

## Meeting Minutes

<b>Date</b>	9-13-16	<b>Time</b>	2:30 pm (Eastern)
<b>Facilitator</b>	Cynthia Jones	<b>Secretary</b>	Michael Townley
<b>Subject</b>	Research Advisory Committee (RAC) Region 3 Meeting		
<b>Attendees</b>	<p>Member states attending:</p> <p>Illinois – Megan Swanson, Ryan Culton, and LaDonna Rowden                      Indiana – Tommy Nantung                      Iowa – Brian Worrel                      Kansas – Rick Kreider                      Michigan – Michael Townley                      Minnesota – Linda Taylor                      Missouri – Bill Stone, Jennifer Harper                      Ohio – Cynthia Jones                      Wisconsin – Diane Gurtner, Lynn Hanus</p> <p>Others attending:                      TRB - Maina Tran</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>2018 Summer Meeting Host Volunteers</b>	<p>Previous hosts include:</p> <ol style="list-style-type: none"> <li>1) 2014 Wisconsin</li> <li>2) 2010 Missouri</li> <li>3) 2006 Ohio</li> </ol> <p>If no one else will host, Kansas is willing to host.</p>
4.	<b>Region 3 Guidelines</b>	Cynthia will modify language so vice-chair automatically becomes chair.
5.	<b>January Region 3 Meeting</b>	<p>All states except Michigan plan on attending the Transportation Research Board (TRB).</p> <p>It was proposed that our region not have a business meeting at the TRB. Instead, we would just have a dinner meeting.</p> <p>Cynthia will confirm operating guidelines do not require us to have a business meeting.</p>
6.	<b>SCOR/RAC Roster Review</b>	Each state will review the rosters and make sure they are accurate. Any changes should be reported to Cynthia.
7.	<b>Upcoming Peer Exchanges</b>	<p>The following states are planning to host a peer exchange:</p> <ol style="list-style-type: none"> <li>1) Iowa – Summer 2017</li> <li>2) Illinois – 2017</li> <li>3) Indiana – 2017</li> <li>4) Missouri – 2017</li> <li>5) Wisconsin – 2017 or 2018</li> <li>6) Ohio – Early 2017 –Develop/implement local transportation research</li> </ol> <p>There is a pooled fund for peer exchanges. States wanting to have a peer exchange may contact the Oregon Department of Transportation as the pooled fund lead. Oregon would then direct the state to contact Texas Transportation Institute (TTI) and develop a scope of work and cost. Oregon can add approved scope and cost to the pooled fund.</p>
8.	<b>Mid-America Association of State Transportation Officials (MAASTO) Alternative Fee Funding Grant Application</b>	Four ideas were submitted to the MAASTO Board for a decision. It is expected that funding will become available next year for this research.
9.	<b>Winter National RAC Meeting Agenda</b>	Cynthia, Rick, and Brian are providing leadership for developing the agenda. There is a survey and agenda from last year's meeting that can

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	<b>Discussion</b>	be reviewed. It will be important to make sure there is no overlap between the TRB lunch meeting and the RAC meeting.
10.	<b>SCOR Appointment</b>	Congratulations Ms. Peggi Knight for appointment to SCOR
11.	<b>RAC3 Consortium Discussion</b>	Linda discussed the possibility of having a regional pooled fund study. Region 1 and 2 have similar pooled fund studies. The question is whether Region 3 would be interested in initiating a similar effort. <ol style="list-style-type: none"> <li>1) Region 2 has an annual \$10K contributions per state for their pooled fund. The project started in 2009.</li> <li>2) The value of planning ahead and not duplicating research was discussed.</li> <li>3) Iowa is willing to provide leadership.</li> <li>4) The idea of having a region pooled fund to address the following types of research administration issues was discussed: <ol style="list-style-type: none"> <li>a) Strategically planning research and long-term planning</li> <li>b) Staff development and staff retention.</li> </ol> </li> <li>5) Not all states would need to participate to move forward with a region pooled fund.</li> <li>6) An hour-long teleconference in the next month will be planned by Cynthia to discuss this topic further.</li> </ol>
12.	<b>American Association of State Highway and Transportation Officials (AASHTO)</b>	Issues and concerns are being compiled to discuss at a RAC national level rather than at the regional level.
13.	<b>Mentoring</b>	Ryan Culton has been working with Rick Kreider as his mentor.
14.	<b>State-by-State Updates</b>	<p><b>Illinois – Megan Swanson</b></p> <ol style="list-style-type: none"> <li>1. Illinois had a TRB state visit recently with an aeronautics theme.</li> <li>2. LaDonna Rowden is Illinois' Bureau Chief of Research.</li> </ol> <p><b>Indiana – Tommy Nantung</b></p> <ol style="list-style-type: none"> <li>1. Recent success has been achieved in closing many old projects.</li> <li>2. A TRB visit will take place in November with a focus on construction.</li> </ol> <p><b>Iowa – Brian</b></p> <ol style="list-style-type: none"> <li>1. Iowa recently held an innovations conference.</li> <li>2. No librarian is on staff at this time.</li> <li>3. Iowa is hiring a local agency research engineer and will be adding an additional position.</li> </ol> <p><b>Kansas – Rick Kreider</b></p> <ol style="list-style-type: none"> <li>1. Rod Montney retired.</li> <li>2. Rick has a new email address: <a href="mailto:richard.kreider@ks.gov">richard.kreider@ks.gov</a></li> </ol> <p><b>Michigan – Michael Townley</b></p> <ol style="list-style-type: none"> <li>1. A research project summary on <a href="#">Performance Evaluation of Subgrade Stabilization with Recycled Materials</a> was provided.</li> </ol> <p><b>Minnesota – Linda Taylor</b></p> <ol style="list-style-type: none"> <li>1. A TRB state visit was held.</li> <li>2. Minnesota is updating the Request for Proposal (RFP) process.</li> <li>3. A pilot project on American Society for Testing and Materials (ASTM) portal is wrapping up showing the benefits of online access.</li> <li>4. Strategic plans are under development.</li> <li>5. Support consultants are under review and contracts set up for the next five years.</li> <li>6. MnDOT is conducting research advertising and filling some more senior positions to try an improve staff retention.</li> <li>7. Automatic updates are being made to post-database content on websites.</li> </ol> <p><b>Missouri – Bill Stone and Jennifer Harper</b></p>

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		<ol style="list-style-type: none"> <li>1. An Innovations Manager position in senior management has been created to report to the MoDOT director. The position is open for applicants at this time.</li> <li>2. The Federal Highway Administration program <i>Every Day Counts</i> is starting its fourth round of initiatives. This time there are 11 initiatives. The fall meetings will run from October through December.</li> </ol> <p><b>Ohio – Cynthia Jones</b></p> <ol style="list-style-type: none"> <li>1. TRB site visit was conducted this summer.</li> <li>2. Electronic signature transition is underway.</li> <li>3. E-learning software is being used to streamline university communication concerning administrative procedures and contracting.</li> <li>4. The Research Summit Open House is next week.</li> </ol> <p><b>Wisconsin – Diane Gurtner</b></p> <ol style="list-style-type: none"> <li>1. The Mid-Continent Transportation Research Symposium is being planned.</li> <li>2. The TRB site visit will be in coordination with the above-mentioned Symposium.</li> <li>3. Quarterly emails communicating research projects will be going out soon.</li> <li>4. RFPs will be done in November.</li> <li>5. Lynn is in need of a mentor.</li> </ol>
16.	Next Conference Call	Tuesday, November 8, 2016 1:30 p.m. - 3:00 p.m. Central; 2:30 p.m. – 4:00 p.m. Eastern

Action Items			
No.	Action Item	Owner	Target Date
1.	Modify language so vice-chair automatically becomes chair.	Cynthia	November 2016
2.	Each state will review the RAC and SCOR rosters and make sure they are accurate. Any changes should be reported to Cynthia.	Each State	November 2016
3.	An hour-long teleconference will be scheduled to further discuss a Region 3 pooled fund.	Cynthia	October 2016