

## **MINUTES**

Research Advisory Committee, Region 4 Meeting

Thursday, September 15, 2016

1:00 p.m. – 2:00 p.m. (MT)

WebEx

### ✓ **Welcome and introductions (Joe)**

<b>Present</b>	<b>Name</b>	<b>Organization</b>
Yes	Keith Platte	AASHTO
Yes	Maina Tran	TRB
	Carolyn Morehouse	Alaska DOT
	Jean Nehme	Arizona DOT
	Anne Ellis	Arizona DOT
Yes	Dianne Kresich	Arizona DOT
Yes	Jim Appleton	California DOT
	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
Yes	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
Yes	Dave Huft	South Dakota DOT
	Sonya Badgley	Texas DOT
Yes	Patti Dathe	Texas DOT
Yes	Rocio Perez	Texas DOT
	Kevin Pete	Texas DOT
Yes	Wade Odell	Texas DOT
Yes	Cameron Kergaye	Utah DOT
Yes	David Stevens	Utah DOT
	Leni Oman	Washington DOT
Yes	Rhonda Brooks	Washington DOT
Yes	Tim McDowell	Wyoming DOT
	Enid White	Wyoming DOT

· *Roll Call*

Rhonda Brooks (Washington DOT) moved to approve the minutes.  
Motion carried.

· *Maina to give an update on webpages*

SCOR/RAC website to include Peer Exchange activities-launch date end of October (w/Beth Kleeman)  
Content and layout to be presented to the work group  
High Value Research Site will move to testing phase end of September-development almost complete  
Pooled Fund Website-Migration to occur in phases/Sue Silick is a member of that working group...thanks!

· *Ask for updates to RAC Roster (Attached)*

- Discuss Maina's Region 4 LISTSERV Cleanup

Question from Keith Platte-What is the function of the listsrv? Is it for RAC or Research in general? David Huft responds for RAC with the option to add names if needed. Discussion was held on adding consultants and adjacent countries. Joe Horton suggests this topic be forwarded to the leadership call.  
If you need a listsrv update, send to Maina.

· *Ask for nominations of time, date, and frequency of monthly meeting – will put in upcoming survey*

Discussion regarding future meetings included avoiding Mondays and Fridays.  
Due to our wide range in time zones, the current time is acceptable.  
However, Dave Huft has a conflict that is sometimes cancelled so he is able to join RAC meeting instead.  
Joe Horton to initiate a short survey.

· *Share information from Last Leadership Call (may be limited)*

No draft minutes from leadership call  
UTC – all application are in the selection process and an October announcement is hopeful.  
These are now on a five years cycle.  
Perhaps, Keith Platte to forward suggestions to Tim Klein, Dir. – Office of Tech., Policy and Outreach.

· *Announce Upcoming Items and issues*

- NCHRP Problem Statements

Statements should encompass what is important to each state. Early scoring is key for regional support.

- FHWA's effort for past due Pooled Fund Quarterly Reports

Joe Horton to send email to David Pamplin referencing a lack of updates network wide...FHWA to work on updating with a goal of transparency.

- Survey - Cloud storage applications available in state DOTs

Please respond to Chris Hedges' survey regarding cloud storage.

- Task Force Participation

Let Joe know if you are interested in any of the task forces available...

- Others?

CA Peer Exchange – perhaps the first week of November

TXDOT Peer Exchange – planning for December

Utah Peer Exchange – to be held in mid-October

North Dakota – upcoming

New Jersey – upcoming (don't know why this one is mentioned?)

Montana – next calendar year

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

Ken Chambers, Nevada

Contracting word from Attorney General says procurement requirements are satisfied at the problem statement level. No RFPs and follow NCHRP for proposal step and past participants are involved.

Dave Huft-South Dakota

Research Contracting changed from cost reimbursement to deliverables payment with a goal of receiving more timely responses.

Discussion shifted to how to terminate a long term topic.

Tim McDowell-Wyoming

During contract negotiations we are very strict and if the contractor is unable, or un-willing, to fulfill what was proposed, we do not proceed. Our RAC process of review and analysis prior to contractor selection usually negates any issues before we go into contracting. Upon letting the contract we do a lot of contract admin to insure the contract terms are upheld, both by the contractor and the DOT. If for some reason the terms are not being adhered to, we try to come to a mutual understanding of the terms to complete the work. If for some reason this does not occur we can terminate the contract. We rarely have this happen (maybe twice in the last 20 years). At the completion of a research contract we do an initial feedback from the contractor and the Project Champion. Within 9-12 months after completion we do a Phase 1 contract follow-up. Between 2-3 years we do a Phase 2 follow-up. This one is more interested in what we have done to implement the results and to what degree that has occurred. There is no Phase 3.

Michael Bufalino-Oregon

Contract duration is an item of topic for Oregon.

Teresa Stephens-Oklahoma

Contracts are one year duration and if items are not performed to expectations, next year contract is not executed.

Sue Silick-Montana

Able to put together contracts quickly

Randall Soderquist-New Mexico

Noted technical issue and hopeful to see results for each contract.

Wade Odell-Texas

No payment issued if no reports are received...deliverables are in the contract, increased interaction and affected reimbursement.

Next month's topic...Conduct of Research/Monitoring Research/Project Management

· *Wrap-up and next meeting*

SCOR/RAC4 vacancy now filled by a gentleman from Washington DOT. John Milton, Ph.D. has a risk management/safety background and has worked with highway system improvements. In addition, Dr. Milton participated in the development and adoption of the Highway Safety Manual. He is a research supporter and has worked in risk management as well as handling claims.

Ned Parrish-Idaho

Suggests Dr. Milton receive an invitation to call in to our next meeting.

Nebraska DOT does, in fact, have interest in RAC; messages have inadvertently been sent to an incorrect email address.

Barbara Harter is taking a break from her work with NCHRP.

Wade mentioned the procedures manual – please send to Rocio or Wade.

Next Meeting scheduled for October 20, 2016...2:00 p.m. Central time.