



**No Boundaries Transportation Maintenance Innovations
Pooled Fund #TPF-5(441)**

Operating Procedures

Documenting Administrative Makeup and Practices of this Pooled Fund Project

Approved February 10, 2023

Introduction

The No Boundaries pooled fund group was established in 2011 to promote ongoing innovation in roadway maintenance and operations practices and management through a variety of technology transfer activities.

Missouri DOT led this pooled fund from 2011 to 2015 under TPF-5(239). Ohio DOT next led this pooled fund from 2015 to 2019 under TPF-5(330). In 2019, Colorado DOT took over leadership of this pooled fund under TPF-5(441) (www.pooledfund.org/Details/Study/665).

Updated information on projects, membership and activities can be found on the No Boundaries website: maintainroads.org.

Mission

The No Boundaries pooled fund project is a **community of practice of state DOT maintenance and operations professionals**.

The group **shares innovative maintenance technologies and practices to promote adaptation, implementation and broader use**.

No Boundaries supports its mission with its work on a wide range of goals and activities.

Goals and Activities

No Boundaries supports its mission with a focus on the goals and activities described below:

- Holding biannual peer exchanges to discuss current maintenance challenges and explore the host state's innovative maintenance and operations practices
- Maintaining an Innovation Database that describes maintenance products and practices to improve the way transportation agencies do business
- Identifying and promoting maintenance innovations and process improvements

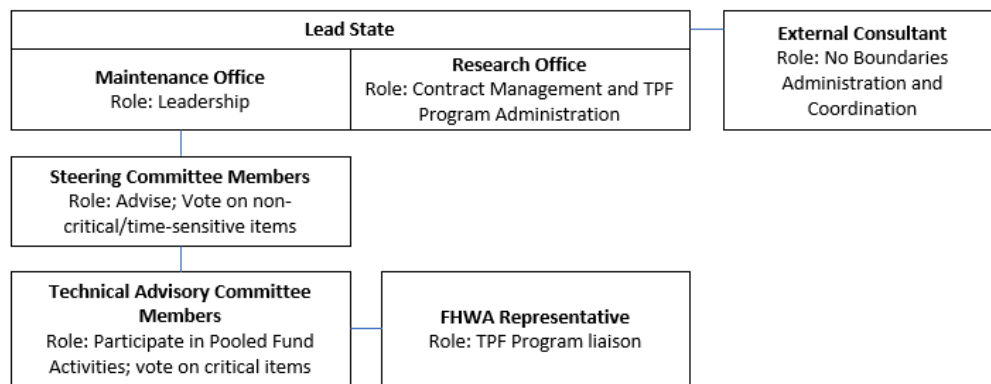
- Conducting quick-turnaround synthesis research on hot topics in maintenance
- Developing marketing plans, annual reports and other publications that highlight recommended innovations

Lead State

All contracts for No Boundaries research and other activities are administered by the current lead state and must comply with its regulations, policies and procedures.

Such contract administration, as well as funding transfers and fulfillment of Transportation Pooled Fund Program requirements, is handled by the research office of the lead state.

The lead state and other parties involved in this pooled fund are shown in the organizational chart below.



Leadership

No Boundaries is led by an elected chair and vice chair who are staff members of member agencies. In addition to the chair and vice chair, a Steering Committee is elected to guide and review upcoming TAC meeting and peer exchange agendas and to provide direction to the program administrator for various tasks, such as TAC-approved synthesis reports and other ad hoc committee recommendations. The suggested term for Steering Committee members is three years, but the TAC may hold elections earlier as needed.

- The Steering Committee will consist of five TAC members.
- The suggested term for Steering Committee members is three years, but the TAC may hold elections earlier as needed in the case of an early vacancy. There are no term limits on Steering Committee membership.
- Committee membership includes the No Boundaries chair, vice chair, lead state member (if different from the chair or vice chair), and additional members bringing to the total to five.
- Membership should include at least one longtime No Boundaries member (an individual who has served on the TAC for four years or longer) and one newer member (an individual who has served on the TAC for fewer than two years).

Rotating different members onto the Steering Committee as possible will help incorporate broad and diverse perspectives and promote the growth of the No Boundaries.

Membership

A government organization must make a minimum annual commitment to No Boundaries of \$10,000 (USD) to maintain membership. In-kind commitments are not accepted for membership in No Boundaries. Each member agency of No Boundaries will designate a technical expert to serve as a member of the TAC and represent the agency's interests.

Each TAC member will work with their research branch representative to transfer State Planning and Research (SP&R) funds to the lead state to maintain current good standing in order to vote and to qualify for travel expense reimbursement.

The chair or vice chair may invite a member whose agency has not maintained timely commitments to a meeting if the person is needed due to their contributions on a particular project or subject. This can be determined on a case-by-case basis.

TAC Member Roles and Responsibilities

TAC members participate in meetings and briefings on matters needing full membership resolution, and as subcommittee members on special activities. The role of the TAC will include the following responsibilities and others that the TAC decides are appropriate:

- Participate in TAC meetings, both via conference call and face-to-face.
- Develop and vote on activity proposals for funding each year.
- Vote on No Boundaries matters involving special activities, ad hoc funding requests and operating procedures.
- Volunteer on subcommittees to provide oversight and guidance for activities.
- Approve activity milestones and final products.
- Provide guidance on further implementation (how agencies can make further use of No Boundaries products).

Administration

The No Boundaries pooled fund will contract with an administrator to support the efforts of the Technical Advisory Committee and the activities conducted through the pooled fund. Below is a summary of the administrator's functions:

1. Serve as primary contact for the project with the Transportation Pooled Fund Program and its sponsors (FHWA, TRB and AASHTO), partner organizations, Technical Advisory Committee members, and others.
2. At the direction of the lead state, post the project solicitation to the TPF Web site, monitor partner commitments, request FHWA approval for use of 100 percent SP&R funds and assure obligation forms are received by FHWA from partners.
3. Establish and maintain regular communication with Technical Advisory Committee members via e-mail, phone and meetings.
4. Schedule and coordinate meetings and teleconferences of the Committee.
5. Prepare and distribute meeting agendas, minutes and other materials needed to conduct Committee business.
6. Administer special projects and activities; review with TAC members who provide oversight and approval.
7. Track and report on (via posting to TPF Web site) milestones for ongoing projects and activities. This includes creating and posting a quarterly report for the study.

8. Receive and coordinate review, approval and payment of reimbursement requests from Technical Advisory Committee members.
9. Support other Technical Advisory Committee activities as needed.

As of November 2022, CTC & Associates LLC is the contract administrator for this pooled fund. For more information, contact Brian Hirt at brian.hirt@ctcandassociates.com, 402-770-9067.

Voting Procedures

Each TAC representative from the member agencies will have voting privileges on No Boundaries matters involving activity selection, ad hoc funding or operating procedures. Each member agency may have no more than one voting representative. Formal votes are not necessary on all issues. The TAC may establish an accepted consensus through meeting discussions, phone calls, e-mail exchanges and other electronic means.

For project selection and other matters requiring a more formal approach, votes may be cast by voice, a show of hands, or a written proxy. Any voting member may request a roll call vote if desired. To ensure that the diversity of the member agencies is being represented, consensus decisions require majority agreement of at least two-thirds of the members. Without a quorum of two-thirds of the members, members who are absent from the meeting will be polled. Decisions will be delayed until all members have had sufficient opportunity to respond.

As an exception to the guidelines above, the initial adoption of these operating procedures will require unanimous consensus of a quorum of two-thirds of the TAC, with all TAC members having an opportunity to review and vote. Future revisions to these operating procedures will require a majority vote of a two-thirds quorum.

Travel Expenses

TAC Members

Travel expenses for Technical Advisory Committee members related to participation in No Boundaries activities will be paid out of the pooled fund project's funds unless stated otherwise for the individual project. Such expenses include airfare, car rental, mileage, meals, lodging, etc. As noted above, agencies outside the United States and Canada may need to contribute additional funding for travel costs to meetings.

The majority of travel expenses will relate to No Boundaries TAC meeting participation. However, at the TAC's discretion, travel expenses associated with attending related meetings or activities will also be reimbursed. The administrator is responsible for coordinating events that minimize travel costs.

When appropriate and possible, the administrator will pay for TAC member expenses at the time they are incurred on behalf of the TAC member and then submit an invoice for reimbursement to the No Boundaries pooled fund. When this is not possible, TAC members must submit a request for reimbursement to the lead state, following their guidelines for reimbursement. The administrator will reimburse the TAC member and invoice the pooled fund for the expenses.

Program Administrator

Travel expenses for the pooled fund administrator and its subconsultants to the semiannual TAC meetings will be reimbursed by the pooled fund. As of 2022, this consists of three people: the program manager, the business manager, and the subconsultant subject matter expert. Any individuals or meetings in excess will require TAC approval.

Non-voting Participants

The TAC may invite non-members to attend the No Boundaries face-to-face meetings or to participate in teleconferences. These participants will not be allowed to vote on No Boundaries business but can attend the meetings or teleconferences and receive documents. Examples of these non-voting participants include:

FHWA Representatives

Meal expenses incurred while participating in a group No Boundaries event such as a group lunch, dinner, or break item are covered. Other travel and lodging expenses are not covered.

Potential TAC Members

Guests invited to one meeting to get familiar with the program before becoming a full member. All reasonable travel expenses incurred will be reimbursed, following the same policies as for TAC members. The typical number of guest potential members is up to four per TAC meeting.

Additional Member State Representatives

Full expenses will be reimbursed for only one representative for each member agency. However meal expenses incurred while participating in a group No Boundaries event will be reimbursed for additional representatives. Other meal, travel and lodging costs would not be reimbursed, unless approved by the TAC. All attendance and reimbursement must be approved by the TAC prior to the event.

Other Invited Guests (such as APWA, LTAP, industry stakeholders)

Meal expenses incurred while participating in a group No Boundaries event such as a group lunch, dinner, or break item will be covered. Other travel and lodging expenses are not covered.