

Local Road Research Board

Program Review Meeting

MINUTES

September 26, 2012

8:30am-3:30pm

Stearns County Public Works

Waite Park, Minnesota

Attendees(Board Members):

Rick West, Chair, Otter Tail County
Bruce Hasbargen, Beltrami County
Lyndon Robjert, Carver County
Tim Stahl, Jackson County
Steven Koehler, City of New Ulm
John Powell, City of Savage
Laurie McGinnis, U of MN, CTS
Thomas Ravn, MnDOT, OCIC
Julie Skallman, MnDOT, State Aid
Linda Taylor, MnDOT, Research

Attendees(Staff):

Linda Preisen, U of MN, CTS
Maureen Jensen, MnDOT, Lab
Farideh Amiri, MnDOT, Research
Ann McLellan, MnDOT, Research
Nicole Peterson, MnDOT, Research

I. Call To Order and Welcome

Mr. Chair welcomed everyone, thanked them for attending and went over the fall meeting purpose and focus. Attendees introduced themselves. Mr. Chair also thanked Stearns County for the use of their facility.

II. Chairman's Report

Agenda Review & Approval:

Motion: A motion to approve the agenda was made by John Powell and seconded by Steve Koehler. Motion approved.

Membership Roster:

Tim Stahl has six years with RIC and a four year term with LRRB with an additional (optional) four year term.

ACTION ITEM #1: Ann McLellan will add the LRRB Chair appointment starting and ending dates to the LRRB roster and Farideh Amiri will do the same to the RIC roster.

Review & Approval of July 2012 Minutes:

A correction was made to page 11 of the July meeting minutes. The correction was to add agenda to motion under chairman's report.

Motion: A motion to approve the July 2012 minutes, with changes, was made by Steve Koehler and seconded by John Powell. Motion Approved.

Pending Meeting Action Items:

Linda went over the list of July 2012 meeting minutes action items and said they are either done or on the agenda.

The following action items are active:

- John Powell will let Research Services (RS) know about the date and time of Eagan Prescreening Board meeting and request that the metro focus group be added to the agenda. RS will coordinate or oversee the Metro City Focus Group.
- Lyndon Robjent will be a focus group TAP member, look into dates and times, and send out invitations for metro counties. RS will coordinate with Lyndon on contracting a facility to accommodate the group.
- If the focus groups are successful, it will be an ongoing program and the LRRB will set aside a budget for conducting future focus groups.
- 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.
- 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).
- 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.
- 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.

The following action items were dropped:

- 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.
- Rick Kjonaas will request \$25,000 in Destination Innovation (DI) funding to cover the St. Louis County device testing.

Focus Group: The Metro City and County focus group will be a combined meeting. John Powell is working on getting some time on the Metro screening board meeting. Linda Taylor said that one option is to add lunch by extending the time to two and half hours. The second option is to have a separate meeting. The Board wanted to have the focus group as part of the screening board meeting. The meeting may be at the Eagan Fire Training Center.

Linda said the RIC action items will be covered by Tim Stahl in the RIC update section of the meeting minutes.

III. Administration

Budget Status Report and INV 999

Ann McLellan said that the budget has stabilized and provided the following update:

INV 645	\$75,000 - RIC Dust Control still remaining
INV 675	\$160,000 - Transferred from LRRB to RS
INV 676	FY 12 – Transferred from LRRB to MnRoad
INV 745	\$70,000 – Transferred from LRRB to Library
INV 924	\$11,424 remaining on the YouTube video project
INV 928	ITS project “Addressing Rural Roadway Departure Fatalities” has a draft work plan

ACTION ITEM #2: If Board members are interested in being a TL or champion for “Addressing Rural Roadway Departure Fatalities,” contact Nicole Peterson.

INV 935	Contract in the final signature stages
INV 938	Approved July 2012 meeting
INV 939	Approved July 2012 meeting
INV 940	Approved July 2012 meeting
INV 999	FY12 - \$11,873 balance FY13 apportionment was reduced \$110,572 due to fiscal year ending. Total remaining for FY13 is \$347,101 and for FY14 is \$840,632. FY13 - \$128,628 remaining.

***Motion:** A motion to move \$11,873 in FY12 INV999 to the general budget was made by Julie Skallman and seconded by Lyndon Robjent. Motion Approved.*

2012 & 2013 Meeting Dates & Locations

LRRB 2012:

- November 14 will be at MnRoad. Tour 10:30-12:30, 12:30-1:00 lunch and 1:00-5:00pm meeting.
- December 5-6, Minneapolis Campus Club

RIC 2012:

- December 4, 12:00-4:00, St. Cloud, MnDOT Headquarter

LRRB 2013:

- March 28, Savage, MN
- June 19-20, New Ulm, MN
- September 26, Stearns County
- Change November meeting to October 30, 2013, MnDOT St. Cloud, 1:00-5:00
- December 4-5 – HOLD. Tim Stahl will confirm date that works for him and give it to Ann McLellan.
- Summer 2014 may be held in Bemidji.

ACTION ITEM #3: Ann will schedule 2013 LRRB and put it onto people's calendars.

RIC 2013:

- March 6, SRF, Plymouth, MN
- June 19-20, New Ulm, MN
- September 18, SRF, Plymouth, MN
- December, same day as AMC, St. Cloud, MN

2012 & 2013 Conferences

TRB- January 12-19, 2013:

Attendees:

Linda Taylor, Julie Skallman, John Powell, Bruce Hasbargen, Steve Koehler, Rick West, Nicole Peterson, Mitch Rasmussen, Jeff Hulsether, Shongtao Dai, Maureen Jensen, Maria Masten, Rebecca Embacher, Ed Johnson, and Alan Rindels.

Lyndon Robjent and Tim Stahl will inform Julie Skallman if they plan to attend.

Sue Miller will use Laurie McGinnis's slot. Jay Hietpas will use Tom Ravn's slot.

ACTION ITEM #4: Ann McLellan will remind TRB participants to register for TRB and reserve their hotel rooms.

ACTION ITEM #5: Nicole Peterson will coordinate TRB get together for LRRB attendees.

ACTION ITEM #6: Farideh Amiri will send a reminder to LRRB and RIC members to submit trip reports before the December meeting.

TERRA:

Motion: A motion to add TERRA meetings to the list of meetings was made by Linda Taylor and seconded by Bruce Hasbargen. Motion Approved.

Motion: A motion to approve the conferences from January-May 2013 was made by Linda Taylor and seconded by Bruce Hasbargen. Motion Approved.

Amendment Request

Modification: Ann will add the contract title to the amendment request report.

ACTION ITEM #7: Ann will add to the LRRB Funded Amendment Request Approvals Report that amendment requests need six (6) LRRB member votes when approved via email.

IV. RIC Program & Budget Update

Tim Stahl gave the following updates for RIC:

- The new Chair and Vice Chair are Jeff Hulsether and Dave Robley.
- A presentation was done on E-learning certification.
- Truck weight enforcement project is conducting workshops throughout the state by LTAP.
- Braun Intertec will work with Dr. Wilde and TL on amending the Pavement Design Management project and will develop a friendlier tool.
- TONN 2010 is conducting beta tests. Dr. Wilde is trying to simplify the program.
- Garbage Hauler project will be completed soon and will be presented at the spring RIC.
- Two new projects are Sign-Tech On-line Training (Rich Sanders is the TL) and Traffic Monitoring (Tim Stahl is the TL).

V. FY 2013 Research Program Opportunities

Overview

Nicole Peterson went over the list and schedule for all the research needs statements that posted for RFP.

ACTION ITEM #8: LRRB members want to review all proposals submitted and vote on which are presented. It was also recommended that if a need statement has multiple proposals that we try to limit the number presented to two.

ACTION ITEM #9: Nicole Peterson will summarize the LRRB proposals, including the Knowledge Building proposals and the TRIG proposals, for LRRB members to vote on prior to the November 14th meeting. LRRB members will have a total of 10 votes per member with a maximum of three votes per proposal.

Modification: November 19th LRRB meeting to review proposals was changed to November 14th.

ACTION ITEM #10: Nicole Peterson will modify and update the Research Services solicitation website to reflect the new schedule and notification dates.

Knowledge Building

Linda Preisen gave an update on the KB RFPs and a short history of how KB started. Knowledge Building started in 2005 with 15 projects; in 2009, 11 more were added. It needs to be updated every four to five years.

ACTION ITEM #11: Add Knowledge Building to the LRRB March 2013 meeting for one hour.

On-line Technician Certification/Re-certification Training:

The two on-line certification and recertification options were presented by Ann Johnson. In Option 1, the on-line materials will be done by MnDOT Multimedia Development Group vs. Option 2 which will be done by the University of Minnesota Technologies Unit.

***Motion:** A motion to approve Option 1: “On-Line Technical Certification/Recertification Training” was made by John Powell and seconded by Steve Koehler. Tom Ravn abstained from voting. Motion Approved.*

Is it Effective to Rejuvenate a Road Rather than Re-gravel?

The above proposal was presented by Chuck Jarhan from Iowa State University. A discussion was held over doing phase I and adding economic feasibilities to phase I with an interim report before continuing with phase II. Funding would be approved for both phases, but TAP will determine if Phase II will move forward.

***Motion:** A motion to approve the “Is it Effective to Rejuvenate a Road Rather than Re-gravel?” proposal was made by Julie Skallman and seconded by Lyndon Robjent. Motion Approved for up to the \$89,000 with modifications to have a clear distinction between Phases I and II with a report being produced after Phase I. Phase I should include the economic feasibility analysis.*

Pavement Management Projects

Rick West gave a summary of discussions made through a series of Pavement Preservation and Rehabilitation TAP meetings. The locals need a one-stop web site/resource for Pavement Preservation and Rehabilitation. This web site needs to be kept up-to-date. There is an opportunity for partnering with MnDOT.

ACTION ITEM #12: John Powell will facilitate a TAP on Pavement Preservation and Rehabilitation and will present the scope of the work at the December 2012 LRRB meeting.

TRB TRS Recommendations

Farideh Amiri went over the following possible TRSs recommended from TRB trip reports:

- Contracting Options
- Develop Best Practices for Pavement Warranties
- Clear Air and Water
- Maintenance Outsourcing

The Board decided not to pursue any of the recommended TRSs.

VI. Project Updates

Traffic Sign Life Expectancy

ACTION ITEM #13: Maureen Jensen will schedule a TAP meeting and present a proposal for ‘Traffic Sign Life Expectancy’ at the November 2012 LRRB meeting. TAP needs to include a Board representative.

Field Imaging

Linda Taylor informed the Board that Kansas DOT was proposing a National pooled fund project: Real-Time Quality Control Monitoring and Characterization of Aggregate Materials in Highway Construction Using Laser Induced Breakdown Spectroscopy. There are 3 levels of 5 participations are available. The pooled fund project has not been posted on the TPF web site.

ACTION ITEM #14: Linda Taylor will monitor and bring back to the Board for consideration once “Real-Time Quality Control Monitoring and Characterization of Aggregate Materials in Highway Construction Using Laser Induced Breakdown Spectroscopy” project is posted at the TPF web site.

VII. Research Services Update (Linda)

At-A-Glance

Linda Taylor said that the draft annual reports will be ready by the end of October.

ACTION ITEM #15: RS will include a letter and At-A-Glance in the City and County conferences packages. They will send a few annual reports to both the city and county conferences with a sign-up sheet for additional annual report requests.

Marketing & Communications

Linda Taylor gave an update of communication and marketing plan. RS hired Strategic Tool Box and interviewed 16 key stakeholders (LRRB, city, county, and other). The baseline survey was sent out in early September to key customers and stakeholders.

Linda Taylor said that RS had 75 applicants for the marketing and communication Director Job posting.

She presented the Research Program calendar and asked the Board if they are interested posting the same calendar on the LRRB website. The Board decided not to take any action.

VIII. Outreach & Marketing

LRRB Website Members only access

Julie Skallman gave an update on the new LRRB website and asked members to test and evaluate the members-only password access site.

You Tube Videos

Julie Skallman said the YouTube video TAP will request another \$50,000 at the December 2012 LRRB meeting. She said the TAP is working on the following videos: stop signs, speed limit, storm water, and pothole. Julie Skallman is

working with Jim Grothaus on the gravel road maintenance. Pedestrian crossing safety and other videos are on the list to develop in future.

***Motion:** A motion to approve a TRS on the “Pedestrian Crossing safety at Intersection vs. Mid-block” was made by Julie Skallman and seconded by John Powell. Motion Approved.*

ACTION ITEM #16: RS will contact CTC & Associates for TRS on Pedestrian Crossing Safety.

IX. Discussion & Funding Recommendations

The following projects were approved for funding:

- On-line Technician Certification/Re-certification Training: \$33,133.00
- Is it Effective to Rejuvenate a Road Rather than Re-gravel: \$88,910.00
- TRS on pedestrian crossings safety at intersections vs. mid-block: November meeting

X. Round Robin – Hot Topics

- Julie Skallman: NCHRP Panel 03-1
- Tim Stahl: Life cycle
- Steven Koehler: TRB Panel
- Linda Taylor: High Value Research. Minnesota was highlighted in Sweet 16 for their “Quality of Life” project.
- Farideh Amiri: Deb Bloom will present a LRRB funded project at ASCE on October 9, 2012.
- Maureen Jensen: Redo chip seal webinar on February 14.

XI. Meeting Adjourn

***Motion:** A motion to adjourn the September 2012 LRRB meeting was made by Tim Stahl and seconded by Julie Skallman. Motion Approved.*

Action Items
September 26, 2012
LRRB Meeting

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