**No Boundaries Roadway Maintenance Practices**

Technical Advisory Committee Meeting

**Technical Advisory Committee Kickoff and Planning Call**

November 17, 2020

**Meeting Minutes**

**Attendees**

|  |  |
| --- | --- |
| Colorado DOT: Tyler Weldon, David Reeves, Steve Cohn, Kenneth Howlett, Thien TranConnecticut DOT: Eoin McClureIdaho TD: Seth Helms, Ned ParrishMaine DOT: Jim SabanMaryland DOT: Sandi SauterMichigan DOT: Todd Rowley, André CloverMinnesota DOT: Clark MoeMississippi DOT: Heath PattersonMissouri DOT: Mike SheaNew York State DOT: Ken Relation, Steve ClintonNorth Dakota DOT: Les Noehre, Amy Beise | Ohio DOT: Doug Gruver, Doug Burke, Sam MorrisonSouth Carolina DOT: Cruz Wheeler, Terry SwygertTexas DOT: Alanna Bettis, Martin Dassi, Susie Duarte, Shelley PridgenTRB: James BryantVirginia DOT: Bill Collier, Kevin WrightWashington State DOT: Jay WellsWisconsin DOT: Chris OhmCTC & Associates: Brian Hirt, Kirsten Seeber, Katie JohnsonDW Clonch: Diana Clonch, Diane Watkins |

**Attachments**

1. CTC & Associates — No Boundaries Year 1 Tasks for Discussion
2. DW Clonch — Write-up of 2018 TAC Discussion on the Innovations Database
3. MnDOT – Request Form for Mowing and Spraying Transportation Synthesis Report (TSR)

**Welcome**

Doug Gruver, Ohio DOT (outgoing TAC Chair) and Tyler Weldon, Colorado DOT (TAC Lead State) welcomed the TAC back to the pooled fund, which has been on hiatus for 18 months.

* Doug encouraged members, and their staff, to share maintenance innovations as much as possible using the No Boundaries Innovative Maintenance Practices Database [submission form](http://maintainroads.org/submit-an-innovation/).
* The group will most likely not be meeting in person for some time, **so CTC will request TAC members submit pictures to help the members get to know each other.** *(First request made with the distribution of these minutes.)*
* Tyler thanked the transition team (Theresa Drum, Doug Gruver, Clark Moe and Mike Shea) for their efforts in bringing the new No Boundaries pooled fund to fruition.
* The consultant teams from CTC & Associates and DW Clonch introduced themselves.
	+ Brian Hirt, CTC & Associates (No Boundaries Program Manager)
	+ Kirsten Seeber, CTC & Associates (Business Manager)
	+ Katie Johnson (Communications)
	+ Diana Clonch, DW Clonch (No Boundaries Subject Matter Expert)
	+ Diane Watkins, DW Clonch (No Boundaries Subject Matter Expert)

**Introductions and Roster Review**

During introductions, these changes were noted:

* Caltrans dropped out of the pooled fund due to funding issues.
* Eoin McClure (CT) will not be continuing as a TAC member. A new person will fill his position on the TAC.
* It is unclear if Florida DOT is continuing as a member. **Brian or Kirsten will follow up on this.**
* Seth Helms is the new TAC member representing Idaho Transportation Department.
* Les Noehre (ND) is retiring this spring and will find his TAC replacement.
* Tony Nieves is the new FHWA representative on the TAC. The kickoff invitation was misdirected to No Boundaries Phase II FHWA representative Joe Conway. **Brian has been in touch with Tony and will have a meeting with him to update him on the pooled fund.**

**Orientation — Where the Program Has Been**

* Biannual member peer exchanges
	+ Peer exchanges have been opportunities for members to share innovations, tours, round table discussions on hot topic issues and side conversations.
	+ Due to transportation agencies’ current travel restrictions, the peer exchanges will be virtual for the foreseeable future, but we can replicate many aspects of the in-person meetings. We will need to get creative with other aspects, especially the one-on-one and small group conversations members find so valuable.
* Website (Innovation database, Synthesis Report, TRB Presentation)
	+ Member-content:
		- <http://maintainroads.org/member-login/>
		- Username: **member2020**
		- Password: **nb2020tac**
* Liaison with Other National Groups
	+ One of No Boundaries’ goals is to link with other national groups and coordinate efforts, particularly with respect to the establishment and use of an innovation database.

**Kicking off Phase III — Business**

* Review Operating Procedures ([maintainroads.org/download/no-boundaries-operating-procedures/](http://maintainroads.org/download/no-boundaries-operating-procedures/))
	+ Proposed changes — A majority of 2/3 quorum (13 of 19 member states, currently) is required.
	+ Brian proposed initial administrative changes to the operating procedures, including new dates, identifying CDOT as the lead agency, the new website URL, etc.
	+ There is an assumption that a TAC member is a government organization, which was a requirement of ODOT (previous lead state), but not necessarily of CDOT. We can remove the word “government” from the operating procedures, which the TAC would need to approve.
		- Tyler suggested leaving the operating procedures as is for now, and if there is a suggestion to add a non-government TAC member, we can revisit it later.
	+ The TAC approved Brian’s initial proposed changes to the operating procedures, which **CTC will post on the website**. *(Item completed.)*
* Election of Chair and Vice-Chair
	+ Doug offered to transition from Chair and Vice-chair to assist the incoming Chair.
	+ Doug relayed that being the TAC Chair is not time consuming. Duties include beginning and adjourning TAC meetings, calling for votes, providing input to CTC when needed, and driving agenda items, if desired. CTC and DW Clonch do most of the leg work.
		- Tyler, as the lead state representative, volunteered to chair the TAC.
	+ The TAC approved both nominations.
* Budget, commitments and transfers — Kirsten Seeber, CTC, and David Reeves, CDOT
	+ Kirsten will follow up with all TAC members and Research contacts on commitments and transfers. If anyone has questions/concerns, contact Kirsten or David Reeves.

**New Activities**

* See CTC’s Year 1 Tasks and Deliverables, **attached**. Coordination tasks that likely do not require TAC discussion are grayed out.
* Discussed during the call:

**Area B. Administration**

**B4. TAC Meetings and Peer Exchanges**

* + Moving forward with a virtual peer exchange meeting
		- The group agreed that virtual peer exchanges have value and members are used to these types of events occurring virtually now.
		- Activities will center on round table discussions, which could be the first step in the synthesis report process, new members presentations, pooled fund updates, and others.
		- Stephanie suggested using a “three-10” report to replace side conversations. Members would each report on their top three issues they need help with, taking 10 minutes. This method could be modified to fit the time constraints of the peer exchange.
		- **CTC will begin planning the first virtual peer exchange for February 2021**. The meeting may be broken up into small chunks over a few days or even a few weeks.
	+ Setting a schedule for regular TAC meetings
		- The TAC decided to hold quarterly meetings. Sub-committee meetings will be held when specific projects need action on a more frequent basis.
		- **CTC will send a scheduling poll for a December TAC meeting so that members can continue planning for the February peer exchange**. *(Item completed.)*

**B5. Innovation Database**

* + First steps for review of existing database and alternatives
		- CTC will do scoping work to see what alternatives are available and create a “wish list” of items for the current database.
	+ Form TAC subcommittee?
		- CTC would like to have a few members to provide input as we think through the database questions and issues. CTC can ask for input via email.
		- Tyler relayed that the transition team discussed where the database is now, how to improve it, how to get more use out of it, how to get national exposure for it and the research needed for the effort.
		- Mike suggested beginning with databases that are currently available including [CDOT’s Idea Cards](https://www.codot.gov/business/process-improvement/idea-cards) and [AASHTO Innovation Initiative](http://aii.transportation.org/Pages/default.aspx). He would like the No Boundaries database to be the clearinghouse for non-winter maintenance innovations.
			* CDOT’s Idea Cards are powered by a Google Sheet with an add-on called [Awesome Table](https://awesome-table.com/).
		- Work on the database effort needs to begin immediately, while we are at the beginning of this new pooled fund.
		- Database Subcommittee members will be Mike, Tyler, Clark, and David.
		- See **attachments** for Diana Clonch’s summary write-up from a 2018 TAC discussion about the database.

**Area C. Administration**

**C2. Newsletter**

* + Resuming individual news items postings
		- No Boundaries started with newsletters but members found them excessively long. CTC pivoted to single news items going to the distribution list.
		- The group discussed whether to revive the newsletter format or stick with the just-in-time single-story approach? The members agreed that the single news item approach is more effective for them and their staff.
		- The No Boundaries Constant Contact news distribution list is not for TAC communications but is open to anyone who has an interest in our news.
		- **Stephanie will send Brian a webinar announcement to distribute using this method.** *(Items completed.)*

**Area D. Research**

**D1. Quick-turnaround Synthesis Research**

* + Mowing and spraying (Clark Moe, MnDOT)
		- Clark conducted a short email survey with No Boundaries members in July on mowing and spraying. Building from those responses, he has a contract in place at MnDOT to synthesize and expand these findings.
			* See **attachments** for MnDOT’s Transportation Synthesis Report (TSR) Request Form for this topic.
			* Tyler encouraged Clark to reach out to No Boundaries TAC to share what MnDOT discovers and to ask questions.
	+ Other topics
		- Brian reminded members that there is a time commitment and cost to doing synthesis reports so there should be a mechanism for the TAC to approve them. Topics should be of sufficiently broad interest to the group.
		- A topic previously considered was workforce development.
		- Roundtable discussions can be a lead to synthesis report. Everyone could bring information on the featured topic and the members can decide if a synthesis on the discussion and the topic would be worthwhile. The synthesis could involve a national survey and online research to obtain additional information.

**D2. Identification of Innovations**

* + Survey development
		- This was scoped as a survey of TAC members on their innovative tools and practices, with the goal of creating fact sheets or information-sharing standalone items.
		- If the No Boundaries database is working as intended, it will bring innovations in, and if the communication tools are working properly, they will help push information about those innovations out. They should be designed to work together.
			* Doug would like to take information that members bring to TAC meetings and get it into the database. CTC can document the ideas and input them into the database.
		- Tyler asked if other agencies have idea sharing internally, like CDOT’s Idea Cards, that No Boundaries could replicate nationally.
			* Any CDOT employee can submit information for an Idea Card. The initial idea submission is quick and easy with an accompanying photo. The idea is reviewed and if it is deemed valuable, further information is recorded via an interview with the submitter. A detailed Idea card is created.

**Area E. Marketing and Recruitment**

**E1. Solicit Nonmember States**

* + Targeting other states and non-state entities

**E2. Marketing**

* + Website — new features?
		- Program name
			* It was clarified that the official name of the pooled fund is No Boundaries Transportation Maintenance Innovations. **CTC will** **change the current logo to No Boundaries Transportation Maintenance Innovations.** *(Item completed, with other website updates.)*
		- Photos for member directory have been requested.
* The topics listed below will be addressed at the December TAC meeting.

**Area E. Marketing and Recruitment**

**E2. Marketing**

* + Brochure — review existing (<http://maintainroads.org/download/no-boundaries-two-page-brochure/>) and update needs
	+ Innovation one-sheets — hold for survey results (Task D2)
	+ Marketing plan — first steps

**E3. Partnerships**

* + Develop/establish liaison relationships
		- AASHTO MAC and its Technical Working Groups (TWGs)
		- TRB Committees
		- FHWA
		- APWA
		- Others

**Next TAC Meeting and Adjourn**

* Based on a poll distributed after the call, a date and time were selected for the next TAC call:

**Date:** Wednesday, December 16, 2020

**Time:** 2:00 p.m. Eastern time / 11:00 a.m. Pacific time

**Duration:** 60 minutes

**GoToMeeting:** <https://global.gotomeeting.com/join/314907069>

**Dial:** 646-749-3112 or use your computer mic and headphones

**Access Code:** 314-907-069

* TAC Chair Tyler Weldon adjourned the meeting.