



RIC Fall Meeting Minutes

September 12, 2018

9:00 AM – 4:00 PM

[MnDOT D3 Training and Conference Center](#)

3725 12th Street N

St. Cloud, Minnesota 56303

Granite North & South conference rooms

RIC Members Present:

Mike Flaagan (Chair), Pennington County
Steve Bot, City of Saint Michael
Kaye Bieniek, Olmsted County
Guy Kohlnhofer, Dodge County
John Brunkhorst, McLeod County
Kelvin Howieson, MnDOT D3 State Aid
Stephanie Malinoff, U of M - CTS
Ben Worel, MnDOT OMRR
Hafiz Munir, MnDOT RS

RIC Members Absent:

Kristine Elwood, MnDOT – State Aid
Vacant position for Klay Eckles

Others Present:

Joel Ullring, MnDOT – State Aid
Mitch Bartelt, MnDOT – Research
Becky Lein, MnDOT - Research
Renaë Kuehl, SRF (only for 10:45 a update)

Minutes prepared by Mitch Bartelt, MnDOT Research

1. Call to Order

Chair Mike Flaagan welcomed everyone to the meeting and called the meeting to order.

RIC Roster

Klay Eckles retired from his position as Woodbury City Engineer in June, and thus is no longer on the RIC. His position will be filled by the November 14 meeting.

Review and Approve Meeting Minutes from June 20-21, 2018

Steve Bot moved to approve the June 2018 meeting minutes. John Brunkhorst seconded the motion. The motion passed unanimously.

Review Pending Action Items from June 2018 Meeting

Mike led the discussion.

The following RIC-only Action Items were generated at the June 2018 LRRB-RIC meeting:

Action Item 1: Renaë Kuehl from SRF will provide a contract amendment request for three new RIC tasks referred from LRRB, including: Task 9, Turf management guide for cities and counties and their residents, \$43,000; Task 10, Field guide for maintenance supervisors for best practice maintenance techniques for trails, \$47,000; and Task 11, Pavement maintenance surface treatments, \$46,000.

Status: This item is **resolved**. Renaë has provided an amendment request; however, it is not yet under contract.

Action Item 2: Mindy Carlson will provide an LTAP proposal for Idea #192 (LRRB Need Statement NS-551) "Construction Inspection Training/Documentation."

Status: This item is **resolved**. Stephanie Malinoff from CTS submitted this on August 24, 2018.

Action Item 3: Research Services will obtain proposals for RIC consideration and referral to LRRB for funding from the following consultants for the following LRRB need statements (NS):

WSB – Idea #187/NS-549 “Modify MPCA Permit Process - Current focus is point/site; make it more applicable to linear corridors”

Pro-West – Idea #184/NS-544 “GIS Tools and Apps - Integration w/ Asset Management”

SRF – Idea #185/NS-547 “Winter Maintenance - Plow routing optimization” and Idea #188/NS-545 “Best Management Practices of Bicycle Pedestrian Facilities”

AET – Idea #194/NS-550 “Best Practices for preventing settling/heaving at catch basins/manholes”

SRF and Stonebrooke – Idea #195/NS-552 “Pedestrian Crosswalk Policy” (no cost proposal information)

Bolton & Menk and Stonebrooke – Idea #189/NS-546 “Managing Utility Congestion within the ROW” (no cost proposal information)

Status: This item is **resolved**. All responses were received by August 24. However, Stonebrooke declined to propose on NS546.

Action Item 4: Research Services will identify appropriate technical liaisons (TLs) and initiate Transportation Research Synthesis (TRS) projects with the following consultants for the following LRRB need statements:

Braun Intertec – Idea #196/NS-553 “Transverse Cracks - Cupping, how to best repair”

AET – Idea #186/NS-548 “Aggregate base - Is Class V still the best on local roads”

Status: This item is **resolved**. Dan Warzala from MnDOT Research Services has secured Otter Tail County Engineer Rick West as the Technical Liaison for NS-548 and Grant County Engineer Tracey von Barga for NS-553.

New Action Item 1: Mitch Bartelt will send Need Statements 548 and 553 to Ben Worel to ensure the MnDOT Office of Materials and Road Research has enough of its personnel identified as TAP members.

(*Status:* **Resolved** Mitch B. sent this via e-mail to Ben on 9/13/2018.)

Action Item 5: The LRRB Outreach Committee will incorporate Idea #193/NS-558 “Winter Maintenance - Deicing Products” into revisions of the winter maintenance guidebook that are currently underway.

Status: This item remains **outstanding**.

Mike noted that he has an outstanding Action Item from the LRRB portion of the last LRRB-RIC meeting, which reads:

Action Item 16: Mike Flaagan will follow up with Mike Marti from SRF to determine if they did any work on a cost/benefit analysis of the Toward Zero Death.

Mike said that a desire for this research was raised by Lu Tasa. Mike Flaagan followed up with Mike Marti from SRF; Mike Marti said this idea would be entered along with ideas that are generated in the next cycle of prescreening meetings. Thus, this item is **resolved**.

2. Research Program Update

Hafiz Munir led the discussion.

FY2020 RFP Update

The deadline for proposals to be submitted for both MnDOT and LRRB was September 11, 2018. There were 6 LRRB and 13 MnDOT NS posted, and roughly 60 proposals were received. The proposal review process is forthcoming.

Hafiz announced that job postings have gone up in hopes of filling positions that opened in MnDOT Research Services due to Bruce Holdhusen and Mitch Bartelt leaving for other jobs. He encourage RIC members to help spread the word about the openings.

Hafiz noted that for this meeting, the binder was prepared electronically and sent out two weeks in advance. He asked if we should continue to do so going forward. Feedback was mostly positive. Some suggestions were to post the binder on the LRRB website, to make it so that multiple tabs could be open at once, and to add page numbers to the bottom of each page so they would be visible when printed out on paper.

3. Budget and Administration

Becky Lein led the discussion.

RIC Budget Status

The current RIC contract from 2017-2019 is with SRF, with a total budget of \$523,209.32. SRF has billed \$307,013.46 so far, with \$216,195.86 remaining.

The total RIC budget for years 2017-2019 is \$813,195.95. This includes a base budget of \$600,000 from 2017-2019 from the LRRB, an unused balance forward from 2012-2016 of \$63,195.95, and an additional \$150,000 in funding approved at the 4/5/2018 LRRB meeting for ADA training and 3 new implementation tasks (which are now Tasks 9-11 in the RIC contract).

The total obligated/under contract amount for the RIC totals \$758,657.58.

The total remaining unobligated balance for the RIC through the end of 2019 is \$54,538.37.

2018 Conferences

Becky noted that there is a corrected document on paper in the meeting folder, as the version in the pdf electronic binder was incorrect.

Becky advised meeting attendees to let Debbie Sinclair and/or Becky know if there are any conferences they would like to attend.

Ben Worel pointed out that the NCAT/MnROAD sponsorship meeting will take place on October 25-26, not October 27 as listed on the conference list. He encouraged RIC members to attend, as the meeting will feature access to experts from around the country on preventive maintenance.

For the 2019 Transportation Research Board conference in Washington, D.C., Stephanie Malinoff wondered why a MnDOT employee (Kristen Zschomler) was listed in the slot for "1 LRRB CTS member."

New Action Item 2: MnDOT RS will send Stephanie Malinoff an explanation as to why a MnDOT employee is listed in the 1 LRRB CTS member slot to attend the 2019 TRB conference.

(Status: **Resolved**. Debbie emailed Stephanie explanation and Stephanie confirmed the explanation made sense)

Stephanie noted that the 2019 National LTAP Conference will be from August 12-15 at Stoweflake Resort in Stowe, VT.

Dates for 2019 RIC meetings

After discussion, the RIC will be in 2019 at the following dates and locations:

- March 11 (Monday) from 10 - 3 p.m. at Saint Cloud MnDOT Training Center
- June 19-20 (Wed-Thurs) in the Brainerd Lakes Area (Joint meeting with LRRB)
 - This was determined at the June 2018 LRRB/RIC joint meeting.
- September 5 (Thursday), 9:30 - 4 p, MnDOT Fort Snelling (Central Shop)
- November 13 (Wednesday), 10 - 4 p; ~~Saint Cloud MnDOT Training Center~~

Note: the November 13 meeting location was changed to MnDOT Fort Snelling (Central Shop) due to the Saint Cloud Training Center being unavailable for booking.

4. Project Updates

Michigan Tech research project “Is Seal Coating Counterproductive or Not?”

Steve Bot led the discussion, as he is the Technical Liaison for this project.

Steve noted that other than running into a few small obstacles, the project is moving along. A supplemental contract for core testing expired, and the subcontractor was working with RS to get that extended. The PI from Michigan Tech recently submitted Task 3, which analyzed various binders. Freeze-thaw considerations were also added to the project to simulate Minnesota conditions. Steve said that Paul Nolan from MnDOT has been helpful on this project.

Steve noted that the TAP was invited to take a road-trip to MTU to check out their laboratory facilities; Steve wondered, would the LRRB reimburse this?

New Action Item 3: Steve Bot will submit a request to the LRRB to reimburse expenses for a trip to Michigan Tech University to review its laboratory facilities as part of the “Is Seal Coating Counterproductive or Not” research project, in time for the October 17 LRRB meeting.

(Status: **Resolved**. Steve is going to hold off on this request)

Members expressed frustration and concern with the rigidity and inflexibility of MnDOT contracts. However, MnDOT RS noted that the PI for this particular testing contract wasn't responsive to warnings that the contract was about to expire.

There was also a discussion about pre-contract TAP meetings. MnDOT RS noted that the pre-contract TAP meeting is the best time to determine if the schedule submitted for an approved project is realistic, and to make changes if necessary. Not all RIC members realized that they could have that type of input.

Iowa State research project “Evaluation of Stabilized Full Depth Reclamation”

Guy Kohnhofer led the discussion, as he is the TL for this project.

He said the contract is running a bit late, but the project is almost complete. The goal will be to determine how much stronger SFDR makes the roadway, but not directly address cost-effectiveness.

Many cores have been taken so far as part of the project; the question is, will the result of the project be as specific as what the TAP members had hoped? The goal will be to determine a Granular Equivalent (GE). The question is whether the range will be tight enough, and give a more useful answer than what could simply be determined by engineering judgement.

There was a discussion regarding project evaluations: how can local agency Project Champions better know how PIs have performed prior to scoring their proposals selecting them for a project? Now, there is an evaluation to deal with it after the fact, but in most cases that is too late.

New Action Item 4: Kaye Bieniek will discuss with the LRRB the desire of the RIC to have more information available for the past performance of prospective Principal Investigators during the research proposal review and selection process.

(Status: *Resolved*.)

5. LRRB/RIC Liaison Update

Since the last meeting was the joint LRRB/RIC meeting in June, this was a short update. Kaye noted that the LRRB Strategic Plan Update Technical Advisory Panel met afterward in Rochester and had a TAP meeting. There was a discussion about ways to empower the RIC at that meeting.

Since then, the LRRB Strategic Plan Update has been amended to extend the contract, but the next deliverables as part of that are not due until later in 2018.

6. SRF RIC Support Contract Update

Rena Kuehl from SRF led the discussion.

Review overall schedule and budget

A high-level project summary containing the budget table and schedule is attached to the end of these meeting minutes. Refer to Attachment 1.

Task 1: Fleet Management Tools for Local Agencies

No update on this.

Task 2: Base Stabilization Additives for Pavement Design – Guidebook

No update on this.

Task 3: Gravel Road Management Tools

Mike Flaagan is the Chair of this Task.

The functionality of tool is complete, but SRF is looking for more ways to make it more user-friendly and aesthetically pleasing. Also, counties will want access to that data, as well as long-term historical data and tracking. Thus, SRF will go with a spreadsheet format and not an application.

An RIC member suggested that perhaps the final deliverable could be connected with Brad Wentz's Geographic Roadway Inventory Tool (GRIT).

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

John Brunkhorst is the Chair of this Task.

There was a TAP meeting in late July to scope this project, resulting in a two page summary from the group on what they want to training to be. SRF hopes to schedule another TAP meeting this month.

SRF will work to develop a selection guide for what to use and when for lightly surfaced roadways. They feel a matrix format will be a better fit than a decision tree. Braun Intertec is a subcontractor; they will put together a selection guide.

Brad Wentz from North Dakota State University is on this TAP. The Local Road Surface Selection Tool he developed (<https://www.ugpti.org/resources/surface-selection/>) can help. Counties in Minnesota have been added to already-existing databases in North Dakota and South Dakota. However, only counties that were part of the TAP have had their information added so far.

Renae walked us through Brad Wentz's tool for McLeod County, since John Brunkhorst is the TL for this task.

Per Renae, Brad wants to update this for every county in Minnesota, and wondered if there was interest from the RIC to do so. The RIC expressed interest, and casually discussed ways to secure the funding. Brad feels it would be nice to have either State Aid or LTAP on board to manage the application and all of the data if use of GRIT is expanded in Minnesota.

John asked about getting the LRRB on board to expand GRIT. Mitch B pointed out there is another Brad Wentz project that was just funded this past cycle by the LRRB titled ***Development of Pavement Condition Forecasting for Web-based Asset Management for County Governments***. (Check out [this page](#) for more information.) This is essentially an expansion of GRIT into Minnesota. However, there are only five counties (Beltrami, Pennington, Pope, Faribault, and Becker) and one city (Moorhead) on the TAP for this project, and the project scope at this time is only to include data from these agencies. Some action would need to be taken to move this faster and/or expand the scope.

Stephanie said that when there is something ready to share for this tool, LTAP can help. She also wondered if there is funding yet to deliver training on this; Renae thinks this might be covered by Dan Wegman from Braun Intertec in February when he does his preventive maintenance training.

Task 5: Addressing Citizen Requests for Traffic Safety Concerns

Steve Bot is the Chair for this Task.

This project received the award for journalism at the APWA National Conference in Kansas City on August 27.

There will be a 1.25 hour presentation on this by SRF at the Fall 2018 APWA MN Conference on November 15. The presentation will include a number of city engineers.

Task 6: Consolidated Asset Management Guide for Local Agencies

Lyndon Robjert is the Chair of this Task; though he is not an RIC member (who usually serve as task chairs), he is the LRRB Chair and is passionate about this topic.

The guide is in four chapters, most of which are in draft format at this point. The next TAP meeting will be in November.

Task 7: ADA Training for Local Agencies

No update on this

Task 8: Implementation Planning by Evaluating or Updating Completed Products

- 8B – Evaluate Existing LRRB and RIC Products

No update on this.

For Tasks 9, 10, and 11, Renae worked with Mitch B to identify Task Chairs, and Renae solicited TAP members for these, culled from a list of people who were listed on the Need Statements after suggesting these topics at the brainstorming session at the prescreening meeting.

Task 9: Best Practices for Boulevard Turf Design/Maintenance

Paul Oehme agreed to be the Chair for this Task. The TAP was listed on the handout.

Steve suggested that a contractor be on this TAP, or at least interviewed to include their feedback.

New Action Item 5: Steve Bot will email Renae Kuehl a list of contractors to solicit either for Technical Advisory Panel members or for interviews as part of RIC Contract Task 9: Best Practices for Boulevard Turf Design/Maintenance.

(Status: **Resolved**. Mitch, Steve, and Renae communicated about this via e-mail on 9/17/2018.)

The first TAP meeting for this Task is scheduled for Monday, September 24. What the TAP wants for a final deliverable will be discussed and determined at meeting.

Task 10: Trail Maintenance – Update

Steve Bot agreed to be the Chair for this Task. The TAP was listed on the handout.

The objective will be to update the previous version of the guide, and to provide training. (Note: TRPD is an acronym for Three Rivers Park District.)

Meeting attendees suggested that TAP members should be added from the Cities of Eagan, Saint Cloud, and Rochester (Dillon Dombrowski). They also noted that John Pantelis is listed as working for the DNR, but is actually in State Aid.

Stephanie offered LTAP's resources if delivering training for this is eventually desired.

Task 11: New Pavement Preservation Techniques: Micro, Thinlay, etc.

Joel Ullring is the Chair, and Dan Wegman from Braun is a subcontractor for this Task. The TAP was listed on the handout.

The first TAP meeting is on Tuesday, September 18. Renae and Joel will meet ahead of this on Monday.

Meeting attendees suggested the following people be solicited as TAP members:

- Paul Sandy from Brainerd
- Tony Kutzke from Woodbury
- Sean Christensen from Willmar
- Mark Maloney from Shoreview

(Note: Mitch B sent this list to Renae prior to the September 18 meeting.)

Outreach Committee Update

The LRRB Newsletter is nearly complete. However, instead of a two page pdf document, she and Shannon Fiecke want to send the next one in an interactive html format like LTAP does. Mail delivery services from within MnDOT is a concern, as far as making sure the newsletter will arrive to people as intended and without the mail host unintentionally scrambling the format. The next newsletter will be published in a few weeks.

Prescreening Board meetings (under Outreach Contract)

Prescreening Board meetings are coming up in October. SRF is working with Mitch Rasmussen to put together a presentation, and determining how to educate everyone on the process and products the LRRB has, and putting together the idea brainstorming format. This will be the

second year SRF has participated in this process at the prescreening board meetings; the format will be similar to last year.

Mike Flaagan recommended noting which ideas from last year got selected and moved forward. He also noted which ones were just below that line should go into the process again and be shown to the prescreening board audiences.

New Action Item 6: SRF will provide a handout of the 20-30 ideas just below the top 16 from last year to prescreening board meeting attendees.

(Status: **Resolved**. Renae working on this with Mike)

Steve recommended grouping the ideas by categories. He thought it could be more focused and less broad this time around. Hafiz also suggested letting meeting attendees know how to submit ideas if they come up with them after the meeting, by directing them to the IdeaScale web site.

National Articles

The Careers in Civil Engineering videos was finished and released. Renae showed that this video has been viewed 2940 times on the LRRB YouTube site as of the meeting date.

New Action Item 7: Shannon Fiecke will provide analytics at the next RIC meeting showing how many people are viewing the Careers in Civil Engineering video on www.becomeacivilengineer.com.

(Status: **Resolved**.)

The stats are:

Video: 3,084 views

Website: 1,974 visitors

The site was launched in September 2017; so it's about 13 months of data.)

SRF wrote articles about Mitch Rasmussen's roadway unpaving and Mark Vizecky rural safety research presentations at TRB and submitted them to *Roads and Bridges* magazine. However, these articles have yet to be published. SRF is working with the editor to do so.

Ben noted some NRRRA activities that could be covered, as LRRB is a member of the NRRRA.

New Action Item 8: Ben Worel will work with SRF to publish articles relating to National Road Research Alliance activities.

(Status: **In Progress**. From Ben - We are working on getting pavement related LRRB materials and sharing it to other partners with NRRRA and also using our monthly newsletter to also highlight both LRRB reports and also share the progress and reports being developed with NRRRA. So it is being done and will continue to be done.)

7. Lunch

During lunch, the group was shown the following three videos:

- [Ineffective Specialty Warning Signs: What's the Harm?](#) (Outreach Committee)

- [Shoreview pervious concrete performance study](#) (This was a short promotional video about [Shoreview pervious concrete project](#). RS did this instead of the Technical Summary.)
- [Careers in Civil Engineering](#) (Outreach Committee)

8. Review Proposals

Mike Flaagan led the discussion. Proposals in response to the following Need Statements were reviewed ahead of time by RIC members and discussed at the meeting:

- NS544: GIS Tools and Apps – Integration w Asset Management (Pro-West and Associates)
- NS545: Best Management Practices of Bicycle Pedestrian Facilities (SRF)
- NS546: Managing Utility Congestion within the ROW (Bolton & Menk)
- NS547: Winter Maintenance - Plow routing optimization (SRF)
- NS549: Modify MPCA Permit Process - Current focus is point/site; make it more applicable to linear corridors (WSB)
- NS550: Best Practices for preventing settling/heaving at catch basins/manholes (AET)
- NS551: Construction Inspection Training/Documentation (LTAP)
- NS552: Pedestrian Crosswalk Policy
 - Proposals from SRF and Stonebrooke

Review and selection process for RIC proposals

The following process was determined at the meeting:

- A preferred proposal would be identified in response to NS552.
- RIC members would determine if other proposals should go forward by a “yes” or “no” vote.
- MnDOT RS will give feedback to those proposals that were selected to move on to the next round.
- The consultants whose proposals were selected to continue moving forward will be asked to submit a revised proposal by September 28th.
- MnDOT RS will send those revised proposals to RIC members, requesting their feedback by October 10th.
- The RIC will decide if the proposals are ready to be forwarded to the LRRB for funding at the October 17th LRRB meeting or if they want a presentation on the proposal at the November 14th RIC meeting.

Becky Lein noted that the current TRAP expires June 30, 2021, so tasks from these projects can't go past that date. RIC members felt confident that these projects would end prior to that.

More detail on each proposal can be found below:

NS544: GIS Tools and Apps – Integration w Asset Management (Pro-West and Associates)

The RIC would like Pro-West and Associates to submit a revised proposal that will be reviewed ahead of the November 14 meeting. The RIC had the following comments and suggestions:

- Kristine felt more time might be required in Tasks 3 and 4. Perhaps they could take time away from Task 7 to do this?
- Remote options for TAP meeting attendance should be considered and included in the proposal.

- The RIC felt this timeline was too tight. The proposal was for a project timeline of 7 months total, with two of those months being for the Final Report only.

NS545: Best Management Practices of Bicycle Pedestrian Facilities (SRF)

The RIC would like SRF to submit a revised proposal that will be reviewed ahead of the November 14 meeting. The RIC had the following feedback:

- Mark Vizecky or someone with a traffic background in State Aid should be included in the TAP.
- The consultant should consider having expanding the scope to include bicycle advocates' input on this topic, though it is possible it could bog down the project.

NS546: Managing Utility Congestion within the ROW (Bolton & Menk)

This was submitted as a competing approach proposal without cost mentioned; however, the competitor chose not to submit one.

The RIC would like Bolton & Menk to submit a cost proposal with both a final report and a handy user-friendly guide as part of the final deliverables.

NS547: Winter Maintenance - Plow routing optimization (SRF)

The RIC would not like to pursue this proposal any further, but would like the idea and Need Statement to return to the process for next year. The Need Statement should be revised to add a program or application outcome to it.

New Action Item 9: MnDOT RS will send the results of the Literature Search to all of the people listed on Need Statement 547: Winter Maintenance - Plow routing optimization.

(Status: *Resolved*.)

NS549: Modify MPCA Permit Process - Current focus is point/site; make it more applicable to linear corridors (WSB)

The RIC would not like to pursue this proposal any further, but would like the idea and Need Statement to return to the process for next year. The RIC feels the MPCA would need to be involved in the project from inception if it were to result in any MPCA process changes.

NS550: Best Practices for preventing settling/heaving at catch basins/manholes (AET)

The RIC expressed concern about how the final product will look, as a final report might just end up on the shelf.

The RIC would like AET to submit a revised proposal that will be reviewed ahead of the November 14 meeting. The RIC had the following feedback:

- AET should revise its proposal so the end result is a user guide with best practices instead of a final report.
- Mark Borseth, Thief River Falls Public Works Director, should be added to the TAP.

NS551: Construction Inspection Training/Documentation (LTAP)

Note: Stephanie left the room during the discussion of this proposal.

The RIC would like LTAP to submit a revised proposal that will be reviewed ahead of the November 14 meeting. The RIC had the following feedback:

- The proposal contained 4 training sessions. The RIC felt there should be more.
- At least one session of this should be videotaped and posted online for future reference, like the ADA training is.

- LTAP should plan on working with the TAP and State Aid Construction personnel to determine if there is enough current documentation in the State Aid Manual to cover course content.
- Guy Kohlnhofer would like to be included in the TAP.
- Project Champions Jim Foldesi and Ron Bumann should provide their input on this proposal.

New Action Item 10: MnDOT RS will send the LTAP proposal in response to NS551 for Construction Inspection Training/Documentation to Jim Foldesi and Ron Bumann for their review.

(Status: *Resolved*.)

There were some questions regarding potential contracting options and restrictions for this contract. Adding more training will increase the proposal cost. Also, one of the proposed subcontractors is on the TRAP list.

New Action Item 11: Becky Lein will verify contracting options for the LTAP proposal in response to NS551: Construction Inspection Training/Documentation.

(Status: *Resolved*. From Becky - This was discussed at the last RIC meeting and is estimated to be over \$100K, we would contract with the University of Minnesota using the Master academic program. Discussion was that University of Minnesota would have a sub- contractor for the training in the contract who would be Ann Johnson.)

NS552: Pedestrian Crosswalk Policy

The RIC preferred the Stonebrooke approach proposal to the SRF approach proposal, and would like Stonebrooke to submit a cost proposal that will be reviewed ahead of the November 14 meeting.

9. Selection of Proposals for November Meeting

Summary

The proposals in response to NS547 and NS549 were not selected to go further. These ideas should go back into the LRRB idea generation process for the upcoming year.

For NS 546, Bolton and Menk submitted an approach proposal, and will be asked to submit a cost proposal.

For NS552, RIC members preferred the submission from Stonebrooke; Stonebrooke will be asked to submit a cost proposal.

RIC members expressed interest in the proposals in response to NS544, NS545, NS546, NS550, NS551, and NS552 (Stonebrooke). The feedback above will be given to the proposers on these proposals, and revised submissions will be requested no later than September 28th.

RIC members said “yes-highly recommend” for LRRB to fund the following four proposals in no particular order:

- NS546: Managing Utility Congestion within the ROW (Bolton & Menk)
- NS550: Best Practices for preventing settling/heaving at catch basins/manholes (AET)
- NS551: Construction Inspection Training/Documentation (LTAP)

- NS552: Pedestrian Crosswalk Policy (Stonebrooke)

RIC members said “yes-recommend for LRRB to fund if money is available” for

- NS544: GIS Tools and Apps – Integration w Asset Management (Pro-West and Associates)
- NS545: Best Management Practices of Bicycle Pedestrian Facilities (SRF)

New Action Item 12: MnDOT RS will request revised cost proposals for RIC consideration and referral to the LRRB from the following consultants for the following Need Statements in advance of the November 14 RIC meeting. Where applicable, MnDOT RS will provide these consultants with RIC feedback from its 9/12/2018 meeting.

Pro-West – NS544: GIS Tools and Apps - Integration w/ Asset Management

SRF – NS545: Best Management Practices of Bicycle Pedestrian Facilities

Bolton & Menk – NS546: Managing Utility Congestion within the ROW

AET – NS550: Best Practices for preventing settling/heaving at catch basins/manholes

LTAP – NS551 Construction Inspection Documentation: Field Tool and Training Course

Stonebrooke – NS552: Pedestrian Crosswalk Policy

(Status: *Resolved.*)

New Action Item 13: MnDOT RS will inform the following consultants that their proposals in response to the following Need Statements will no longer be considered by the RIC for the CY18 funding cycle.

SRF – NS547: Winter Maintenance - Plow routing optimization

WSB – NS549: Modify MPCA Permit Process - Current focus is point/site; make it more applicable to linear corridors

(Status: *Resolved.*)

New Action Item 14: MnDOT RS will inform SRF to re-enter NS547 and NS549 into the idea generation process for the upcoming funding cycle, with suggested input on Need Statement revisions from the 9/12/2018 RIC meeting.

(Status: *Resolved.*)

10. Round Robin

Guy Kohlhofer, Hafiz Munir, Mike Flaagan, Ben Worel, Kelvin Howieson, Joel Ullring, Stephanie Malinoff, and Steve Bot all passed.

Becky Lein and **John Brunkhorst** complimented Mitch Bartelt on his meeting preparation and congratulated him on his impending job switch to Washington County.

Kaye Bieniek:

- Kaye noted that she is the LRRB/RIC liaison, and to let her know if any messages should be brought to the LRRB.
 - Kaye will talk about performance reviews of PIs and contract time issues to the LRRB based on comments today.

New Action Item 15: Debbie Sinclair will send out 2019 RIC meeting dates to RIC members' calendars.

(Status: *Resolved*.)

Mitch Bartelt:

- Mitch Bartelt will be leaving MnDOT for Washington County. His last day at MnDOT will be September 18, after which he will no longer be a staff member of the RIC.
- Mitch pointed out that that Technical Summaries of some select recently completed projects were added to the end of the electronic binder, at Shannon Fiecke's request. He suggested RIC members peruse these.
- Mitch said he will finish the meeting minutes before he leaves, but requested that RIC members thoroughly review them.
- The Outreach Committee has decided to send out a mug with a letter of appreciation to technical liaisons of completed LRRB- and RIC-funded projects. Mitch handed each meeting attendee one of these mugs – all of which are adorned with an LRRB logo.
- Mitch announced this would be his last RIC meeting, as he will be switching jobs and joining Washington County. He thanked everyone for being so great to work with.

11. Adjournment

Chair Mike Flaagan adjourned the meeting.

Next RIC Meeting: November 14, 2018

[MnROAD Facility](#), 9011 77th St NE, Otsego, MN 55362

Summary of Action Items

Action Items from September 2018 RIC Meeting:

Action Item 1: Mitch Bartelt will send Need Statements 548 and 553 to Ben Worel to ensure the MnDOT Office of Materials and Road Research has enough of its personnel identified as TAP members.

Status: **Resolved** Mitch B. sent this via e-mail to Ben on 9/13/2018.

Action Item 2: MnDOT RS will send Stephanie Malinoff an explanation as to why a MnDOT employee is listed in the 1 LRRB CTS member slot to attend the 2019 TRB conference.

Status: **Resolved**. Debbie emailed Stephanie explanation and Stephanie confirmed the explanation made sense.

Action Item 3: Steve Bot will submit a request to the LRRB to reimburse expenses for a trip to Michigan Tech University to review its laboratory facilities as part of the “Is Seal Coating Counterproductive or Not” research project, in time for the October 17 LRRB meeting.

Status: **Resolved**. Steve is going to hold off on this request

Action Item 4: Kaye Bieniek will discuss with the LRRB the desire of the RIC to have more information available for the past performance of prospective Principal Investigators during the research proposal review and selection process.

Status: **Resolved**.

Action Item 5: Steve Bot will email Renae Kuehl a list of contractors to solicit either for Technical Advisory Panel members or for interviews as part of RIC Contract Task 9: Best Practices for Boulevard Turf Design/Maintenance.

Status: **Resolved**. Mitch, Steve, and Renae communicated about this via e-mail on 9/17/2018.

Action Item 6: SRF will provide a handout of the 20-30 ideas just below the top 16 from last year to prescreening board meeting attendees.

Status: **Resolved**. Renae working on this with Mike

Action Item 7: Shannon Fiecke will provide analytics at the next RIC meeting showing how many people are visiting the Careers in Civil Engineering video on www.becomeacivilengineer.com.

Status: **Resolved**.

The stats are:

Video: 3,084 views

Website: 1,974 visitors

The site was launched in September 2017; so it's about 13 months of data.

Action Item 8: Ben Worel will work with SRF to publish articles relating to National Road Research Alliance activities.

Status: **In Progress.** From Ben - We are working on getting pavement related LRRB materials and sharing it to other partners with NRRRA and also using our monthly newsletter to also highlight both LRRB reports and also share the progress and reports being developed with NRRRA. So it is being done and will continue to be done.

Action Item 9: MnDOT RS will send the results of the Literature Search to all of the people listed on Need Statement 547: Winter Maintenance - Plow routing optimization.

Status: **Resolved.**

Action Item 10: MnDOT RS will send the LTAP proposal in response to NS551 for Construction Inspection Training/Documentation to Jim Foldesi and Ron Bumann for their review.

Status: **Resolved.**

Action Item 11: Becky Lein will verify contracting options for the LTAP proposal in response to NS551: Construction Inspection Training/Documentation.

Status: **Resolved.** From Becky - This was discussed at the last RIC meeting and is estimated to be over \$100K, we would contract with the University of Minnesota using the Master academic program. Discussion was that University of Minnesota would have a sub- contractor for the training in the contract who would be Ann Johnson.

Action Item 12: MnDOT RS will request revised cost proposals for RIC consideration and referral to the LRRB from the following consultants for the following Need Statements in advance of the November 14 RIC meeting. Where applicable, MnDOT RS will provide these consultants with RIC feedback from its 9/12/2018 meeting.

- Pro-West – NS544: GIS Tools and Apps - Integration w/ Asset Management
- SRF – NS545: Best Management Practices of Bicycle Pedestrian Facilities
- Bolton & Menk – NS546: Managing Utility Congestion within the ROW
- AET – NS550: Best Practices for Preventing Settling/Heaving at Catch Basins/Manholes
- Stonebrooke – NS552: Pedestrian Crosswalk Policy

LTAP – NS551 Construction Inspection Documentation: Field Tool and Training Course

Status: **Resolved.**

Action Item 13: MnDOT RS will inform the following consultants that their proposals in response to the following Need Statements will no longer be considered by the RIC for the CY18 funding cycle.

- SRF – NS547: Winter Maintenance - Plow routing optimization
- WSB – NS549: Modify MPCA Permit Process - Current focus is point/site; make it more applicable to linear corridors

Status: **Resolved.**

Action Item 14: MnDOT RS will inform SRF to re-enter NS547 and NS549 into the idea generation process for the upcoming funding cycle, with suggested input on Need Statement revisions from the 9/12/2018 RIC meeting.

Status: **Resolved.**

Action Item 15: Debbie Sinclair will send out 2019 RIC meeting dates to RIC members' calendars.

Status: *Resolved.*

Unresolved Action Items from prior meetings:

June 2018 Action Item 5: The LRRB Outreach Committee will incorporate #193/NS-558 "Winter Maintenance - Deicing Products" into revisions of the winter maintenance guidebook that are currently underway.

Status: *Resolved.*