

Value of Research Task Force

Draft Minutes – March 14, 2018

11 a.m. – 12 Noon (Conference Call)

Attendees Members:

Dave Huft – South Dakota Department of Transportation
Chris Glancy – Texas Department of Transportation
Enid White – Wyoming Department of Transportation
Anne Freeman – Tennessee Department of Transportation
Linda Taylor – Minnesota Department of Transportation
Ann Scholz – New Hampshire Department of Transportation
Bill Stone – Missouri Department of Transportation
Dale Peabody – Maine Department of Transportation
Flavia Pereira – Connecticut Department of Transportation
Hafiz Munir – Minnesota Department of Transportation
Michelle Owens – Alabama Department of Transportation
Lisa Tarson – Pennsylvania Department of Transportation

Attendees – Friends:

Brian Hirt – CTC & Associates
Ken Chambers – Nevada Department of Transportation
Kevin Pete – Texas Department of Transportation
Patrick Casey – CTC & Associates
Amy Kosanovic – Tennessee Department of Transportation
Terry Swygert – South Carolina Department of Transportation
Lynn Hanus – Wisconsin Department of Transportation
Timothy McDowell – Wyoming Department of Transportation
David Stevens – Utah Department of Transportation
Natassja Linzau – Transportation Research Board

Attendees – Unknown Affiliation:

Jim McDonnell – AASHTO
Zona Kahkonen Keppler – Ohio Department of Transportation
Kimbrali Davis – New Jersey Department of Transportation
LaDonna Rowden – Illinois Department of Transportation
Clayton Schumaker – North Dakota Department of Transportation
Pete Zaniewski – California Department of Transportation
Carolyn Morehouse – Alaska Department of Transportation
Rhonda Brooks – Washington State Department of Transportation
Binh Bui – Georgia Department of Transportation
Ned Parrish – Idaho Transportation Department
Amanda Jones – Kansas Department of Transportation
Ron Johnson – Alabama Department of Transportation
Sid Mohan – Transportation Research Board
Wade Odell – Texas Department of Transportation
Lu Saechao – Washington State Department of Transportation

David Ooten – Oklahoma Department of Transportation
Joe Crabtree – University of Kentucky Transportation Center
Stefanie Brodie – Washington District of Columbia Department of Transportation
Tyson Rupnow – Louisiana Department of Transportation and Development
Andy Eiter – Wisconsin Department of Transportation
Khyle Clute – Iowa Department of Transportation
Neil Mastin – North Carolina Department of Transportation
Cathy McGhee – Virginia Department of Transportation

Welcome/Introductions

Bill Stone, VoR Chairman, opened the meeting at 11:04 a.m. He stated there were approximately 33 people online at the beginning of the meeting. A motion to approve the draft November minutes was made by Linda Taylor and Tim McDowell seconded it. Bill mentioned prior to approving the minutes that we weren't sure which Mike had been on the call in November.

Update on TRB Synthesis Panel 49-07, “Managing Transpiration Research Programs”

Bill discussed the TRB synthesis panel. A consultant has been selected for this study. Serving on this panel are Neil Mastin, Rhonda Brooks, Dave Huft, Ann Scholz, and Bill Stone. The Strategic Plan subgroup headed up by Ann Scholz, Enid White, and Linda Taylor are still working through the draft document and they goal is to discuss the plan further on the May conference call.

Housekeeping

Amy Kosanovic (Tennessee Department of Tennessee) on behalf of Anne Freeman, Secretary, spoke to the group that we wanted to make sure that our membership list on AASHTO's website is correct and up to date for all members of the VoR Task Force. She will be sending out an email with instructions for all VoR Task Force members to follow so that membership can be properly reflected on the website and that we can have an accurate record of our task force members.

HVR Website Training

Natassja Linzau presented on the training section of the agenda. Highlighted during the meeting was the HVR website. This website access is through using either FireFox or Google Chrome web browsers if possible. It has been recommended not to use Internet Explorer since it doesn't provide the best use of this website. The following areas on the website were highlighted by Natassja:

- **Quick links** – HVR resources can also be accessed on the R&I VoR website without logging in to the HVR site.
- **Log-In Instructions** – All users of the site will need to email mytrb@nas.edu in order to get a username and a password. Once you receive your login credentials and login for the first time, your dashboard that you will see is customized for your state. You can also view your past and current HVR submittals.
- **Help and FAQs** – The mytrb@nas.edu should be used if you are having technical difficulties with the website and it will be necessary to submit a ticket. Natassja mentioned to email Bill Stone with any of the member policy questions related to submission of projects.

- **Report Section** – Section where you can drill down to reports by region.

Renee McHenry took over the presentation at this point and began demonstrating how to enter a project into the HVR website. She mentioned that there were two ways you could submit projects, but because their state only submitted a few each year, she preferred to use the “create an individual project” entry method over uploading a spreadsheet, which was the second way to enter a project. Their office does track internally their submissions via a spreadsheet but their tracking is not the same as utilizing the HVR website for that purpose.

Renee went through each required field and described what needed to be done with each field. Bill Stone interjected that it was important to use the National Study Codes dropdown boxes and to be sure to fill in that section. The Task Force was hopeful to have the Topic Areas dropdown available for this year’s submittal process, but this was not able to be accomplished.

Renee mentioned to paste as plain text into the Brief Summary section. She also encouraged us all as a best practice to enter in all the fields and sections and encouraged members to use the web link, resources, and attachment sections if needed. She especially pointed out that even though the sponsor and project contact sections seemed like repeats, to complete those sections.

After she entered a test case, she demonstrated how to edit an existing entry.

Renee next covered how to import projects with their Excel spreadsheet form. Basically, what happens with this method is the spreadsheet is downloaded. The submitter completes all fields in the spreadsheet. New rows represent new projects. After they enter everything into the spreadsheet and upload the spreadsheet, then the spreadsheet populates individual records that can be edited as if they were entered individually.

Renee finished up with showing how to delete projects before the final submission date of 3/31/18.

Other HVR “Sweet Sixteen” Items

In this section, Bill Stone stressed completed research is the only type that needs to be submitted and that the projects can be up to five years old. Projects can be SPR, Transportation Center, or Pooled Funds projects. He reiterated the deadline is 3/31/18.

Next Bill explained in the Reports section that each regional chair can get all the reports by region for voting. In the past, a contractor sent those out for each region. He finished by stating that the “Sweet Sixteen” is the top 4 from each region. He also reminded us that there would be a Safety Supplemental where the top 2 would be selected. There would also be another supplemental section based on the most submissions from one category.

Questions

David Stevens spoke up and said he appreciated RAC members being brought in to this discussion. He wondered if someone had asked about the number of submissions prior to joining the call. Bill spoke up that it depends on the state. His state usually only submits 3-5 each year. Sometimes they will hold a submission back and submit it the next year because of competition.

Kathy Malusky mentioned that the purpose of submitting additional projects would be to possibly get a win with a supplemental topic area even if your projects weren't selected for the "Sweet Sixteen."

Amy Kosanovic asked if the project number was a special number for the HVR system or not? Bill and others answered no and to use our own project numbering system for our states in this section.

Flavia from Connecticut asked if 100% state funded projects could be submitted and Bill said yes. Another person asked if attachments will be viewable by all members of regional committees and Bill said that only regional chairs could view the attachments.

Next Conference Calls/Adjourn

Conference calls are bi-monthly and held on the second Wednesday at 11:00 am to noon Central Standard Time (CST). The next conference call will be May 9, 2018. It was mentioned that the next meeting discussion will be on the Strategic Plan.

The meeting was adjourned at 11:47 a.m. CST.