



RIC Spring Meeting

March 12, 2018

MnDOT Central Shop (Ft. Snelling)
6000 Minnehaha Ave. S.
Minneapolis, Minnesota

Minutes

Attendees:

Mike Flaagan (Chair), Pennington County
Guy Kohlhofer, Dodge County
Klayton Eckles, City of Woodbury
Steve Bot, City of St. Michael
John Brunkhorst, McLeod County
Kaye Bieniek, Olmsted County (LRRB)
Ben Worel, MnDOT Materials Office
Hafiz Munir, MnDOT Research Services
Stephanie Malinoff, LTAP / U of M CTS

Staff:

Bruce Holdhusen, MnDOT Research
Becky Lein, MnDOT Research
Joel Ullring, MnDOT State Aid
Shannon Fiecke, MnDOT Research
Mindy Carlson, LTAP / U of M CTS

Others present:

Renae Kuehl, SRF
Mike Marti, SRF

Not Present:

Kelvin Howieson, MnDOT District 3

1. Call to Order (Mike Flaagan – Chair)

The LRRB research implementation committee meeting was called to order at 10:00 A.M by the Chair, Mike Flaagan. There were no additions to the agenda.

Review of RIC Meeting Minutes from November 20, 2017

A motion to approve the RIC meeting minutes from November 20, 2017, was made by John Brunkhorst and seconded by Kaye Bieniek. Motion approved.

Review of RIC Action Items from November meeting minutes

Action item #1: Mindy Carlson will create a summary packet for RIC about the North Dakota Transportation Learning Network, and a proposed pilot to bring the TLN to Minnesota.

This was completed.

Action item #2: Tim Horner or Dale Heglund from the North Dakota Transportation Learning Network will be invited to a future RIC meeting, either the March RIC meeting or the joint LRRB/RIC meeting in June, to give a presentation on the TLN and a proposal to pilot the TLN in Minnesota.

Ben Worel plans to meet with Dale Heglund on April 10-11.

Action item #3: Bruce Holdhusen will send the Soy-based Dust Control proposal to Ben Worel for Ed Johnson and others at the MnDOT Office of Materials to review.

Completed.

Action item #4: Joel Ulring will request the MnDOT Library do a literature search on the topic of soy-based and bio-based dust control for gravel roads.

Completed.

Action item #5: The RIC recommends funding, and Kaye Bieniek will bring the Soy-based Dust Control proposal from James Bahr at NDSU to the LRRB meeting in December, and request LRRB provide funding \$134,419 for the project.

The Soy-Based Dust Control proposal was brought to the LRRB and this item is on the agenda for the April LRRB meeting.

Action Item #6: Becky Lein will follow up on a number of items regarding meetings, travel and conferences.

Completed. For future follow-up Becky will suggest to Debbie Sinclair and the RS Finance Rep to send to the host for the summer meeting a request for their suggestions for hotels they would recommend. She also will suggest that when we have a hotel we will be awarding to that we do a site visit.

Action item #7: Shannon Fiecke and Ted Schoenecker will bring the RIC request to the Outreach Committee, for the Outreach Committee to fund and create a video of Howard Preston discussing the reasoning behind the approach for addressing citizen traffic requests that is embodied in the RIC Task 5 product. The intended audience is Highway Patrol, Commissioners and other elected officials. The recommendation from the RIC is to have Howard Preston write a script for the video, and the RIC will act as the TAP to review the script.

This was on the agenda for later in the meeting.

Action item #8: Renae will create a survey for Task 8, Review of Existing LRRB/RIC Products, to be discussed at the CEAM and MCEA meetings in January.

The survey was prepared, but it was not distributed because it would have been confusing along with the research idea survey that was distributed. There is currently no specific plan for distribution of the survey of existing RIC products.

Action item #9: Ben Worel and Joel Ulring will write up a summary of the issues around use of warm-mix asphalt and discuss it with staff at the MnDOT Office of Materials.

Completed. Ben and Joel plan to send out an email newsletter on the topic. Stephanie will include it as an article in the LTAP newsletter.

2. Research program

• **RIC Roster**

Hafiz Munir updated the RIC regarding roster changes. Stephanie Malinoff from the University of Minnesota Center for Transportation Studies has been named the LTAP Director and will be the new RIC member, replacing Jim Grothaus. Mindy Carlson will be listed as RIC staff. Ted Schoenecker left MnDOT State Aid to take a position with Ramsey County, and until Ted's position is filled, Joel Ulring will be a communication link between RIC and Mitch Rasmussen.

• **Newly-funded Projects**

Hafiz provided a list of FY2019 MnDOT/LRRB funded research projects. 82 proposals were received, and 27 new projects were funded. LRRB receives research proposals

from the MnSCU colleges and 9 universities that have master contract agreements in place. RIC can issue a consultant RFP or assign direct-select contracts less than \$100,000 to the consultants on the TRAP Consultants 2016-2021 list in several work categories.

3. Budget, Meetings and Conferences

- **RIC Budget**

Becky Lein provided a summary of the RIC budget and contracts in development or in-progress. A budget summary sheet was included in the meeting materials. The RIC has a remaining uncommitted budget of \$40,563 available through June 30, 2019.

- **Joint LRRB/RIC Summer Meeting**

The summer meeting in Rochester is being planned and the RFP for the venue has been issued. Only one bid has been received. RIC discussion occurred around the problems with the accommodations at last year's summer meeting, and the inherent problems with lowest-bid RFPs, suggesting that MnDOT State Aid could perhaps handle the process of finding accommodations for future summer meetings. Research Services finance should send the 'courtesy notice' list to the host member for review prior to the RFP.

- **Conferences**

The list of future conferences is posted on the LRRB web site in the 'members only' area.

- **LRRB Budget**

The LRRB budget was reviewed with Debbie Sinclair via telephone conference call.

RIC discussion occurred that the RIC budget is too small considering the size of the overall LRRB budget and the amount of time and effort put forth by RIC members and staff, as well as the benefits to local agencies. Several RIC members stated that, in their experience, RIC projects provide more benefit to local agencies than many of the LRRB research projects.

Action item #1: Kaye Bieniek will bring the issue of the amount of RIC funding to the April LRRB meeting and to the TAP meeting on March 21 for the LRRB Strategic Plan, and it will be on the agenda as a topic for discussion at the joint LRRB/RIC summer meeting.

LRRB Outreach Committee Update

- **Pothole Patching**

Shannon Fiecke updated the RIC on a few Outreach Committee activities. The outreach committee and MnDOT Office of Maintenance are using Tech Transfer funds to distribute a poster or chart with the results of the MnDOT research project "Comprehensive Field Evaluation of Asphalt Patching Techniques and Development of Best Practices Manual and Simple Decision Tree."

- **Base Stabilization Additives video**

The Outreach Committee is asking for more guidance on what the focus should be for a video about the RIC Task 2 deliverable “Base Stabilization Guidance and Additive Selection for Pavement Design and Rehabilitation.” The RIC discussed having the video include an interview with a county engineer, list the highlights from the report, and where an interested person can go for more information on the topic.

- **Addressing Citizen Requests for Traffic Safety Concerns**

The Outreach Committee will develop a video based on RIC Task 5 (Traffic Safety Concerns) that will have Howard Preston talking about dispelling some of the commonly-held misunderstandings about stop signs, speed limits and other common citizen requests. Klayton Eckles and Guy Kohlnhofer will be co-chairs for the video project, and will form a new TAP consisting of TAP members from the RIC task.

Action Item #2: Shannon Fiecke to set up preliminary scoping meeting with Klay Eckles, Guy Kohlnhofer and Renae Kuehl in late April or early May for a video based on RIC Task 5 (Traffic Safety Concerns).

- **LRRB Research Ideas**

Renae Kuehl provided a list of the top research ideas gathered during the pre-screening board meetings in October. SRF and Mitch Rasmussen will be drafting research need statements. The ideas will be entered into IdeaScale and the draft need statements will be brought to the LRRB/RIC summer meeting to be finalized.

4. RIC Support Contract – SRF Consultant Task Updates

Renae Kuehl summarized the progress made by SRF and the TAPs on the tasks included in the Implementation of Research Findings consultant contract, for work in the period from November 2017 – March 2018.

Task	Budget	Chair	Start Date	Percent complete
A1 – Project Management	\$34,130.85	Bruce Holdhusen	July 2016	80%
A2 – Task Scoping	\$36,804.59	Bruce Holdhusen	July 2016	85%
T1 – Fleet Mgmt	\$54,027.14	Guy Kohlnhofer	August 2016	95%
T2 – Base Stabilization Additives	\$37,206.45	Ben Worel	February 2016	100%
T3 – Gravel Road Mgmt	\$47,450.76	Mike Flaagan	July 2017	20%
T4 - Lightly Surfaced Roadways	\$34,253.81	John Brunkhorst/Jim Grothaus	April 2018	N/A
T5 – Traffic Safety Concerns	\$25,156.94	Steve Bot	January 2017	100%
T6 – Asset Management	\$50,197.75	Klayton Eckles	January 2018	10%
T7 – ADA Training	\$38,589.10	Ted Schoenecker	August 2016	100% (not including \$10k amendment)
T8A – Snow and Ice PPT	~\$3,000	John Brunkhorst	August 2016	100%
T8B – Past Projects Survey	~\$3,000	Bruce Holdhusen	April 2017	90%

T8C – New Tasks	\$7,217.12	Bruce Holdhusen	TBD	N/A
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Task 1 – Fleet Management (Chair: Guy Kohlhofer)

- Deliverable: Report summarizing fleet management options and experiences (a draft document was distributed)
- Audience: City and County Fleet Managers
- Goal: To educate local agencies on tools available for fleet management for all sizes of local agencies

Project Update:

- Document has been laid the graphically. Working on final edits with project Chair and TAP.

Task 2 – Base Stabilization Additives for Pavement Design (Chair: Ben Worel)

- Deliverable: Guidebook
- Audience: County Engineers and Pavement Designers
- Goal: To educate local agencies on the use of Base Stabilization Additives

Project Update:

- Document is final and posted on the LRRB website:
<http://www.dot.state.mn.us/research/reports/2017/2017RIC02.pdf>
- Flyer advertising the final product was sent to all city/county engineers in January 2018

Task 3 – Gravel Road Management Tools (Chair: Mike Flaagan)

- Deliverable: TBD - Guidebook/Manual or Software Guidance
- Audience: TBD - County Engineers
- Goal: To educate local agencies on gravel road management tools

Project Update:

- Researched other existing gravel road tools to understand if MN agencies could use them:
 - Detour10
 - RSMS16
 - GRIT Tool
 - Pathweb
- Researched and developed a list of potential attributes to include in the spreadsheet, for TAP review
- January 22, 2018 - TAP meeting to review research and attributes to include in the spreadsheet
- March 5, 2018 – TAP meeting to review the first draft of the spreadsheet and confirm the attributes to include in the spreadsheet.

RIC discussion:

- Guy Kohlhofer would like to see it include long-term maintenance level of effort or cost, such as in terms of tone of gravel per mile per 100 ADT.
- Sue Miller in Freeborn County has done some exemplary work on the gravel road system. It could be a good OPERA project to document the process Sue has used for building up gravel road base.

Action item #3: Mindy Carlson will look into the possibility of an OPERA project to document the process Sue Miller has used for building up the gravel road system in Freeborn County.

Task 4 – Lightly Surfaced Roadways (Chair: John Brunkhorst)

- Scheduled to commence in April, 2018, scoping and TAP formation are in progress.
- Dan Wegman from Braun Intertec is a subcontractor for this task.

Task 5 – Addressing Citizen Traffic Requests (Chair: Steve Bot)

- Deliverable: Guidebook
- Audience: City and County Engineers (specifically traffic engineers)
- Goal: A guidebook for engineers responding to citizen requests that guides the user through the steps to evaluate the request

Project Update:

- Document is final and posted on the LRRB website:
<http://www.dot.state.mn.us/research/reports/2017/2017RIC05.pdf>
- Flyer advertising the final product was sent to all city/county engineers in January 2018
- MN APWA Chapter nominated this document for a national APWA award for “Journalism - Non Chapter”. Worked with Mark Hansen- City of Coon Rapids from the MN APWA Awards committee to develop the award submission, which was submitted on March 1st. Awards will be presented at the national PWX conference in Kansas City in August 2018.

RIC discussion:

- Steve Bot would like to know if RIC members can get LRRB approval to attend the APWA conference in Kansas City in August?

Action item #4: Kaye Bieniek will bring to the April LRRB meeting a request for RIC members to be approved to travel to the APWA conference in Kansas City in August 2018.

Task 6 – Consolidated Asset Management Guide for Local Agencies (Chair: Lyndon Robjent)

- Deliverable: TBD – Overview of Asset Management tools
- Audience: TBD - City and County Engineers
- Goal: Educate local agencies on Asset Management tool options

Project Update:

- TAP chair changed from RIC member Klayton Eckles, Woodbury to LRRB member Lyndon Robjent, Carver County
- February 2, 2018 – Scoping meeting with TAP members
- Developed an outline and updated the scope of work based on input from the TAP
- March 6, 2018 - Met with Lyndon Robjent (Chair) and Perry Clark from Carver County to review the proposed outline
- Finalized outline and sent to TAP to review.

A motion to approve the scope and outline of RIC Task 6, Consolidated Asset Management Guide for Local Agencies, was made by John Brunkhorst and seconded by Klayton Eckles. Motion approved.

Task 7 – ADA Training for Local Agencies (Chair: Need replacement for Ted Schoenecker?)

- Deliverable: Three full day training courses and a webinar
- Audience: City and County Engineers and staff
- Goal: Provide training on ADA law, transition plans, design and construction.

Project Update:

- Full day Policy Trainings were conducted in December 2018 in nine different cities around the State
- Worked with MnDOT staff to finalize the training materials for the full day Design training
- Full Day Design trainings are in progress now through end of April. A copy of the announcement flyer was included in the RIC meeting materials.
- Future Trainings – tentative timeframes
 - Fall/Winter 2018 – ADA Design Activities
- Mindy Carlson is recording the training and will post the videos on the LTAP web site and LRBB YouTube video channel.

Task 8 – Review of Existing LRRB/RIC Products (Chair: Bruce Holdhusen)

- Deliverable: Updated products as needed, to be determined by RIC board
- Audience: City and County Engineers
- Goal: Survey of existing/past LRRB/RIC products to update by revising and/or republishing.

Project Update:

- The survey was not distributed at the CEAM and MCEA meetings.

5. Project Update: Is Seal Coating Counterproductive or Not? Steve Bot

Steve Bot provided an update on the progress of the LRRB research project “Is Seal Coating Counterproductive or Not?” that is being conducted by Professor You at Michigan Tech.

- The TAP provided pavement cores and other samples for Michigan Tech to analyze in the lab.
- The TAP is working with the PI to finalize the list of lab tests.
- As Technical Liaison, Steve has had to provide a lot of effort to coordinate the technical aspects of this project, such as finding sampling locations and directing the consultant to collect samples.

6. LRRB Liaison Update

Kaye Bieniek

Kaye Bieniek provided an update on recent LRRB activities:

- Kent Exner from the City of Hutchinson is a new LRRB member, replacing Steve Koehler who completed his appointment and rotated off the board.
- The LRRB needs to appoint a new LTAP steering committee representative.
- Tim Horner or Dale Heglund from ND LTAP will be invited to present at the joint LRRB/RIC summer meeting.

- LRRB expressed interest in hearing about the Knowledge Book project. There was discussion about inviting Mike Leegard to a future LRRB meeting.
- The Soy-based Dust Control project proposal from Jim Bahr at NDSU will be on the agenda for the joint LRRB/RIC summer meeting.
- The LRRB used a different method for collecting research ideas as a pilot project by going to each of the pre-screening board meetings in October, instead of holding a research need focus group meeting in the spring.

A motion to not have the ND LTAP presentation by Tim Horner or Dale Heglund at the joint LRRB/RIC summer meeting was made by Klayton Eckles and seconded by Steve Bot. This was agreed by consensus and the chair did not call for a vote.

7. Round Robin and Adjournment

- Klayton Eckles said this will be his last RIC meeting since he will be retiring from the City of Woodbury. Mitch Rasmussen will be finding a new RIC member to replace him.
- Ben Worel mentioned the NRRRA workshop will be held May 23-24, and the MnDOT Office of Materials and Road Research is looking for suggestions of topics that would interest people for the monthly 'Research Pays Off' video series.
- Joel Ulring is working on updating State Aid guidance and web-based training for concrete pavement design, and has requested a Transportation Research Synthesis report to document the state of practice and a few case studies. Joel mentioned that a letter offer has been made to a candidate to fill Ted Schoenecker's former position as Assistant State Aid Engineer.
- Renae Kuehl said the RIC products for low volume road work zone layouts have been added to the new/updated MnMUTCD Field Manual.
- Mindy Carlson mentioned that the MPCA wants to talk about the salt application rates in the Snow and Ice Field Guide, which was last revised in 2012. It is being updated by Cathy Schaefer as discussed by the RIC in 2016. Cathy Schaefer and Connie Fortin use the Field Guide in their training sessions.
- Kaye Bieniek asked the group about what types of non-meeting activities they would like to have planned for the summer meeting in Rochester. Several ideas were offered by RIC members.
- Shannon Fiecke mentioned the LRRB video about careers in civil engineering that is targeted at middle-school students will be shown continuously at the Minnesota Science Museum on 'Civil Engineering Day', Saturday, April 28. Shannon also mentioned that MPCA is interested in having some input on the Snow and Ice Control field handbook that Kathy Schaefer is updating.
- Guy Kohlhofer provided his observations as a TAP member on the LRRB research project "Development and Demonstration of a Cost Effective In-Vehicle Lane Departure and Advanced Curve Speed Warning System." He questioned the value for local agencies of research on this type of topic, and he felt that LRRB funding a second, similar project (Development and Demonstration of an In-Vehicle Lane Departure Warning System using DSRC Based V2V Communication), especially compared to the value provided by RIC, which is currently underfunded.
 - Several RIC members concurred.
- Stephanie Malinoff shared that the Department of Civil, Environmental and Geo-Engineering will be hiring a new professor in the transportation area.

- Mike Flaagan brought the research idea of “benefits from implementation of TZD in Minnesota” back to the group. He said further discussion with Lou Tasa and Mike Hanson from Department of Public Safety confirmed that it would be difficult to separate out the benefits from TZD compared to the benefits of other changes that may have occurred in the same time frame.
- The meeting was adjourned by Chair Mike Flaagan.

Next RIC meeting: June 20-21, 2018 in Rochester (joint LRRB/RIC summer meeting).

Summary of Action Items

Action item #1: Kaye Bieniek will bring the issue of the amount of RIC funding to the April LRRB meeting and to the TAP meeting on March 21 for the LRRB Strategic Plan, and it will be on the agenda as a topic for discussion at the joint LRRB/RIC summer meeting.

Action Item #2: Shannon Fiecke to set up preliminary scoping meeting with Klay Eckles, Guy Kohlnhofer and Renae Kuehl in late April or early May for a video based on RIC Task 5 (Traffic Safety Concerns).

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