**No Boundaries Transportation Maintenance Innovations**

Technical Advisory Committee

**TAC Business and Planning Meeting Notes**

Wednesday, May 4, 2022

**ADMINISTRATION**

* Operating procedures
	+ The revised operating procedures have been posted to the No Boundaries website.
	+ Biggest change is the creation of a steering committee. It will be helpful for this group to review, advise and address some issues that the whole TAC doesn’t need to attend to.
* Steering committee role and activity, per Tyler:
	+ Wants to get in front of the agenda and topics. Streamline agenda items.
	+ Wants more direction on marketing plan and direction of the pooled fund. What’s next?
	+ Would like the steering committee to meet more often and move the pooled fund forward.
* Timeline for Task Order #3
	+ We are in Task Order #2, year two of a potential 5-year contract with CTC & Associates.
	+ Task Order #2 ends 8/22/22.
	+ Task Order #3 SOW will be created by CTC.
	+ Per Tyler, it would be nice to know where we are going in the fall to get ahead of Task Order #3. The fall peer exchange destination impacts fundings on the Task Order.

**BUDGET**

* Commitments and transfers
* Budget and spending review
	+ Labor by task area presented.
	+ More than 50% of the way through Task Order #2 and spent 46% of the budget.
	+ We haven’t hit every task in every area right on target. We have flexibility with the overall contract.
		- Keeping pace better this year than last year.
		- Meeting costs and larger-than-expected synthesis (effectively the scope of two syntheses) will mean larger invoices in May through August.

**MARKETING AND MEMBERSHIP**

**Membership, Scope**

* Revisit interest/need to solicit new members
	+ Utah recently joined. Ryan Ferrin is the new TAC member.
	+ Group previously decided not to actively seek new members. Does the group want to continue on this path? (It won’t turn anyone down but wouldn’t solicit new members.)
		- Some states are happy with the size No Boundaries is now.
		- However, if the focus is research, why wouldn’t we want to get more members/money?
* Discussion related to scope of the pooled fund
	+ If we want to get bigger, then No Boundaries would need to shift our strategic focus. It’s a good size now for traveling and meeting. If want to do more syntheses, then need more money. These are good steering committee questions.
	+ Getting into research any heavier than a synthesis would be a departure for this group. It could be done (quick turnaround project – sole source through Colorado’s contracting or bid out) but would be different from what we have been doing.
	+ There are already avenues for research (NCHRP, AASHTO, etc.) that it would be too much for No Boundaries. Syntheses are good for this group. If there are research ideas no one is doing, reach out to our partners for them to do that. CTC would keep tabs on those efforts for No Boundaries or create an ad hoc subcommittee within.
	+ This is a good size and the group responds quickly to survey requests. We don’t need more people but if others want to join, that’s a good thing.
	+ There is room for No Boundaries to improve in getting information out to all DOTs.

**Website**

Marketing update

* CTC stepped through recent changes and additions to the website, including content for the public and for members only.
	+ Action: **CTC** to continue to keep up-to-date the list of discussion topics to keep track of what the group wants to address.
	+ Action: **All members** to share state and national affiliations.
* Brochure
	+ CTC will continue work on developing a brochure; this will likely be informed by outcomes of marketing and scope discussions.
* Marketing plan
	+ The group discussed the need to develop a marketing plan.
		- Define avenues for how No Boundaries shares what it has learned and gets its products in the hands of the people who need them.
		- Action: **CTC** to work with the steering committee to develop a marketing plan.
			* The marketing plan will include ways to improve messaging on the website, especially for non-No Boundaries members.

**PROMOTING INNOVATIONS**

**Innovation Database**

* New entries from “Build a Better Mousetrap” added
	+ Antonio suggested empaneling a subcommittee to help decide what innovations would be good to add from the last decade.
	+ As a first step, CTC picked out the maintenance-related BABM innovations from the most recent year and added them to the innovation database.
	+ Next steps: work with Antonio on how to co-brand this and see if he would be willing to put the NB database on the BABM website.
* Action: **CTC** to add show-and-tell items from the May meeting to the database
* Possible collaboration with other pooled funds
	+ Clear Roads is thinking about launching its own innovation database. Should this be one database for all maintenance? Or keep them separate?
		- No Boundaries would prefer to keep these separate.

**Informal Surveys**

* The informal surveys continue to be helpful to members. The group responds quicky to requests.
* These surveys could also be done through SurveyMonkey if that’s helpful to individuals.
* Action: **CTC** to plan to have members report the result of their informal surveys semiannually at the peer exchanges.

**Partnerships**

* No Boundaries update at AASHTO MAC Maintenance / Operations TWG annual briefing on June 28 (online)
	+ Doug and Heath volunteered to present.
	+ CTC will develop a presentation in advance of the event.
* No Boundaries presentation at AASHTO MAC in Washington D.C. from July 23-28
	+ Heath will be attending. Sandi, Cruz and Alanna also attending.
	+ Quick presentation (5-10 minutes).
		- Highlight activities and products that may be of value to AASHTO MAC members
		- Sandi can do it as long as it doesn’t conflict with the Clear Roads presentation.
		- Action: **Cruz** will reach out to the Roadway/Roadsides TWG and **Heath** will reach out to the Equipment TWG to see if they would host our presentation. We should tailor our presentation to whichever group we present to.
		- Action: **CTC** to create the presentation.

**Resources**

* Links to state agencies’ innovations pages and contests
	+ Action: **CTC** to continue to update this page.
	+ Action: **Jim** to send a link to Maine DOT’s innovation program.

**RESEARCH**

**Synthesis Research**

* Progress on Response to Staffing Shortage Synthesis
	+ Chris Kline presented findings to date.
	+ Action: **Chris** to send another survey reminder (Item completed). CTC is willing to do a telephone interview if folks find it easier or possible.
* Possible topics for a second synthesis
	+ The first synthesis is broad in scope and will present findings equivalent to two typical syntheses. However, with Task Order #3 approaching, it is worthwhile to continue to pursue synthesis topics of high interest and need for members.
	+ Bill Collier with Virginia discussed the need for a synthesis on asset management for minor assets. Member discussions supported the value in taking next steps on this topic.
	+ Action: **CTC** to present a plan for scoping a new synthesis on asset management for minor assets to the steering committee.

**OTHER ACTIVITIES FOR NO BOUNDARIES**

* Ideas? How else should No Boundaries be using its funds?
	+ Action: **Any member** can let Brian and the steering committee know about possible ideas for other activities.

**FUTURE MEETINGS**

* Volunteers to Host
	+ New York State – Late September or early October 2022. Albany. Action: **Ken** to check on venue and dates.
	+ Missouri – Spring 2023.
	+ Louisiana – Spring 2024.

**ADJOURNMENT**