

Meeting Minutes
Highway Research Steering Committee Meeting
Wisconsin Highway Research Program
Friday, July 21, 2006
Hill Farms State Transportation Building
Room 144b, 9:00 – 12:00 pm

Attendees

Kristina Boardman	WisDOT	John Glaze	WisDOT
Andrew Hanz	UW-Madison	Greg Waidley	MRUTC
Don Miller	WisDOT	Hussain Bahia	WHRP
Len Makowski	WisDOT	Bruce Pfister	WisDOT (rep. Geo)
Dan McGuire	WisDOT	Kevin McMullen	WCPA
Jack Arseneau	WI Earthmovers	Scot Schwandt	WAPA
Beth Cannestra	WisDOT	Alan Rommel	WisDOT
Pat Casey	CTC & Assoc.	Judie Ryan	WisDOT
Scot Becker	WisDOT		
Bob Schmitt	UW-Platteville	Matt Mullins	CTC & Assoc.

I. Review/Approval of April Minutes

Action Item: Minutes were approved

II. Update and Quarterly Snapshot from Each TOC

Flexible TOC: Len Makowski

Geotech TOC: Bruce Pfister represented the Geotech TOC in place of Bob Arndorfer.

Rigid TOC: Kevin McMullen represented the Rigid TOC in place of Jim Parry.

Structures TOC: Scot Becker

WHRP Administration: Andrew Hanz

Each TOC representative gave a brief overview of their current projects. Included in this overview were projects completed the past quarter, progress on all of their projects in terms of percent complete, and any challenges they have encountered in specific projects that have caused them to be delayed.

Andrew gave an overview of the WHRP budget for FFY 2007 and an update on all WHRP contracts. As of this meeting all research contracts have been signed and are at WisDOT for review. The only contracts that have yet to be signed are the implementation contract and the WHRP Administration contract.

III. Policy on TOC Membership

Hussain Bahia presented a change in the current policy on TOC membership. This change was in an effort to provide a more structured policy in terms of TOC member and chair term renewal, the nomination of new members, and evaluation of current members. The policy, including changes recommended by the steering committee is given below.

Chapter 2: Organizational Structure and Responsibilities

Section 2.1 Technical Oversight Committees

As was mentioned in chapter 1, the WHRP supports research in four areas. For each of these areas of research there exists a technical oversight committee that provides technical expertise to guide the many activities involved in transportation research. The following guidelines provide information regarding TOC membership.

TOC Membership and Voting Guidelines

- Membership guidelines for TOC rotation and new members
 - Membership, which includes the TOC chair, should include:
 - WisDOT(>3),
 - Industry (>2),
 - FHWA (>1),
 - academia (>2) and
 - consultants (>1).
 - WisDOT will recommend TOC chairs for approval by the SC. TOC chair participation is reviewed by SC on a two year basis. Renewal and nomination for new chairs are presented and a decision is voted on by SC at time of review.
 - General membership to be selected by TOC chair and approved by SC.
 - Review members' participation / contribution on a two year basis. Renewal and nomination of new members is voted on by the TOC members and approved by SC.
 - No chairs should serve more than (3) consecutive terms .
 - New members can be nominated by current TOC members and WisDOT staff. A TOC member or WisDOT staff will sponsor the nomination. A short bio and justification of nomination should be submitted to WHRP staff before summer quarterly meetings.
 - Voting requires that 2/3 of the eligible membership, and the chair, be present in person or by phone / e.mail.

Spreadsheets were also developed for each TOC to track the attendance and contribution of each member to the group over their two year term.

Action Item: Both the Membership Policy and attendance sheets were approved by the steering committee. It was decided that all members/chairs terms begin this summer.

IV. Mid Continent Transportation Research Forum 2006

Greg gave an update about the location and logistics of the Mid Continent Transportation Forum. Information provided included:

- Time and location of the event
- The focus of the event as a “Research Pays Off” theme
- Explained different areas the event covered.
- Distributed brochures to everyone to share within WisDOT- the event is free for WisDOT employees.

Andrew provided a summary of which WHRP projects are represented at the “Research Pays Off” Forum. Sixteen of 38 (42%) completed WHRP projects are being presented at the Forum.

Action Item: Beth Cannestra requested that the date and time of the presentations regarding WHRP projects be added to the summary and then sent to her for distribution throughout WisDOT. Andrew and Greg will work together to give each project a date and time.

V. CMSC Update

Don Miller gave us an update on the progress of the CMSC. The CMSC has begun operation and is currently working on the following three projects:

- Machine Controlled Grading
- DOT Construction Estimating Inflation Factors
- Dispute Resolution

All reports on the projects will be available on the CMSC website: <http://cmsc.engr.wisc.edu/>

Action Item: It was decided to make the CMSC a regular agenda item for the steering committee meetings and that Gary Whited should be invited to attend the meetings.

VI. WHRP Research Needs Update

- **Survey (Link: <http://www.surveymonkey.com/s.asp?u=799231784732>)**

Andrew gave an update on and answered questions regarding the Research Needs Survey discussed at April’s meeting. Examples of both the survey input page and the output page were given. The comments from the focus group the survey was sent to were also given. Of the five people the survey was sent to for review two responded and gave there approval. Andrew presented the following as potential next steps to implement the survey to help in research needs identification:

- More thorough peer review
 - Generation of a database of appropriate WisDOT employees, contractors, and consultants to take the survey.
 - Pilot the survey with the Flex TOC in the fall.
- **Regional Site Visits**

Pat Casey outlined plans for WHRP to visit each of the regions. The focus of the regional meetings would be to both introduce WHRP and how it can serve the regions and to identify regional research needs.

Action Items: Len Makowski volunteered to pilot the survey for the Flexible TOC. The survey will be sent out to the HMA Tech Team and Scot Schwandt will help in distributing the survey to industry. It was also decided that the survey should be presented at the regional meetings and names of potential users of the survey collected. Kevin McMullen also expressed interest in the development of a similar survey for the Rigid TOC.

VII. Collaborative Engineering Center (CEC) Update

- Held a second meeting of the exploratory TOC on June 29th.
- Kristina described the open discussion about WisDOT's training needs and they can be achieved by collaboration with the universities and industry. Minutes from the CEC meeting were provided.
- Identified four major topics of discussion for next meeting:
 - WisDOT's short term training needs
 - What can WisDOT and UW-Madison immediately cooperate on?
 - How can cooperative training be delivered?
 - What can WisDOT and UW-Madison collaborate on in the long term?
- Kevin McMullen and Scot Schwandt expressed the importance of including industry in these discussions.
- It was felt that a TOC should be established to define immediate and future needs.

VIII. Frozen Four Update

Andrew updated the Committee on the status of the Frozen Four pooled fund, including a summary of the discussions at the meeting held in late May. The main focus of the frozen four thus far has been trying to determine how to best coordinate research from both a practical and administrative perspective. Administration policies of the individual states were collected and organized on a timeline to provide a visual representation of each state's research process. The focus of the next meeting will be how to best account for these differences in research collaboration efforts. Collaboration from a practical aspect has involved each state providing the titles and other pertinent information for all current, completed, and implementation research projects. Each state is working on providing more detailed information for three projects in

preparation for the August meeting. This methodology is only a pilot, it was decided that each state should monitor the amount of time invested in their assigned tasks so that the level of effort could be evaluated. If it is found that the task is too demanding our collaboration approach will have to be revisited.

Action Items: Holding a meeting in Madison on August 29th

IX. Next Meeting

Friday, November 3rd. Time and location have not yet been set.