



RIC Winter Final Meeting Minutes

November 14, 2018

10:30 AM – 4:00 PM

[MnROAD Conference Room](#)

9011 77th Street N.E.

Monticello, MN 55362 Granite North & South conference rooms

RIC Members Present:

Mike Flaagan (Chair), Pennington County
Steve Bot, City of Saint Michael
Kaye Bieniek, Olmsted County - remote
Guy Kohlnhofer, Dodge County
John Brunkhorst, McLeod County
Kelvin Howieson, MnDOT D3 State Aid
Stephanie Malinoff, U of M CTS
Ben Worel, MnDOT OMRR
William Manchester, City of Minnetonka
Kristine Elwood, MnDOT State Aid
Hafiz Munir, MnDOT Research

RIC Members Absent:

Others Present:

Thomas Johnson-Kaiser, MnDOT Research
Becky Lein, MnDOT Research
Shannon Fiecke, MnDOT Research
Mike Marti, SRF (only for 2:00 update)
Renae Kuehl, SRF (only for 2:00 update)

Minutes prepared by Thomas Johnson-Kaiser, MnDOT Research

1. Call to Order

Chair Mike Flaagan welcomed everyone to the meeting and called the meeting to order.

RIC Roster

New member of RIC is Will Manchester from City of Minnetonka.

Review Pending Action Items from September 2018 Meeting

Mike led the discussion of the action items from September meeting. All previous action items were resolved prior to the meeting besides Action Item 8.

Action Item 8: Ben Worel will work with SRF to publish articles relating to National Road Research Alliance activities.

Status: **In Progress**. From Ben - We are working on getting pavement related LRRB materials and sharing it to other partners with NRRRA and also using our monthly newsletter to also highlight both LRRB reports and also share the progress and reports being developed with NRRRA. So it is being done and will continue to be done.

Ben said action item is **resolved** as there is now a process to share any updates via the NRRRA newsletter.

Review and Approve Meeting Minutes from September 12, 2018

The September 12, 2018 meeting minutes were approved unanimously. **Motion** by Stephanie Malinoff, **Seconded** by John Brunkhorst.

2. Research Program Update

Hafiz Munir shared a list of proposals that were selected by the LRRB during their October 17th meeting. Proposers will be invited to present at the December LRRB meeting.

During the December LRRB meeting the LRRB will also review the RIC proposals. There was some discussion regarding why the RIC proposals were not funded at the LRRB meeting. This will be discussed later in the agenda during the LRRB/RIC Liaison Update topic.

Staffing updates

- There are a couple of candidates that will be interviewed in early December to back fill Mitch Bartelt's position.
- Two new temporary Project Coordinators will be starting in Research Services in late November.

3. Budget and Administration

Becky Lein led the discussion.

RIC Budget Status

The current RIC contract from 2017-2019 is with SRF, with a total budget of \$523,209.32. SRF has billed \$322,713.08 through 9/30/18, with \$200,496.24 remaining.

The total RIC budget for years FY2017-2019 is \$813,195.95. This includes a base budget of \$600,000 from 2017-2019 from the LRRB, an unused balance forward from FY2012-2016 of \$63,195.95, and an additional \$150,000 in funding approved at the 4/5/2018 LRRB meeting for ADA training and 3 new implementation tasks (which are now Tasks 9-11 in the RIC contract).

The total obligated/under contract amount for the RIC totals \$758,657.58. The total remaining unobligated balance for the RIC through the end of FY2019 is \$54,538.37. If all funds not spend in FY2019 it will be carried over to FY2020.

John questioned where the numbers under 2018 and 2019 come from in the first table in the RIC Budget Status section. Also pointed out that there needs to be a column header after the budget column.

New Action Item 1: Becky Lein to look into and provide an explanation for the RIC Budget Status section of the budget spreadsheet, explaining the fiscal year columns, and updating the column headers

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	Budget	Obligated & Uncommitted	2016	2017	2018	2019
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LRRB gives RIC \$200,000 per year for projects. The implementation projects that the RIC board is ranking later in the meeting will be funded by LRRB from separate funds

Starting in FY2020 RIC will look into funding additional implementation projects based on recent completed projects. During the next meeting, the RIC will need to plan and start looking into what implementation projects would make sense for next fiscal year and beyond.

New Action Item 2: Becky Lein to look into how the extension of the SRF contract works and when that will need to be done. Becky will provide status update of SRF contract next meeting.

(Status: *Resolved*. From Becky - Current SRF contract expires on 12/31/19. To extend the contract an amendment will need to be submitted. The PC (currently Thomas) will work with the TL (currently Mike Flaagan) and SRF to submit the amendment. Amendments can take 4-6 weeks to get executed.)

New Action Item 3: Research Services will provide a list of completed projects from last two years. RIC members will review for selection of possible implementation projects for the next RIC meeting in March 2019.

New Action Item 4: Research Services to provide a brief description and purpose of each quarterly LRRB and RIC meeting.

(Status: *Resolved*. From Linda: this is part of LRRB strategic plan that is being developed under a contract with CPCS. TAP is working with CPCS to come up with a description and purpose of LRRB and RIC meeting).

2019 Conferences

Becky Lein shared a list of 2019 LRRB approved conferences. RIC members are encouraged to send their requests to Mitch Rasmussen if they plan to attend any conference on the list.

4. LRRB Outreach Committee Update

Shannon Fiecke led the discussion.

The LRRB Newsletter

- LRRB newsletter is currently distributed twice per year via a PDF attached to an email sent by State Aid. SRF is working with Research Services to change this to a quarterly electronic newsletter that will be emailed to city and county engineers via State Aid email distribution list.
- People can also directly subscribe to the e-newsletter
- First electronic newsletter should be coming out later this month.

Producing Short Videos

- The Outreach Committee would like the LRRB to produce short videos at the end of select research and implementation projects to highlight their results.
- Research Services has hired a part time student worker to produce short overview videos for projects
- Group will discuss video for Base Stabilization guidebook during SRF's update
- A short video series is planned on traffic myths based on the message that Howard Preston gave at the TZD Conference
- Hoping to get these videos done by the spring. Mike Flaagan has a TZD event in March that he'd like to use them for, if they're completed in time.

- Becoming a Civil Engineer video is the fifth most popular video on the LRRB YouTube page, with 3,587 views

Watched new videos about OPERA projects

- [Pollinator habitat project in Washington County](#)
- [Bridge approach transition curb retrofit project in Jackson County.](#)
- Videos are on the LRRB website
- The second video was particularly useful
 - Guy asked if Jackson County has the plans for building the forms.

New Action Item 5: Shannon Fiecke should share the Traffic Safety Myths videos with Mike Flaagan or the regional TZD Coordinator if they're ready in time for the spring TZD event.

New Action Item 6: Shannon Fiecke will check with Jackson County if there are build plans that can be shared with other counties.

(Status: *Resolved*. Build plans emailed to RIC members on 11/30/18.)

5. Project Issue

Mike Flaagan brought up a predicament on a LRRB project titled NPDES Stormwater Alternative Compliance Design Guidebook. After reviewing all three proposals the review panel did not select any proposal for funding because the proposals had a large difference in cost and quality. The idea will go back to into the process for next year's RFP cycle. The issue was probably due to the scope not being clearly defined enough. This empathized the importance of having a clear scope in need statements. Another question was brought up if cost is weighted too much in the ranking process.

When using consultants from the TRAP (Transportation Research Assistance Program) list there is an upper limit of \$100,000. Using the TRAP list is a more efficient process. Becky said the TRAP list can be opened based on need and was last opened about a year ago. Existing companies on the TRAP list do not need to reapply when list is reopened.

Steve Bot mentioned legislators recently raised the limit for government contraction to \$150,000 under state statute 471.345.

RIC would like to discuss the consultant selection for TRAP process at joint LRRB/RIC meeting in the summer. TRAP list to be included when meeting minutes are sent out to RIC.

New Action Item 7: Becky Lein to look into if consultant services can raise the TRAP limit from \$100,000 and ask if Barr Consulting is pre-qualified.

(Status: *Resolved*. From Becky - The reason for the \$100,000 cap is that MnDOT is a state agency whose procurement requirements are controlled under a different statute than a municipality. MnDOT's ability to use a certified list through Admin approval is found under Minn. Stat. §16C.06, Subdivisions 1 & 2, where the controlling dollar amount for MnDOT is \$100,000. The State Legislature did not raise that dollar amount when it raised the dollar amount for municipalities found in Minn. Stat. Ch. 471.

Barr Engineering is qualified in the following work types:

Environmental Studies

5.41 Contamination Inv-Level 1

Materials Testing

6.1 Geotechnical Studies

6.11 Geotechnical Instrumentation

6.4 Vibration Analysis/Monitor)

6. LRRB/RIC Liaison Update

Kaye Bieniek led the discussion.

Highlights from the LRRB meeting on October 17th.

- Will Manchester announced as new RIC member
- Linda Taylor announced retirement for December
- Bulk of conversation focused on proposals that will be heard in December LRRB meeting. Approximate value of \$3.6 million
- LRRB requesting RIC chair Mike Flaagan submits a prioritized list of the six proposals RIC recommends for funding in a letter to LRRB chair Lyndon Robjent
- LRRB will roll in the six proposals with the 19 proposals they are reviewing
 - The proposals are not scored it is more of a discussion amongst the LRRB board
 - Typically there has been enough funding for the proposals that presentations are given for
 - Kristine said that she discussed with Mitch R. and he supports the six RIC proposals
- Some LRRB members wanted presentations on the RIC proposals, but it was decided that presentations were not needed
- Concerns raised if the RIC proposals will be heard last, but Kaye said she will advocate for the RIC proposals to be considered first. Hafiz also thinks that LRRB will consider the RIC proposals first.
- Discussed request by RIC to get feedback on PIs. Debbie Sinclair from MnDOT Finance will give update regarding PI evaluations to LRRB during December meeting.

7. Funding Prioritization of Project Proposals

Mike Flaagan led the discussion. Stephanie left the room during this discussion.

From previous RIC meeting, NS544 and NS545 were the two “if funding is available” proposals.

Ranking discussion resulted in the below ranking

1. NS551: Construction Inspection Training/Documentation (LTAP) – Proposed budget = \$129,310
2. NS552: Pedestrian Crosswalk Policy (Stonebrooke) – Proposed budget = \$53,791.22
3. NS546: Managing Utility Congestion within the ROW (Bolton & Menk) – Proposed Budget = \$59,750.24
4. NS550: Best Practices for preventing settling/heaving at catch basins/manholes (AET) – Proposed Budget = \$59,676
5. NS544: GIS Tools and Apps – Integration w Asset Management (Pro-West and Associates) – Proposed Budget = \$58,971.92
6. NS545: Best Management Practices of Bicycle Pedestrian Facilities (SRF) – Proposed Budget = \$63,706.45

The ranking was approved unanimously. **Motion** by John Brunkhorst, **Seconded** by Steve Bot.

New Action Item 8: Mike Flaagan to send Lyndon Robjent email with the RIC's ranking of proposals and include Kaye in the email

(Status: *Resolved*)

8. Project Updates

Personal Protection Equipment Poster & Website

John Brunkhorst led the discussion.

Three posters are being created. First poster, Personal Protective Equipment Matrix, is in draft form. All posters will be wrapped up by end of the year. They are about 95% done. As part of the second poster it will be interactive on LTAP site. Posters will be printed and also available on the site to print.

Guy suggested to add respirator from any activity that creates a dust to the Personal Protective Equipment Matrix poster. Ben suggested to add the high visibility symbol to the pants to the Personal Protective Equipment poster.

ADA Workshops for Local Agencies

Stephanie Malinoff led the discussion.

The first two sets of trainings are now complete (topics were plan development and design). The third set of trainings on construction will be delivered January – April. The same class is taught nine different times throughout the state and will be recorded once. Materials, including the video recording, will be posted on the Minnesota LTAP website.

Steve requested that the recording of the construction training is sent out to contractors. AGC and ARM were two suggested organizations. Stephanie will follow up.

For the first two courses the attendance was at capacity or close to capacity. First course, Understanding Requirements and Developing a Transition Plan, had 213 participants. Second course, Accessible Design in the Public Right-of-Way, had 280 participants.

Schedule of courses can be found here:

<http://www.mnltap.umn.edu/training/topic/ada/construction/>

Question came up if an ADA certified inspector is needed on federally funded projects, but no one was sure of the answer. It was suggested that the question be asked to the trainers of the ADA courses.

New Action Item 9: Stephanie Malinoff to follow up on sending the recording of the construction training to contractors. AGC and ARM are two suggested organizations

New Action Item 10: Stephanie Malinoff to ensure trainers of the ADA courses are asked if an ADA certified inspector is needed on federally funded projects.

9. SRF RIC Support Contract Update

Rena Kuehl and Mike Marti from SRF led the discussion.

Task 1: Fleet Management Tools for Local Agencies

Task is complete. Presenting on this at APWA conference on 11/15/18.

Task 2: Base Stabilization Additives for Pavement Design – Guidebook

During past meeting it was discussed that a video with a testimonial would be beneficial. Joe Triplet and Ben Worel are potential options for the video. Shannon to discuss video with Renae.

Task 3: Gravel Road Management Tools

Mike Flaagan is the Chair of this Task

Work has been done to make the spreadsheet more user friendly. Merged spreadsheet with Word document instructions. Spreadsheet will be sent to TAP for final review

Overview of spreadsheet given. Feedback from RIC below

- Add a caution popup to the cells that have formulas. Another option is to protect the cells but put the equations in the popup for the cells
- Change cubic feet column to be cubic yards
- Add a column for price per cubic yard on desired thickness tab
- Potential idea for a user tutorial video on the spreadsheet

Final spreadsheet will be posted on LRRB website.

Presenting at APWA conference on 11/15/18.

Task 4: Workshop and Materials – Current practices for Lightly Surfaced Roadway

John Brunkhorst is the Chair of this Task.

Braun is developing the selection matrix based on the guidance provided by the TAP. Next step is to have a TAP meeting for Braun to present an update on the work they have done.

Task 5: Addressing Citizen Requests for Traffic Safety Concerns

Steve Bot is the Chair for this Task.

Presenting at APWA conference on 11/15/18.

Task 6: Consolidated Asset Management Guide for Local Agencies

Lyndon Robjert is the Chair of this Task.

The guide has a new direction and Table of Contents is below

- Intro
- Asset Management Process
- Know your Assets
- Managing Asset Lifecycle
- Reporting Results and Developing an Asset Management Plan

Revisions being done on chapters 1-3. TAP members to review these chapters. Working on writing chapters 4-5. Developing case studies on what software to use for Asset Management is a good idea for the future.

Task 7: ADA Training for Local Agencies

Question of if local agencies require ADA certification for inspectors. Renae did not know the answer.

Task 8: Implementation Planning by Evaluating or Updating Completed Products

No update on this

Task 9: Best Practices for Boulevard Turf Design/Maintenance

Paul Oehme is the Chair of this Task.

Learned UofM is developing online training for contractors; desire is to certify contractors. 9-modules near completion, may have 1-2 modules which could be pertinent to home owners. Requested assistance in developing a few high-quality graphics
MnDOT has been gathering information/details on best practice (grass type, watering practice, issues with soils, etc.) Recommending several key changes. Need to get information finalized within a memo and distributed.
City of St. Cloud has implemented a practice that other agencies are mimicking.
Drafted survey to be sent, via State Aid, to local agencies to gather data on turf establishment practices.
Met with UofM staff (10/23) to review the online training they have developed and discussed assistance they'll need in developing graphics. Reviewed draft survey.
Met w /MnDOT to review "info memo" and discussed assistance in completing; including with task deliverable
Revised survey, sent to TAP for review
It was requested not to mention that cities or counties could pay for turf maintenance in the video.

Task 10: Trail Maintenance – Update

Steve Bot is the Chair of this Task.

TAP meeting (9/24) reviewed past training, discussed input from Minnesota Recreation and Park Association (MRPA), identified areas to change/edit and sections to add: more details on specifications including materials (asphalt types, fog seals, rejuvenators), develop recommended "standard" maintenance schedule (possibly with level of services); add section on ADA. Also discuss need for survey and outlined questions.

Drafted survey to be sent, via State Aid, to MN local agencies to gather data on trail maintenance. Sent to TAP for review.

Survey is 99% ready to go and will be given to State Aid to send out later this week.

Task 11: New Pavement Preservation Techniques: Micro, Thinlay, etc.

Joel Ullring is the Chair of this Task.

TAP meeting on 9/18 to reviewed task scope. After TAP meeting Joel Ullring contacted SRF stating he talked with others at State Aid and would like to meet to further discuss rescoping this task to modify MnDOT's Manual on Pavement Preservation to make it applicable to local governments.

SRF met with State Aid to review the manual in detail and discuss specific updates, changes, additions. SRF agreed to draft a new scope/budget.

Revised text in Chapters 1-3 to be less MnDOT focused; edit to speak more to local governments practices/ processes

Develop brief summaries (1-3 pages) for the 10 pavement preservation techniques (crack filling, crack sealing, mastic, fog seal/bioseals, rejuvenators, chip seal/cape seal/scrub seal, slurry seal, microsurfacing, thinlay, ultrathin bonded wearing coarse).

Drafted revised scope/budget; submitted to TAP Chair for review

RIC discussed the scope increase to include ten pavement techniques, as opposed to the original five pavement techniques. It would be an increase of approximately \$35,000.

RIC feels that it makes sense to only have one guide as opposed to one for MnDOT and one for locals.

New Action Item 11: Kristine Elwood to follow up internally with MnDOT lab to see why some of the new techniques not included in original MnDOT Pavement Preservation guide and get back to Mike Marti and RIC board.

(Status: *Resolved*. Kristine emailed RIC members on 12/1/18.)

Discussion on if RIC is willing to fund half of the increase and try to get the rest of the funding from LRRB or MnDOT. Decided to wait on decision until Kristine finds out why some of the new techniques were not included in original MnDOT Pavement Preservation guide.

Outreach Committee update from Renae

SRF staff attended all of the October pre-screening board meetings and facilitated conversations with the city/ county engineers to identify new research topics. SRF still working through finalizing all of the ideas that were gathered. Preliminary number of ideas gather is 185. Next steps

- Sending our summaries to the author to review/confirm we captured their idea correctly (currently in progress, waiting for responses)
- Cross referencing the LRRB previous research to see if any of the ideas have already been completed.
- Compiling a final list of new ideas to develop into a survey to send to all city/county's to vote on.
- Send out the survey in early December via state aid
- Present the results at the annual city and county conferences in January

National Articles:

The article, *Rural Safety Research - Practical Applications*, was supposed to be published in the national Roads and Bridges magazine's June issue. It is currently schedule for January.

The article, "*One more mention of unpaved and you'll be looking for a new job!*" which focuses on what you can do to manage your roadways system when you don't have the funds, has been put off by the national Roads and Bridges magazine's for many months. They promised it would be in the October Issue however it was not published in October or November. Working with the editor.

10. Round Robin

All members passed during round robin.

11. Adjournment

Chair Mike Flaagan adjourned the meeting.

Next RIC Meeting: March 11, 2018

[St. Cloud Training Center](#) - 3725 12th Street N, St. Cloud, Minnesota 56303

Summary of Action Items

Action Items from November 2018 RIC Meeting:

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