



2019 RIC Fall Meeting Minutes

Date: September 5, 2019

Location: MnDOT Fort Snelling Facility – Video Conference Room, 6000 Minnehaha Ave St. Paul, MN 55111

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
Debbie Sinclair, MnDOT Research Services
Mike Marti, SRF (only for 11:00 update)
Marcus Bekele, MnDOT Research
Shannon Fiecke, MnDOT Research (for 10:30 update)
Renaee Kuehl, SRF (only for 11:00 update)
Micaela Resh, MnDOT Research (for 10:30 update)

Updates / Action Items

Call to Order

Welcome, Introduction:

Meeting called to order at 9:00 am by Chair Mike Flaagan.

Approval of Summer Meeting Minutes:

- The June 19-20, 2019 meeting minutes were approved unanimously. **Motion** by Kaye Bieniek seconded by Stephanie Malinoff.

RIC Roster Update:

- First term for four RIC members (Steve Bot, Will Manchester, John Brunkhorst, and Kelvin Howieson) expires on 12/31/19
- All four members agreed to serve a second four year term
- Kristine suggested there be some overlap of the members, especially the with both city engineers expiring at the same time. Recommendation to have Will's first term end 12/31/21 because he replaced a retiring RIC member.

RIC Fall 2019 Action Item 1: *Kristine to make recommendation to LRRB for Will's first term on the RIC to end on 12/31/21.*

RIC Fall 2019 Action Item 2: *Debbie to update the RIC Roster document to make Guy's length of term to be 4 years and add Term 2 expiration dates of 12/31/23 for Steve, Kelvin and John.*

Pending Action Items: Hafiz Munir led the discussion and went over the action items from the June 2019 meeting minutes and the pending action item from the March 2019 meeting. All but the following action items have been resolved. Below are the specific notes on the outstanding action items:

- **Spring 19 Meeting 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
 - **In Progress** – Research Services working on Consultant Evaluation Report and will provide report to RIC and LRRB for feedback.

Budget and Administration

Debbie Sinclair led the discussion

RIC Budget Status:

- Budget spreadsheet provided in meeting folder
 - At Summer LRRB/RIC meeting the RIC budget of 10% of LRRB budget was approved
 - Uncommitted FY2020 funds = \$468,192
 - Uncommitted FY2021 funds = \$404,020 which is an estimate of 10% of LRRB's FY2021 budget

2019 Conferences:

- Debbie shared a list of 2019 LRRB approved conferences
 - RIC members should let Debbie Sinclair know if interested in any out-state conferences
 - All expense reports should come through Lois Butcher of the MnDOT Research and Innovation Finance Unit
 - Trip reports with reimbursement need to be submitted
 - All rental cars need to go through the MnDOT Aeronautics office
 - RIC members should let Debbie know if they are interested in attending TRB.
 - Kaye interested in going

RIC Fall 2019 Action Item 3: *Research and Innovation updating travel instructions for LRRB and RIC members to make them more user friendly.*

RIC Fall 2019 Action Item 4: Stephanie to send RIC information on the below events

- Minnesota Maintenance Expo
- Towards Zero Death Conference
- November 19th CTS Ethics Conference

RIC Fall 2019 Action Item 5: Debbie to update the Conference Calendar document with dates and details of below events

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RIC Fall 2019 Action Item 6: *At future RIC meetings Debbie to have conference schedule include 12 months of conferences*

RIC Fall 2019 Action Item 7: *Ben to send agenda for NCAT/MnROAD Sponsor Meeting to RIC*

Dates for 2020 RIC Meetings:

- Summer LRRB/RIC dates set for June 17-18
- Dates for 2020 RIC Meetings
 - Spring Meeting – March 18th in St. Cloud, preferred start time 10 AM
 - Fall Meeting – September 14th at Fort Snelling start time 9 AM
 - Winter Meeting – November 18th at Fort Snelling start time 9 AM

RIC Fall 2019 Action Item 8: Debbie to forward future LRRB meetings to Kristine

RIC Fall 2019 Action Item 9: Debbie to send calendar invites for 2020 RIC meetings

LRRB/RIC Liaison Update

Kaye Bieniek led the discussion

- Highlights from Summer LRRB/RIC meeting
 - RIC funding at 10% of LRRB budget
 - \$20,000 approved to have LTAP update the ice control handbook
 - Steve and John joined Outreach Committee
 - Discussion regarding rotating half the cities and counties each year for idea solicitation. Will be discussed at future LRRB meeting
 - Approved seven Knowledge Building priorities
 - Jim Foldesi and Paul Oehme agreed to serve second term on LRRB
 - Lyndon Robjent is expiring so new chair will be selected at future LRRB meeting
 - Tim Stall's second term on LRRB expires 12/31/19
 - Kevin Western to serve one more year on LRRB as a transition until next MnDOT office representative determined

Template and Process for RIC Requesting Additional Funds from LRRB

Hafiz Munir led the discussion

- Two templates provided in meeting binder
 - First template for any funding request not related to a specific project
 - Second template for a funding request for a specific project
- No feedback on templates provided. Templates will be used going forward when RIC has funding requests.

Research Program Update

Hafiz Munir provided updates regarding the Research Program

FY2021 RFP Update:

- Spreadsheet listing the Need Statements included in the research RFP for both MnDOT and LRRB provided in meeting binder
- RFP is open for universities under master contract. LRRB determines which Need Statements are appropriate for academic research
- Proposals are due September 10th
- Expecting a large number of proposals to be submitted

- Discussion around why research RFP is only open to academics. Discussion to continue at future LRRB meeting.

RIC Fall 2019 Action Item 10: *Kristine to reach out to Lori McGinnis to discuss history behind the academic RFP process and will also bring up the topic at a future LRRB meeting*

Review Updated LRRB-RIC Annualized Schedules:

- R&I updated annualized schedule documents for RIC and LRRB. Documents provided in meeting binder
- RIC provided positive feedback on the diagrams

RIC Fall 2019 Action Item 11: *Office of R&I to make the below updates to diagrams*

- **Add months to the steps cylinders to the LRRB diagram, similar to the RIC diagram**
- **Update first item on Step 2 diagram to be Pre-Screening board**
- **Update fifth box on Step 2 diagram to reword that it is state aid that shares the information**
- **Add box regarding voting by LRRB and RIC on short listed research and implementation ideas prior to Summer meeting**

Update on Six RIC Projects

Thomas Johnson-Kaiser led the discussion on the Six RIC projects started in 2019. Detailed update on each of the below projects provided in meeting folder.

- Construction Inspection and Documentation Training Course – LTAP
 - Marketing for below training courses to start soon.

Location	Date
Shoreview Training Center	December 5
District 1 – Duluth	January 14
District 2 – Bemidji	January 29
District 4 – Detroit Lakes	January 30
District 3 – St. Cloud	February 11
District 6 – Rochester	February 18
District 7 – Mankato	March 10
District 8 – Willmar	March 18
St. Paul UMN CCE Building	March 24

- Idea brought up to potentially limit the number of participants per agency. Stephanie to bring up this concern at next TAP meeting.
- LTAP will see what the demand for training is and potentially add additional courses. Will need additional funding if more trainings needed.
- Option for training to become part of LTAP’s continual curriculum based on feedback and need
- Pedestrian Crosswalk Policy Development Guidelines - Stonebrooke
- Managing Utility Congestion within the ROW – Bolton & Menk
- Best Practices to Manage Effects of Settlement and Heave at Catch Basins and Manholes - AET
- GIS Tools and Apps - Integration with Asset Management – Pro-West
- Guidance for Bicycle Facility Selection and Design - SRF

LRRB Outreach Committee Update

Shannon Fiecke and Renae Kuehl led the discussion

- Shannon introduced Micaela Resh who is new to Office of Research and Innovation and will be helping out with LRRB/RIC communications/marketing
- Document outlining Updated Forms on LRRB Website provided in binder
- Currently 300 subscribers to newsletter
- Plan to send out newsletter quarterly, but might send out more often depending on amount of content
- Communication Planning overview document provided in binder
 - The document overviews what a potential communication plan and resources would include
 - The Outreach Committee will be working on finalizing the details of the process and supporting documents
- Pre-screening board meetings start October 3rd
 - SRF provides an overview of LRRB/RIC, list of recent ideas and projects, and facilitates idea generation discussion
 - Suggestion to prep county/city engineers for the meeting so they are prepared for idea generation. A reminder coming from the meeting host prior to the meeting would be helpful.
 - SRF to print out a few copies of high quality deliverables based on the audience, including print outs of the At-A-Glance.
 - Discussion regarding handouts at Pre-Screening board meetings. LTAP gloves were popular but the other trinkets from past years might not be worth it. Pens, magnets, mugs, and golf balls were suggested. Something that has LRRB name and website on it. An activity that provides an incentive to submit ideas is needed, such as a mug or gloves as a prize.
 - SRF to work with Shannon and LTAP to collect enough prizes for this year and will consider prize suggestions for next year

Primary Consultant Contract Update

Renae Kuehl and Mike Marti from SRF led the discussion. Update Summary document provided at the meeting.

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

- No update as project is finished

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

- Draft slides for training finished
- Content to be finalized at next TAP meeting on September 23rd

- Potentially deliver the training as a webinar but need to confirm with TAP. Half-day trainings are difficult for CTS to recover costs. A suggestion to group the training with another course to make it a full day.
- Course will be about four hours long
- Stephanie to talk to Mindy to see if she has any other ideas on how to best deliver the training
- Training is tentatively scheduled to occur in Winter 2019
- Condensed version of the training would be great for Minnesota Transportation Conference

Task 5: Addressing Citizen Requests for Traffic Safety Concerns

- No update as project is finished

Task 6: Consolidated Asset Management Guide for Local Agencies

- Draft document 99% done technically. Next step is to make document into a navigable document
- Next TAP meeting will be in late-September to review final documents
- The materials from this task will be presented at the fall APWA-MN Conference

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

- Brochure created and shown to group along with a video for residents
- Graphic also developed as part of University of Minnesota training. The graphic details how to build an Irrigation System prototype.
- Irrigation System prototype being used by City of Edina through OPERA funds
- The materials from this task will be presented at the fall APWA-MN Conference

The project documents were approved as finalized unanimously. **Motion** by Steve Bot seconded by Kristine Elwood.

Task 10: Trail Maintenance – Update

- Trainings will be held in upcoming weeks. All trainings will begin with registration at 9:00 a.m. and last from 9:30 a.m. to 1:30 p.m. (including a lunch break)
 - September 24th – Brainerd
 - October 8th – Metro
 - October 15th - Rochester

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

- TAP meeting held July 12th
 - TAP reviewed the draft summaries and matrix on guidelines for determining recommended and feasible treatments for each of the six new pavement preservation techniques
- The draft summaries have been reformatted to match MnDOT’s template
- Next TAP meeting in late September to review and approve matrix and summaries

Review Implementation Project Proposals

Discussion lead by Mike Flaagan, Hafiz Munir and Marcus Bekele

- Discussion on Need Statements Where Proposals Not Submitted
 - Proposals not submitted on
 - NS-589 – Barriers to Right-of-Way Acquisition and Recommendations for Change (WSB)
 - NS-591 – Addressing Drainage Requests from Residents (HDR)
 - NS-592 – Reinforced Concrete Pipe (RCP) versus Plastic Culverts (WSB)
 - R&I to get clarification regarding why proposals were not submitted. For next year, some process improvements from R&I standpoint need to happen such as specifying there are not multiple companies proposing on project when sending RFP. Need to specify direct select and make sure requests are forwarded to the correct people within the company
 - Next year when selecting companies from TRAP list the RIC can include a specific contact from the person if known

RIC Fall 2019 Action Item 12: R&I to get clarification from WSB, Bolton & Menk, and HDR regarding why they did not submit proposals.

- Review Submitted Proposals
 - NS-585 – Shortage of Qualified Technicians (LTAP)
 - Phase 1 is developing the framework of the work – this is the proposal being reviewed in this cycle
 - Two-pronged approach: getting interest in the engineering field and on the job training in order to lower qualifications needed to enter the field
 - Issue of shortage for qualified technicians is a large deal
 - Question on if the combination of the awareness-building campaign and creating framework for on-the-job training program makes sense
 - RIC decided to split out the two approaches, awareness building campaign and on-the-job training program, and evaluate them separately
 - NS-586 – Full Depth Reclamation (FDR) for Urban and Suburban Street Application (SRF)
 - High need for cities
 - Need to know when to do FDR and how to apply it to a city street
 - NS-587 – System Preservation Guide - A planning Process for Local Government Management of Transportation Networks (SRF)
 - Implementation of a completed LRRB project. Developing a training program on how to use the online guide developed by LRRB project.
 - Need is high
 - NS-588 – Mitigating Frost Dips Over Newly Installed Centerline Culverts (SRF)
 - Need is high
 - NS-601 – Autonomous Vehicles - What Should Local Agencies Expect? (SRF)
 - Local agencies are getting pressure from policy makers. More pressure in the metro area
 - NS-590 – Signing for Effective Roundabout Approach Speed Reduction (Stonebrooke)
 - Deliverables unclear
 - Topic is of interest
 - NS-593 – Best Practices for Dust Control and Issues with CaCl (SRF)
 - NS-594 – Performance of Overlays & Mill and overlay – BMP (SRF)
 - Might be useful to have a synthesis from all of the existing research and information on the topic
 - NS-595 – Effectiveness of Fog Seal on Chip Sealed Low Volume Roads (WSB)

- Limited TAP Meeting Support. Project coordination responsibilities (R&I or Consultant).

Funding Decision

A table summarizing the funding decisions of the committee for proposals can be found at the end of these minutes.

The RIC members completed ranking ballots which were tallied and the results were sorted by rank (best combined rating to worst).

- Funding Decisions
 - **Motion** to fund NS-588, NS-587, NS-586 and NS-590 and have LTAP resubmit proposal for NS-585a based off of RIC feedback by John Brunkhorst. Seconded by Guy Kohlnhofer. Approved unanimously.
 - Feedback on NS-585a
 - Focus proposal on awareness building aspects from original proposal and remove project advisory panel management task as R&I will cover that
 - Deliverable will be a communication plan
 - Due to decisions made at the Summer LRRB/RIC meeting, RIC is authorized to proceed with contracting the projects selected within their budget. R&I will move forward into work plan development and contracting for the funded proposals.
- Determine TL and recommend TAP members for each proposal selected
 - NS-590 – Joe Gustafson
 - NS-587 – Susan Miller
 - NS-585a – Chris Byrd – pull list of TAP members from engagement needs statement to guide TAP
 - NS-588 – Guy Kohlnhofer
 - NS-586 – Steve Bot
- Determine next steps for need statements with no proposal submitted
 - Moving these need statements to next phase along with non-funded proposals

RIC Fall 2019 Action Item 13: R&I to begin work plan development and contracting for NS-588, NS-587, NS-586 and NS-590

RIC Fall 2019 Action Item 14: Kaye to share RIC funding decision with LRRB and to determine if LRRB wants to fund any of the projects RIC decided not to fund

RIC Fall 2019 Action Item 15: R&I to ensure the Need Statements that were not funded or did not receive a proposal are added to RFP 2020 cycle

Round Robin

- Discussion regarding if Winter RIC meeting needed.
 - Meeting needed to review revised LTAP proposal and any items from October LRRB meeting. Conference call with Skype screen-sharing. Length of meeting to be determined based on agenda. Most likely 1-2 hours
- Ben – Call for innovation from NRRRA and 23 projects submitted. NRRRA conference September 10-11

RIC Fall 2019 Action Item 15: Steve to send Ben information on project in St. Michael using rejuvenators

- Stephanie – Olmsted County winner of build a mousetrap at National LTAP. LTAP found instructor, Brian Lindberg, for Motorgrader training so classes can be offered again. LTAP always looking for instructors. New faculty member Raphael Stern started in Department of Civil, Environmental, And Geo-Engineering
- Hafiz – Proposals due September 10th. Results will be shared at November RIC meeting.

Adjournment

Chair Mike Flaagan adjourned the meeting.

Next RIC Meeting:

November 13, 2019

Conference Call/Skype

Summary of the Action Items

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Implementation Proposals for FY2020 - RIC Funding Decisions

NS #	Project Title	Principal Investigator	Consultant	Total Budget	RIC Funded	Notes
585a	Shortage of Qualified Technicians – Awareness Building Campaign	Stephanie Malinoff	LTAP	TBD	TDB	RIC requested LTAP resubmit proposal that focuses on awareness building campaign
585b	Shortage of Qualified Technicians – On-The-Job Training Program	Stephanie Malinoff	LTAP	NA	No	
586	Full Depth Reclamation (FDR) for Urban and Suburban Street Application	Mike Marti	SRF	\$99,523.31	Yes	
587	System Preservation Guide - A planning Process for Local Government Management of Transportation Networks	Mike Marti	SRF	\$99,963.00	Yes	
588	Mitigating Frost Dips Over Newly Installed Centerline Culverts	Mike Marti	SRF	\$69,599.23	Yes	
601	Autonomous Vehicles - What Should Local Agencies Expect?	Mike Marti	SRF	\$71,029.76	No	
590	Strategies for Effective Roundabout Speed Reduction	Kate Miner	Stonebrooke	\$32,421.53	Yes	
593	Best Practices for Dust Control and Issues with CaCl	Mike Marti	SRF	\$68,634.60	No	
594	Ride Quality of Asphalt Pavements (Overlays and New Construction) Performance of Overlays Best Practice to Reduce Reflective Cracking	Mike Marti	SRF	\$97,212.56	No	
595	Effectiveness of Fog Seal on Chip Sealed Low Volume Roads	Michael Rief	WSB	\$73,102.87	No	