

Minutes

Research Advisory Committee, Region 4 Meeting

Thursday, February 16, 2017

3:00 p.m. (MT)

WebEx Teleconference

Roll Call

Present	Name	Organization
	Keith Platte	AASHTO
	Maina Tran	TRB
	Carolyn Morehouse	Alaska DOT
	Anne Ellis	Arizona DOT
X	Dianne Kresich	Arizona DOT
	Jim Appleton	California DOT
X	Pete Zaniewski	California DOT
X	Joe Horton – Chair	California DOT
	Aziz Khan	Colorado DOT
X	Amanullah Mommandi	Colorado DOT
	Mary Huie	FHWA
	Wayne Kawahara	Hawaii DOT
X	Ned Parrish	Idaho TD
X	Sue Sillick	Montana DOT
	Mostafa Jamshidi	Nebraska DOR
X	Ken Chambers – Vice Chair	Nevada DOT
	Randall Soderquist	New Mexico DOT
	David Hadwiger	New Mexico DOT
X	Ray Chavez	New Mexico DOT
	Ron Horner	North Dakota DOT
	Clayton Schumaker	North Dakota DOT
	Gary Hook	Oklahoma DOT
X	Teresa Stephens - Secretary	Oklahoma DOT
	Bryan Cooper	Oklahoma DOT
	David Ooten	Oklahoma DOT
X	Michael Bufalino	Oregon DOT
	Darin Hodges	South Dakota DOT
X	Dave Huft	South Dakota DOT
	Sonya Badgley	Texas DOT
	Patti Dathe	Texas DOT
	Joe Adams	Texas DOT
X	Rocio Perez	Texas DOT
	Kevin Pete	Texas DOT
X	Wade Odell	Texas DOT
	Cameron Kergaye	Utah DOT
X	David Stevens	Utah DOT
X	Rhonda Brooks	Washington DOT
	Tim McDowell	Wyoming DOT
X	Enid White	Wyoming DOT

Ask for reviewers for minutes

Wade Odell and Rocio Perez – thank you!

Discuss RAC Leadership Call

AASHTO Report

None

TRB Wrap Up

Over 13,000 people in attendance made the 2017 Annual TRB meeting the largest ever.

FHWA

Everything is on hold until the newly confirmed Secretary of Transportation is settled.

Pooled Fund Training

Contact David Pamplin for inclusion in the next event.

HVR Projects

These projects shall be entered into the database. Due date is March 31st.

Maina Tran leaving TRB

Maina Tran is leaving TRB to explore new opportunities with her family in Seattle, Washington. She has done an outstanding job during the time she's been here, and we are all sorry to see her go.

Natassja Linzau is coming back to take the position. Most of you have had the pleasure of working with Natassja, and I know she will continue that high level of customer service that you have come to expect.

The transition will be taking place during the month of March, and you will no doubt be hearing from each of them directly in the coming weeks. –email message from C. Hedges

TKN Task Force

Task Force has no chair at this time and existence is in limbo because it's not identified with a RAC need. Enid White mentioned the library involvement and its benefit.

Registration for KY

Prompt registration was encouraged.

PM&Q Task Force

Prompt survey response was requested.

NCHRP Problem Statements

The Chairman expressed gratitude for those who have already responded and the results will be passed on to the SCOR members that are part of Region 4.

Please email your final choices to TRB via Lori Sundstrom or Chris Hedges.

Comments regarding RAC meeting at TRB Annual Meeting

The format at the 2017 emerged as the preferred setting.

PM&Q Survey

Previously mentioned in Leadership call comments.

HVR Process

Utah DOT -

Cameron Kergaye will compile HVR projects for Region 4. Thank you, Cameron!!!

Nominations

Submit projects to Joe Horton or Ken Chambers by 3.31.2017.

Discussion topic for today - project tracking

Caltrans and WashDOT developed a pooled fund study with a web-based research/project management database as the desired outcome. Study was led by Leni Oman of WashDOT. Project is ongoing with a trend away from FileMaker Pro software and hoping for a Microsoft based product, but that is open to discussion. Montana and Wyoming are interested in receiving additional information about this pooled fund. Perhaps Leni could provide an update at the Summer RAC meeting. Ms. Brooks (WA) inquired of the need and relevance to RAC. Answer relates to the need for development of a high level database with high risk projects noted. Mr. Huft (SD) stated a weakness of inability to tie into the agency's financial system. Mr. Bufalino (OR) notes that one system will likely not work for everyone. Architecture with options to choose for individual programs would be more desirable. Mr. Horton informed the attendees that a contract has been awarded with a Beta version release coming soon. Caltrans will watch and see what outcomes are realized. Project reference is TPF-5(181). Progress monitoring is seeking interested parties.

Colorado DOT utilizes a spreadsheet for project tracking. This spreadsheet is used at staff meetings and discussions with higher level officials within the department. Cooperative Research Program projects are tracked separately. The CDOT Research Office has four managers that update the report status from kickoff to final presentation. The spreadsheet is accessible to the Research Office only.

Utah DOT maintains a spreadsheet that is accessible to staff outside of the Research Office.

Idaho DOT began using ProjectWise for tracking projects. Project folders were created with standard content related information such as literature review, a budget tracking spreadsheet, copies of invoices, meeting minutes, list of deliverables and implementation notes. This information is available to DOT staff members outside of the Research Office through a "check out/check in" method.

TxDOT handles their project tracking through the use of SharePoint Files with similar folders/files as Idaho. Coordination exists between managers through checking budgets, deliverables acceptance, specifications, spending rates and accounting. Report generation is difficult, however.

Nevada DOT shared a spreadsheet example (attached to these minutes) with the meeting as a small scale reference tool that has access to a lot of information but keeps research information simple because a lot of irrelevant information may be burdensome.

Wrap-up and next meeting

It was noted that an AASHTO committee has concerns regarding projects with NCHRP support funding. - Topic for future discussion by email

Chair to send calendar update/notice for frequency and next meeting.

Next scheduled meeting April 20, 2017

Tracking sheet used for Nevada projects

A	B	C	D	E	F	G	H	I	J	K
Agreement Number	Agreement Title	Second Party	Amount	Execution Date	Expiration Date	Champion(s)	Principal Investigator	Number of Amendment	Closing Document	Notes
557-14-803	Development and Calibration of Regional Dynamic Transportation Assignment Models for the Estimation of Traffic Performance Measures in Nevada	UNR	\$220,452.00	1/28/2015	3/31/2017	Hoang Hong	Zong Tian	0	No	
048-15-803	Development and Implementation of a Statewide Pilot Project for Standardized Traffic Incident Management Performance Measurement and Reporting in Nevada	AEM NV Corporation	\$149,875.00	4/17/2015	8/31/2016	Seth Daniels	Kelley Pecheux	0	No	Submitted closing form and audit request
053-15-803	Assessing the Influence of Driver, Vehicle, Roadway and Environmental Factors on Pedestrian Turning Traffic Crashes at Intersections	UNR	\$81,172.00	3/2/2015	1/18/2016	Ken Mammen	Hao Xu	0	Yes	Closing form complete; submitted audit request
054-15-803	Assessing the Influence of Driver, Vehicle, Roadway, and Environmental Factors on Pedestrian Turning Traffic Crashes at Intersections	UNLV	\$18,747.00	2/20/2015	1/18/2016	Ken Mammen	Harry Teng	0	Yes	Closing form complete; submitted audit request
450-15-803	Maintenance Division Support System: Phase 3	UNR	\$200,016.00	9/30/2015	8/31/2017	Denise Inda, Mylinh Lidder	Eric Wang, Jeffrey LaCombe	0	No	
542-15-803	Local Technical Assistance Program (LTAP)	TMCC	\$600,000.00	10/1/2015	10/31/2017	NA	NA	0	No	
643-15-803	Development of Mix Design and Structural Design Procedures for Cold In-Place Recycling	UNR	\$150,136.00	3/9/2016	6/30/2018		Peter Sebaaly	0	No	