

Meeting Minutes
Highway Research Steering Committee Meeting
Wisconsin Highway Research Program
Friday, November 3, 2006
Hill Farms State Transportation Building
Room 419 9:00 – 12:00 pm

Attendees

Jim McDonnell	WisDOT	Bob Arndorfer	WisDOT
Beth Cannestra	WisDOT (Struct. Rep)	Alan Rommel	WisDOT
Don Miller	WisDOT	Dan McGuire	WisDOT
Mike Paddock	ACEC	Kevin McMullen	WCPA (Rigid Rep)
Scot Schwandt	WAPA	Jim Crovetti	Marquette (Flex Rep)
Dwight McComb	FHWA	Ann Pahnke	WisDOT
Hussain Bahia	WHRP	Gary Whited	CMSC
Judie Ryan	WisDOT	Andrew Hanz	WHRP
Pat Casey	CTC & Associates	Matt Mullins	CTC & Associates
Dan Enz	UW-Madison	Greg Waidley	MRUTC

I. Review/Approval of July Minutes

Action Item: Minutes were approved

II. WHRP Status of FFY 2006 Activities

- a. Research Projects:** A summary of all in progress research projects was provided. Information provided included: technical progress, financial progress, if the program was under an extension, and the duration of the extension. Summary of the information showed that currently 68% of in-progress research projects are being performed under some sort of time extension. A list of possible acceptable reasons for approving extensions was discussed and it was agreed that this list, or an extended list will be used in the future.
- b. Implementation Projects:** A list of the FFY 2006 Implementation Projects and the academic and WisDOT/TOC personnel involved was presented. The FFY 2006 projects are the first projects selected in a pilot program that aims to aide the implementation of research results. It was indicated that the current approach is for the researcher and WisDOT personnel to work together to synthesize the research results to facilitate a change in current construction/design practice. Discussion about the approach and the need for involving other WisDOT managerial support of these projects took place. It was mentioned that there could be an opportunity to bring this discussion to the Research Advisory Committee. This committee is under development and should begin meeting shortly, please contact Jim McDonnell for more information.

- c. **Frozen Four:** An update of the progress of the Frozen Four was given. The main deliverable during the last quarter was the development of a database listing all completed and in-progress research and implementation projects for the states involved in the pooled fund (MN, WI, IL, and MI). It was demonstrated how this database could be used in an example that linked all research efforts of partner states to the tracks of the national concrete roadmap. A discussion of how TOCs can become involved and use information provided by the Frozen Four ensued. It was mentioned that Ms. Laura Fenley is the current WisDOT representative on the Frozen Four. She will continue attending TOC meetings and report back regarding new Frozen Four developments. the next Frozen Four meeting is scheduled for December 5th
- d. **Research Needs Identification:** Updates were given on the two main research needs identification activities:
 - Web-based research needs survey: Complete for Flex TOC and 70% complete for Rigid TOC. Distribution lists to get the survey out to the appropriate people is under development. The survey will be ready for distribution early spring of next year.
 - Regional Site Visits: WHRP has been coordinating with Bureau Directors and Section Chiefs to develop a strategy for regional site visits. Suggestions were provided by steering committee members.

Action Items:

1. **FFY 2006 Research Projects**
 - WHRP Staff will coordinate with TOC Chairs to identify the reasons that current projects have been extended.
 - This information will be used to draft a policy defining acceptable and unacceptable reasons for extension. Upon steering committee approval, this will be included in the policy manual and used in the future as basis for approving extensions.
2. **FFY 2006 Implementation Projects**
 - For now it was decided to follow the current procedure and revisit this discussion at a later date. This allows for time to evaluate the success of the first implementation projects.
3. **Frozen Four**
 - Other TOC representatives are also welcome in these meetings, Andrew will send out a draft agenda to all TOCs and encourage attendance. He will also solicit items to be discussed with other partners.
 - The TOCs will decide how much they want to use the data generated by the Frozen Four as more become available. This will define the level of WHRP involvement in the Frozen Four.
4. **Research Needs**
 - WHRP will continue coordinating with Flex and Rigid TOCs to review/revise the research needs survey and to develop distribution lists.
 - WHRP will continue planning regional site visit meetings. Based on steering committee input, these meetings will be scheduled for spring 2007.

III. WHRP Status of FFY 2007 Activities

- a. Status of 2007 Contracts:** A status report that all FFY 2007 research contracts were in the process of obtaining signatures was given. As of November 7, 2006, all contracts with UW-Madison Principle Investigators have been executed. Contracts with other investigators are still being processed. Three research contracts (all within the Flex TOC) are on hold from processing due to work plan modification. It was noted that WHRP has switched to the use of a Master Contract as a contracting mechanism. This contract is an agreement between UW and WisDOT, all research projects are treated as subcontracts. This change should provide more flexibility and less delays in the contracting process. The steering committee was made aware that delays in contract execution that were encountered this year due to new FHWA policy requirements and negotiation with WisDOT regarding use of SP&R funds. These are not expected to be re-occurring.
- b. Status of 2007 Implementation projects:** Thus far both the Rigid and Flexible TOC have selected their FFY 2007 Implementation Projects. Structures and Geotech TOCs are in the process.
- c. Winter New PI Meeting:** Plans to host a Winter New Principal Investigators' Meeting was announced. The focus of the meeting will be to present WHRP policies and to provide an opportunity for the members of the Project Oversight Committees and the PIs to discuss the collaboration on the project. It is the intent of the meeting to invite those participating in research and implementation projects to participate. A tentative agenda and date were included in the packet distributed at the meeting. A discussion regarding the resources needed to perform the literature searches provided by CTC and Associates and how could best help WHRP and research projects was held.

Action Items:

1. 2007 Contracts

- WHRP will work with WisDOT next year to ensure all contracts are signed no later than September 1, with a starting date of October 1.

2. Winter New PI Meeting

- **Meeting Date:** Concerns were raised that the December 8th meeting date is in conflict for others. WHRP will consider changing the date to accommodate everyone's schedule. Please forward any potential open dates to Andrew.
- **Meeting Agenda:** The agenda provided in the meeting packet was just a draft. Please feel free to make any comments or suggestions to Andrew.
- WHRP will document the cost and effort required to perform Transportation Literature Searches and Synthesis reports.

IV. MRUTC Asset Management Project Solicitation Process and Guidelines

Greg Waidley from MRUTC presented MRUTC's call for problem statements/draft RFPs for Asset Management Projects. A definition of asset management and of the projects that were awarded from a similar call last year was given. A handout detailing the process of prioritizing problem statements, collecting RFP's and awarding projects was also provided. Problem statements are due to MRUTC by November 17. WHRP has offered to help the TOC chairs in reminding TOC members of the call, collecting and organizing problem statements, and sending them to MRUTC.

VI. Asphalt Research Consortium Update

Hussain Bahia provided a brief overview of the Asphalt Research Consortium, including its structure, participants and research themes. The steering committee was also notified that the Flex TOC plans to contribute some funds to the ARC. Any further questions regarding the consortium should be directed to Hussain.

VII. WisDOT Peer Exchange and Research Evaluation

Jim McDonnell wanted to present a summary and his views on the recent WisDOT research peer exchange/evaluation. He was also going to discuss the formation of a Research Advisory Council to help better coordinate the research efforts of WisDOT. However, in the interest of time, he volunteered to skip his presentation and send the information electronically. Both of these topics will also be on the agenda for the next Steering Committee Meeting.

VIII. TOC Chair Updates

Flexible TOC: Jim Crovetti, in place of Len Makowski

Geotech TOC: Bob Arndorfer.

Rigid TOC: Kevin McMullen in place of Jim Parry.

Structures TOC: Beth Cannestra in place of Scot Becker

Each TOC Chair/Representative gave an update about their on going research projects. The update included the progress of their projects over the last quarter, financial progress, projects that had been closed out, and if the project had been extended. In the future reasons for any extension may also be included.

Action Items:

- The format used to present project progress would be used for updates at all subsequent steering committee meetings. Any formatting/content comments should be sent to Andrew, they will be incorporated into the next summary.

IX. Construction Materials Support Center (CMSC) Work Order Progress Update

Gary Whited gave an update about the activities of the CMSC. In his presentation he stressed the importance of working with WHP in their implementation activities. Please refer to the meeting packet for a copy of the presentation. Gary also stated that he would like for WHP to continue funding of the CMSC.

Action Item:

- No decision was made regarding the funding of the CMSC for 2008. Any commitment beyond that will be discussed at the next steering committee meeting.

X. Data Integration TOC

Hussain gave an update on the status of the Data Integration TOC. The TOC would be funded \$200,000 of additional funds; therefore the research budgets for all four other TOCs remain unaffected. The main discussion in this meeting was focused on ensuring that the list of potential candidates created by WHRP was satisfactory to the Steering Committee. The Steering Committee recommended the following additions to the list:

- WisDOT employee from highway operations
- WisDOT employee from the data services group
- Maintain the option to eventually bring contractors to the discussion.

The committee was also made aware that Jim McDonnell will serve as the chair of this committee and that the goal for the first TOC meeting is the last week of November.

XI. Perpetual Pavement Instrumentation of the Marquette Interchange Project

Jim Crovetti gave a presentation summarizing his work on the Marquette Interchange Perpetual Pavement Project. An interactive website that has been developed as part of the project was also presented. This web site allows for real time observation of pavement response to traffic loading. The website can be found at: <http://www.trc.marquette.edu/muint/index.html>

XI: Next Meeting

Friday, January 12, 9:00 am – 12:00 pm