**No Boundaries Transportation Maintenance Innovations**

Technical Advisory Committee

**Technical Advisory Committee Call**

Monday, December 6, 2021

**Meeting Minutes—DRAFT**

**Attendees**

California DOT: Theresa Drum

Colorado DOT: Tyler Weldon, David Reeves

Connecticut DOT: William Gombotz

Illinois DOT: Stephanie Dobbs

Indiana DOT: Todd May

Maine DOT: Jim Saban

Maryland DOT: Sandi Sauter

Michigan DOT: Todd Rowley

Missouri DOT: Jimmy Shannon

New York State DOT: Ken Relation

Ohio DOT: Doug Gruver

South Carolina DOT: Cruz Wheeler

Texas DOT: Alanna Bettis, Shelly Pridgen

Virginia DOT: Bill Collier

CTC & Associates: Brian Hirt, Kirsten Seeber, Vaneza Callejas, Katie Johnson, Chris Kline

DW Clonch: Diana Clonch, Diane Watkins

**Welcome and Opening Business**

* Call to Order — TAC Chair Tyler Weldon, Colorado DOT
* Reminder: September Meeting Materials online at <https://maintainroads.org/september-2021-denver-co/>.
  + We are using the member’s only side of the website more to house documents and information for members to access.
  + A summary PowerPoint is available for attendees to use when they return to their agencies to share what they heard/learned during the peer exchange. It’s a good starting point for members to add their own information. This type of PowerPoint deck will be available after every future peer exchange.
* Review Year 2 Work Plan
  + CTC has annual Task Orders with CDOT and we are currently on Task Order 2 (TO2), which totals $123,786.28.
    - TO2 contains the five work areas from TO1 with some changes in the details. The innovation database was a development product in TO1 and is research and innovation output product in TO2. We are focusing on pushing the database out and using it. TO2 also calls out synthesis work CTC will be doing.
    - TO2 doesn’t include in-person meeting costs, which will be detailed in a TO2 amendment once we know where the meeting(s) will be held.
    - The TO2 total was reduced to reflect the money CDOT had on hand at the time it was executed and because the remaining TO1 funds were not yet available.

**Commitments, Transfers, Budget, and Spending** — Kirsten Seeber, CTC; David Reeves CDOT

* Current total commitments to No Boundaries = $710,000
* Current funds received by CDOT as of 12/6/21 = $420,000
* Left to be paid = $290,000
* Total projected funds as of 12/6/21 = $1,000,000 (More commitments will be made. Some states are only allowed to commit one year at a time.)
* Total all work orders = $333,710 (TO1 = $209,924; TO2 = $123,786)
* Total funds spent as of 12/6/21 = $168,237
* The unspent balance for TO1 ($41,687) is unavailable until all Task 1 expenses are accounted for.
  + The final outstanding expense is Chris Ohm’s reimbursements for the September in-person peer exchange. WisDOT has until 12/17/21 to send their invoice to CTC. At that time, CTC will send CDOT a final invoice for TO1. **(Note: This has all been completed.)**
* All commitment and transfer questions can be directed to Kirsten Seeber at [kirsten.seeber@ctcandassociates.com](mailto:kirsten.seeber@ctcandassociates.com).

**Database Update**

* Launch of revised site
  + The categories for the innovation database are the five AASHTO categories plus “Other.”
* Process for adding new innovations
  + Innovations written up by CTC will not be published in the database without a sign-off from the states who own the innovations. CTC will send each innovation entry (both current and future) to the TAC member who discussed it for their review and approval.
  + CTC will draft written processes for posting and removing innovations from the innovation database. As a starting point:
    - Members may submit innovations at any time. Anyone at their agency can fill out the submission form. The form data goes to Brian and Vaneza for verification and publication.
    - CTC will add the remaining existing innovations to the database and submit them to the sponsoring agency TAC members for approval.
    - The originating organization can have their innovation removed at any time without a vote of the TAC membership.

**Other web updates**

* Links to state agencies’ innovations pages/contests
  + CTC will create a draft of this page to share with the members before the next TAC meeting.

**Fall 2021 – Recap**

* <https://maintainroads.org/september-2021-denver-co/>
  + login: **member2020** , password: **nb2020tac**
* Discussion about sharing information after annual meeting and follow up items
  + How are TAC members doing with sharing information they learned at peer exchanges within their agencies?
    - Theresa shared her highlights with the maintenance executive team and staff in the Caltrans Division of Research, Innovation and System Information (DRISI). Theresa isn’t sure how the information gets shared beyond that. She has received responses from DRISI staff about their excitement to assist her host a No Boundaries peer exchange in 2022.
    - Todd shared his highlights with the Innovation coordinators that work with districts and units at Michigan. He also shares information with their various maintenance groups. Todd shared Ohio’s Knuckleboom Crane webinar with relevant staff at the DOT.
    - Stephanie sends the weekly No Boundaries emails to group leaders and research staff so they can pass it on to staff who would benefit from the information. She shared the Knuckle Boom Crane information, with a personal note, to Illinois DOT coworkers she thought would be interested. She felt the person note would get the recipients to pay attention more. If there is something she feels is a great idea, she will share it repeatedly with new staff in the relevant areas, so they receive it
    - CTC will share the No Boundaries weekly email distribution list with the TAC members so they can determine if there are others from their agencies that should be added to it.

**National Idea Sharing – Discussion**

* Build a Better Mouse Trap
  + Tyler – Received an email about 20 or so innovations from the LTAP Build a Better Mouse Trap, which CTC shared in a weekly No Boundaries email.
    - Tyler would like add the winners to the innovation database. CTC will follow up with Tony Nieves about partnering with FHWA and LTAP about this. By being in the innovation database, the innovations would be available in a searchable architecture, which is not available to them now.
    - Doug would like to invite some of the winners to the No Boundaries peer exchanges to present their innovations to the group.
* Transportation Lean Forum
  + Tyler suggested that No Boundaries do a presentation at an upcoming forum meeting. The group will discuss this further at its next TAC meeting.
  + CTC will ask Gary Vansuch to include all No Boundaries TAC members on the Transportation Lean Forum mailing list if they aren’t already.

**National Partnerships**

* Presentation opportunities
  + No Boundaries on the agenda for the July 2022 AASHTO MAC meeting? — Heath Patterson
    - Brian will confirm with Heath that this is still happening. Jim will join Heath for the presentation since the meeting is in Maine. Jim talked to his supervisor about the meeting and he can be sponsored by either No Boundaries or he can pay for it out of agency funds.
  + What other committees/boards are people on – national and regional?
    - Shelley – Texas Technology Task Force
    - Tyler/Theresa – TPF-5(380) Autonomous Maintenance Technologies pooled fund
    - CTC will send a survey to the TAC members to determine their various regional and national memberships. CTC will add the memberships to the No Boundaries [member listing](https://maintainroads.org/member-listing/) or Member’s Only section (TBD) so others can reach out to them about their committees/affiliations as needed.

**Spring 2022 Meeting**

* Dates
  + Brian will send a scheduling poll to the members to determine the best dates for the spring peer exchange: weeks of May 2, 16 and 23.
    - Members would travel on Monday, meet Tuesday through Thursday and travel on Friday.
* Host
  + Theresa received approval from Caltrans executive management and DRISI to host the peer exchange.
  + The meeting will take place at the Training Academy in Sacramento, California. There is a large parking lot where they can bring in some innovations to share with the group. Theresa will invite someone from Sustainability to discuss California’s electric car program which the members are interested in.
  + Lions Gate Hotel would be a good lodging option for the group.
  + Theresa will arrange Caltrans vans with drivers to get transport the group.
* Format
  + Three days of the peer exchange are possible between the meeting and additional Caltrans tours and demonstrations.
  + Theresa will set up a virtual alternative for those who can’t travel.
* Agenda/Travel memo
  + CTC will get this out to folks to start securing travel approval.

**Synthesis Efforts**

* Response to workforce shortages — next steps
  + Subcommittee: Theresa, Seth, Tyler, Doug. Chris Kline (CTC) will be helping on the synthesis efforts, working with Diana Clonch and a CTC researcher.
  + This synthesis will build on what Clear Roads [recruitment/retention project](https://clearroads.org/project/19-02/), as well look at how agencies are dealing with being shorthanded. How are they doing enough with what they have? How are they doing more with less?
  + Work to commence in December/January
* Others — see discussion topics page

**Other Business**

* Informal member surveys
  + CTC will compile the answers to TAC questions that get sent to the members via email and add them to the Member’s Only section. CTC will provide three weeks for answers to come in before compiling them. CTC will send a note to members so they know the responses are available.
* Marketing brochure/PDF
  + Tyler would like a summary sheet or brochure for members to have to explain the pooled fund. CTC will create a one-pager that can live on the website for members to download and use as they need it. CTC will also redesign the [overview page](https://maintainroads.org/) to make it splashier and more marketing oriented. Members can use the page (show it during a meeting/presentation) to market to others. The page will be redesigned prior to the Transportation Lean Forum presentation.
    - Stephanie would like something printable for when she attends conferences. If we can get the correct information on that overview page, then we can make it into a printable pdf. The pdf would update with the information as the page changes.
* Member roundtable - questions/issues
  + Leave on the agenda for a future meeting.
* Interest/need in executive board for No Boundaries
  + Leave on the agenda for a future meeting.
* Next meeting
  + The next TAC call will be scheduled for late February, which will be a good time for planning the May peer exchange.

**Summary of Action items for CTC:**

* Database and Innovations
  + Send recent innovation entries to the TAC member who discussed it for their review and approval.
  + Draft written processes for posting and removing innovations from the innovation database
    - The originating organization can have their innovation removed at any time without a vote of the TAC membership.
  + Add the remaining existing innovations to the innovation database and submit them to the sponsoring agency TAC members for approval.
  + Develop a draft of the state agencies’ innovations pages/contests web page to share with the members before the next TAC meeting.
* Partnerships
  + Follow up with Tony Nieves about partnering with FHWA and LTAP about adding the Build A Better Mouse Trap winners to the No Boundaries innovation database.
  + Ask Gary Vansuch to include all No Boundaries TAC members on the Transportation Lean Forum mailing list, if they aren’t already. **Completed.**
  + Confirm with Heath that No Boundaries is still on the agenda of the July 2022 AASHTO MAC meeting.
* Next Meeting
  + Send a scheduling poll for the next TAC call in late February 2022.
  + Send a scheduling poll to the members to determine the best dates for the spring peer exchange: weeks of May 2, 16 and 23. **Completed.**
  + Write and distribute a travel memo so people can begin securing travel approval.
* Member-Only Page
  + Compile the answers to TAC questions, add them to the Member’s Only section and send a note to members so they know the responses are available.
  + Send a survey to the TAC members to determine their various regional and national memberships.
  + CTC will add the memberships to the No Boundaries [member listing](https://maintainroads.org/member-listing/) and add a web page with the survey results to the Member’s Only section of the website.
* Marketing
  + Share the No Boundaries weekly email distribution list with the TAC members so they can determine if there are others from their agencies that should be added to it.
  + Create a one-pager that can live on the website for members to download and use as they need it when speaking to others about No Boundaries.
  + Redesign the [overview page](https://maintainroads.org/) to make it splashier and more marketing oriented. Members can use the page (show it during a meeting/presentation) to market to others. The page will be redesigned prior to the Lean Forum presentation.

**Adjourn** — Tyler Weldon