing to do beta testing. Cities had representative too. The consultant is working on the course materials and will review the materials with the TAP.

**Developing Salt-Tolerant Sod Mixtures for Use as Roadside Turf in Minnesota Presentation:**

The project objectives were to compare several species of cool-season turf grass to be tested in mixtures and to identify those that work in the Minnesota environment. The project summaries were: Establishment of perennial ryegrass at all sites was best, but tall and fine fescues also established well at all locations. At the MnROAD site, alkali grass was best, and all other cultivars performed equally well. Survival at Roselawn was best for 'Shoreline' slender creeping red fescue in both sections. Cultivars that performed consistently well were primarily fine fescues, led by strong creeping red fescue.

Tim Stahl said he will change his grass seed specifications based on project results.

Rick West said there is an article about this topic in a magazine. He will send the magazine's name to RS to share with the Board, RIC and Outreach Committee.

**ACTION ITEM #7: Rick West will send the name of the magazine to Farideh Amiri. Farideh will find the article and send it to the Board, RIC and Outreach Committee.**

Concrete I On-Line Presentation:

- Students register by email;
- The course is available all year, Exams are available from October 1 - April 30;
- The exam is one hour in length;
- Certificates are mailed in June; and
- Grading and base is in progress.

TZD:

- Gordy Peterson presented "Teen Driver Safety Awareness Program";
- SRF and TAP held a meeting on September 16<sup>th</sup> and discussed the concept of the videos (developing 3-5, 30 second PSA's). The following topics were selected: seatbelt use, distracted driving, drinking and driving and speeding; and
- Rick West said that the RIC has done a great job of implementing TZD.

**ACTION ITEM #8: Tim Stahl will discuss PSAs, when and where the PSAs are going to be used, and report back to LRRB.**

John Powell said he can pass the PSAs on to the chief of police. PSAs would be added to the website as a resource to agencies.

HCM Mid-Black Pedestrian Project:

TAP is working on the scope changes and will bring the revised scope to the December RIC meeting.

#### **IV. Project Update:**

Pavement Resource Centers TRS:

John Powell thanked the TAP and said the Board has authorized \$15,000 for the Pavement Resource TRS. At the August TAP meeting, the scope was expanded and provided in the books. A State Aid pavement engineer was a TAP member. Further discussion is needed to determine the next steps.

**ACTION ITEM #9: Julie Skallman will discuss Pavement Resource Centers and the next steps with the State Aid Pavement Engineer and report back to the Board.**

Rumble Strips:

- MnDOT is conducting center line rumble strips tests on Highway 61 in Duluth; and
- In 2009 TERRA conducted a quiet pavement seminar.

Caltrans Noise Study:

- Found that mumble strips are quieter than rumble strips; and
- It also found that they are quieter but still create noise.

INV958 Mumble Strip Noise Study in Polk County:

- Polk County has both center line and edge rumble strips and is a good candidate for a test location;
- The other location is Trunk highway 59 south of Thief River Falls;
- The board approved \$50,000 for Polk County to test and evaluate;
- Two places to collect noise data are 50 feet and 100 feet from center line (\$64,000);
- Sue Groth, OTST, requested adding a task to the INV958 study to evaluate additional rumbles along TH59. The board indicated that this needed to be a local project, not a MnDOT project. There were concerns expressed by the board if two studies were conducted and produced different results.

- The Board recommend that the TAP discuss the OTST request for additional tasks and report back to them on whether or not this should be done.

**ACTION ITEM #10: Research Services would forward the OTST's request to the INV958 TAP for consideration. TAP will discuss and report back to the Board on their recommendation.**

RAP Update:

- Need to look at RAP contamination and quality of aggregates;
- Is the use of RAP as allowed today causing premature pavement deterioration?;
- Directions are:
  - a. Industry wants to be able to use more RAP; and
  - b. FHWA defines high RAP as > 25%.

RAP ETG Guiding Principles:

- a. Mixtures containing RAP should meet the same requirements as mixes with all-virgin materials;
- b. Mixes containing RAP should perform equal to or better than virgin mixtures; and
- c. What are the right measures to attain these principles?

**ACTION ITEM #11: The Office of Materials will conduct a short survey through State Aid about RAP and share the results with the Board.**

Pavement Marking:

This was originally approved at \$15,000 for TRS but after further investigation by the TAP, it was determined that \$65,000 was needed.

TIS Redesign and Crash Mapping:

Mark Vizecky provided an update on the status of the TIS redesign and walked through the crash data flow chart. He stated that cash data was updated four times each year and that data is available to locals on average within 28 days.

**V. Knowledge Building Update:**

Jan Lucke said that there were 13 Knowledge Buildings developed from the 2013 KB meeting in May and the Board prioritized them in March.

**VI. Funding Opportunities:**

Traffic Sign Resources Update (CH2MHill, \$49,998.50) – Mark Vizecky:

- The manual was updated in 2010 and 20,000 copies were distributed;
- The federal requirement deadline is June of 2014; and
- The MnROAD sign life expectancy/retro-reflectivity testing project will be complete in May of 2014.

UTC Proposal and Matching Funds – Laurie McGinnis:

- Applied for National UTC in March;
- U of MN competed in Region 5 (MN, WI, IL, OH, IN, MI);
- CTS was awarded \$2,592,500/year to the Center for Roadway Safety Solutions;
- The award requires a one-to-one match, with any safety project eligible contribution; and
- The board congratulated the U of MN on their UTC award.

Turn Lane Warrants TRS (CH2MHill, \$28,775.94) - Randy Newton:

This is high priority project and consultant should look at cases that are more specific to the local's applications.

Chloride Free Snow & Ice Control Materials (Fortin Consultant, \$30,800) – Ryan Peterson:  
The goal of the project is for the locals to find alternatives to chloride when conducting winter maintenance and stay within the context of sustainability. There are concerns about the environment, streams, lakes and rivers having unacceptable levels of chloride.

Paying for Minnesota Roads: A Tax Policy Assessment Update – Rick West:  
This is basically updating charts within the Appendix. There was some concern expressed by the board on how this relates to research and could it be funded through another source.

## **VII. Contract Issues:**

Jim Wilde provided an update on the status of INV907: Assessment the Impact of Heavy loads on the Local Roads. He said that task 4 was completed and sent to the technical liaison. The TAP needs to test the software and provide feedback. Jim will be sending out the final report to the TAP for review soon. The plan is to roll out the training at the County Engineer's Conference.

## **VIII. Project Presentations:**

### Structural Evaluation of Asphalt Pavements:

Joe Labuz presented the results for INV887. A summary of key findings:

- FDR (CI 5) requires proper compaction;
- FDR is as stiff/strong as CI 5;
- FWD improved with GopherCalc;
- FWD results dependent on model; and
- Stabilized FDR (SFDR) is stiffer than CI 5.

Tim Stahl mentioned that Jackson County calculated a \$50,000 to \$75,000 saving per mile by using the GE recommended by this project.

### Dust Control (Renaee from SRF updated):

- The research project was done because local agencies receive many complaints about dust from gravel roads; and
- The summary of results shows that most local agencies use calcium and magnesium chloride, some use water, and a very small portion use recycled roof shingles.

## **IX. Research Services Update:**

### At-A-Glance:

Linda Taylor showed the board a mockup of the new RS *At-A-Glance* and asked if the board was interested in expanding the LRRB *At-A-Glance*. The board liked the idea and deferred the modification to the Outreach Committee.

Julie Skallman said they want to highlight the 55 years celebration.

### ACCELERATOR:

Research Services has published and distributed the 1<sup>st</sup> edition of *ACCELERATOR*.

### Finance Manager Update:

Interviews have been completed and recommendations have been sent to HR.

## **X. Outreach and Marketing Update:**

### Julie Skallman presented the following updates:

- \$20,000 was approved to fund the 55 years celebration;
- A booth has been reserved for the 2014 Transportation Conference. RIC, Research Services and outreach committee members are asked to sign up for the booth;

- The revised brochure was shared with Board members;
- Beginning in January, there will be an animation added to the LRRB web site;
- A Jeopardy game will include questions related to 55 years of services;
- Outreach will interview city and county engineers who will be 55 in June 2014;
- Outreach Committee will meet before the October meeting; and
- The December meeting will request more funding for YouTube videos if TAP is ready to develop more videos. There are 17 ideas on the list.

Stamp of Approval:

The board recommended that we do not use the LRRB logo on project final products if LRRB wasn't involved.

**ACTION ITEM #12: Sandy will add language to the final reports/products templates stating that if a project originally was funded by LRRB and is using different funding for future phases, the PI needs to contact the Board.**

**XI. Summary of 2013 RFP:**

- Presentation slides included in meeting books;
- Need Technical Liaison for all these proposals;
- Unsolicited proposal need to assign NS #; and
- Board will Review.

**ACTION ITEM #13: Research Services will send out the proposals spreadsheet to the Board for review and voting. Votes are due back to Research Services by Oct. 14th.**

**ACTION ITEM #14: Research Services will update the 2013 RFP spreadsheet for October meeting.**

**XII. Trip Reports:**

Research Services presented a summary of the action items from the out of state travel reports in a modified spreadsheet format for the Board's review and consideration. The goal of the proposed format was to make it easy for the Board to discuss the action items and make recommendations for further actions. The Board liked the idea and recommended using the modified format for preparing future trip report summaries. The Board also recommended revising the summary trip report submitted at the LRRB summer 2013 meeting and resubmitting it to the Board for review before the next meeting.

**ACTION ITEM #15: A discussion of the out of state trip reports will be reviewed and discussed at the TRB breakfast meeting. Research Services will send a copy of the Trip Report spreadsheet to the Board before the meeting.**

**ACTION ITEM #16: RS will allocate one hour at the October meeting to discuss Trip Reports. Research Services will send the revised Trip Reports spreadsheet to Board members prior to October meeting.**



**XIII. Discussions and Funding Decision Recommendations:**

**Discussion and Funding Decision Recommendations:**

<b>Project Name</b>	<b>Funding Awarded</b>	<b>Motions and Actions</b>
Rumble/Mumble Strips in Polk County	\$14,400	<i>Motion: A motion to approve 100% was made by Lyndon Robjent and seconded by John Powell. Motion approved.</i>
Focus Group	\$15,000 \$7,500 for FY14 & FY15	<i>Motion: A motion to approve 100% and split it into FY 14 and FY15 was made by John Powell and seconded by Bruce Hasbargen. Motion approved.</i>
Chloride Free Snow and Ice Control Materials	\$19,800	<i>Motion: A motion was made to approve up to \$19,800 for up to three options, but the board wanted to exclude the pavement heating task. Motion was made by Julie Skallman and seconded by John Powell. Motion approved.</i>
Pavement Marking		Action: Scope, budget and schedule will be presented at the December meeting.
Turn Lane Warrant	\$28,465.95	<i>Motion: A motion to approve 100% was made by Lyndon Robjent and seconded by Julie Skallman. Motion approved.</i> <i>Abstained: Laurie McGinnis</i>
Gravel Road Management	\$25,237.09	<i>Motion: A motion to approve 100% was made by Bruce Hasbargen and seconded by John Powell. Motion approved. Rework scope and add key expert</i>
Traffic Handbook Resource Update	\$49,998.50	<i>Motion: A motion to approve 100% RIC funding was made by Lyndon Robjent and seconded by John Powell. Motion approved.</i> <i>Abstained: Laurie McGinnis</i>

**ACTION ITEM #17: The TAP for the Gravel Road Management project will rework the scope, consider the work done by Michigan, and include key experts: Tim Collin from Michigan, Dave Jones, and Ken Skorseth.**

**Meeting Adjourned:**

A motion to adjourn was made by Bruce Hasbargen and seconded by Laurie McGinnis. Motion approved.

## **ACTION ITEMS from September 26, 2013**

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- ACTION ITEM #2:** Research Services to order lunch for October 2014 meeting.
- ACTION ITEM #3:** Debbie will send 2014 meeting notices to Board members.
- ACTION ITEM #4:** Research Services will put together a list of meeting dates and locations and add them to all LRRB meeting books.
- ACTION ITEM #5:** Linda Taylor will provide names for RS staff member that will be attending the TRB Annual Meeting. Maureen Jensen will provide the names of the five Materials representatives.
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- ACTION ITEM #7:** Rick West will send the name of the magazine to Farideh Amiri. Farideh will find the article and send it to the Board, RIC and Outreach Committee.
- ACTION ITEM #8:** Tim Stahl will discuss PSAs, when and where the PSAs are going to be used, and report back to LRRB.
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