

Minutes

Research Advisory Committee, Region 4 Meeting

Thursday, October 20, 2016

3:00 p.m. (ET)

WebEx

•Roll Call

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

•Reviewers for minutes –

Wade Odell (Texas) and Ken Chambers (Nevada) with a courtesy copy to Joe Horton (California)

•Clarify procedure to finalize minutes

Ken Chambers (Nevada) had no changes to current practice.

Secretary will poll for no less than two independent reviewers with a courtesy copy to the Committee Chair. Once comments are incorporated, the minutes will be forwarded to the Region IV Committee for review and comment. After forwarding, the minutes will be posted to the SCOR/RAC website and are still available for amendment as needed.

•Discuss RAC Leadership Call

○ Chris Hedges was selected to replace Chris Jenks

Please send congratulations to him if you haven't already.

○ UTC Decision probably December not October – we shared our disappointment for the late decision

This delay affects each state's program funding that has a UTC decision pending.

○ FHWA – EDC 4 workshops coming – please keep an eye out for a location in your area.

Visit FHWA website for more detailed information on date/location.

○ John Halikowski (AZ) stepped down from SCOR

The Vice Chair, Dale Peabody, will now preside.

○ Who should have access to RAC 4 Listserv – There is not set policy. Considering possible Guidelines for RAC 4

▪ Access to all RAC Members in State DOTs or DOHs

Yes.

▪ Access to adjoining Canadian and Mexico DOTs upon request

Yes, upon request, but, keep list as is.

▪ Access to any others by discretion of current RAC 4 Chair and Vice Chair

Tim McDowell (Wyoming) and Sue Sillick (Montana) and possibly others have staff with assigned RAC responsibilities. These State DOT staff members currently receive the information sent to the RAC Listserv.

In order to become a RAC member and be added to the listserv, the State DOT CEO sends letter to AASHTO Executive Director. Associate members are added with a letter to the National RAC Chair from the requesting current member. (This applied to Wyoming by naming Enid White an associate member.) Any RAC member can submit colleagues within their DOT. If outside the DOT, approval must be requested of the Committee Chair.

Maina Tran answered the question of what is the difference between the National and Regional Listserv. Once an individual is approved as a RAC member, they are

automatically added to the National and Regional Listserv. If you are requesting an additional person, please specify which listserv.

Wade Odell (Texas) inquired about who has access – answer was AASHTO and RAC 4

- **TRB Staff, if requested**

Yes.

- **FHWA Staff, if requested**

Yes.

- **RAC Leadership and Task Force Chairs, if requested**

Yes, but should limits be established.

- **Other items from the meeting**

None.

- **NCHRP Problem Statements**

- **Looking for Top 3 for Each State by December?**

Region 4 is aiming for a united approach to the NCHRP voting with a strong voice.

Achieving this will require collaboration among the states to identify which statements are relevant and will be beneficial to the greater good.

Unfortunately, statements are not released until late December/early January; so, time will be of the essence in sharing viewpoints on priority projects. RAC 4 Chair Joe Horton will send deadline to committee for opinions. Your vote is still valuable even if your state didn't submit any problems.

- **TRB Annual Meeting**

- **Who will be attending?**

So far, 10 RAC 4 members responded in the affirmative.

Joe Horton (California),

Sue Sillick (Montana),

Ken Chambers (Nevada),

Teresa Stephens (Oklahoma),

Michael Bufalino (Oregon),

Rocio Perez and

Wade Odell (Texas),

Cameron Kergaye (Utah),

Tim McDowell (Wyoming)

and Maina Tran (TRB). 😊

- **RAC 4 Dinner – need organizer, date, time, location**

Teresa Stephens (OK) will organize with Maina Tran providing local recommendations to accommodate our size of party. Awaiting the agenda to determine if the Region Dinners are on Tuesday or Wednesday night of the Annual Meeting.

- **RAC 4 Survey (Attached) – Due to Joe November 1st**

Please respond to quick survey sent out by Joe Horton, RAC 4 Chair, by November 1.

Highlight the time range that works with your schedule. Survey may elicit a response from attendees unable to participate currently.

- **Maybe Utah can provide update on recent Peer Exchange?**

Update on Utah Peer Exchange will be held in November meeting.

•Discussion topic for today - Conduct of Research/Monitoring Research/Project Management

Tim McDowell (Wyoming) – Course for all prospective champions/contractors is held. Program includes details of project contract and is approximately 2 hours long.

Ken Chambers (Nevada) – He receives questions from governor and board about the whys to some contracting issues.

Sue Sillick (Montana) – A kickoff checklist is utilized. Checklist addresses items like key contact staff, item and data requirements, reporting needs, scope of work, surveys, key players, presentation needs, permissions required. Added Value resulting from the project is identified such as a thesis or some other benefit outside of the DOT obvious result. The project manager is on all technical panels. In a recent situation, the DOT had comments on a draft Final Report but the PI had been replaced, addressed the comments, then left the position for another opportunity. Director at university told the research team no more comment banter. This prompted a meeting between the Contractor/University and the DOT. Potential outcome of this scenario is to make the Report final and insert comments as DOT edits but give credit to the original research team. Tim McDowell is interested in outcome and lessons learned along with others once a final resolution is reached.

David Stevens (Utah) – Similar process as Montana by using checklist, also meets with project panel and PI for progress updates. The checklist is followed and modified as needed. Has encountered an issue with university availability and found that MS Access database works better than MS Excel for their needs.

Wade Odell (Texas) – Utilizes a portfolio manager with database approach that includes 80-100 active projects per year. Manager assists in balancing the workload. Regarding deliverables, if report is seriously delinquent, the PI cannot propose nor be part of ANY project team until deliverables are accepted by the state research program.

•Wrap-up and next meeting

Until further notification, the third Thursday at 3 p.m. Eastern Time is the planned meeting time.

November 17, 2016