

Research Implementation Committee Quarterly Meeting

Monday March 3, 2008
St Cloud DOT, MN
10:00pm-2:00pm

Attendees:

Mark Maloney, Chair, City of Shoreview
Mike Sheehan, Vice Chair, Olmsted County
Gary Danielson, Kandiyohi County
Rick West, Otter Tail County
Tom Colbert, City of Eagan
Rich Sanders, Polk County (via phone conf)
Rick Kjonaas, Mn/DOT, State Aid
Tom Behm, Mn/DOT, State Aid
Cory Johnson, Mn/DOT Research

Jim Grothaus, U of M/CTS
Carole Wiese, Mn/DOT Research
Clark Moe, Mn/DOT Research

Consultants/Presenters:

Mike Marti, SRF Consulting Group, Inc.
Renee Kuehl, SRF Consulting Group
Petra Dewall, Mn/DOT Bridge

Absent, Maureen Jensen, DOT Maplewood

CHAIRMAN'S REPORT

Review Agenda

A request was made to shuffle the order of the afternoon agenda items.

Approve Minutes

September 26 RIC meeting minutes were handed out and reviewed. Motion made and seconded (**Mike Sheehan/Tom Colbert**) to approve meeting minutes. (**Motion Passed**)

Conference Attendance

Mark Maloney mentioned that the [2008 National LTAP Conf](#) is in Breckenridge, Colorado on July 14-17, and, the LRRB has approved 6 Local spots from the RIC. Most RIC members expressed an interest including Gary Danielson, Rick West, Mike Sheehan, Tom Colbert, Mark Maloney and possibly Rich Sanders. Mark to formally solicit their level of interest and send the list to Julie Skallman.

Cory Johnson (for Maureen Jensen) mentioned that there was a "Road Dust Management and Future Needs" Conference in Texas next fall. No RIC members expressed interest at this time, Cory will bring this back to the LRRB.

Schedule Next Meeting

The next RIC meeting will be held on June 26th and 27th with the LRRB at [Thumper Pond](#) in Otter Tail County, Rick West will be hosting. Carole Wiese from RSS will send the RIC the reimbursement and accommodation specifics when they become available.

07/08 Task 8 BRIDGE MANAGEMENT TOOL

Mark Maloney introduced Petra Dewall from the Mn/DOT Bridge Office who assisted State Aid and the RIC with the development of the Tool. Petra provided the RIC with some background re the development of the tool that started years ago; she also demoed the updated tool. Ensuing

discussions included the ability to track dead bridges, timelines of the updates to the warehouse of data, hydraulic reports, layers of data and accessibility. Rick Kjonaas mentioned that the technical issues relating to access should be worked out in a week, and, Petra has offered to do some training.

2005/2006 NON-CONSULTANT CONTRACT TASKS

The scope of services for the following tasks was provided.

Task 15 – BP Managing Roadside Vegetation Manual

Rick West provided the following update:

- Spoke w/John McDonald, draft document is out for review, he expects that there will be a hard copy version for the RIC to approve by the June meeting.
- Seeds appear to be an issue to keep an eye on.

Task 16 – Cadastral & R/W Data Sharing Tool – Pilot Project

Rick Kjonaas provided the following update:

- Tool development in addition to D4 participation should be wrapping up by June.
- Mn/DOT OLM and D4 Locals impressed with the progress and usefulness of the Tool.

There was some discussion about the possibly expanding the tool to incorporate other types of information to share, or, push this tool out to a wider audience. General consensus of the RIC was to push it out further rather than add more functionality. Clark will work with the TAP to look into the possibility of this.

Crash Tool II/III

Mike Sheehan and Rick West commented that Crash Tool II has allowed for better communication between Local Transportation Agencies and the Sheriff Dept's. Rick Kjonaas mentioned he is working with Cheri Marti at DPS to encourage them to purchase data collection devices. Rick K also mentioned that Mark Vizecky from State Aid is working Crash Tool III through MCEA's Safety Committee, no RIC involvement needed at this time.

ITS Deployment Program For Local Agencies

Rick Kjonaas commented that the first round of project solicitation has been completed, and, eight responses were received. Patti Loken and State Aid will narrow down the list to 3-4 projects. Some discussion was held relating to other states struggles w/implementing ITS technologies in rural areas, biggest barriers appear to be associated with the terminology and understanding of the benefits. General consensus of the RIC was for State Aid to continue pursuing this effort.

BUDGET UPDATE

Mark Maloney provided a handout outlining the 2007/2008 RIC Budget, Some discussion was held about selecting projects for the remaining 82k. Some suggestions by the RIC included: Crash Tool III, if it will help push it along; expansion of the Cadastral project beyond D4; Bridge Maintenance planning; update of TP40 if it will help move it along, Clark will do some follow up on these suggestions and bring back to the June meeting.

2009/2010 BUDGET CYCLE

Cory Johnson & Rick West commented that the LRRB approved the 2009/2010 RIC funding request (2 yr/400k) at their March mtg. Some discussion was held about the contracting methods to be used for the 09/10 RIC Program, the RIC overwhelmingly agreed to follow the same format as 07/08 in that 2/3rds of the funding be dedicated to a consultant contract with predetermined tasks that will go out for RFP, and, 1/3rd of the budget be reserved for tasks that present themselves during the 2 years. Clark to send the

RIC a list of completed LRRB projects, topics resulting from the Research and Innovation Roadmap efforts, and, previous shelf lists for the RIC to provide comments/suggestions for tasks. These results will be brought to the June LRRB/RIC meeting for discussion.

2007-2008 SRF CONSULTANT

Mike Marti and Renae Kuehl led a discussion reporting the status of each active task which was also summarized on the Quarterly Report SRF submitted to the RIC. Following is a brief summary:

Task 2: Innovative Contracting

- TAP meeting held January 14th; meeting focused on review of Contracting 101, force accounts and best value contracting:
 - Draft "Contracting 101" written and reviewed by the TAP, TAP brainstormed a list of additional questions. Document will be re-formatted to include pre- and post-award sections.
 - Draft Force Accounts summary written and reviewed by TAP. Summary updated based on comments received from TAP via email. It was suggested at the RIC meeting that this summary include a discussion of the new agreement regarding Federal aid projects (via a discussion within District 3). Rick Kjonaas will assist SRF with getting this information. SRF will contact Lynnette Roshell, Kelvin Howieson and/or Kevin Kliethermes
 - Draft Best Value summary written and reviewed by TAP. This will be reformatted into the LRRB's "Transportation Research Synthesis" report format.
 - Draft Bidder Qualifications summary written and reviewed by TAP. TAP decided this should be a brief synopsis rather than a "how to" like other IC methods.
- Presentation developed and delivered to annual conferences of the City Engineers (1/31) and County Engineers (1/24).
- Currently there are discussions occurring at the Legislation session to change wording in last year's bill regarding best value contracting.
- Next TAP meeting is scheduled for Monday, March 31st, 9:00-11:00am at SRF.
- SRF to submit a summary report of task progress to Tom Behm for half payment.

Task 3: Rural Safety Workshop

- All workshops have been scheduled, rooms confirmed and several announcements have been sent (via State Aid). Copy of the announcement distributed to all RIC members.
- PowerPoint and workshop materials have been drafted and are being used/updated as the workshops are delivered. Copy of workshop handout distributed to all RIC members.
- Registrations are as follows (as of 3/11/08 **bold=completed**):
 - **Wednesday, February 20: Mankato – 18 participants**
 - **Thursday, February 21: Rochester - 18 participants**
 - **Wednesday, February 27: Willmar - 11 participants**
 - **Thursday, February 28: Baxter - 20 participants**
 - **Wednesday, March 5: Detroit Lakes – 11 participants**
 - **Friday, March 7: Bemidji – 12 participants**
 - Wednesday, March 26: Metro – 31 registrations
 - Thursday, March 27: Duluth – 11 registrations
 - Total as of 3/11/08 = 132
- Room capacity for the Metro workshop (Arden Hills) is limited to 32; currently there are 31 registrants and a month left until workshop takes place. RIC gave SRF direction to look into a bigger venue, possibly at Hennepin County Public Works facility in Medina.

[As of meeting, use of the Hennepin County Public Works facility in Medina has been solidified. Registrants will be notified of change of venue]

- SRF provided an update on workshop progress, feedback so far has been very positive. Distributed handout with workshop evaluation summaries from the first 4 workshops to all RIC members.
- There have been several requests for electronic copies of the workshop handout from workshop participants. SRF will create a PDF of the handout and distribute to all participants. The LRRB will also post the PDF of this handout on their website. SRF to submit a copy of the PDF to the LRRB once workshops are complete (end of March).
- Discussed the future of this workshop: Will the LRRB continue to promote? Is there an opportunity to offer this workshop through LTAP? Is there merit to offer it to Townships? Are maintenance workers a better audience? Should this be submitted to TRB? These ideas will be discussed further at the next RIC meeting.
- Presentation materials are being prepared for a 45-minute concurrent session at the ATTSA Conference on March 18th in Fargo, ND. Mike Marti and Rick West will be the presenters.

Task 4: Pavement Rehabilitation

- TAP meeting held on 2/13/08, reviewed Modules 1, 2 and 3. Edits/updates from the TAP are currently being incorporated into the modules. The current workshop outline is documented in the 3/3/08 quarterly report.
- Working sessions were held 2/26/08 and 3/5/08 between SRF, Dave Rettner and Dan Wegman; another is scheduled for 3/14/08.
- A few example slides from the PowerPoint were presented to the RIC.
- Next TAP meeting scheduled for Wednesday, April 2nd, 10am-2pm at the SRF Corporate Office.

Task 5: Evaluation of LRRB Research Projects

- SRF developed work plans for four subjects, as directed by the RIC at the 12/17/07 meeting:
 - Asphalt Pavement Design
 - Maintenance of Storm Water Retention Ponds
 - Guardrails
 - Porous Pavements
- The next phase of this task is to have the RIC review each of the four work plans, decide which three to move forward with, assign task chairs, get recommendations for TAP members and schedule first TAP meetings. Work plans for the four topics were distributed to all RIC members. Please reference the work plans for more detail on each topic.
 - Pavement Management Best Practice
 - Task deliverable will include a workshop, brochure and report.
 - Could use Street Sweeping task “resource” format for the report.
 - RIC voted to move forward with this task. (see motion at end of task summary)
 - TAP Chair – Rich Sanders
 - Suggested TAP members – Brad Wentz (Becker County), Gordy Bergstrom (State Aid), Erland Lukanen (Mn/DOT Pavement Preservation Engineer), Dave Janisch (Mn/DOT Pavement Management Engineer), Tom Struve (Eagan), Ken Saffert (Mankato and new LRRB member).
 - Maintenance Guidelines for Storm Water Runoff Treatment Systems

- Task deliverable will be a “toolbox” that will synthesize research, summarize BMP’s and develop recommended maintenance procedures for existing facilities. Deliverable will be posted on the LRRB website as a PDF.
 - This task could continue through LTAP or the next LRRB contract as a workshop. Should look into presenting this topic at the Fall MPWA pre-conference workshop as a first step towards a workshop.
 - RIC voted to move forward with this task. (See motion at end of task summary)
 - TAP Chair – Mark Maloney
 - Suggested TAP members – Local construction company, Twin Cities Watershed representative and Sheri Buss (SEH and MPWA Committee).
 - Guardrail Replacement Guidelines
 - Task deliverable will be an update of an earlier RIS including a set of guardrail replacement guidelines based on State and Federal Standards. Deliverable will be posted on the LRRB website as a PDF.
 - Discussed that this is a good time for this task because of recent changes (lowering from 750 to 400) in AADT requiring guardrails.
 - RIC voted to move forward with this task. (See motion at end of task summary)
 - TAP Chair – Gary Danielson
 - Suggested TAP members – Paul Stine and Darin Mielke
 - Porous Pavements
 - Task deliverable would be an online document that synthesizes technical (versus industry) information on porous pavements.
 - Discussed that there doesn’t seem to be enough performance information out there to complete this task.
 - Most porous pavements in Minnesota are in parking lots, very few locations that have porous pavement on roadways.
 - MnROAD has recently installed a few sections of porous pavements but no information is available yet.
 - RIC voted to NOT move forward with this task at this time due to lack of information on the topic. However, this will be considered in the future when more research has been completed.
- Clark Moe mentioned an additional task to consider: sign retro-reflectivity. Task would focus on helping local agencies update their sign retro-reflectivity by the federal deadline of 2012. While this is a worthwhile topic, the RIC members decided there is time to look at this topic in the future and could possibly be considered as a task for the next contract.
- ***M/S/C: To approve SRF to move forward with refining the scope and budget for the Pavement Management Best Practices, Maintenance Guidelines for Storm water Runoff Treatment Systems and Guardrail Replacement Guidelines tasks. (Cory Johnson motioned, Gary Danielson seconded). Motion passed as approved.***
- SRF to draft an email to solicit interest in the new tasks and send to Rick Kjonaas to send to all cities and counties.
- SRF will schedule first TAP meetings to develop scope and budget for all three tasks by the end of March (if TAP member schedules allow)

Task 6: Street Sweeping Best Practices

- TAP meeting on 1/18/08, re-finalized “Types of Sweepers” and “Reasons for Sweeping”. Reviewed and edited “Sweeping and Roadway Function” and “BMP Overview”.
- TAP meeting on 2/29/08, finalized all sheets/documents. Upon completion of some minor edits TAP approved deliverable as final.
- Final version (minus some minor edits) of the final deliverable entitled “Resource for Implementing a Street Sweeping Best Practice” was distributed to all RIC members.
- Task chair Tom Colbert gave summary of TAP task process and the challenges that were encountered. Held seven meeting but ended up with a great product.
- ***M/S/C: To approve the “Resource for Implementing a Street Sweeping Best Practice” as final. (Mike Sheehan motioned, Rick West seconded). Motion passed as approved.***

Roundabout DVD

- The actor’s agent from the Roundabout DVD is requesting more money due to the use of this DVD on cable TV. It is unknown how much more money is being requested, but it is expected to be approximately \$500-\$750.
- There was a miscommunication on the possible uses of this DVD which needs to be addressed in future DVDs.
- The RIC directed SRF to discuss/negotiate the additional charges through their subcontractor (Greer and Associates) and pay the difference to the actor through the LRRB contract budget.