



2019 LRRB Spring Meeting

Date: March 20, 2019

Time: 7:45 am - 4:30 pm

Location: Carver County Public Works Headquarters Facility

11360 Hwy 212 West

Cologne, Minnesota 55322

Conference Room #1

LRRB Board Members Present:

Kaye Bieniek, Olmsted County
Kent Exner, City of Hutchinson
Jim Foldesi, Saint Louis County
Laurie McGinnis, U of M (CTS)
Paul Oehme, City of Lakeville
Mitch Rasmussen, MnDOT - State Aid
Lyndon Robjent, Carver County - (*Chair*)
Tim Stahl, Jackson County
Kevin Western, MnDOT – Bridge

Non-Board Members Present:

Ben Worel, MnDOT-OMRR
Shannon Fiecke, MnDOT – Research & Innovation
Hafiz Munir, MnDOT - Research & Innovation
Debbie Sinclair, MnDOT - Research & Innovation
Ginny Crowson, U of M (CTS)
Jessica Kozarek, U of M (St. Anthony Falls Laboratory)
Jerry Zhao, U of M (Humphrey School of Public Affairs)
Thomas Fisher, U of M (College of Design)

Not present: MnDOT Research and Innovation Director (vacant position)

Updates / Action Items

Call to Order

Welcome, Introduction:

Meeting called to order at 8:30am by Chair Lyndon Robjent.

Agenda Review: No new items added to the agenda.

Approval of Winter Meeting Minutes:

The December 12-13, 2018 meeting minutes were approved unanimously. **Motion** by Kaye Bieniek, Seconded by Jim Foldesi.

Pending Action Items: Hafiz Munir led the discussion and went over the action items from the December 2018 meeting minutes. Below are the specific notes relative to resolved and outstanding action items:

- **Action Item # 1: Resolved** – A lessons learned memo included in the meeting binder.
- **Action Item #2 and #3: Resolved** – Agenda items added to this meeting to address these action items.
- **Action Item #4: Resolved** – Kent Exner’s name added to the LRRB list for TRB attendance.
- **Action Item #5: Resolved** – Paul Oehme indicated he is satisfied with the current version. Need statement NS543b is cleared to move forward.
- **Action Item #6: Resolved** – Jim Foldesi will continue to follow up with the project champion on proposal development and report back to LRRB.
- **Action items #9 and #11:** Are being discussed by the LRRB outreach committee. Mitch Rasmussen and/or Shannon Fiecke will report back to LRRB at a future meeting.

Action Item 1: MnDOT Office of Research & Innovation to add pending Action items #9 and #11 to a future LRRB meeting for an update. Items being discussed by the LRRB outreach committee. Mitch and/or Shannon will report back to LRRB at a future meeting.

Action Item 2: Research & Innovation office to include NS-543b (*The Impact of Deferred Maintenance in Minnesota*) for consideration in the FY19 funding cycle.

Knowledge Building Priorities

Knowledge Building (KB) Priorities are updated every 4-5 years to engage LRRB in identifying long-term challenges that can benefit from research. CTS arranged for three University of Minnesota researchers to present on issues they expect the impact transportation in the next several years. Jessica Kozarek, St. Anthony Falls Laboratory; Jerry Zhao, Humphrey School of Public Affairs; and, Tom Fisher, College of Design each shared their perspectives on future environmental, financial and technological transportation impacts.

The researcher presentations inspired thoughts and questions from board members that were then discussed and grouped according to the four core research areas originally established for LRRB - design, construction, maintenance/operations, and environmental compatibility. CTS then asked for board volunteers to continue working with staff developing deeper content for the KB Priorities.

Kent Exner, Jim Foldesi, Lyndon Robjent, and Mitch Rasmussen will meet again with CTS staff in late April to offer greater depth and refinement to the KB Priorities. Draft content will be distributed to the full board in May, and KB Priorities will be presented for board approval in June. The updated KB Priorities will then be distributed in preparation for the annual MnDOT/LRRB research solicitation in August.

Action Item 3: Ginny Crowson to invite Kent Exner, Jim Foldesi, Lyndon Robjent, and Mitch Rasmussen to meet with CTS staff in late April to offer greater depth and understanding on KB priorities.

Budget and Administration

Debbie Sinclair led the discussion and went over the budget spreadsheets provided in the LRRB board binder. Below is a summary of the discussion under each section.

Budget Status Report

- **Ongoing programs:**
 - RIC has an unobligated balance \$54,538.
 - For INV 916 (Tech Transfer (CTC)): \$100K was allocated for FY19 but has not been used so the \$100k will be carried forward into the FY20 Tech Transfer Contract.
- **Projects (referencing the spreadsheets in the binder):**
 - INV 924 (You Tube Videos): Has an unobligated balance of \$90,718, which will move forward to FY20.
 - INV 981(Evaluation of Stabilized Full Depth Reclamation (SFDR)): is a completed project.
 - INV 989(Slope Failure Risk Analysis): is a completed project.
 - INV 1003 (Creating an Inventory of Storm water BMPs to meet the MPCA's Requirements): The second part of the project is being cancelled.
 - INV 1004 (Development and Demonstration of a Cost Effective In-Vehicle Lane Departure and Advanced Curve Speed Warning System): Project is completed.
 - INV 1006 (Regional Optimization of Roadside Turf grass Seed Mixtures): project is completed.

- INV 1007 (Minnesota Culvert Manual to Accommodate Aquatic Species Passage): project is completed.
 - INV 1031 (Investigating Inductive Loop Signature Technology for Statewide Vehicle Classification Counts): Project is completed.
 - INV 1056 (Unpaved Road: A Research Collaboration to Determine Crash Causation and Countermeasures): This is a-pooled fund project still in solicitation status. It appears just one more state needs to sign on and the project will be viable.
 - INV 1058 (TRS: Local Agency Permit Fee Policies for Oversize/Overweight Vehicles) the synthesis study is completed.
 - Projects highlighted in green in the binder spreadsheets are completed.
 - Projects highlighted in yellow in the binder spreadsheets were approved at the LRRB December meeting and work plans are being finalized.
- **Fiscal year budget summary (referencing the summary sheet with pie charts in the binder)**
 - The LRRB program FY20 allotment is \$4,040,202, which is a \$19K increase over FY19. This provides a baseline for future LRRB program fiscal year allotments as requested by LRRB.
 - The uncommitted balance in FY 19 is currently \$2,001,112. This amount is carrying forward from FY19 to FY20. The unobligated FY20 balance is \$2,604,482. Set-asides (placeholders-not necessarily the final amount)
 - INV 645B (Outreach): Request will be increased from \$20k shown to \$100K.
 - INV 675 (Research Services): Request will only be for \$400K instead of the \$445K shown.
 - INV936 (Research Needs Statement Development/Focus Groups): the \$15k line item will be eliminated and instead included as part of the \$100K contract for outreach support and the research idea solicitation/need statement development.
 - INV 916 (Technical Transfer Materials Development): The \$100k shown in FY20 will not be requested at this time as the FY19 allotment was not used.
 - With the set aside adjustments mentioned, FY20 unexpended balance is \$1,765,482 instead of the 1,670,482 shown.
- INV 999 (Project Administration): A brief status update includes; the summer meeting site encumbered, the current unobligated balance is \$80,099 with summer meeting expenses yet to be allocated.
- **2019 LRRB/RIC Summer Meeting Update**
 - Summer meeting will be at Cragun's. Email will be coming out in beginning of April for the lodging and other logistical information. Mitch is looking for options for the "Fun" event for summer meeting.
- **Contract Amendment(s) Review**
 - 7 amendments have been processed since September; 4 were time extensions, 3 re-budgeted costs.
- **Upcoming Conferences and Out-of-State Travel-**

- Lori Sobczak, responsible staff person for conferences and travel coordination, is leaving Research and Innovation. Jason Paul will be taking over as the staff person responsible.
- Review of upcoming conference, let Debbie know if LRRB members are interested:
 - National Rural ITS Conference Austin, TX - July 21-24, 2019
 - Mid-Continent Transportation Research Symposium - Ames, IA - August 21-22, 2019
 - International Conferences - need to know ASAP to get process started for the following conferences:
 - World Congress on Intelligent Transport Systems – Singapore- October 21-25, 2019
 - European Transport Conference – Dublin, Ireland- October 9-11, 2019
- Mitch emphasized that as projects are completed, a 10 to 15 minute discussion on how best to market recently completed or near completion projects would be helpful. On the implementation projects, RIC should brainstorm how best to market the completed research results. This will help the Outreach Committee obtain broad input on completed projects.
- Discussion of International Low Volume Roads Conference request. Acknowledgement that this is not an international conference in terms of venue (it is held in the United States each year). Travel under LRRB program will be scrutinized under MnDOT's overall travel plan. Kaye Bieniek indicated conference request is for 1-2 RIC members and additional request could be considered as MnDOT staff request. LRRB members agreed to vote on the request near the end of the meeting.

Action Item 4: Research & Innovation to add a 10 to 15 minute discussion to future meetings to discuss next steps for completed research projects and request action by the LRRB outreach committee.

Discussion of RIC Budget/ Implementation Project Selection (Preview of afternoon agenda item).

Mitch explained the process of RIC project selection and funding. Below is a summary of the discussion.

- Current RIC funding cycle is a three year period that is not well matched with project selection. Under the current process, research projects could be six years old before they are funded for implementation. He is recommending LRBB and RIC change to the annualized project selection and budgeting process to be more consistent and responsive to research and implementation needs.
- MnDOT legal counsel suggests an RFP for a main consultant contract can identify the first year of implementation projects and a budget for future years of undefined projects, while establishing a not-to-exceed limit for a three-year contract.
- RIC could select a main consultant for two-thirds of the implementation projects, similar to current practice, and select other consultants of the TRAP list to conduct the remaining one-third of the projects.
- Mitch provided an overview of the LRRB Member Orientation Guide update in development under the LRRB strategic planning effort. Mitch provided substantial review comments and recommended an LRRB and RIC review of the updated document.
- Mitch outlined the process for short-listing Implementation projects using the RIC list of priorities based on completed research projects and the LRRB list of priorities from the 2018-2019 idea solicitation process, which includes the pre-screening board idea selection and further rankings by city and county engineers. Mitch outlined an exercise for combining RIC priorities and LRRB priorities for implementation (exercise later in the meeting).

- Mitch outlined the benefits of selecting research and implementation projects for Need Statement development in March, providing better focus for advancing the top priorities (20 ideas +/-) from the prescreening idea generation process. TRIG (MnDOT) research priorities will be considered in the summer and Knowledge-Building ideas will be considered in October as part of the annual RFP cycle. Ideascale was discussed relative to the annual idea selection process. Research Services will extract ideas in the fall in order to be added to the list of prescreening board ideas that are prioritized by city and county engineers in January.
- Hafiz indicated situations may arise when ideas for the LRRB are introduced after the cut-off date in the fall. These ideas might still be considered through the TRIG (MnDOT) process in summer, but LRRB-only ideas would have to wait until the following October for LRRB to consider.
- Ideascale entries that are entered after October for the LRRB-only would be held until the following fall for prioritization by city and county engineers.
- Ideascale is currently mainly used by MnDOT. LRRB needs to better understand the utility of Ideascale for engaging researchers, county and city engineers.
- RIC currently has a three year contract with its consultant contract, which could be extended for two more years. There was much discussion over roles & responsibilities for selecting new implementation projects for funding, given the new research idea generation process (increase in new implementation ideas due to prescreening board process) and Mitch's recommendation that completed research projects be looked at annually for implementation, versus every three years.
- Substantial discussion by Mitch Rasmussen and Tim Stahl joined by other members of the board on LRRB/RIC processes, roles and responsibilities, and how best to move forward. LRRB responsibilities under statute were discussed.
- Discussion about RIC's past autonomy in selecting projects for implementation through its consultant contract versus the current preference that RIC recommends projects to the LRRB board for implementation, with an annual RIC budget set by the LRRB board based on the amount of ideas generated through the prescreening meetings. Tim Stahl questioned why not have the RIC, if the role of the RIC is minimized in this new process. Mitch explained that under the MN statute it is the responsibility of the LRRB to select, decide, and fund projects.
- LRRB member commented that idea submission should be fair, transparent, and process should be responsive to needs. Mitch explained if outside consultants or researchers approach the MnDOT Research & Innovation Office, LRRB or RIC with a research or implementation idea then they should be instructed to follow the process and they are required to obtain a local (LRRB or RIC members) champion to sponsor the idea.

FY20 Research Annual Program Funding Request

Debbie provided a presentation of the FY20 funding request supported by the slides and spreadsheets included in the binder.

Project Administration (INV 999):

- Consultant- Contract for editorial review and publishing split funded with SRP funds, estimating increased number of reports so increasing budget by \$5,000.
- Meetings- FY19 over-expended due to part of 2018 summer meeting being paid in FY19 so requesting same amount
- Supplies- \$30,000 for updating and reprinting of materials not used in FY19, FY19 amount will be released back to budget but would like placeholder for FY20
- Travel Expenses- decrease by \$5,000-probably still high but cost depends on conference attendance.
- Asking for a total project administration budget for the same amount as FY19, \$152,500. Unused balance returned to LRRB budget at end of FY.

Research Support (INV 675):

- MnDOT Office of Research & Innovation support for LRRB operations is up 30 percent compared to FY19. Mitch indicated this is due to better tracking of labor for LRRB projects. Board members are welcome to obtain the data supporting the budget information upon request. The time tracking effort helps set a performance baseline to inform future budget assessment by LRRB. LRRB needs to continue assessing value provided in relation to cost.
- FY20 request is for \$400K compared to the FY19 funding of \$445K.
- Kevin Western indicated he looks forward to next year when LRRB budget can be more directly correlated with LRRB support needs. Changes are expected included a higher level of detail in tracking costs. Expects a tighter request for next year.

Tech Transfer (CTC) Update (INV 916):

- Shannon indicated a rollover of \$100K of unspent funds from FY19 to FY20 needs to be considered by LRRB.

INV 645B (Outreach Support Contract):

- Request of \$100K will be handled at June meeting.

Mitch suggested setting RIC budget in the spring as well, in light of recommended projects for implementation and prioritized ideas from prescreening meetings. The RIC list of completed research for implementation should be first priority.

LRRB Strategic Plan Update

- Lyndon introduced the agenda item and emphasized the need to consider implementation of the Strategic Plan as a next step.
- Mitch provided an update on work completed to date referencing the cover page and the draft strategic plan document in the binder. Request for LRRB board members to read the document and provide feedback. Each of the goals and strategies were discussed from the document.
- The Strategic Plan was characterized as a high level document setting goals and strategies. The Member Orientation Guide (MOG) is the best place to find details on process and may be of higher interest for LRRB member review. Performance summaries and videos could be components.
- Kevin indicated that measuring performance will be the most difficult element and answering the question “how best to measure?” will be important.
- Mitch outlined the examples of measures discussed to date by Vivek of CPCS including qualitative and quantitative measures. Qualitative tend to be at the program level and can rely on story-telling, surveys and interviews with project champions. Possible inclusion in video summary. May be a committee of members need to dig more into the implementation strategies.
- Lyndon indicated the new MnDOT Research and Innovation director has a role to play and will likely lead the development of implementation strategies including performance measurement and will likely consider MnDOT performance measurement efforts in the process development.
- Laurie McGinnis indicated that CTS has a performance measure framework in the annual strategic plan that could be helpful and will share with LRRB.
- Mitch indicated the Member Orientation Guide (MOG) will be shared with LRRB after the TAP comments are addressed in an updated document. Both the strategic plan and MOG will be shared with the RIC for review. The strategic plan will be an ongoing agenda item for LRRB. It may be that one strategy at a time may be pursued and a champion identified for each.
- Laurie indicated that the five year look ahead is good but a shorter implementation period should be considered.

- Mitch indicated next steps will be to flesh out tasks/tactics in the MOG. He said that the right process is to run the comments through the TAP.

Action Item 5: *Office of Research & Innovation to submit LRRB Strategic Plan and MOG to the entire board once TAP finishes its review and updates are made by CPCS. Mitch will work out review cycles with the consultant for both LRRB and RIC. Document updates and review expectations will be communicated to LRRB and RIC.*

RIC Update

Kaye Bieniek provided an update on RIC Spring meeting discussions.

- Kaye encouraged Mitch to share implementation ideas, LRRB discussions with the RIC in June.
- Discussion of request for RIC attendance at low-volume road conference. Kay said that a decision is needed.
- RIC interested in seeing the strategic plan update and the new member orientation manual. Seen as valuable tools for new members and to deepen knowledge.
- The consultant contract for RIC expires this year, unless extended (justification for request for early review of the documents before June meeting).
- State Aid has expressed an interest in updating the LRRB Minnesota Bike & Ped Best Practices Guide using Safe Routes to School Funding. Concerns expressed with having a partner update an LRRB document without deeper understanding of intent and without close engagement. Renae Kuehl will discuss request in more detail with State Aid. Renae will look at fleshing out possible connection with planned Pedestrian Crossing Policy & Guidance for Bicycle Facility Selection and Design.
- Board members indicated preference that the LRRB should be included in oversight of update to bike/pedestrian safety design manual.
- Discussion of how to treat projects on the recently completed project list for implementation consideration, often the status is not understood.
- Mitch indicated that moving forward, when additional research is recommended as an outcome of a research project, the recommendations need to be captured for review by the board.
- Kay mentioned that RIC would like implementation recommendations from the project TAP in the form of a checklist. Ben agreed and offered that NRRRA has a check-list that may be helpful.
- Office of Research & Innovation currently has an evaluation from the TL for each project

Action Item 6: *Renae Kuehl will discuss with State Aid about their interest in updating the LRRB Minnesota Bike & Ped Best Practices Guide using Safe Routes to School Funding. Renae will look at fleshing out possible LRRB involvement with planned Pedestrian Crossing Policy & Guidance for Bicycle Facility Selection and Design.*

Action Item 7: *Research Services to explore the development of a TAP checklist for implementation recommendations from all TAP members on a project. Ben will provide the check-list NRRRA is using for their projects.*

LRRB outreach update and need statement selection discussion

Mitch led a discussion on Outreach updates around how best to market LRRB program moving forward.

- Relying on the Website alone for communication is insufficient. Other ideas including emails with links, social media, and CEAM blasts are promising examples of how to move forward. The NRRRA model was mentioned as a useful model to consider.
- Mitch provided handouts of graphics illustrating RIC and LRRB quarterly meeting inputs and outcomes along with a RACI diagram to help understand LRRB and RIC roles and responsibilities around key leadership activities. The intent of the graphics is to orient new members to the LRRB and RIC annual processes. More detailed graphics of each quarterly meeting are in development and will be shared soon. Mitch requested LRRB review the handout materials.

- Kaye supported having RIC review the pre-screening input for implementation ideas concurrent with LRRB for the prioritization of implementation projects for LRRB consideration at the summer meeting.
- Lyndon summarized the intent of the process is to pare down to 25 ideas for need statement development. Encouraged LRRB to review the process diagrams and RACI matrix.
- Mitch led a discussion of implementation idea selection for need statement development using the RIC recommendations list (10 projects, narrowed to 9 with two ideas combined) and the top priority research and implementation projects list from the 2018-2019 idea solicitation process, pre-screening board idea selection, rankings by city and county engineers. The two lists were displayed on screen to support an interactive discussion of priorities.
- Next steps will be to send out implementation ideas in ballot form for LRRB and RIC voting. The prioritized research ideas list will be shared with LRRB. Goal will be to generate Need Statements by the end of April.
- Paul indicated email list-serves are helpful – like SCENE.

Action Item 8: Ben Worel will provide a report addressing pavement density testing relevant to BMP's regarding pavement joints to the LRRB outreach committee for distribution. (Completed)

Action Item 9: Mitch and Kaye to discuss outreach action item for winter deicing guidebook update.

Action Item 10: Mitch will lead the development and distribution of an implementation ideas ballot for LRRB and RIC voting. The prioritized research ideas list will be shared with LRRB. Goal will be to generate Need Statements by the end of April.

TRS Requests Update

Hafiz reviewed status/priority of Transportation Research Synthesis (TRS) Requests from 2018 and asked the LRRB to determine whether they are still priorities.

- Request# NS-553 (Idea #196) Title: TRS - Transverse Cracks and Cupping, how to best repair
 - Mitch will find champion if Tracey doesn't want to pursue.
 - **Approved** NS-553 not to exceed \$25K (motioned by Mitch, seconded by Jim, passed unanimously).
- Request# NS-548 (Idea #186) Title: TRS - Aggregate Base - Is class 5 still the best on local roads
 - Ben indicated there is probably some available information that can be shared on this topic, but not sure how much research is available.
 - Ben will go back to his office for recommendations on whether or not TRS should be done on NS-548.

Action Item 11: Ben to engage OMRR for recommendations on whether or not TRS should be done on NS-548. Research Service will put this NS back on the LRRB June meeting agenda.

Review Development of Out of State Travel Plan for FY20

Mitch reviewing LRRB out-of-state travel in alignment with commissioners overall plan for MnDOT. Expects high value conference attendance to be supported by LRRB balanced with efficient use of limited resources.

Discussion of how to specify organization represented for TRB registration of LRRB members given the registration fees for non TRB-members MnDOT is a member.

Action Item 12: Mitch to follow up with MnDOT guidance on TRB registration for local members.

Follow-Up Discussion

Board vote on request to fund attendance of multiple people for Low-Volume Road Conference attendance. The RIC requests funding for two attendees and the MnDOT staff requests funding for three attendees. Discussion of LRRB guidelines regarding out-of-state travel and need to be sensitive to current MnDOT policies. LRRB support for funding the attendance of 1 LRRB member and 2 RIC members (local members first). There was some discussion that MnROAD budget could include training budget for travel.

Jim motioned to approve funding for the attendance of 1 LRRB member and 2 RIC members (local members first) and to deny MnDOT request for funding the attendance of three individuals, seconded by Mitch, and passed unanimously.

Lyndon called for the following votes based on presentations and discussions earlier in the meeting:

- **Motion** to approve LRRB research administration budget of \$152,500 for FY20 by Kevin, seconded by Laurie, approved unanimously.
- **Motion** to approve Office of Research & Innovation funding support request of \$400K for FY 20 by Mitch, seconded by Paul, approved unanimously.
- **Motion** to approve Tech Transfer (CTC) (INV 916) roll over request of \$100k from FY 19 to FY 20 by Laurie, seconded by Mitch, approved unanimously.

Action Item 13: Office of Research & Innovation to request a one-week extension for TAP review of the Strategic Plan Member Orientation Guide to March 29th.

Round Robin

Lyndon reminded that his term as chair of the LRRB will be ending in 201 and encouraged other board members to think about serving in this role.

Action Item 14: Laurie to share an NSF project survey with LRRB via email.

Action Item 15: Debbie to bring RIC funding history to summer meeting.

Adjournment

Chair Lyndon Robjert adjourned the meeting. Motion by Laurie, seconded by Mitch.

Next LRRB Meeting:

June 19-20, 2019 - LRRB Summer Meeting

Cragun's Resort - 11000 Craguns Drive, Brainerd, Minnesota 56401

Summary of the Action Items

Action Item 1: MnDOT Office of Research & Innovation to add pending Action items #9 and #11 to a future LRRB meeting for an update. Items being discussed by the LRRB outreach committee. Mitch and/or Shannon will report back to LRRB at a future meeting.

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Action Item 6: Renae Kuehl will discuss with State Aid about their interest in updating the LRRB Minnesota Bike & Ped Best Practices Guide using Safe Routes to School Funding. Renae will look at fleshing out possible LRRB involvement with planned Pedestrian Crossing Policy & Guidance for Bicycle Facility Selection and Design.

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