**No Boundaries Transportation Maintenance Innovations**

Technical Advisory Committee

**Technical Advisory Committee Call**

Wednesday, February 9, 2022

**Meeting Minutes—DRAFT**

**Attendees**

California DOT: Theresa Drum

Colorado DOT: Tyler Weldon, David Reeves

Connecticut DOT: William Gombotz

FHWA: Antonio Nieves

Idaho Transportation Department: Seth Helms

Maryland DOT: Sandi Sauter

Michigan DOT: Todd Rowley

Mississippi DOT: Heath Patterson

Missouri DOT: Jimmy Shannon

New York State DOT: Ken Relation

North Dakota DOT: Jesse Kadrmas

Ohio DOT: Doug Gruver

Texas DOT: Shelly Pridgen

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

DW Clonch: Diana Clonch, Diane Watkins

**Welcome and Opening Business**

* Call to Order — TAC Chair Tyler Weldon, Colorado DOT

**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 1/28/22 = $490,000
* Left to be paid = $230,000
* Total projected funds as of 2/9/22 = $940,000 (More commitments will be made. Some states are only allowed to commit one year at a time.)
* Total funds spent as of 2/9/22 = $200,880
* Transfers
* IL needs to make its FFY2021 transfer. Several states need to make their FFY2022 transfers.
* Contract
  + Task order (TO) #2 covers current year of program
    - Originally scoped for $164 K
    - Reduced by $41 K to reflect available funding at the time the TO was issued)
  + TO #2 amendment #1
    - Add back $41 K for an additional synthesis plus funding additional tasks through the end of year 2 + $24 K direct costs for Sacramento meeting = $83 K
  + Remaining after amendment $200 K available based on commitments made

**Operating Procedures Update**

* Proposed changed to the Operating Procedures included:
  + Establishment of a steering committee to help provide better overall direction/strategy to the pooled fund and on TAC meeting agendas.
    - Since the membership has grown to 20 agencies, it will be easier to manage without having to get input from the full TAC on all decisions.
    - It would also be beneficial for the steering committee to have newer and older members so that there is a knowledge transfer across the pooled fund years.
    - The five person steering committee would consist of the TAC chair, TAC vice chair, the No Boundaries lead state rep, a newer TAC member (two years or less), and a long-standing TAC member (four years or more), with individuals able to fill multiple slots.
  + Extension of chair and vice-chair terms from two years to three years
  + Removal of language describing half-year contributions for new members
  + Other clarifications
* A majority approval by a two-thirds quorum was needed to approve. ACTION for CTC to conduct a vote via email after the meeting. (Completed: The Operating Procedures were approved and update. Find online at <https://maintainroads.org/download/no-boundaries-operating-procedures/>.)

**Steering Committee**

* On the presumption that the Operating Procedure changes would be approved, the TAC moved forward with nominations for the Steering Committee. Self-nominations were sought during the meeting and afterward by email. Two members (Sandy, Heath) agreed to serve if needed, but a full slate of volunteers stepped forward. The Steering Committee will consist of:
  + **Doug Gruver**, Ohio DOT (TAC vice chair; long-standing member)
  + **Tyler Weldon**, Colorado DOT (TAC chair; lead state)
  + **Theresa Drum**, Caltrans
  + **Seth Helms**, Idaho DOT – (newer TAC member)
  + **Jimmy Shannon**, Missouri DOT – (newer TAC member)

**TAC Members’ Information Requests / Surveys**

* TAC members who had made informal information requests provided an update during the meeting. The goal was to inform members of findings and also uncover possible topics of interest for future synthesis reports.
  + Maryland - Encampment Cleanup - Sandi Sauter
    - Much of what she got was good information but of what she received there were four states (CO, CA, TX and MI or MN) that are doing something similar to what they might want to do in MD. The MD DOT is putting out small procurement contracts for clean-up.
  + Utah (nonmember) - Trash Collection Nets - Ryan Ferrin
    - If doesn’t seem that No Boundaries members are doing this but most think it’s a great idea.
  + Louisiana - Price volatility and bidding - Steven Sibley
    - Steven was not on the call.
  + Maine - Traffic paints contracting - Jim Saban
    - Jim was not on the call**.**
* Additionally, some members had passed along survey requests that are part of a research project or larger agency effort.
  + Ohio (Kittleson) - Overtime management - Doug Gruver
    - Kittleson received many responses from TAC member agencies and had two follow up phone calls with Maine and Mississippi. They didn’t find anyone who uses an app to manage unplanned overtime call outs via an automated system. There are off-the-shelf options but none of the responding states use them. Ohio will ask some of those vendors to do demos of their products. Doug will share the results of this effort with the membership.
  + Texas (Texas A&M) - Sediment Control Devices - Alanna Bettis
    - Alanna was not on the call.
  + South Carolina (LEAD) - Damage Claim Process (Due Feb. 11) - Cruz Wheeler
    - Cruz was not on the call.

**Spring 2022 Meeting**

* May 3-5, 2022 in Sacramento — The latest working draft agenda is online at <https://maintainroads.org/may-2022-sacramento-ca/>; this agenda reflects items discussed below.
* Agenda items — Discussion
  + Theresa has scheduled Caltrans staff to present to the TAC on different issues. There are technical visits on Days 2 and 3.
  + Theresa has confirmed that all presenters have the TAC meeting on their calendars. She will meet with them prior to the meeting to review their presentations and timing.
  + There will be a virtual option for those who are unable to travel to Sacramento.
  + Potential roundtable discussions were discussed and voted upon via Mentimeter during the call. Items 1, 2 and 3 have been added to the agenda; item 4 may be added if there is space.

1. Doug – Impact of new federal rules on commercial drivers licenses.
2. Tyler – Processes for damaged guardrails.
3. Seth – What are agencies doing to offset the costs for epoxy and other materials due to the current shortages?
   * + - Doug – How are states being innovative in contracting to get through the issues with materials shortages?
4. Sandi – If and how states are utilizing corridor maintenance contracts? Challenges or successes related to the bundled contracts?
   * + - Shelley noted that project bundling is still an active Every Day Counts (EDC) initiative where support could come from the feds. If we don’t discuss bundled contracts, Shelley recommends reaching out to the EDC team, because they have already done extensive outreach in this area.
   * Tyler suggested a presentation from Front Range College about their new maintenance program targeting high schoolers, which could be beneficial to fill the worker gaps. Doug seconds this topic. This has been added to the agenda.

* Guest invitation — Utah DOT
  + The TAC approved inviting Utah as a guest to the meeting.
* Logistics
  + Travel back and forth to the airport – Theresa can have vans available if this is feasible based on travelers’ schedules.
* Other
  + Regarding COVID-19, currently Caltrans requires any unvaccinated or undisclosed person to wear a mask indoors. This may change by May.
  + Antonio Nieves will try to attend the meeting in person.

**Database Update**

* Current innovation count is 36.
* Written processes for adding innovations and removing are being developed.
* The group discussed collaboration with FHWA regarding “Build a Better Mousetrap” (BABM) innovations
  + <https://www.fhwa.dot.gov/clas/babm/>
  + Antonio is interested in working with No Boundaries to have a national showcase for BABM innovations. FHWA wants to do this national showcase and LTAP representatives are excited about the possibility.
    - Brian suggested adding those innovations to the No Boundaries database, which Antonio agrees with.
    - Antonio suggested an approach where the “best of the best” innovations would be selected from all innovations (2009 – 2021) for a national showcase. He requested that a subset of the No Boundaries members form a small technical working group to review the innovations and identify the top tier from each year. Those would be added to the database.
      * The group would decide which of those innovations would be featured at a showcase, which could happen under the No Boundaries umbrella and occur at an upcoming in person TAC meeting. If not, a different venue would be found.
      * Some of the innovations might not be feasible to showcase but the innovators could present their innovations in a poster format.
    - Tyler agreed that No Boundaries would help in this effort.
    - **Volunteers:** Theresa, Seth, Tyler, and Todd Rowley (if needed) The group will be up to five.
    - **Action item:** Brian will follow up with Antonio on next steps to further scope the effort and get it started.

**Synthesis Efforts**

* **Response to workforce shortages** — Chris Kline
  + Kickoff meeting happened February 9, 2022. This synthesis could go in several different directions. The committee discussed narrowing the focus and possibly tabling some subtopics for a different synthesis. They will probably have a better idea of the direction once CTC has completed the scope and roadmap.
  + Next steps: CTC will draft a scope (completed), collect feedback (in process), and finalize the scope and work plan.
  + Other tasks will include a lit search, surveys and follow-up interviews.
* Others — see discussion topics page, <https://maintainroads.org/discussion-topics-for-surveys-round-tables-and-synthesis-reports/>
  + Antonio – FHWA has published its [Pavement Preservation Research Roadmap](https://www.fhwa.dot.gov/preservation/pdfs/HIF_Pvmnt_Preservation_R-Map_toHPA.pdf), which has many synthesis and potential topics. No Boundaries is welcome to pick up any topics in the document.

**Monthly Newsletter**

* (Completed) Weekly mailing list recipients was distributed with the meeting agenda.
* Additional Names – members may send names of colleagues to add to the mailing list to [katie.johnson@ctcandassociates.com](mailto:katie.johnson@ctcandassociates.com).
* CTC may reach out member individually to canvass names for mailing list.

**State DOT Innovation Programs**

* (Completed) - Links to state agencies’ innovations pages and contests are available on a new web page: <https://maintainroads.org/state-innovation-programs/>
* CTC will continue to make updates; please share your agency’s information if you would like it added.

**Upcoming National Committee Events**

* AASHTO Maintenance Committee meeting update – No Boundaries is on the agenda for the July 2022 meeting. Per Heath Patterson:
  + This meeting is still scheduled to be in person but the hotel is undergoing renovations and a new location is needed. Hopefully the dates won’t change based on this.
  + Heath will check to see if No Boundaries is on the agenda for Heath and Jim Saban to present.
* No Boundaries members’ affiliations on other national committees
  + CTC will conduct an email survey of members to collect this information.

**Ongoing and remaining action items for CTC**

* Marketing
  + CTC will 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. (In progress)
  + CTC will 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. (In progress)

**Summary of Action items for CTC:**

* Operating Procedures
  + Send an email to the TAC for voting on the proposed revisions to the operating procedures. (Completed)
* TAC Members’ Information Requests / Surveys
  + Follow up with Utah, Maryland, Louisiana and Maine to obtain the information they received to their member information requests for posting on the Member website.
  + Follow up with Ohio, Texas and South Carolina to obtain the information they received to their surveys for posting on the Member website.
* Spring 2022 meeting
  + CTC will reach out to Utah DOT to invite them as a guest to the meeting.
  + CTC will follow up with members regarding their travel approval status.
  + CTC will let members know the hotel once it is secured.
* Synthesis efforts
  + CTC will refine the draft scope (in progress) and, pending approval, proceed with conducting this synthesis.
* State Innovation Programs
  + CTC will add Caltrans’ and Idaho TD’s programs to the list on the [website](https://maintainroads.org/state-innovation-programs/).

**Next Meeting and Adjourn** — Tyler Weldon

* We will have a 30-minute check in meeting at the beginning of April; CTC will send an availability poll. The main focus will be finalizing the May meeting agenda.