

**\*\*DRAFT\*\***

**10/23/2009**

**LOCAL ROAD RESEARCH BOARD  
FALL MEETING**

September 24, 2009

Minnesota State University, Mankato

LRRB Members Present:

Deb Bloom, City of Roseville  
Rick West, Otter Tail County  
Sue Miller, Freeborn County  
Linda Taylor, Mn/DOT RSS

Mitch Anderson, Stearns County  
Steve Koehler, City of New Ulm  
Julie Skallman, Mn/DOT State Aid  
Bruce Hasbargen, Lake of the Woods County

Others Present:

Cory Johnson, Research Services, Mn/DOT  
Ann McLellan, Research Services, Mn/DOT  
Sandy McCully, Research Services, Mn/DOT  
Maureen Jensen, Office of Materials, Mn/DOT  
Linda Preisen, CTS, U of M  
Jay Krafthefer, Land Management, Mn/DOT, presenter  
John Hoshal, Dept. of Administration, MnGeo, presenter  
Jim Wilde, Minnesota State University, Mankato, welcome  
Aaron Budge, Minnesota State University, Mankato, tour guide  
Ken Saffert, former member, visiting

Members Absent: Keith Shannon, Mn/DOT 's Office of Materials,; Robert Johns, CTS

**Chairman's Report:**

- a. Welcome and Purpose of Meeting – by Chair, Deb Bloom
- b. Reviewed and approved agenda
- c. Approved minutes from June 2009 LRRB meeting.  
**MOTION** West, 2<sup>nd</sup> Bloom, minutes approved.
- d. Will review progress on Action Items from previous meeting minutes as we go.
- e. Presented a plaque of appreciation to Bob Johns who is leaving CTS after 20 years with LRRB. Laurie McGinnis will be acting Director through June 30<sup>th</sup>. Official search to fill Bob's position won't start until after Christmas. Laurie McGinnis invited to future LRRB meetings until new Director is appointed. Presented a plaque of appreciation to Ann McLellan who is leaving RSS for Dept. of Education on Oct. 7<sup>th</sup>, after 8 years with RSS/LRRB.

**ACTION ITEM:** The Commissioner welcome letter is being sent to Laurie.

**Administration:**

- a. Reviewed 2009 & 2010 LRRB meeting dates and location. November meeting will be held at Stearns County Public Works Bldg. The June meeting is currently in the bidding process.
- b. LRRB Program Financial Update  
Ann McLellan talked about highlights from budget spreadsheet. The green text items are newly completed, and will be deleted for the next budget. Added to the spreadsheet, implementation

and research categories per last meeting. 2009-2011 INV 645 (Research Implementation Committee contract with SRF) monies separated by fiscal year.

Budget is back on track! It is at \$555,665 for FY11. Steve asked for background as to why we were off track. Went from calendar year to fiscal year. Took one year off funding research to help catch up.

**ACTION ITEM:** Send any changes to Ann by Oct. 3<sup>rd</sup>.

FY09, INV 999 (Program Administration) has \$210 left. Excellent planning.

FY10, INV 999 – Supplies & materials are over budget due to printing of Annual Report.

Discussion was held regarding future Annual Reports. Sue Miller received 4 copies. Possible cause is this was distributed in two cycles. It is a great tool and should keep doing it. Possibly only publish pieces of Annual Report, i.e. At-A-Glance. Could publish full report every two years with the At-A-Glance every year. Next Annual Report is currently under development. Kick off is set for October. Board said not to adjust FY10 INV 999 budget at this point.

**ACTION ITEM:** Disseminate in one batch, not two separate cycles and clean up client database.

**ACTION ITEM:** Send reminder with November meeting notice for members to bring their Annual Reports to review and make decision on distribution cycle and information to include.

c. Conference Reports

- National LTAP – given by Bruce Hasbargen. There were seven attendees.
- National Rural ITS Conference – given by Sue Miller and Rick West. Their written report was done in collaboration with other attendee, Jon Jackels from Mn/DOT who also attended.
- TRB Conference - Julie Skallman, first choice for LRRB attendees should be those who haven't gone before. Mel Oden and Gary Danielson will be attending, representing RIC. If another spot is available, Mike Sheehan should attend as he is on the Low Volume Road Committee. Other new member, Steve Koehler will check his calendar. Not sure if he can attend this year but will block his calendar for 2011. Linda and Cory will be attending from RSS. Maureen will be attending for Keith Shannon. Mn/DOT Lab attendees include: Tom Burnham, Derrick Dasenbrock, Matthew Lebens, Jim McGraw and Ryan Rohne.

**ACTION ITEM:** Linda will recommend 3<sup>rd</sup> person from RSS.

Reminder to have your OST form completed prior to airline reservation which must be made through Aeronautics. When registering online, you are with state DOT but can submit your regular address. Hotel of choice for TRB is the Omni.

**ACTION ITEM:** Carole Wiese will send out approved OST forms to attendees.

- Conference Discussion:
  - Keith Shannon requested that the International Conference on Sustainable Concrete Pavements, Sept. 15-17, 2010 in Sacramento, CA be added to LRRB conference list. (1 LRRB member, 1 Mn/DOT staff). If LRRB member cannot attend, Maureen would like to send someone from her office. Discussion when we last funded for a concrete conference.

**ACTION ITEM:** Linda Taylor will bring past conference list to March meeting for historical discussion.

- Linda Taylor suggested that the Mid-Continental Transportation Symposium be added to LRRB Conference list.

**ACTION ITEM:** Linda will send symposium agenda to Julie for review & follow up discussion at March meeting.

- Rick West stated the RIC discussed sending more to TRB. National LTAP is more focused for RIC, but if member attends TRB, should not also attend Nat'l LTAP.
- Laurie may need LRRB or RSS spot to attend TRB this year.

**ACTION ITEM:** Linda Preisen will check with Laurie and get back to the board.

**MOTION** made by Miller, 2<sup>nd</sup> Anderson, to approve all trips as listed on the sheet, except Sept. 2010 International Conference on Sustainable Concrete pending further discussion.

- Linda Taylor discussed the TRB Pilot Workshop (NCHRP Rpt 610). Minnesota was chosen as one of the two states to host this. We are bundling it with Peer Exchange. About 8 RAC reps from around the country will be in attendance. Date is Nov. 2-4 at Arden Hills. No one from the board is available to attend.

=== BREAK ===

### **FY 2011 RFP Progress:**

Cory said this process is ongoing, we are on schedule and you can refer to the calendar in the book. We have received CTS intent for proposals. LRRB and Mn/DOT chose 27 on July 27<sup>th</sup>. MnSCU picked up all but three and we sent those three to the other universities.

Oct. 12 – should have all proposals back.

Oct. 19 – LRRB members will receive a stack for review, will be more than 27.

We've added 4 needs statements and have updated the websites.

Got multiple responses to some problem statements. Jan Lucke from CTS will look into PI's to coordinate.

ITS institute will be a funding source within the RFP. It's a two phase process, goes to ITS Institute board. Deb Bloom sits on this board.

### **Knowledge Building Focus Groups:**

Linda Preisen went over the handouts, eleven one-page summaries which give background and research opportunities. Not all one topic area. Linda gave an overview of the July 8<sup>th</sup> workshop. March LRRB meeting is where we did the brainstorming and collected ideas. Those ideas were grouped prior to the workshop. There was a great turnout for KB Focus Groups with 17 attendees from city, county, and Mn/DOT, and 15 from U of M. Linda thanked Julie for getting the invitations out and setup up the purpose of the workshop.

RFP went out Aug. 4<sup>th</sup>. We may get proposals on these we may not. They may get funding, may not. But they are great for discussions and have great value.

**ACTION ITEM:** Sandy will post the eleven summaries on the web under the strategic plan area and send out email with link. Linda Preisen will assist with the opening paragraph to explain.

### **LRRB RIC Program Status:**

Rick West gave overview of RIC meeting held in St. Cloud on Sept. 11<sup>th</sup>. Highlights:

- The GLO project. Solicited comments from six folks (Ottertail, McLoed and Meeker counties) and all comments were supportive to converting the records from paper to digital.

- Mark Vizecky from State Aid presented on local agency sign reduction (new retroreflectivity requirements). Need to research and come up with a policy, manual or guidelines on removal of signs. RIC recommended funding the project on sign effectiveness for \$20,000. Mark worked with Jim G. for LTAP/CTS coordination and funding.
- Pavement Design 301, asphalt and concrete design criteria. Okay to put on chart but need to work with the industries.
- Consultant Tasks are underway. Going well, just some timing issues they are working through. Some cushion on funds.

### **Project Updates:**

- **TERRA Research Committee Update** – slide presentation given by Maureen Jensen. TERRA has expanded by four new members: ND, NY, WI and American Traffic Association Northland Chapter. TERRA will become a good resource for LRRB. They received 28 research ideas and last year only received three. They are being evaluated. Innovative Series held in Michigan. They are getting information out via E-News, factsheets, etc. List of active TERRA projects is in the books. Julie took some of these factsheets to Russia. They were very interested and even have someone converting them from English to Russian. All TAP's meet at least once per year.

- **Implements of Husbandry** – update given by Maureen Jensen. [A 3-page handout](#) is in the books.

The Board felt that we need to present interim findings to the Legislature. The handout is more background but can be modified to include findings for Legislative session. We should create this even if Legislature doesn't request it. Can be used at city council meetings, etc.

Sue Miller also stated the information would be timely when cities and counties are discussing waste haulers. The aggregate tax was revoked in two counties.

**ACTION ITEM:** Julie will follow up since she was not aware of the change of focus.

Addition to Agenda: Maureen is in the process of planning for the Pavement Conference on February 11<sup>th</sup>. They plan to bring TERRA in, asking for topic ideas. Rick West mentioned 301 Design chart for a presentation. Lets folks know its coming. Someone has heard city/county folks wanting more information on gravel roads, aggregate shoulders, etc. Sue Miller suggested we look at our list of completed projects. Suggested INV 773, Shredded Tires Used for Road Bases. Maureen will talk to PI. Suggested INV 858, Crack and Concrete Deck Sealant Performance since an implementation projects was launched from the bridge office. Could be premature, possibly save for conference in 2011. Suggested double chip seal or dust control.

Cory asked a question about coordinating and funding TERRA projects with the LRRB proposals process. Maureen stated that a list of problem statements came in. Should they go in with the 27+ proposals? Need to look into funding coordination. Should go on a case-by-case basis.

**ACTION ITEM:** Maureen to work with Linda Taylor to set up a meeting to flush out options and move forward.

**ACTION ITEM:** Maureen will provide a list of PS generated from TERRA.

- **CMS Signs Project** – given by Cory Johnson. Implementation efforts began last May to FHWA for funding. Nothing exists in the Department. Once scoping, maybe not only

DOT. County uses signs for other reasons. Does LRRB want TAP members, give funding, etc.? No contractor assigned yet, it's early. Discussion that this is more urban, Hennepin County Traffic Engineer. Linda suggested go to IT group. Contact larger counties and cities.

=== LUNCH ===

### Project Updates (con't):

- **Traffic Generator:** Partnered today's LRRB meeting with this TAP meeting and met early today. This project is moving forward, but not quick enough. Advanced tasks ahead and consolidated some. Good TAP involved. There is an ongoing SW Wind group involved. Possible statewide public utility commission rules (Apply for permit.) Local control, road stay protected. Possibly present at Pavement Conference.
- **Subsurface Drainage Manual Follow Up:** Final document was too large. Deb commented that it is on the web and folks can print whatever pieces they need. Discussed possibility of creating a Field Guide, Brochure and Training Module. Other option discussed was one-page info sheet and training for technicians. LRRB does support training, possibly through the RIC. Discussion that Road Scholar would be a good idea, don't develop at certification. The Public Engineers Technology Conference was mentioned. Bring back to RIC and then to LTAP.  
**ACTION ITEM:** Linda Preisen will summarize feedback and send to Jim Grothaus, Alan Rindels, Cory and Sandy.

### GO GLO - Presentation given by Jay Krafthefer and John Hoshal

Jay is with Mn/DOT, Office of Land Management, and John is with Dept. of Admin, MN Geospatial Information Officer. Title on the slide: Preserving Minnesota's Original Public Land Survey Field Notes & Plats. This is a collaborative Effort with: Office of the Secretary of State, Mn/DOT, MN Historical Society, MN Association of County Surveyors and MnGeo.

A multi-agency effort to scan and preserve 3,600 plat maps from the General Land Office (GLO) Public Land Survey was completed in 2004/2005. Maps were scanned in color, at a very high resolution and can be downloaded in PDF format at: [www.lmic.state.mn.us/chouse/GLO](http://www.lmic.state.mn.us/chouse/GLO) Since 2004, this website has about 5,000 hits a month, steadily increasing. Each county recorder in MN received the digital maps on DVD in March of 2008 and were asked to share with their county surveyors.

Now the need is to do the same for the field notes, contained in 758 volumes totaling nearly 250,000 pages. A pilot study was conducted in 2007 where they scanned and indexed the field notes for four counties and sample townships. This pilot helped determine potential costs to complete Minnesota. For more information on the pilot, see:

<http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=288>

They listed the benefits to LRRB as:

- Helps meet legal requirements
- Greater self-service
- More effective results/less time
- Reduced costs
- Valuable records preserved
- LRRB support helps raise awareness

The expenditure is significant (estimated \$500,000 or more) which breaks down to \$207 per township, \$5.75 per square mile, or \$2 a page. MN Representatives and the Secretary of State are helping to secure funding. Currently working with the MN Historical Society for dollars.

Discussion: We clearly have innovation here. Possibly the RIC for some minimal funding. Julie recommended that they should apply for Mn/DOT's pot of innovation dollars. Should have a booth and possible presentation at the January City and County Conferences. **ACTION ITEM:** Deb Bloom with craft a letter of support and send to Jay Krafthefer & John Hoshal. No financial support at this time. **MOTION** made by Miller, 2<sup>nd</sup> West.

- **LRRB Website Sub Committee Update**

This committee met last night and minutes are attached. The purpose is to plan the future of the LRRB website. Next RFP will need to be finalized by September 2011.

**MOTION** by Skallman for the board to authorize the Outreach Website Subcommittee to award a contract up to \$20,000 (10K/year for next 2 years), 2<sup>nd</sup> West. Next meeting is Monday, November 16, 10:00 -1:00 (lunch will be provided) at the Stearns County Public Works building.

**ACTION ITEM:** Sandy will send out an email appointment/reminder of this meeting.

**Potential Research Projects:**

- **LRRB Research Projects from TRIG submittal**

Cory apologized that these two projects got missed and should have been brought up at the June meeting. Do we want to find proposals or put back on the list?

- **Deploy a Tool for the Design of Effective Sediment Control Strategies**

Mn/DOT's Office of Environmental Services asked for this and was suggested in RSS evaluations. Board feels there are proprietary concerns, heard it once, not a priority. Don't bring it back.

- **Use of Warm Mix Asphalt (WMA) for Urban Mill & Fill Project**

Crow Wing county interested in doing a test site, as king \$200,000. Board feels this county has done warm mix before; saves company money. Board is not interested.

- **46<sup>th</sup> Street Pilot Lighting Project**

This problem statement came in after the deadline so board does not want a proposal. They should apply for OPERA funds. If there is a research component, build it first and the board will hear proposal for research in the next cycle.

**Outreach Update given by Julie:**

The LRRB has 15 minutes at the upcoming city conference and 30 minutes at the county engineer conference, both held in January.

**ACTION ITEM:** *Deb Bloom* will present at the city conference, possibly on INV 852 Subsurface Manual/Training, or INV 876 Preventative Maint. For Recreational Trails, INV 861 BMP of Hot Mix Asphalt, or INV 830 Roadway Subsurface Drainage.

**ACTION ITEM:** *Bruce Hasbargen* will present at the county conference for 5 minutes on what the LRRB is about and another 10-20 minutes on possibly Foamed Asphalt and/or BP Generators; *Sue Miller* will present about 5 minutes on INV 870 Alternative Culvert Installation; *Rick West* will present on Pavement 301.

**ACTION ITEM:** Sandy will work with SRF to create an exhibit foam board on Pavement 301.

Rick West will not be speaking at ATSO. LRRB should have a booth at TZD in 2010.

**Discussions and Closing Remarks:**

**ACTION ITEM:** Send their expense reports to Carole Wiese in Ann's absence and remember to include your MapQuest map for mileage reimbursement.

Maureen shared that Eil Kwon is asking us for input for what qualities to look for in hiring at the Research facility in Duluth. Comment was made that there are gaps in the curriculum to assist locals.

**MOTION** by Anderson to adjourn and Miller seconded it and the motion passed. Meeting was **adjourned at 2:30.**

Tour of Mankato Research Facility – given by Aaron Budge