



**No Boundaries Roadway Maintenance Practices
Pooled Fund #TPF-5(330)**

**2017-2019 Work Plan
August 31, 2017**

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I. Proposed Activities: July 1, 2017 to June 30, 2019

All major tasks will be undertaken with guidance and approval from the No Boundaries Technical Advisory Committee (TAC). The TAC may choose to direct funding toward other activities not named below that fall within the scope of the pooled fund.

Major tasks marked with an asterisk () below are contingent on actual funding levels.*

Task 1: Promoting Innovations (Website, innovations database, newsletter, webinars, etc.)

- Create and publish a newsletter approximately six times annually to compile recent research, innovative practices and upcoming events in the maintenance world, along with news about No Boundaries activities.
- Maintain the website with current information about No Boundaries members and activities. Post information developed or shared about maintenance innovations. Research and post maintenance resources on priority topics identified by the TAC to help the site become a go-to place for maintenance professionals.
- Develop print or online communication products that help promote the use of selected innovative maintenance practices that have the potential for widespread implementation.
- Promote the innovations submission form and database widely to encourage new submissions and use of the database by maintenance professionals across the country.
 - Develop a structured process for soliciting submissions and selecting those that deserve national recognition and promotion through No Boundaries.
 - Assist agencies with entering innovations in the database on their behalf.

- Redesign the website using a content management system and an updated design. Use more images and add elements that better showcase the innovative practices to be shared, such as blogs and videos. Below are websites for inspiration:
 - <http://clearroads.org/>
 - <http://mwmo.org/>
 - <https://mntransportationresearch.org/>
- Promote training courses for continuing education units/professional development hours. Coordinate with and contribute content to the AASHTO Transportation Curriculum Coordination Council.
- Use survey tools to collect information about programs across the states that encourage innovative practices.
- (*) Continue work organizing and hosting webinars on selected innovative maintenance practices or priority maintenance topics. Canvass No Boundaries members and others, such as AASHTO SCOM, for potential topics for review and prioritization by the TAC. The number and scope of webinars will be dependent on funding levels. Possible webinar topics suggested to date include innovations in maintenance training/workforce development; novel contracting; new technologies; management systems; performance-based maintenance; asset management; scheduling and budgeting techniques; and operations management.
- (*) Produce field-based videos that showcase innovative practices in action. Post these on the No Boundaries website and promote them through the newsletter and other communication channels.
- (*) For selected maintenance technologies, tools and processes, compile training manuals, best practice compendiums, or Web-based wikis. These can be based on input from No Boundaries members, other agency leaders, and industry partners.

Task 2: TAC Meetings/Tech Transfer Events

- Organize, facilitate and document TAC conference calls (at least every other month).
- Organize, attend, facilitate and document two face-to-face meetings per contract year. Handle all travel and facilities logistics, materials preparation and coordination, communication with the No Boundaries host agency, expense reimbursements, etc.

Potential meeting topics and event formats include:

- TAC face-to-face meeting or conference focused on sharing effective practices in implementing maintenance innovation rodeos. This could include participation by LTAP representatives and other invited guests.
- National maintenance innovation rodeo that showcases the top innovations shared by the states.
- TAC face-to-face meeting or conference focused on maintenance data collection technologies (especially the use of mobile devices). Include field demonstrations, program management implications, etc. This could also involve vendors, if desired.
- TAC face-to-face meeting or conference focused on maintenance program management issues. Presentations and detailed discussion and sharing related to employee development/training/retention, using performance measures, customer satisfaction, productivity challenges, etc.

- (*) Organize pilot projects or mini peer exchanges to facilitate demonstration and technology transfer of new practices between two or more agencies.
- (*) For selected maintenance systems, develop and conduct on-site maturity assessments with No Boundaries member states to help them move along the continuum from ad hoc implementation to managed, optimized processes.

Task 3: Marketing and Membership

- Continue to reach out to potential new members (both state DOTs and local agencies) through emails, phone calls and presentations. Interest in membership has been expressed by a number of state agencies; top among these are Minnesota, Mississippi, North Carolina, Kentucky, Oregon, and the province of Manitoba. Eight new members is a reasonable expectation.
- Look for opportunities to involve non-member agencies in the meetings and activities of No Boundaries as a way to encourage both their contributions to discussions and membership by their agencies.
- Investigate opportunities for collaboration between No Boundaries and other national maintenance-related programs and technology transfer initiatives.
- Develop one or more articles about No Boundaries activities and accomplishments for submission to trade publications.
- Continue to support TAC member efforts to reach out to potential new members one on one and at national conferences. Work with them to identify opportunities for follow-up contacts based on their outreach efforts.

Task 4: Pooled Fund Management (Financial management, TAC communications, etc.)

- Maintain financial details about the pooled fund (commitments, transfers, expenses, etc.) in collaboration with Ohio DOT. Maintain and update the budget based on projected and actual expenses in major work areas.
- Follow up with partner agencies to request and facilitate commitments and transfers.
- Communicate with TAC representatives and member agency research programs about their contributions and participation.
- Complete and post quarterly reports of progress.
- Draft operating procedures for the pooled fund that outline voting procedures, membership benefits, travel reimbursement procedures, etc. Review with the TAC and revise as needed.
- Serve as the primary point of contact for the pooled fund.

II. Completed and Anticipated Activities: September 1, 2015 to June 30, 2017

This summary of work completed in the current contract period of the No Boundaries pooled fund is provided as a reference.

Task 1: Marketing and Membership

- New member outreach to state DOTs and local agencies, including emails and phone calls to both individuals and groups (such as SCOM) regarding the opportunities and benefits of participation. Created a spreadsheet to track all outreach efforts.
- Created an email template for members to reach out to their maintenance peers.
- Worked with TAC members to recruit speakers from non-member agencies to attend the fall meeting with the hopes that this will encourage future membership by their agencies.
- Welcomed and oriented new members with information on the pooled fund, TAC meetings and the website.
- Developed fliers and power point slides for members to use at maintenance-related meetings and events.
 - Meetings included: WASHTO SCOM meeting (March 2016); APWA Snow Conference (May 2016), National Equipment Fleet Management Conference (June 2016), AASHTO SCOM meeting (July 2016), National Safety Rest Area Conference (October 2016), TRB Annual Meeting (January 2017).

Task 2: Promoting Innovations (Website, innovations database, newsletter, webinars, etc.)

- Developed an innovations submission form and searchable database on the website. Populated the database with innovations submitted previously.
- Researched and wrote up examples of maintenance innovations related to asset management for sharing in the new asset management section of the website.
- Made substantial updates to the No Boundaries website, including new sections for asset management, maintenance management, member login and roadway maintenance e-news. Began concept work for a new website structure and design to more easily share and manage content.
- Created a YouTube channel to feature videos of members' maintenance innovations.
- Created a bimonthly newsletter for No Boundaries that compiles and summarizes examples of innovative roadway maintenance practices along with the latest news from No Boundaries. Published issues in November 2015, March 2016, April 2016, June 2016, August 2016, October 2016, January 2017, March 2017 (anticipated), May 2017 (anticipated). Implemented a calendar of events starting with the January 2017 newsletter.
- Updated the website with current details and videos showcasing: Missouri DOT's panic lights and sound innovation for its truck-mounted attenuator vehicles; Michigan's assessment of unmanned aerial vehicles for maintenance; Michigan's use of automatic vehicle locator systems on both snowplow trucks and spray herbicide trucks.
- Compiled papers from the 2015 TRB Annual Meeting related to maintenance and posted the results on the website.
- Researched the latest activities and surveys nationally related to maintenance asset management to inform the content of a new survey on asset management. Created the survey and distributed it to

AASHTO SCOM members in July 2016. Compiled and analyzed the results to help the TAC identify priorities for information sharing among agencies.

- Created and promoted a Google Group listserv to encourage information sharing among non-winter maintenance professionals.
- Began work scoping No Boundaries webinars on selected innovative maintenance practices and priority maintenance topics. Drafted a survey for collecting topic suggestions from pooled fund members and from AASHTO SCOM. It may be possible to conduct one webinar prior to 6/30/17.

Task 3: TAC Meetings/Tech Transfer Events

- Conducted TAC conference calls on 10/1/15, 11/9/15, 2/8/16, 3/31/16, 6/1/16, 8/4/16, 1/23/17, 3/1/17 and 5/31/17. Activities included developing the agenda, inviting participants, facilitating the meetings, and writing and distributing minutes.
- Planned and supported the face-to-face meetings December 10-11, 2015, in St. Louis, MO and October 25-27, 2016, in Ann Arbor, MI. Activities included scheduling, agenda development, meal planning, travel arrangements, hotel accommodations, facilities coordination, outreach to guest speakers, meeting facilitation, writing and distributing minutes, and processing attendee reimbursements.
- Began planning August 2017 face-to-face meeting in Columbus, OH.

Task 4: Pooled Fund Management (Financial management, TAC communications, etc.)

- Maintained financial details about the pooled fund (commitments, transfers, expenses, etc.) in collaboration with Ohio DOT. Maintained and updated the budget based on projected and actual expenses in major work areas.
- Followed up with partner agencies to request and facilitate commitments and transfers.
- Communicated with TAC representatives and member agency research programs about their contributions and participation.
- Completed and posted quarterly reports of progress.
- Maintained a spreadsheet with information on all partner commitments and transfers.
- Served as the primary point of contact for the pooled fund.

III. Funding and Budget for FY 2018 and FY 2019

Following is a table that breaks down the incoming budget for the prior contract period (\$210,000) and the planned contract period (\$670,000).

- As shown the table, the two-year breakdown of the planned budget is \$440,000 for FY 2018 and \$230,000 for FY 2019.
- FY 2018 includes anticipated commitments for FY 2018 and all unspent prior commitments from states beyond the original No Boundaries members.
- Funding is shown from possible new members (eight are anticipated based on interest expressed to date). This portion of the budget is contingent on such members joining No Boundaries. Only actual commitments will be spent on this project.