

RIC MINUTES
RIC Winter Quarterly Meeting
November 23, 2015
Woodbury City Hall, Birch Conference Room
8301 Valley Creek Road
Woodbury, MN 55125

Attendees:

Jeff Hulsether (Chair), City of Brainerd
Mike Flaagan, Pennington County
Tim Stahl, Jackson County
Guy Kohlnhofer, Dodge County
Dave Robley, Douglas County
John Brunkhorst, McLeod County
Steve Bot, City of St. Michael
Ted Schoenecker, MnDOT State Aid
Kelvin Howieson, MnDOT District 3
Dave Van Deusen, MnDOT Materials Office
Hafiz Munir, MnDOT Research Services
Jim Grothaus, LTAP / UofM CTS

Staff:

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

Absent:

Merle Earley, MnDOT District 4
Klayton Eckles, City of Woodbury

1. Call to Order (Jeff Hulsether - Chair)

The committee meeting was called to order by the Chair, Jeff Hulsether, at 10:00 AM. Jeff welcomed everyone and attendees introduced themselves. There were no additions to the agenda.

Review of RIC Meeting Minutes from September 14, 2015 and October 26, 2015

A motion to approve the September 14, 2015 and October 26, 2015 RIC meeting minutes was made by Ted Schoenecker and seconded by Mike Flaagan. Motion approved.

2. Budget and Meetings

Dates for 2016 RIC quarterly meetings

- March 14, 2016 (Monday) at McLeod County Highway Department, 1400 Adams Street SE; Hutchinson, MN 55350
- June 22-23, 2016 – Joint meeting with LRRB; Two Harbors, MN
- September 12, 2016 (Monday) at MnDOT Training Center in St. Cloud
- December 6, 2016 – Location TBD (St. Cloud or Arden Hills)

RIC Budget

There is \$83,186 remaining in the RIC budget for FY 2016, ending June 30, 2016. Any unused budget will roll forward to the next fiscal year.

\$40,000 of the RIC budget is intended for a pilot project of coordinated OS/OW truck permitting, with additional funding from State Aid admin budget. This will be based on the report completed for the State of Minnesota by Cambridge Systematics.

Action item: Ted Schoenecker and Bruce Holdhusen will discuss ideas for a pilot project of coordinated OS/OW truck permitting with Rich Sanders (Polk County) and Vic Lund (St. Louis County), and start developing the scope for a consultant proposal.

Conferences

A list of conferences for 2016 was included in the meeting materials, with which ones are open to RIC members, LRRB members or MnDOT staff. Travel reimbursement is done through MnDOT Research Services office, and any air travel is booked through the MnDOT Aeronautics office but they will usually accommodate your preferred travel dates and times if you tell them.

A “trip report” listing what was implementable or otherwise valuable about the conference must be written up for any out-of-state travel and submitted to Mitch Rasmussen’s office (his assistant is Nancy Stone).

In general, if an RIC member is interested but the list does not indicate it is an RIC-eligible conference, they should make their interest known and in many cases LRRB will approve it. However, there is a policy that international travel is approved only for LRRB members. It is possible to add conferences to the list if there is a need or get one-time approval for a conference.

Action item: Becky Lein will be on the agenda for the next RIC meeting to present RIC travel and reimbursement procedures.

Several conferences were highlighted for RIC consideration:

- National LTAP meeting – July, 2016 in Madison, Wisconsin: This is open to all RIC members.
- Mid-Continent Transportation Research Symposium – August, 2016 in Madison, WI
- Several conferences in Fall, 2016 (more information will be provided at the next RIC meeting): TZD conference, Northwest Pavement Management Association, Minnesota ITS Conference

3. LRRB Liaison Update

There was not an LRRB meeting since the last RIC meeting October 26, and Tim Stahl did not have any LRRB updates. At their next meeting December 9-10, 2015, the LRRB will be hearing research proposals and making funding decisions for new projects that would start next spring or summer.

4. Marketing and LRRB Outreach Committee Update

Shannon Fiecke from MnDOT Research Services updated the committee on recent marketing and outreach efforts.

- TZD Conference presentation of the Younger Driver Toolkit
- Recent technical summaries (2-page project summaries)
- Accelerator newsletter highlighting MnDOT and LRRB innovations

YouTube Videos have become an important communication tool.

- Recently-completed LRRB videos:
 - Rumble Strips: Saving Lives in Minnesota
 - Roundabout Myths (3-myth version and 10-myth version)
 - Winter Chemicals for Local Agencies
 - LiDAR for County transportation systems
- Videos in-progress:
 - Ineffective Specialty Signs
 - Flashing Yellow Arrows tutorial

- Future Videos
 - Rough Roads Ahead
 - Truck Weight Compliance (training class)
 - Alternative Intersections
 - CDL Requirements (refresher class)

5. RIC Support Contract Updates – Current Tasks

Renae Kuehl and Mike Marti from SRF provided an update of recent work on task from the RIC support contract:

Project Management

- Amendment #5 was submitted 11/18/15
 - Based on RIC action item (March 3, 2015 meeting): Shift \$15,000 from Task 16 – Future Tasks to Task 9 - Temporary Traffic Control for Low Volume Roads.
 - Based on direction from the Outreach meeting (June 16th, 2015): add \$20,000 to Task 13 – Flashing Yellow Arrow for developing a YouTube video. Funding will come from Outreach Committee budget for videos.

Task 7 - Impacts of Heavy Loads – Effects of Implements of Husbandry (Chair: Tim Stahl)

- The implementation goal is to educate legislators and ag industry on the issues
- September 3, 2015 – Met with TAP
- Reviewed history summary, interview summary and farm equipment research
- Discussed the format of the final deliverable (focus more on graphics to tell story rather than words).
 - Table that shows max weights for IOHs by state for roads, bridges and spring weight restrictions.
 - Table that lists all state laws for all trucks, IOHs, bridges and spring weight load restrictions
- Graphics:
 - Truck to passenger car equivalents
 - Pictures of four types of IOH's with max weight for each type in each state
 - IOH's over time – 1965, 1990 and 2015. Pictures and average weight.

Task 8 - RAP Asphalt Mixtures on MN County Roads (Chair: Mike Flaagen)

- The implementation is best practices for RAP use and management of RAP stockpiles
- Researched past studies and gathered technical resources that were identified at the last TAP meeting
- Ron Bumann from State Aid Construction collected cores of low-oil coarse mixes
- Working to set the next TAP meeting

Task 9 - Temporary Traffic Control for Low Volume Roads (Chair: Jim Grothaus)

- September 3, 2015 – Met with TAP
- Develop a summary document that lists the issues locals face with the current field manual, which can be used to propose changes to the MN MUTCD committee.
 - SRF staff met with Mark Vizecky and Kathy Schaefer to review the maintenance matrix and finalize the content and correct layouts to use.
 - Met with urban representatives (Woodbury and Eagan) on the TAP to get input on details for urban matrix
 - 11/12/15 – Hosted a TAP meeting to review the rural matrix, urban matrix and white paper
 - Met with Kathy Schaefer to discuss updating her tabletop training materials for the Work Zone training course.

Task 10 - Implementation of ITS Technology for Side-Street Stop-Controlled Intersections for Local Agencies (Chair: Ted Schoenecker)

- TAP decided to focus on flashing LED stop signs and intersection conflict warning systems
- 9/15/15 - TAP meeting to review the proposed guidebook outline
 - Conducted a literature search on ICWS and LED Stop signs and summarized the findings
 - Wrote a “state of the practice” summary for ICWS and LED stop sign
- 11/18/15 - TAP meeting to review the draft guidebook. Discussed comments and final product format.

Task 11 - De-Icing and Anti-Icing Performance and Cost Effectiveness (Chair: John Brunkhorst)

- Plan to contact the TAP to setup our kickoff meeting

Task 12 - Signing and Lane Markings of Roundabouts (Chair: Klayton Eckles)

- Plan to contact the TAP to setup our kickoff meeting

Task 13 - Guidelines for Flashing Yellow Arrows for Protected / Permissive Use (Chair: Steve Bot)

- Worked with the NC-ITE Intersection Traffic Control Committee and the Professional Development Committee to co-sponsor this training.
 - 55 people registered for the training; 45 attended (including 10 that joined remotely)
 - The two hour training took place on Wednesday November 4th 8-10am at SRF’s office.
- The presentation was recorded in two ways – one recording of the actual presentation screen. The other was an actual video recording of Vahid giving his presentation. The recordings will be used as part of the tutorial YouTube video funded by the LRRB Outreach Committee.

Task 15 – LRRB Outreach Committee support

- Research Pays Off: Timber Bridge research implementation
- CEAM conference presentations of RIC products
- MCEA conference presentations of RIC products
- RIC representation on TRB Tech Transfer Committee (ABG30)
 - Jim Grothaus is a committee member
 - Renae Kuehl is a new committee member, and she will be giving a presentation at TRB in January “Research Implementation – Giving Local Agencies what they need.”

6. Lunch / Videos

During the lunch break a few videos were shown from LRRB YouTube channel:

<https://www.youtube.com/user/lrrbmn>

- Roundabout Myths video (3-myths version)
<https://www.youtube.com/watch?v=HLDdWJzDFyI&list=PL8D3XXieDs8nM47JJOqwCqCJqgnSUs0eE> – (There is also a longer version with 10 roundabout myths
<https://www.youtube.com/watch?v=4qvoml8LMb8&list=PL8D3XXieDs8nM47JJOqwCqCJqgnSUs0eE>)
- Rumble Strips: Saving Lives in Minnesota
<https://www.youtube.com/watch?v=Ukd6zEqdx2Q&list=PL8D3XXieDs8nM47JJOqwCqCJqgnSUs0eE>
- Winter Chemicals for Local Agencies
<https://www.youtube.com/watch?v=Gce41mZvMck&index=4&list=PL8D3XXieDs8nM47JJOqwCqCJqgnSUs0eE>

7. Completed RIC Tasks / Products

Mike Marti and Renae Kuehl presented examples of recently completed RIC products and the task/product development process.

- ADA Transition Plan for Public Rights of Way
- Complete Streets Implementation Resource Guide for Minnesota Local Agencies
- Younger Drivers Toolkit - TZD
- Traffic Data Collection Equipment Study and Process Study
- Traffic Sign Maintenance & Management Online Course
- Flashing Yellow Arrow – Tool for Time-of-Day Use Training

The RIC had a discussion about reaching all Minnesota cities, counties and townships, expanding upon the State Aid email list of counties and MSA cities. It may require a consultant to build and maintain an outreach contact list in an application such as Constant Contact or GovDelivery. It was suggested that this could be included as a task in the next Outreach Committee support contract.

Action Item: Shannon Fiecke will talk to the Outreach Committee about finding a way to reach all Minnesota cities, counties and townships with information about LRRB and RIC products. This could be included as a task in the next Outreach Committee support contract.

8. RIC Support Contract Process

- The following session was attended by RIC members and staff only -

The current RIC support contract held by SRF expires June 19, 2016. An RFP for the next three years of RIC support will be posted in January. It will be advertised for 3 weeks, and will take several months to be put in place.

A selection committee will evaluate and score the proposals. The selection committee will include Ted Schoenecker, Mike Flaagan, John Brunkhorst, Steve Bot or Klay Eckles, and Bruce Holdhusen. The selection panel will meet after the RFP closes, probably in March.

The evaluation of proposals will follow MnDOT “best value” scoring with 30% associated with cost and the remaining 70% scored on proposal content and the consultant’s past experience.

The goal is to have the new contract in place before the current contract expires.

9. Proposed Scope and Tasks for RIC Support Contract 2017-2019 RFP

Task A is project management and technical task scoping. Each technical task will have a scoping meeting with the TAP and a refined cost estimate approved before proceeding.

Technical tasks in the RIC support RFP, with RIC discussion:

Task 1 – Fleet Management Systems for All Sizes of Local Agencies

- Tim Stahl suggested removing actual survey questions from the scope.
- Each type/piece of equipment should have a sheet summarizing its management
- Make sure the survey gets out to small cities that are not MSAS cities

Task 2 – Options and Guidance for Using Base Stabilization Additives

- Include costs and cost effectiveness, for example vs. subcut and replacement
- Should provide enough guidance to make a decision when things go haywire in the field

Task 3 – Gravel Road Management Tools

- Along with Task 4, responding to increased ADT on non-paved roads
- When is it less costly to pave than maintain gravel
- Provide conclusions about available software tools for gravel road management

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

- What can be done to add life cycle and reduce maintenance costs on gravel roads
- Enhancement and increased performance for gravel roads without paving
- Assessment, decision, curriculum, training

Task 5 – Addressing Traffic and Safety Concerns: Process, Templates and Current Practices

- CEAM Safety Committee will have information for this task

Task 6 – Consolidated Asset Management Guide for Local Agencies

- A synthesis (TRS) project is starting that will roll out into this RIC task
- Lyndon Robjent is the TL for the TRS project

Task 7 – Training Workshop: ADA for Local Agencies

- This will replace the task on pavement preservation
- Develop curriculum for ADA training on all aspects

Task 8 – Implementation Planning by Evaluating or Updating Completed Local, State or FHWA Projects/Products

- This task includes updating earlier RIC products and planning for future implementation

Action Item: RIC members were asked to provide any additional comments on the draft scope of work for the RIC support contract RFP to Bruce Holdhusen by December 14, 2015.

10. Recognition of Outgoing RIC Members

Several RIC members completed their appointments to the RIC and were recognized and thanked for their years of service and contributions to the LRRB Research Implementation Committee. Commemorative plaques were presented to:

- Jeff Hulsether – City of Brainerd
- Dave Robley – Douglas County
- Merle Earley – MnDOT District 4

11. Adjournment

The Committee was adjourned by Chair Jeff Hulsether at 3:10 PM.

Next RIC Quarterly Meeting: 9AM, Monday, March 14, 2016, at the McLeod County Highway Department