

RIC MINUTES
June 18, 2014
LRRB/RIC Summer Meeting
DoubleTree by Hilton Hotel Bemidji
115 Lakeshore Drive Northeast
Bemidji, Minnesota 56601

Attendees:

Jeff Hulsether (Chair), City of Brainerd
Mitch Rasmussen, Scott County
Dave Robley, Douglas County
Mike Flaagan, Pennington County
Ted Schoenecker, MnDOT State Aid
Joel Ullring, MnDOT State Aid
Merle Earley, MnDOT District 4
Ben Worel, MnDOT Materials Office
Hafiz Munir, MnDOT Research Services
Jim Grothaus, U of M CTS

Staff:

Alan Rindels, MnDOT Research

Consultant:

Mike Marti, SRF Consulting Group, Inc.
Renae Kuehl, SRF Consulting Group, Inc.

Absent:

Klayton Eckles, City of Woodbury
Tim Stahl, Jackson County

I. Welcome and Introductions

Jeff welcomed everyone, thanked them for attending. Attendees introduced themselves.

II. Agenda

Agenda Review:

A motion to approve the agenda was made by Dave Robley and seconded Ted Schoenecker. Motion Approved.

III. Review/Approve Minutes of March 12, 2014 Meeting

Minutes Review:

Review of December 2013 RIC Meeting Minutes:

A motion to approve the March 12, 2014 meeting minutes was made Mitch Rasmussen and seconded by Mike Flaagan. Motion Approved.

IV. Project Updates

INV 933 Building Local Agency Capacity for Public Engagement in Local Road System Planning & Decision Making – Kathryn Quick / Guillermo Narvaez

Guillermo Narvaez gave a presentation on a research project which explored public engagement in four counties, Beltrami, Jackson, Dakota and Anoka County. His first project is wrapping up and the LRRB approved an additional project more focused on urban settings, research effort had some very positive impacts to the counties involved. One notable result is Beltrami County Board approved a 0.5% sales tax dedicated to roads to take advantage of the tourist industry in their county.

Guillermo reported on the 2nd project titled Stakeholder Attitudes, Knowledge and Engagement in Local Road Systems Planning Decision-Making which will be more focused on public engagement of urban projects. John Powell City of Savage is leading this effort and Carver County has also volunteered to be involved. Jim Grothaus provided some ideas District 6 Focus Group, La Crescent Minnesota for example. He will provide contacts if the TAP is interested.

V. Meeting continuation followed with the Joint Meeting of the LRRB/RIC.

RIC MINUTES

June 19, 2014

LRRB/RIC Summer Meeting
DoubleTree by Hilton Hotel Bemidji
115 Lakeshore Drive Northeast
Bemidji, Minnesota 56601
(Lakeside Lounge)

Attendees:

Jeff Hulsether (Chair), City of Brainerd
Mitch Rasmussen, Scott County
Dave Robley, Douglas County
Mike Flaagan, Pennington County
Ted Schoenecker, MnDOT State Aid
Joel Ulring, MnDOT State Aid
Merle Earley, MnDOT District 4
Ben Worel, MnDOT Materials Office
Hafiz Munir, MnDOT Research & Library

Staff:

Alan Rindels, MnDOT Research & Library
Tina Folch, MnDOT Research & Library

Consultant:

Mike Marti, SRF Consulting Group, Inc.
Rena Kuehl, SRF Consulting Group, Inc.

Absent:

Klayton Eckles, City of Woodbury
Tim Stahl, Jackson County
Jim Grothaus, U of M CTS

I. Call to Order (Jeff Hulsether)

Jeff welcomed everyone, thanked them for attending.

Agenda Review:

A motion to approve the agenda was made by Dave Robley and seconded Mike Flaagan. Motion Approved.

II. RIC Budget (Tina Folch)

SRF contract amendment for 2014-2016

- Tina Folch reviewed the RIC Budget Status (645) with the committee. She observed that SRF was over spent on some of the tasks; however, there remains funds in Direct Expenses which will cover the overage. Because of the way the contract is written, SRF cannot simply move funds from expense budget to cover this overage amount and invoice MnDOT. To accomplish this transfer, MnDOT needs to amend the contract, however she needs RIC Board Approval for this action.

A motion to approve amending SRFs contract to reduce the direct expenses Subcontractor Budget Lines and transfer funds to labor was made by Mitch Rasmussen and seconded Dave Robley. Motion Approved.

III. Meeting Dates and Conferences (Tina Folch)

- RIC Meeting dates and locations was discussed. Appointments have been sent out so RIC members should have this information on their calendars. A complete list of 2014 LRRB conferences was include in the meeting materials. Upcoming conferences were discussed.

RIC members were reminded that if they have any outstanding expense reports that they should send their expense reports in to Carole Wiese as soon as practicable since we are at the end of the fiscal year. At the next RIC Meeting an agenda item should be to establish the 2015 meeting dates.

Hafiz noted his first name was spelled incorrectly and that he will not be able to attend the LTAP meeting in St. Louis Missouri.

IV. 2012-14 RIC Task Updates (Mike Marti, Renae Kuehl)

- Task 4 – Road Safety – Towards Zero Deaths
SRF proposed the idea of producing a video for the TZD effort to address driver safety issues of Teen Drivers, similar to State Patrols “How to Save a Life” and “Forever Young” videos. They visited with MnDOT OTSO and DPS OTS to determine what was available and where this new video development would be beneficial. However they discovered that DPS is already developing such a video.

The revised approach was to develop a series of three 30-60 second PSA’s on seatbelt use, distracted driving and speeding. Extensive research was completed to determine how to successfully reach the target audience – what message to send. Various agencies (AAA, Fox9 News, DPS) were contacted for partnering opportunities, to assist with distribution of the PSA videos once complete, however no opportunities are available at this time. National traffic behavior researchers at NHTSA were contacted for information about the best way to craft a message for our target audience. NHSTA has recently developed new materials and suggested considering using their materials rather than developing our own. After extensive research and continued project development efforts by SRF and the RIC TAP, the TAP agreed to revise the scope and finalized the goal of the project, which was to provide local agencies with the tools they need to respond to requests to educate the public on various traffic safety issues. The scope is to develop a LRRB RIC TZD Toolkit for local government staff that would include the following deliverables:

- Crash Facts and Safety Summary or Emphasis Area Summaries
- Background driver behavior and crash data for young drivers on local roadways
- Characteristics and motivations of young drivers
- TZD PSA Resource Library
- LRRB TZD Young Driver Safety PowerPoint

During the discussion it was recognized the beneficial role which Mitch Rasmussen’s son has played in developing the material for this project. A request was sent to all TAP members to suggest PSA’s they think are good/impactful for each of the various contributing factors (driver distraction, speeding, wearing seatbelts and drinking and driving). Developed a PSA library based on TAP suggested PSAs and research completed.

A motion to approve amend the scope of the RIC TZD to development of the TZD Toolbox as described above was made by Mitch Rasmussen and seconded Merle Earley. Motion Approved.

- Task 5.2 – Sign Maintenance and Management Online Training
The TAP for this project has made steady progress, the material is almost completely developed. Once the material is finalized we will move on to finalize the narration. The TAP benefited by the involvement of both engineers and maintenance supervisors.
- Task 6 – Outreach
The outreach activities were reported; notably the development of the Jeopardy presentation at the CEAM and MCEA Conferences in January 2014, and they are working with the outreach committee to develop products to highlight the history and achievements

of the LRRB for 55th anniversary. Posters are to be developed for conferences of the CEAM, MCEA, Transportation Conference, APWA and others.

They have also sent out emails to 33 past LRRB members to identify highlights from their history on the board for the 55th Anniversary materials.

Jeff Hulsether and Alan Rindels advised SRF that the Jeopardy Game was soundly rejected by the CEAM Conference planning committee.

V. 2014-16 New RIC Tasks (Mike Marti, Renae Kuehl)

The committee reviewed the new RIC tasks, discussed the schedules, and finalized the Leadership and TAPs for the projects. Hafiz Munir noted the RIC that Bruce Holdhusen would be the primary RIC Research Services & Library contact going forward.

The following summarizes the proposed TAPS for these projects, Alan Rindels was asked to provide additional contact information to SRF for individuals he suggested to be invited to participate on RIC Tasks.

RIC 2014-2016 Amendment - Task Summary

Anticipated				
Start Date	End Date	Chair (RS&L Liaison)	TAP Member	To Be Invited
TASK #7: Impacts of Heavy Loads - Effects of Implements of Husbandry (OH) (Marti, Kuehl)				
August 2014	March 2014	Tim Stahl [Bruce Holdhusen]	Stephen Schnieder, Nobles County Jodi Teich, Stearns County Dan Suave, Clearwater County Richard Sanders, Polk County Ronald Mortensen, Meeker County Ted Schoenecker, MnDOT	John Welle, Aitkin County Steve Krebs, Wis DOT Shongtao Dai, MnDOT Greg Hayes, Northland College Mark Dunn, IHRB (Iowa) Brian Keireleber, Buchanan Co.Iowa
TASK #8: High-Rap Asphalt Mixtures on MN Local Roads (Marti, Kuehl)				
January 2015	July 2015	Mike Flaagen [Bruce Holdhusen]	Jill Thomas, MAPA Paul Kauppi, City of Woodbury Rick West, Otter Tail County Lou Tasa, MnDOT Richard Sanders, Polk County	Jerry Geib, MnDOT Joel Uring, MnDOT Ron Bumann, MnDOT
TASK #9: Temporary Traffic Control for Low Volume Roads (Marti, Kuehl)				
August 2014	March 2015	Jim Grothaus [Bruce Holdhusen]	Paul Kauppi, City of Woodbury Janelle Borgen, WSB Tom Knakmuhs, Norman County Victor Lund, St. Louis County Lon Aune, Marshall County Nick Anderson, Big Stone County Dan Suave, Clearwater County	Mark Vizecky, MnDOT Ken Johnson, MnDOT Ted Ulven, MnDOT Janelle Anderson, MnDOT Monica Beeman, City of St Paul
TASK #10: Implementation of ITS Technology for Local Agencies (Marti, Kuehl, Jackels)				
January 2015	November 2015	Mitch Rasmussen [Bruce Holdhusen]	Paul Kauppi, City of Woodbury Janelle Borgen, WSB Victor Lund, St. Louis County John Brunkhorst, McLeod County Lou Tasa, MnDOT Richard Sanders, Polk County	Mark Vizecky, MnDOT Mitch Bartelt, MnDOT SA
TASK #11: De-Icing and Anti-Icing Performance and Cost Effectiveness (Marti, Kuehl)				
October 2015	July 2016	Dave Robley [Bruce Holdhusen]	Paul Kauppi, City of Woodbury Janelle Borgen, WSB Stephen Schnieder, Nobles County Rick West, Otter Tail County Nick Anderson, Big Stone County John Brunkhorst, McLeod County	Rick Felt, Scott County Kathy Schaefer, MnDOT Mike Kennedy, City of Minneapolis John Maczko, City of St. Paul Lon Aune, Marshall County
TASK #12: Signing and Lane Markings of Roundabouts (Marti, Kuehl)				
April 2015	August 2015	Klayton Eckles [Bruce Holdhusen]	Paul Kauppi, City of Woodbury Andrew Plowman, WSB Klayton Eckles, City of Woodbury Jodi Teich, Stearns County	Kristin Asher, City of Richfield Kaye Bieniek, Olmsted County Mark Vizecky, MnDOT SA Joe Gustafson, Washington County
TASK #13: Guidelines for Flashing Yellow Arrows for Protected/ Permissive Use (Marti, Kuehl)				
January 2015	May 2015	Jeff Hulsether [Bruce Holdhusen]	Paul Kauppi, City of Woodbury Suzanne Hanrahan, Dakota County Klayton Eckles, City of Woodbury Jodi Teich, Stearns County	Kevin Schwartz, MnDOT Metro Scott Poska, SRF Consulting Marc Culver, City of Roseville Joe Gustafson, Washington County
TASK #14: Project Management (Marti, Kuehl)				
August 2014	July 2016	N/A		
TASK #15: Outreach and Marketing (Marti, Kuehl)				
December 2014	July 2016	Julie Skallman/ Sandy McCully [Bruce Holdhusen]		
TASK #16: Future Task (Marti, Kuehl)				
October 2015	July 2016	TBD [Bruce Holdhusen]		

A motion to approve the December 2013 meeting minutes was made Dave Robley and seconded by Mitch Rasmussen. Motion Approved.

A motion to adjourn the meeting was made by Mike Flaagan and seconded by Dave Robley. Motion Approved.

March 2014
LRRB – Research Implementation Committee Meeting
Action Items

- Action item #1:** RS&L will amend SRF's contract to reduce the direct expenses Subcontractor Budget Lines and transfer funds to labor.
- Action item #2:** Alan Rindels was asked to provide additional contact information for individuals to be invited to participate on RIC Tasks to SRF.