

- MINUTES -
March 6, 2013
Research Implementation Committee
10:00 am - 3:00 pm
SRF Consulting Group, Plymouth

Attendees:

Jeff Hulsether, Chair, City of Brainerd
Farideh Amiri, MnDOT, Research
Klayton Ekles, City of Woodbury
Jim Grothaus, U of M, CTS
Maureen Jensen, MnDOT, Materials
Rick Kjonaas, MnDOT, State Aid
Walter Leu, MnDOT, D1
Mitch Rasmussen, Scott County
Rich Sanders, Polk County (phone)
Tim Stahl, Jackson County
Ann McLellan, MnDOT, Research

Absent:

Dave Robley, Douglas County

Consultant:

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

Guests:

Nick Busse, MnDOT Research
Debbie Sinclair, MnDOT Research
Gary Johnson, U of M
Bernard Izevbehai, MnDOT Materials
Mindy Carlson, U of M, CTS

I. Chairman's Report

Mr. Chair welcomed everyone and thanked them for attending. He introduced the guest speakers. Attendees introduced themselves.

Agenda Review:

Amendments to agenda: After the *LRRB and MnDOT FY 14 Awarded Projects*, add a discussion about the existing consultant contract and after the *2012-2014 "Consultant Contract" Updates* add a section on the Research Pays Off publication.

Motion: A motion to approve the agenda was made by Walter Leu and seconded by Tim Stahl. Motion Approved.

Review of December 2012 Meeting Minutes:

Motion: A motion to approve the December 2012 meeting minutes was made by Rich Sanders and seconded by Klayton Eckles. Motion Approved.

Membership Roster:

The starting date for Chair and Vice-chair is added.

Schedule for 2013 Meeting Dates & Locations:

Summer Meeting – June 19 and 20th in New Ulm
Fall Meeting – September 18th, SRF Office in Plymouth
Winter Meeting – Will be decided at the summer meeting.

ACTION ITEM #1: Farideh Amiri will add the December meeting date to the summer agenda.

Conferences:

There are many opportunities for RIC members to attend conferences. See the list of approved conferences in the meeting binder. Carole will take care of travel reimbursements.

ACTION ITEM #2: RIC members interested in attending 2013 conferences and LTAP training and education courses, please let Farideh Amiri or Jeff Hulsether know.

An inquiry was made to the LRRB, if RIC members could attend out of country conferences. Per LRRB, currently only LRRB members are allowed.

Budget Review:

2009-2011 Budget

This update will be discussed by consultant on the consultant update part in the afternoon.

2012-2014 Budget

Farideh Amiri reformatted the budget table to combine pots of money and added columns for project descriptions and final products. The pedestrian crossing project is currently not included in table; however the RIC is contributing \$20k from the “spend down” box in the budget to this project. The remaining budget is \$51,237.88.

The Gravel Road Management task has not started yet and the money has to be used for that task only, cannot be moved to anything else. The LRRB approved this in June 2011 and wants to know what the plan is for this task soon. If it is not used, the money will go back to the LRRB.

SRF’s contract expiration date has been moved to August 2014, it was pushed back a few months due to the government shutdown in July 2011.

The LRRB has additional funding available if the RIC has projects to do, send ideas to the LRRB.

II. LRRB and MnDOT FY 14 Awarded Proposals

The recently awarded LRRB and TRIG projects were discussed; all are under contract and in progress. If any RIC members want to be on a TAP for any projects let Farideh know.

Rick Kjonaas - The project on the optimum number of ATR stations was not approved, but the LRRB is looking at other funding options.

ACTION ITEM #3: Farideh Amiri will send all RIC members the list of approved projects and current TAP member, so they can click on the project links and access the proposals for each project. Hard copies of the proposals are also in the December meeting folder.

ACTION ITEM #4: In the future, conduct TAP meetings for LRRB and TRIG projects as a webinar and include RIC members.

Consultant Contract Discussion:

Jeff Hulsether discussed the 2012-2014 consultant contract:

- This contract expires August of 2014.
- RIC would normally request funding at the LRRB March 2014 for three years.
- Research Services and TAP would prepare and post RFP after March 2014.
- TAP would review and select a consultant for three more years.

He discussed the new option:

- To request funding for two more years at the LRRB March 2013 meeting.
- Develop scope of work by TAP members for two more years.
- Amend SRF contract to August of 2016.
- RIC approval is needed to present the case to the Board on March 28, 2013.
- The consultant RFP and contract term would change to a 5-year cycle.

Discussions:

- SRF has been working for the RIC for 20 years, they are experienced, they know locals needs and how to fill the gaps and from that experience they are very difficult to compete with in a RFP process.
- We need to be flexible and be able to work with other consultants and researchers.
- SRF is doing a good job of putting a right team together in other projects in the past. They include university of Minnesota, Mankato University, LTAP and other consultants.
- Set aside a portion for working with other consultant from TRAP list.
- It is too early to discuss this contract since it is not expiring until August of 2014.
- Responding to the RIC's RFP requires a considerable expenditure of time and resources with little hope of being successful.
- We need enough time to develop scope of work for the next two years.

Motion: A motion to take the new option (extend SRF contract for two years and then go to every 5 years RFP cycle) and request that LRRB authorizes the RIC to start working on the contract extension was made by Rich Sanders and Seconded by Mitch Rasmussen. The funding split is 2/3 for SRF contract and 1/3 for other TRAP consultant and Master contract universities.

Discussions:

- Have flexibility to hand select consultant.
- The other option is to change the RFP cycle from three years to every four years to match the membership witch is two-four-year term.

The motion passed unanimously.

III. Project Presentations

Develop Outreach Program for a Thoughtful Street Tree Master

Gary Johnson gave a presentation on the Street Tree Master Plan course. Some of the highlights include:

- The Street Tree Master Plan was developed to help local communities manage their street trees.
- A CD of all the training materials have been sent to all communities in Minnesota
- Website to access the training materials are located at this link: www.myminnisotawoods.com click on "Urban Forestry".
- Emerald Ash Borer and climate change is a huge problem, this plan is a great tool for communities to use to plan to deal with mass loss of trees.
- It's a challenging training that you need to immerse yourself in it, can't just sit down for a few hours and know the answers.

Pervious Concrete Research

Bernard Izevbehai gave a presentation on his Pervious Concrete Research. Some of the highlights include:

- Conducted a pilot project on a driveway to start, then setup a test facility at MnROAD
- Pervious concrete does not perform well on clay
- The subbase has 40% voids, which is not stable enough for a concrete truck to drive on. Fixed this problem by adding a 4" basalt layer on top.
- It is very important to apply a poly layer on top of the pavement when curing to control evaporation
- MN is the only state that has a way to measure sand absorption on pervious pavement
- The roughness of the pervious concrete is much higher than regular concrete, in the next test the surface will be ground to improve the ride.
- Best to avoid cohesive materials
- Vacuuming more than two times/year is recommended (every two months is preferred)

IV. Projects Updates

Task 13 - Truck Weight Enforcement:

Jim Grothaus gave a summary of the status of this project:

- Four of the six trainings have been completed. Approximately 22 people have attended each workshop. (of the 30 spots available at each).
- Most attendees are law enforcement
- Currently law enforcement has to go to a DPS certified training course to get requirement to do weighing. This course is not a DPS sponsored class so it does not apply. Hopefully with enough momentum the course will eventually be sponsored.
- Future of this course – Jim is working with State Aid on a three year contract to fund future classes. Per Rick Kjonaas, State Aid is very interested in funding this.
- Geographically, the courses addressed those that were interested, but did not cover the whole state.

- Owatonna is a good location to consider in the future trainings.
- Jackson County's deputy is planning to purchase a scale due to this training

ACTION ITEM #5: Jim Grothaus will write a draft letter of support from the RIC to State Aid that documents the success of Truck Weight Enforcement project and a summary of the trainings.

Task 14: Integrated Tools for Pavement Design and Management – Pavement Design 301:

Rick Kjonaas gave a summary of the status of this project:

- Dr. Wilde developed a tool to calculate FWD
- It has been delayed due to the TONN 2010 project
- Dr. Wilde has a contract setup with Braun to update the tool
- Dr. Wilde has some minor bugs to fix and then will be able to debut it. His contract includes presentations at district meetings which will happen in the near future.
- More training may be necessary to educate people on how to use this.

Task 16 – TONN 2010:

Rick Kjonaas gave a summary of the status of this project:

- This is an LRRB project that Rick was monitoring since the info from this tool was used in the Task 14 tool, but does not have any updates for the project.

Pedestrian Crossing Safety On-line Training:

Jim Grothaus gave a summary of this training:

- The kickoff meeting was in February; the project is intended to be complete at the end of summer.
- It was clarified that this will not be an online training like the gravel road training; it will be training courses and possibly a webinar.
- The focus is on pedestrian crossings at non-signalized locations. They will be using data from the HCM to determine the level of service at crossings.
- There are three parts to the project:
 - Develop a ten page handbook (Bolten and Menk)
 - Collect data via video at 3-4 intersections to use at the trainings (John Hordes)
 - Deliver the training
- Current TAP members include: Julie Skallman, Mitch Rasmussen, Mark Vizecky, Tim Plath, Jim Grothaus and Alan Rindels

Other RIC & LTAP Training Opportunities:

A new online work zone tutorial for seasonal staff and new employees to learn how to plan and protect themselves on the road, is almost complete. Jim would like to discuss/demo the tutorial at the June meeting. The product is a 20 slide presentation for staff to go thru and answer a few questions

V. YouTube Videos

Farideh gave a summary of the video development and budgets

- SRF completed two videos (Stop Signs and Speed Limits) for \$26K

- CTC completed one video (Potholes) for \$12K
- CTC is in the process of developing another video (Stormwater BMP's) for \$25K, which will be complete by the end of March
- Development of a new video on work zones is about to start
- CTS is in the process of developing a video on gravel road maintenance
- At the June meeting, the RIC will discuss next topics to consider
- Reviewed the lessons learned from the three completed videos
- Videos were distributed via YouTube, Facebook, Twitter, Linked In and email
- The Stop Sign video was viewed during the meeting

ACTION ITEM #6: All RIC members are requested to watch the other two videos and provide feedback to Farideh Amiri.

VI. Recently Completed Projects and Marketing Activities

Nick Busse gave a summary on communications and marketing activities. Here are the highlights of his presentation:

- RIC members are encouraged to send any news updates for Nick to include on the main page
- The Research Services email list has been revamped
- Social Media is being used much more and numbers have been increasing
- Nick can help with conference displays and handouts
- If there is anything that communications/marketing can offer the RIC, contact Nick

ACTION ITEM #: Farideh Amiri/Nick Busse will look into how to get statistics about the number of times LRRB/RIC documents are viewed/downloaded from the LRRB website.

VII. Future Projects

Gravel Road Management:

The LRRB wants to know what the plans are for this topic as the money was given in July 2011. The RIC needs to report plans to the LRRB in April 2013.

- The project objective is to develop a pavement management system (software or spreadsheet) for gravel roads.
- General Discussion
 - Michigan Tech is working on a project to use remote sensing to evaluate gravel roads. Also reviewed various methods for evaluating gravel roads and developed a summary of the tools
 - Dave Retner (AET) does this type of work often when evaluating gravel roads for wind farm traffic, possibly using PASER software.
 - Jackson County has used the AET tool for wind development
 - RIC needs to define, what is meant by "system". A software program?
 - What is needed, Budget analysis? Quantify deficiencies? Calculate a cost and offer a fix?

ACTION ITEM #8: Maureen Jensen will contact AET and get more information on their system

ACTION ITEM #9: Rich Sanders and Jim Grothaus will be attending the NACE conference and will schedule a meeting with Tim (Michigan Tech) if he is there.

ACTION ITEM #10: Tim Stahl will report the approach to the LRRB at the March meeting

Motion: Motion to appoint Rich Sanders as the technical liaison for this task was made by Maureen Jensen and seconded by Klayton Eckles. Motion approved.

Potential TAP members identified:

- Bruce Hasbargen, Beltrami County
- Brian Giese, Stevens County
- Vic Lund, St. Louis County
- Walter Leu, MnDOT

Other Recommendations for Implementation:

Portable WIM testing - this project is currently on the agenda for the LRRB meeting in March.

VIII. 2009-2011 “Consultant Contract” Update

Task 6.7: Dust Control:

This task has been on hold for almost two years while we were waiting for the results of the national scan tour report. *National Scan of Best Practices for Road Dust Control and Soil Stabilization – R.Surdahl and A.Kociolek*. A draft version of the report was provided to Eddie Johnson at MnDOT. Upon review of the draft, it was determined that the data we were hoping for was not provided in this report. We had hoped to see an updated version of the product characteristics provided in the 1999 Forest Service report, but the version in the scan tour report is copied from the Forest Service report.

The board discussed how to move forward with this task.. Multiple ideas were proposed, including using data from a study that David Jones will be performing in Freeborn County to calibrate aggregates, waiting until after the dust control conference that will be held in MN next year and using the data we have to write a short report and articles that can be used by LTAP. The contract expires June 2013 and cannot be extended and there is only approximately 20% of the budget remaining. It was suggested that the dollars be transferred to the existing contract to allow more time, however the board agreed it wouldn't be worth the time to file the amendment paperwork.

Motion: Motion to move forward with finalizing the Dust Control project and move budget left over to the existing contract was proposed by Rich Sanders and seconded by Rick Kjonaas. Motion failed.

The RIC Board provided direction to finalize this project with the remaining funds by writing a summary of the information collected to date, including the survey findings and to write an article for LTAP that they can use in their Gravel Roads Maintenance Course.

IX. 2012-2014 “Consultant Contract” Update

Task 1: ADA Transition Plans:

The ADA transition Plan was included in the Jeopardy presentation given at CEAM and MCEA in January 2013. Jim Gersema from SRF will be moderating a session at the CTS conference in May 2013 in which this project will be highlighted.

Task 2: Complete Streets:

The final document has been submitted to MnDOT RS to post on the website. SRF is working with LTAP to schedule a webinar for August or later of 2013. A draft Eblast is being developed and will be sent to local agencies to announce the new document. The Complete Streets Resource was included in the Jeopardy presentation given at CEAM and MCEA in January 2013. Joni Giese from SRF will be presenting on this document at the CTS conference in May 2013.

Task 4: TZD:

SRF has had periodic conversation with DPS about the status of the video they are producing. We are waiting to see the video currently being produced by DPS OTS, which is expected in May 2013. The SE TZD committee recently developed a few videos on driving safety that they sent DVD's of to all local agencies.

ACTION ITEM #11: SRF will provide new ideas for the TZD task at the June meeting

Task 5.1a – Traffic Monitoring Evaluation Methods:

At a TAP meeting in February, it was discussed conducting data collection in LeSueur County rather than Jackson County due to timing of MnDOT's scheduled counts. Due to involvement, LeSueur County decided not to participate. Sibley County agreed to be involved with both phases of this project.

Discussed and developed a new scope for the project. The goal of the new proposed process proposed is to determine the amount of time and the associated costs to collect traffic counts and classification counts for three different collection methods: Sibley County, MnDOT and a consultant collecting (using SRF's past traffic data collection experience to estimate).

ACTION ITEM #12: SRF will finalize the scope with the TAP and check that the new tasks can be completed within the existing budget.

Task 5.1b – Traffic Monitoring Field Evaluation:

The evaluation plan has been completed and approved by the TAP. The first round of evaluation took place the last week on January. The equipment has been removed and the data is being analyzed. The spring evaluation is scheduled to take place in May.

Task 5.2: Sign-Person Training:

We are in the process of setting up the first TAP meeting. We are having a tough time finding a date that works for most in March/early April, so we will look at scheduling for late April.

Task 6: Outreach:

Web articles:

- Completed and submitted a web article on ADA in December 2012.
- The topic identified for the February 2013 article is not complete. Per committee, the February topic will be combined with the April topic and a summary of the recent Jeopardy presentations was written and submitted to MnDOT RSS to post for February.

National Articles:

- The 2012 national article that was written on the LTAP's Gravel Road Maintenance was originally supposed to be published in the August version of the Public Works magazine, however, per the magazine editor, the article has been pushed multiple times and was recently pushed back again to March 2013. The RIC Board decided that it is not published in the March 2013 issue, we will pull our article and find a different magazine to publish it.
- The 2013 national article will be written to highlight the sustainability of various LRRB projects.

Newsletter:

- February 2013 newsletter is complete and submitted to MnDOT RSS. It was mailed out the last week of February.

Conference Boards:

- TERRA Conference 2013– developed a poster highlighting pavement related projects completed in the last year.

Conference Presentations:

- CEAM and MCEA 2013 – The Jeopardy style presentation was given by Mike Marti and Renae Kuehl at the CEAM and MCEA annual conferences in January. The presentation was well received; many people commented that they enjoyed the format. Walt Leu and Jim Grothaus have inquired about it and plan to use the same format for training courses they are planning in the near future.
- TRB 2013 – developed a Systems Preservation presentation for Sue Miller
- CTS 2013 – ADA, Complete Streets and YouTube Videos will be presented

X. Round Robin

None

ACTION ITEM #13 – All RIC members are requested to review the trip reports in the back of the binder and provide any additional project ideas to Farideh Amiri

XI. Adjourn

Motion: Motion to adjourn was made by Walter Leu and seconded by Maureen Jensen. Motion Approved.

List of Action Items from March 6, 2013 RIC Meeting:

ACTION ITEM #1: Farideh Amiri will add the December meeting date to the summer agenda.

ACTION ITEM #2: RIC members interested in attending 2013 conferences and LTAP training and education courses, please let Farideh Amiri or Jeff Hulsether know.

ACTION ITEM #3: Farideh Amiri will send all RIC members the list of approved projects and current TAP member, so they can click on the project links and access the proposals for each project. Hard copies of the proposals are also in the December meeting folder.

ACTION ITEM #4 – In the future, conduct TAP meetings for LRRB and TRIG projects as a webinar and include RIC members.

ACTION ITEM #5 – Jim Grothaus will write a draft letter of support from the RIC to State Aid that documents the success of Truck Weight Enforcement project and a summary of the trainings.

ACTION ITEM #6 – All RIC members are requested to watch the other two videos and provide feedback to Farideh Amiri.

ACTION ITEM #7 – Farideh Amiri/Nick Busse will look into how to get statistics about the number of times LRRB/RIC documents are viewed/downloaded from the LRRB website.

ACTION ITEM #8 - Maureen Jensen will contact AET and get more information on their system

ACTION ITEM #9 – Rich Sanders and Jim Grothaus will be attending the NACE conference and will schedule a meeting with Tim (Michigan Tech) if he is there.

ACTION ITEM #10 – Tim Stahl will report the approach to the LRRB at the March meeting

ACTION ITEM #11: SRF will provide new ideas for the TZD task at the June meeting

ACTION ITEM #12: SRF will finalize the scope with the TAP and check that the new tasks can be completed within the existing budget.

ACTION ITEM #13 – All RIC members are requested to review the trip reports in the back of the binder and provide any additional project ideas to Farideh Amiri