



## RIC Winter Meeting

November 20, 2017

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  
John Brunkhorst, McLeod County  
Kaye Bieniek, Olmsted County (LRRB)  
Ted Schoenecker, MnDOT State Aid  
Kelvin Howieson, MnDOT District 3  
Ben Worel, MnDOT Materials Office  
Mindy Carlson, LTAP / U of M CTS  
Hafiz Munir, MnDOT Research Services

### Staff:

Bruce Holdhusen, MnDOT Research  
Becky Lein, MnDOT Research  
Joel Ullring, MnDOT State Aid  
Shannon Fiecke, MnDOT Research

### Others present:

Renae Kuehl, SRF

### Not Present:

Steve Bot, City of St. Michael

### 1. Call to Order (Mike Flaagan – Chair)

The LRRB research implementation committee meeting was called to order at 9:55 A.M by the Chair, Mike Flaagan. There were no additions to the agenda.

### **Review of RIC Meeting Minutes from September 27, 2017**

***A motion to approve the RIC meeting minutes from September 27, 2017, was made by John Brunkhorst and seconded by Klayton Eckles. Motion approved.***

### **Review of RIC Action Items from September meeting minutes**

Action item #1: Kelvin Howieson will bring back recommendations for next steps regarding the Synthesis of Bridge Removal Programs and Policies to a future RIC meeting.

Kelvin Howieson will meet with the Bridge Committee at the MCEA meeting in January to discuss next steps.

Action item #2: Ben Worel and Steve Bot will follow up to determine the best course of action to collect samples in support of the LRRB research project “Is Chip Sealing Counterproductive or Not?” (INV1028) If necessary, Steve Bot or Kaye Bieniek will bring the AET sample collection work plan as a funding request to the LRRB meeting on October 18, 2017.

This topic is on the agenda for later today.

Action Item #3: Ted Schoenecker will explore setting up a committee to prioritize the recommendations from “Barriers to Right-of-Way Acquisition and Recommendations for Change (INV 969)” and work with Mike Marti and Mitch Rasmussen to bring this to the city and county engineers’ meetings for discussion about needs and next steps.

Bruce Holdhusen will send the report, 2-page summary and powerpoint presentation to Ted for further consideration and action. [Note: This was completed but Ted thinks it is unlikely he will get to this before his last day at MnDOT.]

Action item #4: Shannon Fiecke and Renae Kuehl will bring to the LRRB Outreach Committee a request to develop a video for the LTAP web site on the topic of RIC Task 2, Base Stabilization Additives for Pavement Design and Rehabilitation.

Shannon will bring this to the Outreach Committee for consideration at their next meeting.

Action item #5: A city engineer will be added to the TAP for RIC Task 3, Gravel Road Management Tools.

The TAP considered this request and determined that a city engineer will not be added to the TAP for this project because the focus is county gravel roads, and city gravel streets a significantly different in use, construction and maintenance.

Action item #6: Renae Kuehl will submit an abstract to the 2018 CEAM annual conference for a presentation on RIC Task 5, Addressing Citizen Traffic Requests.

This was done and Renae will give a presentation.

Action item #7: Shannon Fiecke and Renae Kuehl will bring to the LRRB Outreach Committee a request to develop a video on RIC Task 5, Addressing Citizen Traffic Requests.

There is already a video under development for a similar topic by the Outreach Committee, which will be added to the list of resources in the RIC product.

Action item #8: The results of the pre-screening board discussions of LRRB research needs will be presented at the RIC meeting November 20, 2017, by Mitch Rasmussen. Mike Marti or Renae Kuehl.

This topic is on the agenda for later today.

Action item #9: Joel Uring will follow up with Prof. Jim Bahr at NDSU to request that NDSU submit a project proposal through Bruce Holdhusen for a demonstration and evaluation of Soy-based Dust Control Agents.

This topic is on the agenda for later today.

Action item #10: Becky Lein and Mike Flaagan will send out a poll to the RIC members to finalize dates for 2018 RIC meetings.

This topic is on the agenda for later today.

## 2. Old Business

- **LTAP Update**

**Mike Flaagan**

Mike Flaagan and Mindy Carlson discussed a proposal from North Dakota Transportation Learning Network (TLN) to partner with RIC and/or Minnesota LTAP on a pilot project to bring the TLN to Minnesota. The TLN is a consortium of states that each pay \$85,000 per year. They are asking for \$5,000 and in return Minnesota would get access to 5 recorded webinars, and they would develop webinars from 2 completed RIC products.

The RIC would like more information to evaluate the value and make a decision about joining.

**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.** [Staff note: This was completed]

**Action item #2: Bruce Holdhusen will work with Mitch Bartelt to invite Tim Horner or Dale Heglund from the North Dakota Transportation Learning Network to the joint LRRB/RIC meeting in June, to give a presentation on the TLN and a proposal to pilot the TLN in Minnesota.**

- **CTS Contract for PPE Poster and Web Site** **Mindy Carlson**  
The work plan for CTS to develop safety posters and content for the LTAP web site was previously approved by the RIC, and the contract is in the process of being sent for signatures. Once the contract is executed, Mindy will assemble a small TAP for the project.
- **CTS Contract for ADA Training** **Mindy Carlson**  
The contract for CTS to coordinate ADA training has been executed. Since Jim Grothaus left CTS, Stephanie Malinoff has been named as the PI in the contract. The ADA training classes will begin on December 5, and registration is already filling up.
- **Heavy Commercial Vehicle Unified Permitting Process** **Ted Schoenecker**  
Phase 1 was wrapped up and Phase 2 of the HCV unified permitting project is underway. The goal is a pilot of multi-jurisdictional permitting systems in the Duluth area and in Polk County.
- **Soy-based Dust Control** **Joel Ullring**  
James Bahr from NDSU provided a proposal for a research demonstration project on soy-based dust control for gravel roads. The proposal cost was \$134, 419. The RIC does not have sufficient remaining budget to fund the project so it will be referred to LRRB for funding. John Brunkhorst will be the TL and will provide some field test locations for the project.

There was some discussion about the availability of large enough quantities of the soy-based material for a large demonstration project and about scaling up its production to a level that could be commercialized.

**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 Ullring 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.** [Staff note: The LRRB decided to ask Prof. Bahr to present his proposal at the March LRRB meeting.]

- **Northwest Pavement Management Association Meeting** **Joel Ullring**  
Joel attended the Northwest Pavement Management Association (NWPMA) conference in Oregon, October 16-19. He discussed the topics and the value of attending the conference, which is held annually. Joel will send out a link to the conference

presentations, along with a PDF of the presentation on “How to Discuss Pavement Management with your County Board.”

- **Prevention of Stripping Under Chip Seals** **Steve Bot**  
AET is under contract, funded by LRRB, to collect pavement cores during the week after Thanksgiving. As TL, Steve organized specific sampling locations from the TAP members. Paul Nolan collected samples of aggregate and binder and stored them at MnRoad. The PI for the LRRB research project, Zhanping You from Michigan Tech, will arrange for a truck and will come to Minnesota to pick up the samples from AET and from MnRoad.
- **LRRB Strategic Plan** **Ted Schoenecker**  
Ted relayed that there was no further information at this time from Mitch Rasmussen about the LRRB strategic plan that is being developed for LRRB by a consultant. Kaye Bieniek also confirmed she had not heard anything further about it through LRRB meetings.

### 3. The Knowledge Book Method

Mike Leegard

Mike Leegard from MnDOT discussed a pilot project to capture the knowledge of a key MnDOT expert, Gordy Bruhn, on the topic of concrete pavement repair. Gordy Bruhn was invited to present a summary to the RIC but was unable to attend the meeting.

The knowledge book method involves a series of intensive interviews conducted by Jef Tendron, who is a world-leading expert on developing knowledge books for industrial/manufacturing companies. The results of the interviews are compiled into a series of hyperlinked powerpoint pages, known as a “knowledge book.”

During the interviews, the tacit information known to the expert is evaluated to determine what is most important, most difficult to acquire, and most complex. Mike said it is similar to how the US military handles positional knowledge for transition/succession planning of officers.

MnDOT has completed one knowledge book on the topic of concrete repair, and has funded three additional knowledge books on the topic of construction office management, asphalt mix design, and steel bridge fabrication and erection.

The method could be applicable to future RIC efforts but may not be practical because the contractual mechanisms are difficult, since Jef Tendron is a French national living in Singapore and has insisted upon being paid in Euros.

### 4. Budget, Meetings and Conferences

Becky Lein

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 \$40,669 available through June 30, 2019.

A schedule poll was sent to the members to find best dates. The schedule for 2018 RIC quarterly meetings is:

- March 12 at MnDOT Central Shop (Fort Snelling)
- June 20-21 in Rochester (joint meeting with LRRB)
- September 12 at the MnDOT Training Center in St. Cloud
- November 14 at MnROAD.

The list of upcoming conferences was included in the meeting materials. Conferences and travel was discussed. Hafiz asked if the current travel plan meets the needs of the RIC

members. The committee believes it does. RIC members should contact Mitch Rasmussen if they are interested in attending a meeting that is not listed as eligible for RIC members because often there are LRRB spots left open.

- AAPT meeting in March – Ben Worel will attend as LRRB MnDOT Staff and Mike Flaagan will contact Mitch Rasmussen to request approval to attend
- The NRRA Conference is May 23-24 in Minnesota
- Discussion about RIC reimbursement for in-state travel
- Add Low-Volume Roads Conference in Kalispell, MT to the list for 2019

**Action Item #6: Becky Lein will follow up on the following items:**

**Guy Kohlnhofer wanted if you can be reimbursed for hotel stay for your attendance at Minnesota Transportation Conference in Mankato Feb 27-March 1 2018. Becky will check into this and get back to Guy.**

**New Location for March 12, 2018 Committee agreed on new location for the March 12th 2018 meeting to be moved from MnROAD Conference Room to MnDOT Central Shop 6000 Minnehaha Ave S. (Fort Snelling), Becky will get this rescheduled.**

**2018 LRRB Conferences request changes**

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**MAY : NRRA/MnROAD Sponsor Meeting add dates May 23, 2018 (Workshop) May 24, 2018 Conference**

**OCTOBER: NW Management Pavement Assoc. Conference change to NW Pavement Management Assoc. Conference.**

**SEPTEMBER 2019: Add the Conference list, 12th International Low Volume Road September 15-18 2019 Kalispell MT.**

**2018 LRRB Conference Questions**

**MARCH 18-21, 2018: Becky to check into if Ben Worel and Mike Flaagan can attend the Association of Asphalt Paving Technologist Conference are they allowed to attend?**

**FEBRUARY 2018 : Minnesota Transportation Conference in Mankato Feb 27-March 1 2018, Guy Kohlnhofer is wondering if he attends and gets a hotel can he get reimbursed for his hotel?**

5. RIC Support Contract – SRF Consultant Task Updates

Rena 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 September 2017 – November 2017.

Task	Budget	Chair	Start Date	Percent complete
A1 – Project Management	\$34,130.85	Bruce Holdhusen	July 2016	65%
A2 – Task Scoping	\$36,804.59	Bruce Holdhusen	July 2016	60%

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	10%
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	N/A
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

### **Task 1 – Fleet Management (Chair: Guy Kohlnhofer)**

- 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:

- Updated report text based on input from TAP meeting. Wrote additional sections of the report.
- November 6, 2017 – Final TAP meeting hosted to review updated report.
- Working on final edits based on feedback from TAP. Adding a few more case studies.
- Working to have SRF graphics group layout the document graphically. Final version will be sent to TAP for final review early December.
- No additional TAP meetings needed.
- Will be ready for final approval at the next RIC meeting.

### **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:

- October 31, 2017 – Final TAP meeting to review the final version of the Guidebook.
- Working on final minor edits from final TAP meeting.
- Working to have SRF graphics group layout the document graphically. Final version will be sent to TAP for final review early December.
- No additional TAP meetings needed.
- Will be ready for final approval at the next RIC meeting.

- November 2, 2017 – Renae Kuehl and Dan Wegman presented on this topic at the CTS conference.

### **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:

- November 15, 2017 - Scoping meeting with TAP to review the scope of work and determine deliverables.
- See attached scoping meeting summary
- TAP approval of proposed deliverable.

***A motion was made by John Brunkhorst, seconded by Ted Schoenecker, to approve the revised scope of work for RIC Task 3, Gravel Road Management Tools. The motion was approved.***

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

- Scheduled to commence in April, 2018; no update yet.

### **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:

- November 1, 2017 – Hosted final TAP meeting to review the final version of the Guidebook.
- Working on final minor edits from final meeting.
- Working to have SRF graphics group layout the document graphically. Final version will be sent to TAP for final review late November.
- No additional TAP meetings needed.
- November 2, 2017 Renae Kuehl and Mark Ray (City of Crystal) presented on this topic at the CTS conference.

#### RIC Discussion about promoting Task 5:

- Use it at the 2018 AMC Conference for the County Board and Township Board training sessions
- Bring it to the TZD conference
- Create a powerpoint and record a webinar
- Record a short video of Howard Preston (CH2M Consultants) discussing the topic for an audience of Highway Patrol, Commissioners and other elected officials.

***A motion was made by Klayton Eckles, seconded by Guy Kohlhofer, to approve the final deliverable for RIC Task 5, Addressing Citizen Traffic Requests. The motion was approved.***

**Action item #7: Shannon Fiecke 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 law enforcement, 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.**

**Task 6 – Consolidated Asset Management Guide for Local Agencies (Chair: Klayton Eckles)**

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

Project Update:

- This project is expected to start in January 2018
- Will work to schedule initial scoping meeting soon
- Currently identified TAP members:
  - Klayton Eckles (Chair) City of Woodbury
  - Brad Henry, U of M Tech. Leadership Institute
  - Bruce Holdhusen, MnDOT
  - Brian Langseth, Hennepin County PW
  - Mike Nielson, City of Sartell/WSB & Assoc.
  - Kyle Skov, City of Owatonna
  - Joel Ullring, MnDOT State Aid
  - Andrew Witter? Dave Roedel? Sherburne County
  - Brad Wentz, ND Upper Great Plains
- To be invited:
  - Kirby Becker, MnDOT
  - David Janisch, MnDOT
  - Lyndon Robjert, Carver County
  - Dave Solsrud, MnDOT
  - Steve Stroschein, Crow Wing County
  - Michael Thompson, City of Maplewood
- Subconsultants
  - Ann Johnson, PE Services
  - Amy Grothaus, Braun Intertec
  - Dan Wegman, Braun Intertec

**Task 7 – ADA Training for Local Agencies (Chair: 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:

- Oct 31<sup>st</sup> – TAP meeting to finalize details for policy training
- Continuing to work with CTS staff to schedule and prepare for the delivery of the full day policy training, including agendas, meeting binders/handouts, etc.
- Nov 17<sup>th</sup> – Meeting with MnDOT ADA staff to discuss design training details.
- Policy Course details:
  - Title: Understanding ADA Requirements and Developing a Transition Plan
  - Audience: City and County engineers, planners, and consultants



- Trainers: Ann Johnson, PE Services and Brady Rutman, SRF
- Tentative Training delivery schedule for full day Policy Training:
  - Tuesday, Dec 5 - District 7 - Mankato
  - Tuesday, Dec 7<sup>th</sup> – District 6, Rochester
  - Friday, Dec 8<sup>th</sup> - Metro, Arden Hills Training Center
  - Tuesday, Dec 12<sup>th</sup> – District 2, Bemidji
  - Wednesday, Dec 13<sup>th</sup> - District 4, Detroit Lakes
  - Thursday, Dec 14<sup>th</sup> - District 3, Baxter
  - Monday, Dec 18 - Metro, St. Paul U of M Campus, Continuing Education Center (for recording)
  - Tuesday, Dec 19 - District 8 - Willmar
  - Thursday, Dec 21 - District 1, Duluth
- Future Trainings – tentative timeframes
  - Spring 2018 – ADA Construction Activities
  - Fall/Winter 2018 – ADA Design Activities

**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:

- Review updated table with list of products to update

**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.**

6. New Business

- **New Process for Developing LRRB Research Needs** **Renae Kuehl**  
 Renae talked about the new process and recent efforts to collect research ideas for next year’s LRRB research RFP. The new process, replacing a spring focus group meeting, is to brainstorm research ideas at each of the State Aid District Pre-Screening Board meetings in the fall, refine the list at CEAM and MCEA meetings, and bring it back to the spring Pre-Screening Board meetings. More than 200 ideas were collected. The #1 most-cited idea was regarding the shortage of qualified technicians. The goal is to develop 30 research need statements for the LRRB/RIC joint meeting in June, by prioritizing and then following up with the idea originator or another champion for the high-priority topics.
- **Proposed new RIC Task (referred from LRRB): Guide and Training Curriculum to help local agency officials communicate with the public, media, and elected officials**  
 The LRRB referred an idea to RIC for action that was rated highly at the research needs focus group last spring, to develop training that will help local officials communicate better with the public, media and elected officials. SRF developed a preliminary scope of work and cost estimate to do this as an RIC task. The RIC discussed several ideas about how to best do this, whether it could be a publication, video, speaker at appropriate venues, or a toolbox of online information. The RIC action was to put it back on the list of research ideas for discussion at the CEAM and MCEA meetings in January.

## 7. LRRB Liaison Update Kaye Bieniek

Kaye Bieniek provided an update on recent LRRB activities:

- At their October meeting, the LRRB voted on proposals to be heard at their December meeting, where research project funding decisions will be made.
- The joint LRRB/RIC summer meeting location was set for Rochester; additional details will be provided. Kaye will send out a list of activities for visitors to Rochester.
- At the November LRRB meeting, Linda Taylor requested that LRRB fund a workload assessment for Research Services; the LRRB decided to put it on hold until after the LRRB Strategic Plan is completed.
- A synthesis report on the topic of High-friction Surface Treatments was funded at the request of the County Engineer's Safety Committee.
- A contract was funded for AET to collect pavement core samples for the new research project on stripping under chip seals.
- Jim Grothaus announced at the last LRRB meeting that he is leaving CTS to go to work for Hancock Concrete Products.

## 8. LRRB Outreach Committee Update Shannon Fiecke

- The Outreach Committee recently completed a video about careers in civil engineering for a middle school student audience. The video and handouts will be promoted through the Science Museum in conjunction with the ASCE-sponsored "Dream Big" video that will be shown at the museum to busloads of students. (Final Video [https://youtu.be/7dBi\\_3NLWIA](https://youtu.be/7dBi_3NLWIA) ; Website: <https://becomeacivilengineer.com/> .)
- The LRRB will have a booth again at the Transportation Conference, which will be held in Mankato in February.
- Shannon is working on putting the LRRB out-of-state travel trip report into an online format with some automated features.
- The Pothole Patching decision tree was printed, laminated into cards and strung onto a ring for distribution to field personnel. It will be distributed to MnDOT Districts, as well as to cities and counties.
  - RIC discussion on this product was that a laminated poster for placement in the truck station shops or lunchrooms might be a better way to distribute it.

## 9. Round Robin and Adjournment

- Ben Worel discussed an email he received asking why warm-mix asphalt is not used more. The MnDOT specification is permissive in this regard, but warm-mix is not marketed and contractors are not offering it. The warm-mix test sections are working well.

**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.**

- Kalyton Eckles discussed use of the "Nextdoor" neighborhood web site in one case where disinformation was posted about a project and there was a petition, and 100 letters were received. Municipalities are allowed to sign up for "Nextdoor" to push out info on the site, but not allowed to register as a user or monitor discussions.
- The meeting was adjourned by Chair Mike Flaagan.

**Next RIC meeting: March 12, 2018 at MnDOT Central Shop (Ft. Snelling)**



## Summary of Action Items

**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. [Staff note: 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.**

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