

Minutes

Research Advisory Committee, Region 4 Meeting

Thursday, April 19, 2018 1:00 p.m. (MT)

WebEx

Phone Information

Toll Free Call in number: 1-866-453-6246

Participant passcode: 9908730

Roll Call

Present	Name	Organization
	Carolyn Morehouse	Alaska DOT
X	Bernadette Phelan for Dianne Kresich	Arizona DOT
	Jim Appleton	California DOT
X	Joe Horton – Chair	California DOT
X	Pete Zaniewski	California DOT
	Aziz Khan	Colorado DOT
	Amanullah Mommandi	Colorado DOT
	Wayne Kawahara	Hawaii DOT
X	Ned Parrish	Idaho TD
X	Sue Sillick	Montana DOT
	Mostafa Jamshidi	Nebraska DOR
X	Ken Chambers – Vice Chair	Nevada DOT
	Randall Soderquist	New Mexico DOT
	Clayton Schumaker	North Dakota DOT
	Matt Linneman	North Dakota DOT
X	Amy Beise	North Dakota DOT
	Ron Curb	Oklahoma DOT
	David Ooten	Oklahoma DOT
X	Teresa Stephens - Secretary	Oklahoma DOT
	Michael Bufalino	Oregon DOT
X	Dave Huft	South Dakota DOT
X	Wade Odell	Texas DOT
	Rocio Perez	Texas DOT
	Kevin Pete	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

Welcome and introductions

- RAC 4 is excited to learn that members from North Dakota are to increase involvement. Matt Linneman, Clayton Schumaker, and Amy Beise were welcomed by the RAC 4 chairman, Joe Horton, and the meeting participants.
- Thank you Ned Parrish and Sue Sillick for volunteering to review this month's meeting minutes.

Reminder - RAC 4 2018 Meetings will continue to be held on usually the third Thursday, every other month.

- The scheduled dates are:
 - Thursday, June 28, 2018, Noon Pacific (4th Thursday - Moved due to IDEA conflict)
 - Thursday, October 18, 2018, Noon Pacific
 - Wichita, July 22-26 RAC Midyear
 - Thursday, December 13, 2018, Noon Pacific (2nd Thursday - Moved up from 20th)
 - Thursday, August 16, 2018, Noon Pacific

RAC 4 Vice Chair and Secretary

- Congratulations to Michael Bufalino, selected by RAC 4 to be the next Vice Chair for the 2018-2020 term.
- Rocio Perez volunteered to be the new Secretary for the 2018-2020 term.

Discuss Leadership Call

- Minutes from the Leadership Call will be distributed to the group by Joe Horton once they are released. Highlights include Jim McDonnell acting as RAC Liaison, and OST-R presented information regarding the UTC selection process. The FHWA legal team is reviewing SPR guidance and the TPF guide. Other items discussed will be included in the Leadership Call minutes.
- Updates on RAC 2018 – Wichita, KS
 - Agenda is near completion. Region 3 is recruiting speakers to fill in the agenda. The agenda is attached.
- Task Force reports will be included in meeting minutes.
- TRB will no longer cover the additional lodging and expenses incurred for Ahead of the Curve training. RAC leadership is attempting to postpone this decision for at least a year in order for states to budget the additional expense.

High Value Research Website is now live and available to submit your projects.

- Deadline for submittals was April 6, 2018
- Chairman Horton expressed gratitude to Utah for coordinating the RAC 4 vote.
- David Stevens of Utah shared that eleven states submitted twenty-five projects for HVR consideration. Voting will occur in two rounds with the first deadline of **APRIL 27, 2018**. Please see attached email for reference.

Discussion RAC 4 Changes – Meeting, Dinner, and 12 month plan

- Agendas for the past two Region 4 summer meetings are attached.
- Ideas for agenda items were discussed for the face-to-face meeting in Kansas

- Sue Sillick of Montana suggested that states have an opportunity to share news for innovation or other news happening, perhaps in a round robin forum.
- Rhonda Brooks of Washington added that learning about other states' involvement in AID/STIC/EDC would be worthy of discussion.
- Teresa Stephens of Oklahoma requested that an update of FHWA site visits be presented by the states that have completed the event in addition to a SCRI progress update.
- Another member recommended discussion on innovation and how the research community includes it in their program.
- It was suggested to the membership that additional ideas be forwarded to the incoming leadership team.
- The RAC 4 Dinner or Event will be planned by Ned Parrish of Idaho and Sue Sillick of Montana with assistance of the region's leadership team. Thanks to both for volunteering.
- The incoming RAC Chairman, Ken Chambers, would like to begin planning for next year's RAC accomplishments. These items will include, but are not limited to the following...
 - Continued planning for 2019 in NM for the National RAC meeting
 - Continued participation from states (currently all are participating in RAC 4 except for HI)
 - Following Peer Exchanges
 - Update rosters and listserv
 - Consider keeping and getting RAC 4 scores for SCRI
 - Review RAC 4 bylaws?
 - Learn how RAC 4 can participate in task forces more actively.

Update RAC Mid-year Meeting Planning for 2019 in New Mexico

- Santa Fe, New Mexico will be the host city for the 2019 National RAC Summer Meeting. Chairman Horton understands that the contracts are in the process of being executed and an update will likely be presented at the June meeting.

No updates from Peer Exchanges were presented.

Discussion item - R&I Strategic Plan

- Jim McDonnell released the Research and Implementation Charter along with a draft of the Strategic Plan to select volunteers for review.
- Five goals with one added later were expanded upon in the Strategic Plan.
- These goals are

<ol style="list-style-type: none"> 1. Advocate Research, 2. Champion Deployment and Innovation, 3. Facilitate Collaboration, 	<ol style="list-style-type: none"> 4. Ensure Effectiveness of NCHRP, 5. Continue to improve as a Committee and 6. Set a Broad Agenda for NCHRP priorities.
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Action Items and Next Meeting

- Vote by April 27 for HVR (see attached)
- Read attached RAC 4 June agenda and send comments and changes to Joe Horton.
- Read attached RAC 4 face to face in Kansas Agenda. Comment to Ken Chambers.
- Send comments to what we should accomplish next year to Ken Chambers.
- Send Sue Sillick your State's Research Performance Measures. She has responses from AZ, CA, CO, NM, TX, WA, and WY.
- Our next Region 4 meeting will be a WebEx on Thursday, June 28, 2018, Noon Pacific.

Teresa Stephens

From: ListServ for AASHTO RAC Committee Region 4 <RAC_REG4@lsw.nas.edu> on behalf of David Stevens <davidstevens@UTAH.GOV>
Sent: Wednesday, April 18, 2018 1:47 PM
To: RAC_REG4@lsw.nas.edu
Subject: [RAC_REG4] RAC4 HVR voting, Round 1 due April 27 at 5:00 p.m. MDT
Attachments: Copy of Round 1 survey_2018.pdf; RAC4 PROJECTS_HVR Report 2018_17Apr2018.pdf; HighValueResearchGuidanceFinal2018.pdf

Dear RAC Region 4 members:

I'm sending you this message on behalf of Joe Horton. This is your opportunity to help select our region's High Value Research projects for 2018. There were 25 total projects submitted from 11 states in our region. This time we will again use a two-step process for selecting our region's top four projects. All RAC4 states may participate in the voting. After the RAC4 top four projects are selected, the RAC4 leaders will select additional projects for supplemental brochures on Safety and Pavements.

- In Round 1, each state will select eight valuable projects from the 25 submitted. Voters (one per state) are not allowed to include any of their own submitted projects in their vote. All eight will have the same weight.
- Please complete the Round 1 online survey **by April 27 at 5:00 p.m. MDT** at <https://www.surveymonkey.com/r/79PCXLC>. A PDF copy is attached for reference.
- Summaries of the projects are attached in a PDF file for your use, including web links to research reports. Additional project attachments are available for some projects on the HVR website, and we also copied them to the following Google Drive folder: <https://drive.google.com/drive/folders/13xPGJiVZh18KyfMPbQKME22DMOuciNDL?usp=sharing>
- Also attached are the HVR guidelines including some factors to consider when rating projects.
- Round 2 will wrap up prior to May 15. The results of Round 2 will be used to select the top four projects from our region, all from different states.

Thank you for submitting your HVR projects and helping with the selection process.

Here's some additional info. that may be helpful to you. Each HVR project in the system can have the following links show up on the HVR generated report (attached):

- **Web link:** This is often a direct link to the online research report, project page, or research office website. Access to these (where provided) appears to work fine.
- **Resources:** These could be additional links to online content (public) or reports on the project.
- **Attachments:** These are images and files uploaded to the HVR site by the submitter, usually the research reports. It appears we do not have access to them directly from the links in the HVR report (unless it's your state's project and you're logged into the HVR site). However, you can download them all (102 MB) for RAC4 on the same HVR webpage where the HVR report is generated. I did this and then copied the downloaded Attachments (11 projects from 7 states had these) to the Google Drive folder link I gave before: <https://drive.google.com/drive/folders/13xPGJiVZh18KyfMPbQKME22DMOuciNDL?usp=sharing>

David Stevens, P.E.

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To unsubscribe from the RAC_REG4 list, click the following link:
<http://forums.nas.edu/scripts/wa.exe?TICKET=NzM2ODMyIHRzdGVwaGVuc0BPRE9ULk9SRyBSQUNfUkVHNLGKRY4pbqA9&c=SIGNOFF>

High Value Research Projects Submittal Guidance

Research Impacts: Better-Faster-Cheaper
AASHTO Research Advisory Committee
[Value of Research Task Force](#)

Overview

Acting on the strategic plan of the AASHTO Standing Committee on Research (SCOR), the AASHTO Research Advisory Committee (RAC) asks states each year to identify and document recently completed “high-value” research (HVR) projects. RAC publishes an annual compilation of these projects in a document entitled [Research Impacts: Better-Faster-Cheaper](#). The document provides substantial value to states, serves as a quick reference to HVR projects from a given year, and helps eliminate or reduce duplication of research.

Every January, the Value of Research Task Force chair announces the solicitation notice to RAC for high value research projects. From these submittals, each of the four RAC regions selects its top four projects to form the “AASHTO Research Sweet Sixteen Awards.” These projects are then featured in AASHTO events and other publications (such as [Research Makes the Difference](#) brochure) and are also the subject of a poster session and session at the Transportation Research Board (TRB) Annual Meeting. Research project awards are given to CEOs at the AASHTO Annual Meeting and to Research Managers at the AASHTO RAC/TRB Representative meeting.

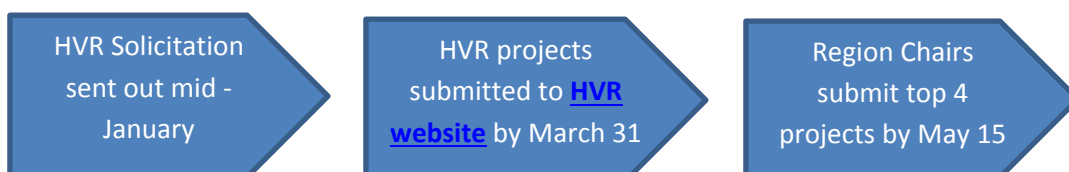
The Value of Research Task Force has put together this guidance document to assist AASHTO-RAC Research Managers and staff in the selection and submittal of High Value Research projects from their state. Each state is encouraged to submit as many high value research projects as appropriate. The goal is for each state to contribute at least one high value research project each year.

This guidance document also outlines the criteria that should be used for the state’s selection of high value research projects and clarifies how the “Research Sweet Sixteen” projects are selected.

HVR Submittal Timeline and Deadline

States must submit projects through the [High Value Research \(HVR\) website](#) by **March 31** of a given year. Project submittals after this date will not be accepted. The Value of Research chair sends out the HVR solicitation notice and coordinates with the RAC regional chairs on getting the HVR projects entered into the HVR website.

The RAC region chairs encourage all states within their region to submit HVR projects and participate in the voting process.



General Guidance for High Value Research Submission

1. Consider selecting research projects when the value or benefit of the research has been quantified or qualified.
 - a. Implementation of the research results will lead to defined benefits (quantified or qualified) for the sponsor agency that outweighs the cost of the research and implementation.
 - b. Project implementation has led to significant changes in agencies, positively impacting the conduct of business. The changes may also be adapted to other agencies across the local, state or federal levels.
 - c. The state or other appropriate agencies are making demonstrated progress in implementing the results of the research or otherwise following the project recommendations.
2. The project addresses a demonstrated need, answers specific questions or deals with documented problems relating to the state transportation agencies and its practices.
3. The project clearly identified and fulfilled its objectives.
4. The research results are technically valid and directly support the project recommendations.
5. Research results and implementation activities display innovation. If a project is similar to parallel or past efforts, the nominee should note how the project promotes advancement beyond other results.
6. **Consider research projects that have supplemental information and supportive materials (technical summary, video, pictures, technical brief, benefits summary, etc.) to help support and tell the research story.**
 - a. Relevant files can be uploaded as attachments in RPM. Please follow Step 10 in the HVR Submittal Instructions. Keep file names short (avoid unnecessary punctuation).
 - i. Image files (such as photos, pictures, tables, or charts) can be integrated into your HVR record abstract after submission.
 - ii. Text documents (such as briefs, summaries or reports) cannot be integrated (or included) in the final *Research impacts* document. They may however accompany the report distributed to a region prior to voting.
 - b. **Remember to add a note to the editor in the HVR text indicating that an attachment is available and where it should be inserted.**
 - c. **Please be aware that you can only view your own attachments in RPM. You cannot view submittals or attachments from other states.**

Minimum Criteria for Project Submittal

States may submit any research project with the following qualifications:

1. A state can submit any research project completed by **March 31** having significant value or benefit to the department. Research projects that are still in-progress should not be submitted. Research projects previously submitted should not be resubmitted.
2. As implementation of results may take years, projects submitted should have been completed within the last five years.
3. A state may submit completed research projects on which it served as the lead contracting agency, regardless of the funding source. This includes projects fully or partially funded through SPR, UTC, state, local or pooled funds or any other sources.

4. States may combine multiple related or phased projects into a single entry, provided that at least one of the projects fits qualifications 1, 2 and 3 above.

Recommended Regional “Sweet Sixteen” Selection Process

This guidance was put together to help standardize the process, but regions can make modifications to the recommended selection process at their own discretion. Review and voting for the Sweet 16 takes place from April 1 through April 30 and is conducted at a regional level.

RAC Region Chairs must submit the region’s “Sweet 16” projects by **May 15** so that the states may make preparations to present projects and be recognized at the RAC / TRB State Representatives Annual Meeting that typically is held in July.

Recommended steps in the voting process:

Step 1: After March 31 submittal deadline, Regional chairs will coordinate the regional voting process. The region’s HVR submittals may be downloaded from the [HVR website](#).

Step 2: The RAC regional chair compiles the HVR projects for their region from the [HVR website](#) and facilitates the voting for the top four research projects. Recommended process:

- Members should rank the region’s top four projects 1st through 4th.
- Members are not allowed to include one of their own HVR in the ranking vote.

Step 3: The rankings are averaged and the top four projects are selected. Only four HVR projects can be submitted per region and must come from different states. The regional chair will determine which HVR projects are submitted as part of the Sweet 16 projects.

States should also take these factors into consideration when rating projects:

- Projects may address areas of expertise that are not common to all state DOT research managers. Research managers may have backgrounds in engineering, safety, planning, finance, public administration or other fields. Project applications should be written for a wider audience beyond a technical practitioner level.
- Similarly, research managers should be careful not to be naturally biased when rating projects that fall into their own expertise. To help address this concern, research managers may want to seek the advice of others in their agency to review and rate projects.
- Projects may address topical or business areas that are not represented in all state DOTs. For example, only a portion of state DOTs handle motor vehicle functions, but some DOTs fund policy or safety-related research that relate to motor vehicle activities. Applications should underscore the impact of the research on the sponsoring agency, even if that business function is not common to other state DOTs. Evaluators should take this into account and review projects based on the merit to the sponsor agency, even if their own agency may not have an application for the research.
- Evaluators should understand the impacts of projects considering both breadth and depth. For example, one project may have a minor impact across a wide range of applications. Another project might have a major impact in a single or small set of applications. Either project may be considered to have high value.

June Agenda

Welcome and introductions

- Ask for help reviewing minutes - Joe

Reminder - RAC 4 2018 Meetings will continue to be held on usually the third Thursday, every other month.

- The scheduled dates are:
 - Wichita, July 22-26 RAC Midyear
 - Thursday, August 16, 2018, Noon Pacific
 - Thursday, October 18, 2018, Noon Pacific
 - Thursday, December 13, 2018, Noon Pacific (Moved up from 20th)

Discuss Leadership Call – Joe and Ken

High Value Research results – David Stevens

Discussion RAC 4 Agenda for meeting in Kansas

- Review and finalize agenda
- Status of RAC 4 Dinner or Event
- Volunteers or Ideas?

RAC 4 Leadership wants input on what to accomplish over the next 12 months

- Possible Items:
 - Plan and execute 2019 Midyear Meeting in Santa Fe
 - Continue NCHRP Regional Scoring
 - Planned Peer Exchanges in – States?
 - Task Force Participation
 - Continued discussions on ways to improve research activities
 - Get all states participating in RAC 4
 - Update rosters and listserv
 - Review RAC 4 bylaws?

Update RAC Mid-year Meeting Planning for 2019 in New Mexico – Randall

Any updates from Peer Exchanges?

Roundtable – News from States.

- Each state given chance to share items of interests

Discussion items (Depends on time):

- Performance Measures; or
- Use of a benefit/cost analysis methodology for research projects. Discounted versus not discounted. What methodologies are states requiring if at all? Is there a standard we should be requiring our researchers to use?

Wrap-up and next meeting

- Our next Region 4 meeting will be in person on Monday, July 23, 2018, 10:30 AM - 12:00 PM Kansas Time

DRAFT AGENDA

Research Advisory Committee, Region 4 Meeting
Monday, July 23, 2018
10:30 AM – 12:00 PM
Wichita, Kansas

Welcome and introductions

- Ask for help reviewing minutes

Administration Updates

- Pass out RAC 4 roster and Listserv for review and updates (Please bring your updates!)
- Discuss and finalize dinner plans for Wednesday

Membership changes

- Identify any new and outgoing members

Region IV overview and goals

- What did we accomplish this year?
 - NCHRP Regional Scoring
 - Accomplished Peer Exchanges in – States?
 - HVR Selection
 - Discussions on – What to highlight?
- What do we want to accomplish this year?
 - Plan and execute 2019 Midyear Meeting in Santa Fe
 - Continue NCHRP Regional Scoring
 - Planned Peer Exchanges in – States?
 - Task Force Participation
 - Continued discussions on ways to improve research activities
 - Get all states participating in RAC 4
 - Update rosters and listserv
 - Review RAC 4 bylaws?

RAC IV Peer Exchanges

- Summary of RAC 4 Peer Exchanges Completed last 12 months
 - Other?
- Identify Upcoming Peer Exchanges and Topics
 - Others?

RAC Mid-Year Meeting Planning for 2019

Discuss FHWA Site Visits – who leads?

- States share experiences

How do States Engage in: - who leads

- STIC
- AID
- EDC
- Innovation Community of Practice

SCRI Update – who leads

Roundtable – News from States.

- Each state given chance to share items of interests

Wrap-up and next meeting

- Our next RAC 4 meeting will be a webex on Thursday, August 16th from 12:00-1:00 p.m. PST

2018 NATIONAL RESEARCH ADVISORY COMMITTEE AND TRB STATE REPRESENTATIVES MEETING

AGENDA

Sunday, July 22, 2018 – Ahead of the Curve - Training

8:00 AM – 4:30 PM Ahead of the Curve: Delivering the Research Program - *By Invitation Only*
4:30 PM – 6:30 PM TRB Technology Transfer Committee Meeting

Monday, July 23, 2018

7:00 AM – 8:00 AM Networking breakfast in the Drury Restaurant - *included with hotel stay*
8:00 AM – 8:30 AM Welcome & Introductions
8:30 AM – 8:45 AM Interactive Session 1
8:45 AM – 10:00 AM Your Role in RAC
10:00 AM – 10:30 AM Morning Break
10:30 AM – 12:00 PM Regional Breakout Meetings
(Region 1; Region 2; Region 3; Region 4)
12:00 PM – 1:00 PM Lunch in Large Meeting Room 134
1:00 PM – 1:30 PM Region 1 "Sweet 16" Presentations
1:30 PM – 3:00 PM Concurrent Task Force Meetings
(Value of Research; Communication & Collaboration)
3:00 PM – 3:30 PM Afternoon Break
3:30 PM – 5:00 PM Interactive Session 1 (continued)
5:30 PM – 7:00 PM Welcome & Networking Reception in River View Room

Tuesday, July 24, 2018

4 Networking breakfast in the Drury Restaurant - *included with hotel stay*
8:00 AM – 8:30 AM Region 2 "Sweet 16" Presentations
8:30 AM – 10:00 AM Innovation & Implementation in Research Programs
10:00 AM – 10:30 AM Morning Break
10:30 AM – 11:00 AM Region 3 "Sweet 16" Presentations
11:00 AM – 12:00 PM Transportation Knowledge Networks / Knowledge Management /
Research Libraries
12:00 PM – 1:00 PM Lunch in Large Meeting Room 134
1:00 PM – 2:30 PM View from the Top
2:30 PM – 3:00 PM Afternoon Break
3:00 PM Tour & Dinner at Stratata Salt Mines

Wednesday, July 25, 2018

7:00 AM – 8:00 AM Networking breakfast in Drury Restaurant - *included with hotel stay*
8:00 AM – 8:30 AM Interactive Session 2
8:30 AM – 10:00 AM TRB Focus on the Issues
10:00 AM – 10:30 AM Morning Break
10:30 AM – 12:00 PM TRB Focus on the Issues (continued)
12:00 PM – 1:00 PM Lunch
1:00 PM – 1:30 PM Region 4 "Sweet 16" Presentations
1:30 PM – 3:00 PM Concurrent Task Force Meetings
(Administration; Project Management & Quality)
3:00 PM – 3:30 PM Afternoon Break
3:30 PM – 5:00 PM Interactive Session 2 (continued)
5:30 PM Regional Dinners

Thursday, July 26, 2018

7:00 AM – 8:00 AM Networking breakfast in Drury Restaurant - *included with hotel stay*
8:00 AM – 9:30 AM RAC-CUTC Partnership Opportunities
9:30 AM – 10:00 AM Morning Break
10:00 AM – 10:30 AM Regional & Task Force Business Reports
10:30 AM – 11:00 AM RAC Business Meeting & Invitation to 2019 RAC Meetings
11:00 AM – 12:00 PM RAC Leadership Meeting
11:00 AM – 3:00 PM Conduct of Research Committee Meeting
1:00 PM TRB Conduct of Research Committee Meeting

DRAFT AGENDA

Research Advisory Committee, Region 4 Meeting

Monday, July 26, 2017

3:30 p.m. – 5:30 p.m.

Louisville, Kentucky

Phone Information

Toll Free Call in number: 1-866-453-6246

Participant passcode: 9908730

Welcome and introductions

- Ask for help reviewing minutes

Administration Updates

- Pass out RAC 4 roster and Listserv for review and updates (Please bring your updates!)
- Discuss and finalize dinner plans for Wednesday

Membership changes

- Identify any new and outgoing members

Region IV overview and goals

- What did we accomplish this year?
 - NCHRP Regional Scoring
 - Updated our meeting schedule to every other month
 - Accomplished Peer Exchanges in – CA, UT, TX, Other?
 - SD Bus Tour?
 - Discussions on – Implementation, Performance Measures, Others?
- What do we want to accomplish this year?
 - Continue NCHRP Regional Scoring
 - Planned Peer Exchanges in – MT, Other?
 - Continued discussions on ways to improve research activities

RAC IV Peer Exchanges

- Summary of RAC 4 Peer Exchanges Completed last 12 months
 - California
 - Utah
 - Texas
 - Other?
- Identify Upcoming Peer Exchanges and Topics
 - Montana
 - Others?

SCOR/RAC reorganization

- Discuss RAC position paper
- Include “Implementation” as a separate group?
- SCOR becomes Standing Committee on Research and Innovation
 - How to include “Innovation” in current Research focused group?

Discussion on Libraries

- AZ, NY, IA, CT: vacant positions/dismantled
- Pooled-fund project ended. Is this a concern? Is it a TKN task force issue?

RAC Winter Meeting Planning? (Is this 2018 or 2019?)

RAC Mid-year Meeting Planning for 2019

Task Force Participation

- Remind people to attend task force meetings and volunteer if they can help
- Jason Bittner has completed research on Peer Exchanges. Need a team to help implement the results into the existing guidance documents.

Wrap-up and next meeting

- Our next Region 4 meeting will be a webex on Thursday, August 17th from 12:00-1:00 p.m. PST

AGENDA

Research Advisory Committee, Region 4 Meeting

Monday, July 25, 2016

3:30 p.m. – 5:30 p.m.

Providence, Rhode Island

- ✓ **Welcome and introductions** (Cameron / Joe)
- ✓ **Leadership and membership changes** (Joe)
 - Thank Cameron for his past two years of service
 - Introduce Teresa Stephens as Secretary
 - New and outgoing members
- ✓ **Discuss Administration Updates** (Joe)
 - Confirm time and date of monthly meeting
 - Confirm frequency of meetings
 - Review and update roster
- ✓ **Region IV overview and meeting goals** (Joe)
 - What do we want to accomplish this year
- ✓ **RAC IV Peer Exchanges**
 - Possible CA Peer Exchange in October 2016
 - Status UT, MT, and TX
 - Any other states?
- ✓ **NCHRP Scoring**
 - Discuss this year's effort
- ✓ **High Value of Research Submittals**
- ✓ **Regional RAC IV Pooled Fund**
- ✓ **Truck Parking Shortage**
 - Discussion item for states that don't have enough spaces for truckers when they hit their driving time limits.
- ✓ **Task Force Participation** (Joe)
- ✓ **Volunteer roundup** (All)
 - Identification of specific task(s) for each member or friend
- ✓ **Wrap-up and next meeting** (Joe/Ken)