

Local Road Research Board Meeting

March 6, 2008

Mn/DOT St. Cloud Conference Center

Chairperson, Marcus Hall, called the meeting to order at 9:00 AM. Introductions followed.

Members Present:

Marcus Hall, St. Louis County Engineer - Chair
Deb Bloom, City Engineer, City of Roseville
Keith Shannon, Director, Office of Materials, Mn/DOT
Julie Skallman, State Aid Engineer, Mn/DOT
Mitch Anderson, Stearns County Engineer
Bob Johns, Director, Center for Transportation Studies, U of M (Left at Noon)
Rick West, Ottertail County Engineer
Ken Saffert, Mankato City Engineer

Members Absent:

Sue Lodahl, Director of Research, Mn/DOT
Susan Miller, Freeborn County Engineer
Fred Salsbury, Waseca City Engineer

Others Present:

Ann McLellan, Research Services Section, Mn/DOT
Cory Johnson, Research Services Section, Mn/DOT
Alan Rindels, Research Services Section, Mn/DOT,
Linda Preisen, Center for Transportation Studies, U of M (arrived at Noon)
Maureen Jensen, Office of Materials, Mn/DOT
Sheila Hatchell, Mn/DOT Library Services Director

1. Chairmans Report

- a. Welcome:
Ken Saffert, Mankato City Engineer
Rick West Ottertail County Engineer, he is also the RIC representative
- b. Agenda Review:

Agenda approved by consensus.

- c. Meeting Minutes – December 12&13 LRRB meeting at the UMN and Mn/ROAD:

Deb Bloom moves to approve the minutes, Mitch Anderson seconded. Motion carried.

d. Roster

No roster changes in RIC and LRRB

e. Next board meeting is June 26 & 27, Thumper Pond Resort, Ottertail County

Fred Salsbury Retirement Presentation:

Fred was invited, however, he was not at the meeting. Ann McLellen will send the plaque to his work address.

Meeting Materials:

Materials for the meeting are available upon request from the Board's Secretary Sue Lodahl and include:

- LRRB Meeting Books
- Agenda
- Meeting Minutes – December 12 and 13
- 2008, 2009 LRRB Meeting Dates and Locations
- FY 2008 Local Road Research Program Budget Sheet
- 3/6/2008 Estimated Available Funds for FY2009 Program if all Continuation Funding Requests are Approved
- 3/6/2008 Local Road Research Board Program RIC Projects Update 2007-2008
- FY 2008 LRRB Administration Update – Investigation 999 March 6, 2008
- LRRB Conferences Approved for 2007
- INV 999: CY2008 LRRB Administration Update
- TRB Annual Meeting – January 21-25, 2007
- LRRB Conferences Preliminary for 2008
- 2008 Road Dust Management Practices and Future Needs Conference
- 2005-034C INV 999: LRRB Outreach/Communication Activities
- Recent 'Hot Off The Press' Updates on the LRRB Outreach – 3/4/2008
- LRRB Outreach Committee Annual Work Plan 10/1/07 – 9/30/08
- LRRB Outreach Committee – After LRRB Meeting UofM
- Progress Report SRF Consulting Corporation (Outreach Consultant)
- Scope of Services – Outreach Consultant
- LRRB Exhibits – TZD Conference
- February 2008 LRRB Update
- INV 999: CY2009 LRRB Proposed Administration
- FY2009 LRRB Proposed Administration Update – INV 999 March 6, 2008
- LRRB Program History of Allocated Dollars 1995-2008
- TERRA Brochure
- LRRB 676: Programmatic Support of MnROAD & Technology Transfer
- Local Road Research Board Minnesota LTAP Program – LRRB Investigation 668: 2009 On-Going “Base” and “Continued” Funding Request
- OPERA and LTAP Brochures
- 2009 OPERA Program Funding Request
- TERRA Organizational Sheets and Program Names and Purposes – JS January 2008
- Stormwater Presentation (by Dave Johnson)

2. Budget Discussion:

Ann McLellan gave out the following budget sheets documenting current status of projects and on going programs.

- FY 2008 Local Road Research Program Budget Sheet
- 3/6/2008 Estimated Available Funds for FY2009 Program if all Continuation Funding Requests are Approved

FY 08 Status Report

For FY08 there is \$310,128 remaining in the budget. FY09, honoring all of our commitments, making all of the payments to MnROAD, LTAP etc., and rolling the \$310,128 from FY08 to FY09, we have over programmed \$126,082 (-\$436,210+ \$310,126)

The Board's discussion with regard to the overprogramming is as follows:

- This predicament developed because we moved back and forth from CY to FY basis, and tails have consumed the research funds.
- Keith Shannon mentioned that MnROAD's payments could come out of a different fiscal year, however, after this fiscal year we should not have the overlap.
- Deb Bloom commented that we tried to do CY and because everything is on a FY it becomes over whelming.
- Ann asked the board to look at FY 09 and she said that of the 2.3 Million, we have an ongoing program of roughly 1.0 Million dollars, and the tails from old projects of roughly 1 million dollars, which result in the LRRB using up almost all of the future research funds.
- Julie Skallman reminded the board that because of the gas tax increase, in FY09 we will find out we have some additional funds because the LRRB percentage is based on State Aid disbursements, and since State Aid was included in the Tax Bill, we will get some money out of the new revenue.
- Marcus asked; how we are going to address this issue?
- Ann McLellan said that one way to balance the budget would be to reduce the program budget. With this action, and with project tails extending beyond FY09, it is likely we will balance. In addition, RSS expects to see a reduction in our annual expenses in some areas. For example, the consultant website effort task, however, some of these have been accounted for already.
- Deb Bloom asked whether RSS is aware of any requests for extensions. Ann responded we are aware of a few, however, they come in sporadically, and it is difficult to determine how many we will expect to see.

- Bob John asked whether we could go into the next year in the red expecting new money. Julie Skallman responded that by state law our books have to balance at the end of the fiscal year.
- Considering that Julie Skallman has reported an increase in State Aid funds, Marcus Hall asked; if there are any concerns, is the board comfortable with the finances as they are represented?
- Keith Shannon suggested, if additional FY09 funds become available based on extra state aid funds, the board could fund some additional projects immediately this fall.
- Deb Bloom commented that this year we should only fund a new project, if the board has a clear understanding of our budget, and suggested the board use fiscal year restraints on any new funding requests.
- Keith Shannon reminded the board that a lot of the problem we are having within the budget was due to the budget going from a FY basis to a CY basis a couple of years ago.
- RSS was asked to meet with Maureen & CTS & go over numbers for June meeting.
- Cory Johnson reminded the board that this is the information we know today, and commented that project extensions push out into FY08 & FY09.
- For the summer meeting RSS was asked to figure out the % of LRRB money that was contracted for through time extension amendments.

Marcus Hall asked for further discussions, hearing none, closed the discussion - no action taken. Budget decisions are made at the end of the meeting.

1. LRRB Program Book

Ann McLellen reported this book will be completed and presented at the summer meeting.

d. Conferences:

Ann McLellen presented for discussion three tables:

- A table documenting the 2007 Conferences, and the numbers attended on behalf of the LRRB.
- A table documenting the 2008 proposed conferences.

- A table documenting the 2007 and 2008 Conference expenses.

Discussion:

Keith Shannon reported that the Purdue Concrete Pavement Conference has been renamed to the National Concrete Pavement Conference & that 2 Mn/DOT staff attended. Need to approve the Dec. ITS Minnesota Fall Forum however, no date yet.

Deb Bloom moved the LRRB approve the LRRB Conference List as presented; Seconded by Rick West,

Discussion:

- Keith Shannon discussed that the Calgary Concrete Conference was not to be approved.
- Julie Skallman asked for the Calgary Concrete Pavement Conference be removed from the list.

Deb Bloom approved the amendment; Motion carried.

Additional Discussion:

- Keith Shannon requested the board consider adding the Road Dust Management Practices and Future Needs Conference to be held in San Antonio, Texas. The conference brochure was provided. Keith explained that Eddie Johnson is currently involved with dust management for Minnesota counties. Because of this involvement, the Materials Laboratory requests the LRRB send Eddie to the Conference.

Julie Skallman made a motion to add the Dust Conference, and budget for two to attend – one from the counties; Mitch Anderson seconded; Motion Carried.

- Cory Johnson reported discussion on this topic with the RIC, however, no one from the RIC expressed an interest in attending the Dust Conference. If no one desires to attend Rick West expressed a willingness to attend.
- Rick West suggested the board wait to determine if someone else has a greater interest in attending.

3. LRRB Outreach Committee Report:

Marcus Hall summarized the Outreach Committee activities:

It was developed because there was some discontent expressed to State Aid by some County Engineers with regard to LRRB funding. The Outreach Committee was formed to increase awareness of the LRRB activities and how this program benefits the State Aid system. Julie is the new chair of LRRB Outreach Committee, replacing Marcus.

SRF is currently under contract to provide assistance for this committee and their contract expires 9/30/08. The existing contract specified the preparation of booth materials, the

development of the LRRB Update newsletter, website stories, canned presentations, and organizing the participation of the LRRB board members with the booths. They have helped to get the LRRB on the Minnesota County Engineers and the City Engineers meetings, CEAM and City Screening board, and at the MPWA annual meeting.

Discussion Points:

- Materials developed have been positively received, and comments with regard to concerns about where the money is going have dissipated.
- Getting LRRB members to volunteer to participate at the booth, and
- A need to strategize on the correct conference to present the booth.

Bob Johns said marketing the research program is very important, and urges the LRRB to continue this effort. Presentations have been very positively received at the County and City Engineers conference. He also appreciates the Technical Research Synthesis products, and it is his opinion this is an excellent work product to raise awareness of the LRRB efforts. He suggested that maybe the work products be developed through multiple contracts.

Deb Bloom reported that the bound program book is also an excellent resource for what research is being performed.

Cory Johnson mentioned technical summaries are also a beneficial work product for getting the word out to the local agencies. Mn/DOT is currently contracting for 40 technical summaries from CTC and Associates for \$40,000. Their business model is to hire competent technical writers and produce an inexpensive, high quality work product.

Marcus Hall said he will take the board's comments & bring back a proposal to the summer LRRB meeting with regard to the outreach committee.
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4. WEBSITE Redesign:

Misc:

- Cory Johnson distributed Mn/DOT Research Services Section Research-At-A-Glance. This document shows the current status of all of Mn/DOT & LRRB research projects.

Website Discussion:

Athey Creek developed the website product. Cory Johnson demonstrated the test website, where it is being built out. RSS' plan is to make it live by the end of March. The website purpose is to highlight active projects. Cory requested the LRRB review the website, and today approve the general feel. Corrections to the website will be made from these comments. The theory behind the website redesign was to offer multiple ways of accessing the information.

General comments:

- Deb Bloom commented that she liked the search button on the top. Cory Johnson showed how the library was available as well. Buttons across the top, buttons across the middle, Mn/DOT, Library, RSS across the top of the page. Suggested the logo be on left & the road picture be removed.
- Keith Shannon wanted to make sure the links were obvious such as a link to MnROAD, or other partner sites.
- Marcus Hall reminded Cory to keep the audience in focus, Minnesota Cities and Counties put in MnROAD, CTS & LTAP links.

By consensus; the Board directed Cory to proceed with going live with the website as soon as practicable, and the Board would like a presentation and further discussion at the summer board meeting.

5. LRRB Program Budget Requests (All board action held until end of agenda.)

a. INV 999-CY2009 LRRB Proposed Administration:

Budget Request: \$249,975

Ann McLellen gave a presentation on the proposed budget for INV999:

- Increase the outreach contract slightly, but unsure if there will be a new contract.
- Website costs decreased due to new contract starting 1/31/08.
- Slightly increased meeting expenses & travel.
- Editorial review publishing contract expires March 30, 2008. The new contract will be for 12 months using \$25,000 of LRRB funding.
- There is a slight increase across the board. It was noted the increase in the editorial review publishing contract with the University of Minnesota. Bob

Johns mentioned that this might be a mistake since a big portion of this contract relates to Mn/DOT. Ann later confirmed that this was indeed correct.

- Website development and maintenance costs looks like a large amount of money. However, our new contractor for the website will decrease the LRRB's costs for this product significantly.

Discussion:

- Deb Bloom thought the editorial costs for INV 999 seems a little high, (it was confirmed later in the meeting that it is actually half that amount, a portion is the DOT's.)
- Deb Bloom also asked if it was a lump sum amount, which Ann confirmed. Deb noted that overall: asking for less \$' for FY09 than in FY08.

b. INV 745 – Mn/DOT's Transportation Library FY09

Budget Request: \$60,000

Sheila Hatchell, new Library Director introduced herself. Her bio includes working 14 years previously in the Mn/DOT Library, and 8 years at the Minnesota Historical Society Library.

Her commentary:

- She thanked the board for the funding in the past.
- Her staff includes: Jim Byerly, Pam Gonzalez, Olive Nerem and Qin Tang.

She distributed a handout, which documented the work that the library is accomplishing.

The Mn/DOT's Transportation Library's major customers include:

- City and County engineers
- All of Mn/DOT
- UMN Faculty and Staff
- Members of the public

Marcus Hall asked for a priority of who gets serviced if the library gets busy. Sheila commented Mn/DOT and City and County requests are given priority, however it tends not to be a major problem. Requests come in and we track the requests and responses, and respond accordingly.

Marcus Hall asked if the Library staff lost two positions, why was this not reflected in the budget. The library used to perform other services, such as detailed position papers, etc. The two positions were cataloging positions and other help. Staffing cuts just reduce the activity allocated for the miscellaneous activities of the library.

c. **INV 869 TERRA, FY09**

Budget Request: \$12,500

Julie Skallman distributed three handouts, one related to the funding organizations for Minnesota Pavement research, the TERRA board budget and statement of revenues, and a glossary of research organization acronyms.

Julie commented that the \$12,500 matches Mn/DOT's in kind match. Julie will request this match from Mn/DOT for FY 2009.

Julie Skallman said the TERRA organization has helped MnROAD to think about its future, and to develop an organization of public and private organizations focused on the future of pavement research at MnROAD, and searching for additional research opportunities with other states and Federal research programs.

d. **INV 668 LTAP and INV 998 OPERA Funding – FY09**

LTAP Budget request: \$375,000

\$185,000 Base, (Match of FHWA Funds)

\$5,500 Career Expo.

\$158,500 Mn/DOT Maintenance and CTS, 26,000 expos

OPERA Budget request \$70,000

\$20,000 Administration cost

\$50,000 project costs

Bob Johns and Julie Skallman provided several handouts and brochures which discuss the LTAP and OPERA programs and the projects which have been completed. No FY08 funding for OPERA. No OPERA projects will be funded until FY09 funding is approved.

LTAP continues to be recognized as a high value program for the LRRB.

The OPERA program provides a method of funding for Minnesota Cities and Counties to explore innovative transportation solutions to their needs.

e. **INV 676 MnROAD Funding – FY09**

MnROAD Budget Request: \$560,000

Maureen Jensen handed out a brochure documenting the rebuilding of the MnROAD facility.

In addition to the MnROAD redevelopment, the materials laboratory provides technological transfer of pavement design information to many counties and cities

in Minnesota. The number of hours of technological assistance is not carefully kept track of, however, Minnesota City and County Engineers can attest to the added value the Maplewood Engineers provide to Minnesota.

[#6 from agenda ‘RIC UPDATE’ was included in the RIC budget request discussion.]

f. INV 645 Research Implementation – FY09

RIC Budget Request: \$400,000 for 2 years

Rick West reported on the 2005/2006 LRRB Research Implementation Committee Tasks.

These are further described on RIC Task Status handouts, and demonstrate 2/3 of funds have been programmed and 1/3 remains for future projects.

Several 2007/2008 projects, Rural Safety Synthesis and Seminar/Workshop, and the Street Sweeping Best Practices brochure which was just completed last week, have been very positively received by the Cities and Counties in Minnesota.

Keith Shannon asked: Why SRF is the only consultant listed?

Marcus Hall asked: Why is this a two year program?

Julie Skallman responded that because the board wanted to make sure the funding figure was large enough to get a good response from the consultants, past boards made the program a two year program.

Cory Johnson mentioned three new projects were approved for 2007/2008 program at Monday’s RIC meeting.

1. Pavement Management Best Practice Handbook
2. Guard Rail Replacement Guidelines
3. Maintenance Guidelines for Stormwater Runoff Treatment Systems

7. Pavement Research Institute:

Julie Skallman reported that a PRI meeting will be held on March 11 which will give final direction for the Pavement Research Institute. She will report on the results of this meeting at the June LRRB meeting.

8. Stormwater Roadmap Discussion:

At the December LRRB meeting, Dave Johnson was asked to develop a roadmap for stormwater research performed by the LRRB and point to end products.

Dave Johnson gave a presentation starting with a graphic describing Potential Pavement Products for End Users, shared at the December meeting. He performed the same analysis on the stormwater research efforts to date, describing the meetings and process used in the analysis.

He noted the importance of the stormwater topic - Road Surface Runoff – Impact on the Environment, from the LRRB/RIC Survey as the Number 1 Priority Topic, and additionally 15 of 73 training activities reported in the survey were related to stormwater.

Dave identified the following main themes in stormwater are:

- Construction Erosion Control
- Water Quality Regulations and Permitting
- Water Treatment System Operations
- Water Quality Modeling and Measurements

He provided a list of over 12 stormwater products that were identified from the research, and from a stormwater research steering committee which met in February.

His three recommendations were:

1. Triage and Prioritize Information Topics.
 - a. Scoping of topics
 - b. Information exists (T2) or need development (research)?
 - c. “Bang for Buck” assessment of topics
 - d. Develop research and tech transfer proposals for LRRB consideration
2. Develop Stormwater Handbook for Locals.
 - a. Pattern after erosion control handbooks
 - b. Content from prioritization and triage process (above)
 - c. Explore virtual handbook potential
 - d. Begin population of handbook
3. Hire a Stormwater expert to do this.

DISCUSSION

Rick West said the RIC discussed the topic of porous pavement. However, the technology and several research projects are not ready to implement. They have also taken on the topic of developing guidance for pond maintenance.

Deb Bloom commented that it is her understanding one of the elements of the roadmaps is about the product, the debate is to do the handbook or not. What is the right product to have?

Dave Johnson: Note the training needs - we should look here 15 of 73 are training needs.

Julie Skallman identified that the board agreed with item 1, however, the board did not agree below that point.

Bob Johns commented there is a good body of research, however:

1. What implementation, what tech transfer could we do?
2. What are the priorities?

And suggested the board perform additional synthesis to getting a good understanding of the research.

Julie Skallman reiterated her approval of the approach. However it is her opinion based on the discussion from the board that this project is still at “we need to know which research is needed” not at “we have the answer.”

By consensus, the Board recommended Dave Johnson reconvene the stormwater research steering committee and review findings with this panel and bring recommendations to next summers meeting at the joint RIC/LRRB meeting.

9. Research Program Review

a. Mn/DOT FY09 Research Program

Cory Johnson reported on Mn/DOT’s FY09 Research Program. He distributed a handout of selected research projects. There were 75 proposals & 10 were funded (on green spreadsheet). Because the LRRB and Mn/DOT share the RFP schedule the withdrawn LRRB problem statements will be presented to the board and reviewed at the June meeting for the upcoming RFP cycle.

b. ITS Institute Research Program

Linda Preisen distributed a handout which documents the ITS Institute FY09 research program (federal funding). The institute funded 7 projects and several dedicated programs. Not every funded project on list came from the RFP.

c. Pooled Fund Projects

Cory Johnson gave a handout on the 2008 SPR work program. The SPR program is the FHWA research program which is approved each year through RSS.

10. Strategic Plan Discussion:

Cory Johnson reported that the strategic plan goes through an annual review process. We went through that effort last year and distributed copies at the LRRB Summer Board meeting.

Ken Saffert & Rick West need copies of the Strategic Plan Book.

Deb Bloom does not think that a major update needs to occur. Roadmapping is a technique. Learning if we are turning it into a strategy.

Julie Skallman suggested that Strategic Plan review committee would like to consider performing the review once every 5 years.

Marcus asked if there can be substitute board members appointed. 1 CO and 1 city alternate to vote. Julie said we’d need to look at rules of appointment.

Julie Skallman will work with Cory and others to review and recommend strategic plan changes to be addressed at the LRRB Summer board meeting.

Cory Johnson mentioned that at this meeting we have traditionally developed a plan of focus groups for research needs from the Cities and Counties. Deb Bloom recalls over a couple of years ago, Barb Loida did one at the screening board. Does the board want to develop focus groups or use the problem statements developed last year?

Deb Bloom recommended that RSS bring back last years problem statements to the next board meeting with no additional focus groups, and add additional problem statements that have arrived since the last solicitation. Board action by consensus.

Deb Bloom made a motion to have staff reflect on the board’s strategic vision and report necessary changes at the June board meeting, Bob Johns seconded, Motion passed.

11. Board Financial Actions: Funding Decisions

Julie Skallman reported the new transportation funding bill will result in increased financial support for the LRRB. She reported the LRRB research funding will be increased by the following amount starting in FY09.

FY09 \$250,000
FY10 \$500,000
FY11 \$625,000

**INV 999 Administrative \$249,975 Program Request:
Julie Skallman moves to approve a budget of 249,975; Deb seconds; no discussion motion carried.**

**Inv 745 Library \$60,000 Program Request:
Bob Johns moves to approve a budget of \$60,000 for this program; Rick West seconds, no discussion, motion carried**

**Inv 869 TERRA \$12,500 Program Request
Deb Bloom makes a motion to approve a budget of \$12,500 for this program; Ken Saffert seconds, no discussion, motion carried.**

**INV 668 LTAP \$375,000 Program Request
Deb Bloom makes a motion to approve, Mitch Anderson seconds, Discussion Marcus Hall will be attending student transportation careers day, he wants to make sure the counties have good access to the new graduates, and this activity is not just for consultants. **Motion Carried****

**INV 998 OPERA \$70,000 Program Request
Julie Skallman made a motion to approve a budget of \$70,000 for this program, Rick West seconded.
Friendly amendment raise the budget to \$90,000, Julie Skallman agreed, Rick West seconded, Deb Bloom suggested the board consider letting the LTAP group come back to the board with a request.
Motion Carried: No dissension**

INV 676 MnROAD \$560,000

Bob Johns made a motion to approve \$560,000, Julie Skallman seconds,

Discussion Marcus asked whether the costs should be increasing, Keith Shannon is not concerned at this time, and does not believe additional funds are necessary at this time.

Motion Carried.

INV 645 RIC: \$400,000 for 2 years

Rick West made the motion to approve; Mitch Anderson seconded. Bob Johns commented should we be increasing this amount, Julie Skallman commented that the RIC has come to board in the past to ask for increases for individual projects. **Motion Carried.**

12. Next Steps in Research Development FY10

Cory Johnson said there will be more problem statements for consideration at the summer meeting; a result of the roadmap effort.

Linda Preisen reported knowledge building topics were developed 3 years ago. Is board ok with them since they are 3 years old?

Board approved by consensus, that Linda Preisen is to provide knowledge building handout to RSS for summer meeting.

Round Robin

- Keith Shannon discussed the reconstruction of MnROAD. Metro is taking responsibility for contract management.
- Construction will be done this summer. Open house at MNROAD is July 30th (TERRA also there).

Thumper Pond Meeting:

- Cory Johnson asked for direction with regard to a board field trip for this meeting.
- Marcus Hall recalled how rushed we were the last day of last summers meeting. He does not want the discussions with regard to problem statements to be rushed, because the board has a tour to attend. He does not consider the tour necessary, unless there is something very simple.

Motion to adjourn at 2:30 made by Deb Bloom, seconded by Rick West, motion carried.