



2019 RIC Spring Meeting Minutes

Date: March 11, 2019

Location: MnDOT St. Cloud Training Center – Granite North, 3725 12th St. N St.
Cloud, MN 56303

RIC Members Present:

Mike Flaagan (Chair), Pennington County
Kaye Bieniek, Olmsted County
Steve Bot, City of St. Michael
Guy Kohlnhofer, Dodge County
John Brunkhorst, McLeod County
Kristine Elwood, MnDOT State Aid
Stephanie Malinoff, U of M CTS
Ben Worel, MnDOT OMRR
Will Manchester, City of Minnetonka
Hafiz Munir, MnDOT Research Services
Kelvin Howieson, MnDOT D3 State Aid

Non-Members Present:

Thomas Johnson-Kaiser, MnDOT Research Services
Becky Lein, MnDOT Research Services
Mindy Carlson, U of M CTS
Joel Ulring, MnDOT State Aid
Shannon Fiecke, MnDOT Research (phoned at 1:30)
Rena Kuehl, SRF (only for 1:45 update)
Charles Ombati, MnDOT Research (phoned at 1:30)

Updates / Action Items

Call to Order

Welcome, Introduction:

Meeting called to order at 10:00 am by Chair Mike Flaagan.

Pending Action Items: Mike Flaagan led the discussion and went over the action items from the November 2018 meeting minutes. All but the following action items have been resolved. Below are the specific notes on the outstanding action items:

- **Action Item # 9:** Stephanie Malinoff to follow up on sending the recording of the construction training to contractors. Associated General Contractors and ARM are two suggested organizations
 - **In Progress** – Update from Mindy Carlson: the recording of the construction training does not take place until April and then it takes a month to do the editing and make it live. At that time, we send out an electronic announcement to all of our database electronic announcement members. Associated General Contractors and ARM are included.
- **Action Item # 10:** Stephanie Malinoff to ensure trainers of the ADA courses are asked if an ADA certified inspector is needed on federally funded projects.
 - **Resolved** – Update from Mindy Carlson: Below is the response Mindy received from ADA course trainer
 - The ADA Construction Certification we are doing is only required for a minimum of 1 Contractor person on site on a MnDOT Trunk Highway Right of Way project during ADA activities. City and County construction projects may require contractors to carry this certification on their contracts but there is no Federal requirement associated with our training.

Approval of Fall Meeting Minutes:

- The November 14, 2018 meeting minutes were approved unanimously. **Motion** by John Brunkhorst, Seconded by Steve Bot.

Research Program Update

Hafiz Munir provided updates regarding the Research Program

- Research Services Staffing Updates
 - Brent Rusco hired as LRRB engineer
- The name of the Research office at MnDOT changed to Office of Research and Innovation and elevated to office level
 - Hiring process for office director on going
- 26 research projects funded by LRRB and TRIG in December
 - RIC members should let Research Services know if are interested in being on the TAP for any new projects
 - List of new projects included in meeting folder
- Update on six recently funded implementation provided in folder
 - Four of the six projects submitted for contracting
 - The other two projects should be submitted for contracting in the next few weeks
- Research Services Annual Schedule provided in the folder
 - Request to create an annual schedule to only include LRRB and RIC
- LRRB Strategic Plan is moving along and last two tasks will be provided to TAP of that project for review in the next month or two
 - As part of the LRRB Strategic Plan they are working to define the goal for each LRRB and RIC meeting
 - A new member manual for both LRRB and RIC is being created as part of the LRRB Strategic Plan
 - The LRRB will decide during their March meeting the amount of funding for new RIC projects
 - The role of the RIC in the decision making process will be clarified at the June joint LRRB/RIC meeting
- SRF contract for RIC projects expires 12/31/19. Process for extending the contract will be discussed later in the meeting

There was some discussion about the how much money the RIC has and how the projects will be funded. Hafiz explained the process and clarified that the RIC will be recommending projects to the LRRB for their consideration and funding decision. According to the statute RIC can't make funding decisions. Hafiz explained that this is an agenda item and we will go over the process for selecting projects later.

Action Item 1: Research Services to create annual schedule that only includes LRRB and RIC processes and meetings

Budget and Administration

Becky Lein led the discussion

RIC Budget Status

- Budget spreadsheet provided in meeting folder
 - Obligated funds = \$1,183,862
 - Uncommitted funds = \$54,538

RIC Contract with SRF

- Amending the contract takes 4-6 weeks
- To amend the contract the new RIC projects would need to be defined
- The maximum length the contract can be extended to is 6/13/21 because contracts cannot exceed five years
- The LRRB will decide during their March meeting the amount of funding for RIC new projects

- The role of the RIC in the decision making process will be clarified at the June joint LRRB/RIC meeting
- The projects that RIC recommends to the LRRB will be part of the contract with SRF if appropriate

2019 Conferences

- Becky shared a list of 2019 LRRB approved conferences
 - RIC members should let Debbie Sinclair if interested in any out-state conferences
- Guy potentially interested in the International Conference on Low Volume Roads
- As part of LRRB Strategic Plan update they are looking into adding more conferences that would be focused on RIC

Action Item 2: Kaye to bring up at LRRB March meeting the possibility of a spot or two for RIC for the International Conference on Low Volume Roads

Resolved - LRRB approved to allow up to 2 RIC members to attend the TRB International Conference on Low-Volume Roads, being held in Kalispell, MT, September 15-18, 2019.

Action Item 3: Becky to add Kristine to the National LTAP Conference list

Resolved

Action Item 4: Ben to email RIC members registration link to 2019 NRRRA Pavement Workshop

Resolved

Action Item 5: Becky to remove “(replaces TERRA Pavement Conference)” from the May 2019 National Road Alliance Conference listing and add dates of May 21-23

Resolved

LRRB/RIC Liaison Update

Kaye Bieniek led the discussion

- During December LRRB meeting project presentations listened to and funding decisions made. Details on funding decisions covered earlier by Hafiz
- Continuing to evaluate the process for reviewing implementation projects that come through the pre-screening boards
 - It was difficult during LRRB December meeting to separate implementation and research projects. Need better system and process for separating out projects. Biggest hang up is in the statute.
 - If RIC members have questions or concerns they can reach out the Kaye
- LRRB Strategic Plan: Kaye mentioned that there is a separate section on the RIC. RIC members would like to see a draft of the LRRB Strategic Plan prior to June LRRB/RIC meeting. There was some discussion about coordinating the RIC response and a need for having an online meeting for the RIC committee only. Kaye said that RIC members should bring any questions they have at the LRRB/RIC June meeting
- Evaluation of PIs being tracked by Research Services database (ARTS)
 - Currently the evaluation information is only provided at request of LRRB
 - RIC members would like to see the evaluation information for all completed projects and future proposals. The members suggested adding a column at the end of the

summary spreadsheet to show the feedback for each project so that RIC can keep in mind when selecting or recommending projects for LRRB or deciding next steps.

- June LRRB and RIC meeting: RIC inquired about the status of the meeting and how travel will be coordinated. Someone from Research Services will reach out to coordinate travel plans

Action Item 6: Kaye to mention RIC's desire to review the LRRB Strategic Plan at the March LRRB meeting and figure out next steps for RIC review

Resolved – From Kaye: RIC will have opportunity to review both the Strategic Plan update, and the new Member Orientation Guide. Anticipated process will be to have the documents reviewed first by the LRRB subcommittee (currently in progress); followed by review from the LRRB Board; followed by review from the RIC.

Action Item 7: Research Services to look into how to best provide a standard summary of feedback for the PI as part of the proposal review and project selection process

Action Item 8: Research Services to schedule an on-line meeting for RIC member to discuss the LRRB Strategic Plan (in regards to RIC role and content covered in the document) prior to the June joint LRRB/RIC meeting.

Resolved

Action Item 9: Becky to let RIC members know when to expect travel information for June LRRB/RIC meeting

Resolved – Travel information will be sent out in April

Review Scoring of Completed Projects

Hafiz Munir led the discussion

- All LRRB funded completed projects from 2016-2018 were sent to RIC members to review and score on a scale of 1-5 (1 being low priority and 5 high priority) of projects that would be good candidates for implementation
- Hafiz clarified that in this meeting the RIC members are recommending projects to LRRB for funding considerations.
- Discussion notes – Hafiz went over the spreadsheet and explained the process of selecting projects. The projects in the spreadsheet are sorted based on the average project votes. See the Completed Projects Ranking Spreadsheet for project details. The rank number is given in the first column
 - Numbers 1, 2 and 3: The top three voted projects already have an implementation project ongoing that covers those topics
 - Number 12: Also related to a current implementation project that is ongoing research
 - Number 4: Need to dig into this to find out if current work happening.
 - Number 5: Possible training developed around this project. Connect with Sue Miller and Rick West if project is funded.
 - Number 6: Not ready to be implemented as more research needed
 - Number 7: No further work needed
 - Number 8: Potential for various ways to educate agencies. Maybe prepare talking points or guidance. Possible to go to the outreach committee. If funded, ask Pat Lambert, TL, what he thinks next steps would be.
 - Numbers 9, 11 and 35 are semi-related. An annual training already exists. Could be a candidate for a video, outreach, incorporated in existing training or rework existing

training. Slant towards cities and municipal applications. Incorporate successful project examples.

- Number 10: Has good potential. Worth exploring and seeing options. Potentially a video
- Number 13: Good option for implementation
- Number 14: Potential option for an educational video as people are asking questions about this a lot. The topic would not be alternate deicers, but education on why salt is used. Maybe a myth busters video on deicers. Decided not to move forward with this as an implementation project at this time
- Number 15: A possible synthesis on options
- Number 16: Important topic but still needs more research so not ready for implementation
- Number 17 and Number 18: Good potential implementation options
- Number 19: Still needs more research so not ready for implementation
- Number 20: Very close to a current implementation project
- Number 27: A video is already done so no implementation needed
- Number 31: Included a good amount of implementation already
- Number 32: Workshops held so no more implementation needed

Action Item 10: *Research Services to ask Lyndon Robjent (TL) if he recommends an implementation project on Modernizing Road Construction Plans and Documentation topic or if work is already being done*

Resolved – Another research project on this topic was funded in 2017 and is underway. Project title is Life-Cycle Civil Integrated Management (CIM)

Action Item 11: *Research Services to reach out to Pat Lambert on what next steps he recommends on the Barriers to Right-of-Way Acquisition and Recommendations for Change project if implementation funding approved*

In Progress – Funding decisions on implementation projects will be made at a future LRRB meeting.

Action Item 12: *Kristine to reach out to Dave Conkel, TL, to see if there is interest in further implementation on the Development of Cost-effective Timber Bridge Repair Techniques for Minnesota project*

Resolved – Dave confirmed that the work for the project was completed in October 2016 and no further implementation is needed.

Implementation Project Selection

Hafiz Munir led the discussion

- Recommending the below eight projects to the LRRB was approved unanimously. **Motion** by Stephanie Malinoff, Seconded by Guy Kohlhofer.
 - Number 5: System Preservation Guide - A planning Process for Local Government Management of Transportation Networks
 - Number 8: Barriers to Right-of-Way Acquisition and Recommendations for Change
 - Number 9: Full Depth Reclamation (FDR) for Urban and Suburban Street Application in conjunction with
 - Number 11: Investigation of Performance Requirements of Full Depth Reclamation Stabilization
 - Number 35: Optimizing Cold in Place Recycling (CIR) Applications through Fracture Energy Performance Testing
 - Number 10: TRS Mitigating Frost Dips Over Newly Installed Centerline Culverts
 - Number 13: Signing for Effective Roundabout Approach Speed Reduction

- Number 15: Next Generation Bridge Management Tools and Inspection
- Number 17: Slope Stabilization and Repair Solutions for Local Government Engineers
- Number 18: Transportation Investment and Job Creation in Minnesota Counties
- In the future it would be helpful to have different implementation means, such as training, video, poster, outreach, etc. that can be asked to TL, PI and TAP at the end of the project
 - Possible to add list to evaluation

**Action Item 13: Mindy to send Hafiz a list of different implementation means.
Resolved**

LRRB Outreach Committee Update

Shannon Fiecke and Renae Kuehl led the discussion

- Draft [Base Stabilization Guidebook highlights video](#) shown to RIC members
 - Video being created to promote guidebook
 - Feedback on video
 - Remove the comment of just 30 pages
 - The part of logging into the website to view the guidebook was choppy and should be cleaned up. Prefer to go directly to the guidebook, without typing in the words.
 - Could use the picture from I94 from the guidebook as part of the video. Could say the report highlights a success story from MnROAD
 - Show visually that the guidebook includes the four steps , such as a bulleted list of steps
 - Show all of the headers on the Page 12 chart
 - Show more of the guidebook cover and title when it initially appears
 - Length is good and no need to add interview of Ben
- Transportation conference Wednesday and Thursday and there will be LRRB and MnDOT booths
- LRRB E-newsletter went out today and plan is to send out quarterly
 - It is cumbersome to figure out how to subscribe to newsletter from link provided
 - The outreach committee is always looking for ideas to include in the newsletter. Send ideas to Shannon or Renae
- SRF made recent presentations on LRRB projects at CEAM and MCEA conferences and will present at NACE (April 2019) on the Gravel Road Management Tool and Base Stabilization Guidebook
- PPE poster will be displayed at the Transportation Conference and the national LTAP conference
- Pre-screening board update
 - About 200 new ideas were submitted
 - Ended up with roughly 120 final ideas
 - Survey sent out in December and each city and county given 20 votes
 - 50 counties and 70 cities participated in survey
 - Ideas ranked based on city votes, county votes and combined votes
 - SRF gave presentation on ideas at city and county engineers conference
 - From the list need statements will be created for the top ideas and discussed at June LRRB/RIC meeting

Action Item 14: Shannon to send updated Base Stabilization Guidebook video to RIC members for review

Action Item 15: Shannon to make sure all RIC and LRRB board members are included in the e-newsletter email list

Resolved

Action Item 16: Shannon to research a workaround to make subscribing to the e-newsletter from the link in the newsletter easier

Resolved – Shannon was able to set up a direct subscription link to the LRRB e-newsletter.

SRF RIC Support Contract Update

Rena Kuehl from SRF led the discussion

State Aid is wanting to update the bicycle guidelines document and Rena Kuehl wanting to see if RIC and LRRB would want to have feedback on the update.

Task 1: Fleet Management Tools for Local Agencies

- No update as project is finished

Task 2: Base Stabilization Additives for Pavement Design

- No update as project is finished

Task 3: Gravel Road Management Tools

- Updates made to spreadsheet and ready to go. Guidance document included with spreadsheet. Spreadsheet can be used without guidance document.
- Joel would like to present project at low volume roads conference. Rena Kuehl has presentation she can share with Joel

Approving Task 3 as final and complete was approved unanimously. **Motion** by Mike Flaagan, Seconded by Kelvin Howleson.

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

- Outline for training reviewed by TAP
- Next TAP meeting in April to review draft presentation
- Training tentatively scheduled to occur in Fall 2019
- LTAP would deliver the training

Task 5: Addressing Citizen Requests for Traffic Safety Concerns

- No update as project is finished

Task 6: Consolidated Asset Management Guide for Local Agencies

- Making final revisions to Chapters 1-3 and reviewing chapters 4-5
- Guide will be transferred to a navigable PDF

Task 7: ADA Training for Local Agencies

- No update as project is finished

Task 8: Implementation Planning by Evaluating or Updating Completed Products

- No update needed

Task 9: Best Practices for Boulevard Turf Design/Maintenance

- Survey distributed to cities and counties
- Working with U of M on graphics for the training they are developing. Some information from their training will be included in the Resource Document
- The draft Resource Document will be sent to TAP for feedback in April
- Project will include YouTube video of best practices for residents

Task 10: Trail Maintenance – Update

- Updating training on Trail Maintenance that was developed in 2011

- Survey sent to cities and counties and got great response
- TAP reviewing what to add, update and remove from training
- Working on finalizing training outline
- Training tentatively scheduled for late September and early October. Three trainings planned.

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

- Plan is to help update six new topics to MnDOT Manual on Pavement Preservation
 - Bioseals
 - Rejuvenators
 - Cape Seal
 - Scrub Seal
 - Slurry Seal
 - Thinlay
- Working on survey to see who is using these treatments. If survey specifies that information on the six techniques it would be easier for agencies to fill out.
- Dale Strandberg as Asa Tech would be a good resource for the project

Action Item 17: Kaye to ask LRRB at March meeting if the LRRB wants to have input on State Aid's update to the Bikeway Facility Design Manual

Resolved – From Kaye: Short answer – YES. LRRB should be engaged/involved in any efforts related to updating the document. Additional information on the what/when/how of the proposed update is needed.

Round Robin

- Stephanie – LTAP region is hosting meeting this week. Mindy will be sharing some of the work LRRB and RIC is doing
- Ben – Two more states joined NRRRA
- Mindy – OPERA funds still available so send any ideas to Mindy

Adjournment

Chair Mike Flaagan adjourned the meeting.

Next RIC Meeting:

June 19-20, 2019 – LRRB/RIC Summer Meeting

Cragun's Resort - Brainerd

Summary of the Action Items

Action Item 1: Research Services to create annual schedule that only includes LRRB and RIC processes and meetings

Action Item 2: Kaye to bring up at LRRB March meeting the possibility of a spot or two for RIC for the International Conference on Low Volume Roads

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