

# Minutes

Research Advisory Committee, Region 4 Meeting

Thursday, December 15, 2016

1:00 p.m. (MT)

WebEx

## Roll Call

Present	Name	Organization
	Keith Platte	AASHTO
X	Maina Tran	TRB
X	Carolyn Morehouse	Alaska DOT
	Jean Nehme	Arizona DOT
	Anne Ellis	Arizona DOT
X	Dianne Kresich	Arizona DOT
X	Jim Appleton	California DOT
	Pete Zaniewski	California DOT
X	Joe Horton – Chair	California DOT
	Aziz Khan	Colorado DOT
	Amanullah Mommandi	Colorado DOT
	Mary Huie	FHWA
	Wayne Kawahara	Hawaii DOT
	Ned Parrish	Idaho TD
X	Sue Sillick	Montana DOT
	Mostafa Jamshidi	Nebraska DOR
X	Ken Chambers – Vice Chair	Nevada DOT
X	Randall Soderquist	New Mexico DOT
	Amy Estelle	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
	Michael Bufalino	Oregon DOT
X	Dave Huft	South Dakota DOT
	Sonya Badgley	Texas DOT
	Patti Dathe	Texas DOT
X	Rocio Perez	Texas DOT
	Kevin Pete	Texas DOT
	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 – also clarify procedure to finalize minutes**

Thank you to Randall Soderquist (NM) and Rhonda Brooks (WA)

## **Discuss RAC Leadership Call (Did anyone attend?)**

Joe and Ken were unable to participate in the call this month. November 2016 notes were forwarded to RAC 4 with December agenda.

UTC results were released within the past couple of weeks.

A draft agenda for the January meeting was distributed with the RAC 4 agenda.

## **NCHRP Problem Statements (Reminder of Upcoming Sharing of Scores)**

As a friendly reminder, please keep in mind projects that will provide regional impact.

## **TRB Annual Meeting**

### **Any updates on who will be attending**

So far, through a poll of the 14 call participants, 15 attendees are reported.

### **RAC Draft Agenda (Attached)**

### **RAC 4 Meeting Agenda (Attached)**

Purpose of this gathering will be to meet new faces and allow mentor moments in addition to discussing the meeting frequency/time survey results.

### **RAC 4 Dinner – update**

Dinner will be held on Wednesday evening at 6:00 p.m. Location is Old Ebbitt's Grill, a Washington DC tradition.

Old Ebbitt Grill

675 15th Street, NW

Washington, DC 20005

202.347.4800

Link to menu...

<http://www.ebbitt.com/menus>

## **SCOR/RAC Website**

**FYI – Maina sends out regularly**

**Send Maina any future edits on RAC roster**

RAC 4 Secretary will provide reminders for members to check website for updates to information.

## **RAC 4 Survey (Attached) – Joe is tallying the results**

RAC 4 Chairman will share results of scheduling survey after contacting states that have not yet responded to make an educated decision on frequency and time of meeting.

## **Discussion topic for today – Continue Project Reporting then Project Tracking**

Oklahoma requires the principal investigator to provide a monthly, annual and final report. The final report is then summarized by the Transportation Library's technical director into a two page summary.

Arizona utilizes the notion of deliverables by chapter/task. These chapters are the building blocks of the final report. No progress reports or technical memos are required. Invoicing is allowed only after a satisfactory product is accepted by the State. Since the first chapter establishes the tone for the rest of the report, the State feels like this process will establish good habits for the entire project. This firm, fixed fee by task contract has proven successful and theoretically removes the need to withhold payment for lack of performance. Also, the state research team has been advised that withholding is not allowed anyway. Therefore, invoicing upon accepted deliverable, or chapter, is a positive asset.

Montana receives progress and task reports that support the final report. Documentation is required when withholding is necessary for late report submission and is usually valued at 15% of the amount billed.

California receives quarterly reports to the project manager. Deliverables are based on milestones; these could be at midyear, but quarterly is preferable. Amount of funds withheld is based on the individual project. . At 90% completion of project, the report is forwarded to customers for comment, and then by end of contract the project has reached 100%. Information is shared on Research In Progress site.

South Dakota has a fixed price for deliverables and keeps 30% reserved for final report and tasks completed.

Wyoming received task reports. One of these tasks is the final report and will not pay that amount until the final report is accepted.

## **Wrap-up and next meeting**

Next meeting will be held during the TRB Annual Meeting in Washington DC.

Date – Sunday, January 8, 2017 8:00 – 8:30 ET

Location – Gallaudet University Room on level M1 of the Marriott Marquis Hotel

No RAC conference call in January. The next one will be announced pending outcome of Joe's survey.

Action items include...

Teresa to send email inviting RAC 4 members and guests to the dinner Wednesday evening of TRB.

Joe will contact RAC 4 members that have yet to respond to survey and then compile the survey results.

RAC 4 will discuss the topic of project tracking at the February 2017 meeting.

Rhonda Brooks and Randall Soderquist will review and comment on the minutes.

## Attachments

November's RAC Leadership Meeting Minutes

Draft RAC Winter Meeting Agenda

Draft RAC 4 Winter Meeting Agenda

## MEETING NOTES

RAC Leadership Teleconference

Thursday, October 13, 2016

1:30 – 3:30 pm, EDT

In attendance: Dale Peabody (Chair), David Jared (Vice Chair), Ken Chambers, Allison Hardt, Chris Hedges, Joe Horton, Cynthia Jones, Cameron Kergaye, Rick Kreider, Ann Scholz,-Bill Stone, Elisha Wright-Kehner.

Decisions and action items are underscored.

### **1. Roll Call**

### **2. Additions to agenda**

None.

### **3. Notes from previous meeting**

A MOTION (Kreider/Jared) to approve the previous meeting notes was APPROVED.

### **4. AASHTO Report – Keith Platte**

No report.

### **5. TRB/SCOR Report – Chris Hedges**

#### **From Ann Brach / Technical Activities Division:**

The online interactive program has been up for a little while now; the app will be available in a few days. This year, for the first time, attendees' personal programs/schedules can be synced between the online interactive program and the app.

The Chairman's Luncheon speaker will be Dr. Jaiwon Shin, the Associate Administrator for NASA's Aeronautics Research Mission Directorate. Dr. Shin manages NASA's aeronautics research portfolio, which includes research in the fundamental aeronautics of flight, aviation safety, and the nation's airspace system.

There are at least 80 sessions on transformational technologies--about 10% of the sessions. I have attached a list of these sessions. Half of these address automated vehicles (cars and trucks), unmanned aerial systems, etc. I'm sure there are others that address transformational technologies but this is probably a good sample. Of course people can search on this topic in the online program, as well as search for other hot topics like freight, resilience, etc. If any RAC members would like some help finding sessions of particular interest to their CEOs who are attending, they can let Ms. Brach know and we will help in any way we can.

Ms. Brach is putting together the program for the CEO/State Rep lunch on Tuesday of the Annual Meeting and would appreciate any ideas RAC leaders have for issues or topics of interest. Ann is hoping to get more discussion at the tables and fewer talking heads, but she is not sure if the talking heads will be happy with not getting their air time so we'll see how this goes.

**From TRB Executive Office:**

At last month's meeting TRB's Subcommittee on Planning and Policy Review, a goal was discussed to strengthen the long-term financial stability of TRB by augmenting traditional government sources of funding—a primary goal of TRB's current strategic plan—by helping to enrich the value of the Annual Meeting for exhibitors. They requested we organize a tour of the exhibition area for CEOs and other Executive Committee members. The thought process is that the presence of CEOs will help enrich the perceived value of the Annual Meeting for exhibitors. RAC leaders are encouraged to raise this with their CEOs and invite them to attend the tour which will likely take place on Tuesday morning at 9:00 am before the CEO Roundtables.

**CRP Report:**

We are working to hire a new NCHRP manager to replace Chris Hedges since his appointment as CRP Director. We hope to fill the position by the end of the calendar year.

Most NCHRP first panel meetings have been held to develop RFPs for FY2017 projects. About 90 problem statements have been received for FY2018 and staff have started their reviews. Reviews are due December 1, at which time the reviews will be returned to the submitters for a response. We plan to have the full package of problem statements and reviews to SCOR and RAC during the first week of January.

We are preparing for the SCOR meeting taking place December 5-6 at the Beckman Center in Irvine, California. The meeting will feature status reports and updates on a number of activities such as the AASHTO reorganization, connected/automated vehicle research, NCHRP's implementation plan, and the recent TRB Symposium on Transformational Technologies. We will also be getting a report from a Task Force looking at the NCHRP AASHTO-support projects (for the committees on highways, planning, environment, and public transportation). There will also be a status report on the TRB policy study on end treatments for W-beam guard rails that originated from an NCHRP problem statement.

TRB IT staff and contractors are planning a full business process review of the Cooperative Research Programs in the next calendar year. Our project management and contact management software has been cobbled together over the years from a number of programs, most of which are outdated at best and no longer supported at worst. TRB is considering whether asking the research programs to contribute to the business discovery process and to future upgrades based on the results.

TCRP recently formulated their FY2017 program, but with only \$5 million for research and administration, the governing board selected only four new projects and six continuations.

The ACRP is getting new projects underway and will be holding their mid-year meeting on February 1-2, 2017 at the Beckman Center in Irvine.

CRP Publications since the last conference call:

#### NCHRP

- Research Report 838: Guidelines for Optimizing the Risk and Cost of Materials QA Programs (Pre-Publication)
- Report 831: Civil Integrated Management (CIM) for Departments of Transportation,

#### TCRP

- Research Report 190: Guide to Value Capture Financing for Public Transportation Projects (Pre-Publication)

#### ACRP

- Synthesis 78: Continuity of Operations Planning for Small Airports
- Report 150: NextGen for Airports, Volume 2: Engaging Airport Stakeholders: Guidebook
- Research Report 161: Guidelines for Improving Airport Services for International Customers
- Report 45: Optimizing the Use of Aircraft Deicing and Anti-Icing Fluids
- Legal Research Digest 30: Contract Risk Management for Airport Agreements
- Research Report 165: Tracking Alternative Jet Fuel

#### **6. OSTR Report – Tim Klein**

No report.

#### **7. FHWA Report – Jack Jernigan**

FHWA is operating under a continuing resolution of the appropriations bill that extends through December 9<sup>th</sup>. Expenditures under the federal aid highway funding program are not affected. John Moulden is heading up an initiative on the RD&T research agenda. Moving forward with FAST Act, they are taking the opportunity to review RD&T's program, budget, and funding allocations over the coming next nine months or so. Under the new Act, there has been a 25-35% cut in FHWA's discretionary research funding. David Kuehn is heading

up a training program on technology readiness assessment – it should be relevant and valuable for several FHWA programs and Mr. Jernigan will share the results with RAC and others.

Dale Peabody: During the upcoming December SCOR meeting there is an agenda item on LTPP / LTBP (Long Term Pavement Performance and Long Term Bridge Performance Programs) funding. Will SCOR be asked to supplement the funding for these two programs? Mr. Jernigan – FHWA funding for the programs has been reduced along with other discretionary programs. There has been discussion for some time about merging the advisory boards for the two programs into a long-term infrastructure performance program. Michael Trentacoste will report on the topic at the December SCOR meeting.

Allison Hardt and Joe Horton were at a recent peer exchange in New Jersey at which there was considerable discussion on the 2 CFR 200 “Supercircular”. Camille Crichton-Sumners described the requirements of the circular and the lack of guidance on how to comply with the new regulations. Mr. Horton led the development of a problem statement to seek SCOR funding to develop that guidance. Joe spoke to Deb Elston last week and she was interested in participating. Jack Jernigan – they need to coordinate with their legal staff. This is a government-wide circular and the implications go well beyond FHWA. He also noted that the administration of the federal aid program has been decentralized and approval of state work plans is handled by Division offices. More flexibility is given to the Divisions and the states, but there is a chance that there may be differences in interpretation of the 2 CFR 200 requirements. Mr. Horton agreed to distribute the problem statement to the leadership for review and Mr. Peabody will present the request to SCOR in December.

## **8. Region Chairs/Vice-Chairs Issues**

Region 1 - Ann Scholz: Region 1 met by conference call last week with nine states participating. 2 CFR 200 was one topic of discussion. Colin Franco has been moved into the planning bureau in Rhode Island; it was not clear whether he will be replaced as the primary RAC member. New Jersey provided a presentation on their TRB visit, peer exchange, research showcase – all held during the same week.

Region 2 – Elisha Wright-Kehner: Most activity has been focused on the 2017 national RAC meeting in Louisville, KY. A couple of peer exchanges are being planned, including one multi-state.

Region 3 – Cynthia Gerst: Region 3 has been discussing better alignment of research needs within the region in order to better coordinate NCHRP problem statement reviews and possible pooled fund projects. They will be holding a dinner meeting during TRB in January.

Region 4 – Joe Horton: There have been discussions around who should be permitted access to the regional listservs. A recommendation has been approved by Region 4 and Joe will send to Dale for discussion. Region 4 is coordinating their review of the most important FY2018 NCHRP problem statements. RAC 4 is planning a dinner meeting after the RAC meeting on Sunday at TRB. Several peer exchanges have been held recently, one on research prioritization.

## **9. Winter 2017 meeting, Administration Task Force – Allison Hardt**

Allison will schedule a conference call with Dale and David in the near future to discuss and finalize the agenda. They have been encouraged to make it more of a business meeting. Cameron noted that last year's meeting included a report on recent peer exchanges. This was done last year and was well-received. There has been no resolution on whether to schedule senior leadership presentations at the meeting.

## **10. Summer 2017 meeting, RAC 2 – Elisha Wright-Kehner**

The planning team last met on October 31<sup>st</sup> and will meeting again on December 16<sup>th</sup>. A contract has been signed with the Brown Hotel that guarantees the \$121 per diem rate. A free shuttle will provide transportation to and from the airport. Free WiFi will be available in all rooms. There is a \$3000 minimum for food and beverage – this is relatively low and will allow more flexibility to have off-site events. A room available has been reserved for an Ahead of the Curve class on Sunday. All details of the meeting will be posted on the RPPM and SCOR-RAC websites as well as AASHTO meeting site. Joe and Jason have a preliminary list of exhibitors and are soliciting topics for the technical sessions.

## **11. Task Force Updates – David**

### **Administration – Allison Hardt**

Besides winter meeting planning, the Task Force is looking at updating the RAC 101 presentation. They are meeting again next month and hope to post an updated version. There will be a need to account for any changes from the AASHTO reorganization that will be presented to the Board of Directors at their annual meeting in Boston later this month (Note: the reorganization was approved).

### **Coordination and Collaboration – Cameron Kergaye**

The Task Force has been working with Waseem Dekelbab to focus efforts on research implementation methods and results. They have also been coordinating with the TRB Technology Transfer Committee on a survey of reviewers who helped identify “practice-ready papers” for the TRB annual meeting. They gathered a lot of good information from the reviewers and plan to make it available. They also plan to visit a number of committees in January to talk about research and implementation efforts.

### **Program Management and Quality – Joe Horton**

The Task Force is participating in the Pooled Fund and High Value Research website migration. They working on articles for Public Roads and TR News. David Jared believes the RAC community will find the article for Public Roads to be very useful. It will address high value research, NCHRP Project 20-44, RAC and SCOR, AASHTO Innovation Initiative, and other topics. Brian Hirt provided graphics for the article and for the cover. The proposed article for TR News will not duplicate this one. They plan to send survey RAC next year for ideas on useful new activities for the Task Force. Joe is seeking a volunteer to

serve either as co-chair or vice-chair. David –Jason Bittner has been selected to produce the report on best practices for peer exchanges.

### **Value of Research – Bill Stone**

Linda Taylor will be stepping down as co-chair; she was thanked all her many contributions. Two poster sessions will be held on Monday afternoon at TRB; the Sweet 16 is session 354 at 1:30; supplemental brochure topics are featured between 3:45 – 5:30. James Bryant needs the names of presenters ASAP in order to put titles in the TRB program. November 21 is the date for a test session and training on the new HVR website. It should eventually have more features and capabilities. The Task Force is working with CTC and Associates to enhance the 2017 edition of the Research Impacts document. It will have improved formatting and better graphics. CTC will also produce the Research Makes the Difference and the Supplemental brochures. The Task Force had a team to select the topics for the supplemental brochures; one is usually on safety. They will work more closely with the regions next year and use the submittals and voting results to determine which topics will be featured. Chris Hedges mentioned that these enhanced products were being developed by CTC using funds from the NCHRP 20-111 project, submitted by RAC two years ago for funding to support a number of RAC initiatives.

### **Transportation Knowledge Networks.**

The Task Force plans to meet next month.

## **12. Adjourn**

Next Conference Call: Thursday, December 8, 2016

## AGENDA

**RAC Winter Meeting  
2016 Transportation Research Board Annual Meeting  
Sunday, January 8, 2017  
6:00 – 8:00 pm, EST  
Georgetown University Room (M1), Marriott Marquis Hotel  
Washington, D.C.**

❖ Information in red is tentative/pending confirmation

**Welcome & Introductions** – Dale Peabody, RAC Chair – (5 min)

**AASHTO Committee Reorganization** – Keith Platte, Associate Program Director, Program Delivery, AASHTO (15 minutes)

**NCHRP 20-44, Accelerating the Implementation of NCHRP Research Results** – **Waseem Dekelbab, Implementation Coordinator, TRB** (15 minutes)

**NCHRP 20-102, Impacts of Connected Vehicles and Automated Vehicles on State and Local Transportation Agencies** – **Ray Derr, Senior Program Officer, TRB** (15 minutes)

**Long-Term Pavement Performance and Long-Term Bridge Performance Program Updates** – Michael Trentacoste, Associate Administrator and Director, Turner Fairbank Highway Research Center, FHWA (15 minutes)

**Updates/Changes in the University Transportation Centers Program** – Dr. Kevin Womack, Director, Office of Research, Development, and Technology, - Office of the Assistant Secretary for Research and Technology, USDOT (15 minutes)

**Recent Peer Exchanges** – (5 minutes each, total 30 minutes)

New Hampshire - Ann Scholz (**pending travel approval**)

West Virginia DOT - Donnie Williams

**Wisconsin - Lori Richter**

**#4 TBD**

**#5 TBD**

**Summer 2017 Meeting, Louisville, KY** – Joe Crabtree, Kentucky Transportation Center & Jason Siwula, Kentucky Transportation Cabinet – (10 min)

## **AGENDA**

**RAC 4 Winter Meeting  
2016 Transportation Research Board Annual Meeting  
Sunday, January 8, 2017  
8:00 – 8:15 pm, EST  
Gallaudet University Room on level M1, Marriott Marquis Hotel  
Washington, D.C.**

**Welcome & Introductions** – Joe Horton, RAC 4 Chair – (10 minutes)

**Short meet and greet for the new RAC 4 Members** – (10 minutes)

**Confirm Attendance for RAC 4 Dinner** – Teresa Stephens (10 minutes)

- Location
- Time and Date
- Cost

**Adjourn**

**1. What do you think is the ideal frequency of our RAC 4 conference calls?**

<input type="checkbox"/>	Quarterly (once every three months)
<input type="checkbox"/>	Bi-Monthly (once every two months)
<input type="checkbox"/>	Monthly (once every month) (Current Frequency)

**2. RAC 4 includes members from different time zones, so finding a perfect time of the day for conference calls is challenging. Please paint in the time slots that work for you based on your regular work schedule. All times are US /Eastern:**

Good	Fair	Not Available
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First Week of Month		
Tuesday	Wednesday	Thursday
11 am - noon (ET)	11 am - noon (ET)	11 am - noon (ET)
noon - 1 pm (ET)	noon - 1 pm (ET)	noon - 1 pm (ET)
1 pm - 2 pm (ET)	1 pm - 2 pm (ET)	1 pm - 2 pm (ET)
2 pm - 3 pm (ET)	2 pm - 3 pm (ET)	2 pm - 3 pm (ET)
3 pm - 4 pm (ET)	3 pm - 4 pm (ET)	3 pm - 4 pm (ET)

Second Week of Month		
Tuesday	Wednesday	Thursday
11 am - noon (ET)	11 am - noon (ET)	11 am - noon (ET)
noon - 1 pm (ET)	noon - 1 pm (ET)	noon - 1 pm (ET)
1 pm - 2 pm (ET)	1 pm - 2 pm (ET)	1 pm - 2 pm (ET)
2 pm - 3 pm (ET)	2 pm - 3 pm (ET)	2 pm - 3 pm (ET)
3 pm - 4 pm (ET)	3 pm - 4 pm (ET)	3 pm - 4 pm (ET)

Third Week of Month		
Tuesday	Wednesday	Thursday
11 am - noon (ET)	11 am - noon (ET)	11 am - noon (ET)
noon - 1 pm (ET)	noon - 1 pm (ET)	noon - 1 pm (ET)
1 pm - 2 pm (ET)	1 pm - 2 pm (ET)	1 pm - 2 pm (ET)
2 pm - 3 pm (ET)	2 pm - 3 pm (ET)	2 pm - 3 pm (ET)
3 pm - 4 pm (ET)	3 pm - 4 pm (ET)	3 pm - 4 pm (ET)

**3. Your Name:**

**4. Your State:**

**5. Comments**