

## Meeting Minutes

<b>Date</b>	January 12, 2014	<b>Time</b>	3:30 pm (Eastern)
<b>Facilitator</b>	Amy Schutzbach	<b>Secretary</b>	Michael Townley
<b>Subject</b>	RAC Region 3 Meeting at TRB Annual Meeting - Washington, D.C.		
<b>Attendees</b>	<p>Member states attending:</p> <p>Illinois – Amy Schutzbach, Megan Swanson (phone)</p> <p>Indiana – Tommy Nantung</p> <p>Iowa – Peggi Knight, Linda Narigon</p> <p>Kansas – Rod Montney, Richard Kreider (phone)</p> <p>Michigan – Michael Townley</p> <p>Minnesota – Linda Taylor, Hafiz Munir</p> <p>Missouri – Bill Stone, Jennifer Harper (phone)</p> <p>Ohio – Cynthia Gerst</p> <p>Wisconsin – Daniel Yeh, Diane Gurtner, Jacqueline Kamin (phone)</p> <p>Others attending:</p> <p>Jack Jernigan FHWA</p> <p>Leslie Wray FHWA</p>		

<b>Key Points Discussed</b>		
<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
1.	<b>Review agenda / roll call</b>	Agenda approved. Roll call attendance marked above.
2.	<b>Review previous meeting minutes</b>	A motion to approve the minutes was made and seconded. Motion carried.
3.	<b>Review action items from March meeting</b>	<p>Action items were reviewed.</p> <p>The TRB visit requirement was reviewed. TRB representatives will soon be receiving a survey regarding the visit. The survey will ask the TRB representative if they will have a state visit this year. Member states are required to have a visit at least every two years. The survey will also ask if a TRB or SHRP II representative is requested for the visit.</p>
4.	<b>2014 Summer RAC Meeting</b>	<p>The following summer meeting details were reviewed by Daniel Yeh:</p> <ul style="list-style-type: none"> <li>• The Monday night reception will be at the Performing Arts Center. Linda Taylor and Jennifer Harper are planning the mixer for that night.</li> <li>• Tuesday night's off site session will be at the University of Wisconsin Institute for Discovery and will have dinner afterward.</li> <li>• Sponsorship levels will need to be determined before RAC leadership can decide if the summer meeting registration fee should be raised.</li> <li>• Daniel will make a list of recommended restaurants for Wednesday region dinners. The Regional dinners will conflict with a local concert in the downtown area so restaurants may be full. Reservations will need to be made in advance.</li> </ul>

		<p>Tommy handed out the attached draft event agenda and discussed the following:</p> <ul style="list-style-type: none"> <li>• Webinar arrangements will need to be set up.</li> <li>• A Pooled Fund program presentation will be provided by FHWA during RAC 101. Jack Jernigan will find someone to do the presentation.</li> <li>• It was recommended that there be three Task Force meetings in the first Monday afternoon session and three in the next session. The Reauthorization Taskforce was added to the first afternoon session</li> <li>• During the next RAC leadership call, Amy will ask if what is provided in the agenda is appropriate for the RAC/CUTCU meeting requirements.</li> <li>• Daniel Yeh will send invitations to the Wisconsin, Iowa, Arizona, and Michigan CEO's requesting them to participate in an opening session panel. The plan is for each CEO to tell stories about implementation and performance measures.</li> <li>• We may ask RAC members to submit questions for the Tuesday sessions moderated by Linda and Amy.</li> <li>• Michael Trentacoste was proposed to be a speaker for the Tuesday afternoon session.</li> <li>• Daniel Yeh indicated that it is possible to extend the high value research session's duration and have the banquet later.</li> <li>• Mark Norman was recommended as a Wednesday morning speaker for part 1 of the TRB State Representatives Meeting.</li> <li>• Linda Narigon will be the moderator for the implementation session from 1:00 to 2:30 Wednesday. Maine, West Virginia, and some of the smaller states from region 1 were suggested as speakers.</li> </ul>
5.	<b>State Fact Sheet review</b>	<p>Cynthia Gerst requested that all states review their research program's fact sheet on the web at the following address:</p> <p><a href="http://research.transportation.org/Pages/StateDOTResearchUnitFactSheets.aspx">http://research.transportation.org/Pages/StateDOTResearchUnitFactSheets.aspx</a></p> <p>All updates should be sent to Allison Hardt (ahardt@sha.state.md.us) as a new pdf file to replace the previous file.</p>
6.	<b>2014 Region 3 meeting schedule</b>	<p>Amy Schutzbach discussed the 2014 RAC Region 3 meeting schedule.</p> <p>The November meeting was moved to the third Tuesday of the month.</p> <p>The next meeting is March 11, 2014 1:30-3:00 central. Wisconsin will be hosting.</p> <p>Agenda items are always due the week before to the RAC member hosting.</p>
7.	<b>Peer Exchanges</b>	<p>Cynthia Gerst announced that Michael Bufalino has volunteered to lead a peer exchange pooled fund that will be established to assist states with funding peer exchanges.</p> <p>The following states are planning 2014 peer exchanges:</p> <ol style="list-style-type: none"> <li>1. Ohio is interested in discussing setting standards for research deliverables in their peer exchange this year.</li> <li>2. Minnesota is interested in a materials peer exchange this year.</li> </ol>

		<p>The ASSHTO RAC website has peer exchange reports from the past few years: <a href="http://research.transportation.org/Pages/RACPeerExchangeReports.aspx">http://research.transportation.org/Pages/RACPeerExchangeReports.aspx</a></p> <p>Sharron Smith Clark is the pooled fund program director at FHWA this month. A new director will be named soon.</p>
8.	<b>Recently Completed Research Highlights</b>	<p>The following states reported on recently completed research:</p> <ul style="list-style-type: none"> <li>• Indiana – Tommy Nantung <ul style="list-style-type: none"> <li>○ 40 projects completed this year mostly in pavement, materials, and bridges. They have set a new standard that research deliverables must be turned in prior to the project end date.</li> </ul> </li> <li>• Iowa – Peggy Knight and Linda Narigon <ul style="list-style-type: none"> <li>○ A concrete corrosion project and a bridge load rating project were discussed.</li> <li>○ Several handouts were provided</li> </ul> </li> <li>• Michigan – Michael Townley <ul style="list-style-type: none"> <li>○ An autonomous vehicle testing facility in Ann Arbor, a load rating project, an alternative land use planning project, a mechanistic empirical design project, and an accelerated bridge construction workshop.</li> <li>○ Several handouts were provided</li> </ul> </li> <li>• Minnesota – Linda Taylor <ul style="list-style-type: none"> <li>○ Distributed MnDOT's FY13At-A-Glance the At-A-Glance was expanded and this now replaces our Annual Report. The library rate of return study was discussed. Copies are available on MnDOT's website at: <a href="http://www.dot.state.mn.us/library/">http://www.dot.state.mn.us/library/</a></li> <li>○ A best practice manual for Pedestrian and Bike safety report was discussed.</li> <li>○ Examples of these documents were available to view.</li> </ul> </li> </ul> <p>Other states will get opportunities to share at future meetings.</p> <p>The solicitation for each state's high value research projects will be coming out mid-January with submittal due March 31, 2014.</p>

Action Items			
No.	Action Item	Owner	Target Date
1	TRB representatives will soon be receiving a survey regarding the annual visit and need to respond to it.	TRB Representatives	February, 2014
2	A Pooled Fund program presentation will be provided by FHWA during RAC 101. Jack Jernigan will find someone to do the presentation.	Jack Jernigan	July, 2014
3	During the next RAC leadership call Amy will ask if what is provided in the draft summer RAC meeting agenda is appropriate for the RAC/CUTCU meeting requirements.	Amy Schutzbach	March, 2014
4	Daniel Yeh will send invitations to the Wisconsin, Iowa, Arizona, and Michigan CEO's asking them to participate in the summer RAC meeting opening	Daniel Yeh	March, 2014

	session panel. The plan is for each CEO to tell stories about implementation and performance measures.		
5	Linda Narigon, Amy Schutzbach, and Linda Taylor will each moderate for separate sessions during the summer RAC meeting.	Linda Narigon, Amy Schutzbach, and Linda Taylor	July, 2014
6	All states need to review their research program's fact sheet on the AASHTO RAC website. All updates should be sent to Allison Hardt (ahardt@sha.state.md.us) as a new pdf file to replace the previous file.	All Members	January, 2014
7	Each state's high value research projects will need to be submitted into RPM website by March 31. .	All Members	March 31, 2014