

TAC meeting
August 29-31, 2017
Columbus, Ohio

Business Meeting Minutes – August 31, 2017

Attendees

Connecticut DOT: Rich Reagan
Illinois DOT: Stephanie Dobbs
Manitoba Infrastructure: Al Moody
Maryland DOT: Sandi Sauter
Michigan DOT: Todd Rowley
Missouri DOT: Todd Miller
North Dakota DOT: Les Noehre

Ohio DOT: Mitch Blackford, Tom Corey, Cynthia Jones, Thomas Lyden, John Stains
Tennessee DOT: Brad Freeze
Virginia DOT: Steve McNeely
Washington State DOT: Jay Wells
Wisconsin DOT: Scott Bush
CTC: Brian Hirt, Kirsten Seeber
DW Clonch: Diana Clonch, Diane Watkins

Links

- [3-day Meeting Overview with PDFs of Presentations](#)
- [Flickr page with Meeting Photos](#)

Chair and Vice Chair

The TAC elected a chair and vice chair to help guide administration decisions that don't require full TAC approval but are important to keep things moving. Jay Wells (WSDOT) is the incoming No Boundaries TAC chair and Doug Gruver (ODOT) is the vice chair.

Proposed Operating Procedures

The TAC discussed the draft operating procedures distributed in advance of the meeting. Most items were generally agreed upon, with the following additional points discussed during the meeting:

- In late June, Kirsten will send emails to partners who haven't committed for the next FFY to determine if they will be continuing with the pooled fund.
- The TAC agreed that a new member agencies may join at a lower rate for the first year if this allows them to become members. The following years' commitments will be in full.
- If a new member takes this option not to pay in full, they may attend one face-to-face TAC meeting at the pooled fund's expense. They would pay for a second face-to-face TAC meeting on their own.
- Guests invited to attend to face-to-face TAC meetings by No Boundaries will have expenses covered. A prospective member state may have meeting expenses covered one time, with two-to-four potential members typically invited to attend a given face-to-face meeting.
- **Action: Brian will revise the operating procedures and send them to the TAC for review and approval.**

Sharing Innovations

- If a member uses an innovation from No Boundaries, they should let the group know. This helps other members make their case for using that innovation in their own states. Members should include information on benefits, as well as challenges or issues faced during implementation. This information will also be included on the No Boundaries website.
 - **Action: During every TAC conference call, CTC will ask about innovations members have used in order to facilitate information sharing.**
- The innovations database is a start as a method for documenting maintenance innovations members (and others) are using. Can we do more?
 - **Action: Todd will share a link to Missouri's innovation showcase so we can see the submissions.**
 - **Action: Add innovations from member showcases or websites (MO, WA, OH, IL, CO) to the No Boundaries innovations database.**

Budget Overview

- The current administration contract through 6/30/19 has \$670,000 in it. This is a forecast number based on current commitments and future commitments from current partners and projected partners. The pooled fund can only spend what it receives in actual commitments/transfers from partners, so it may not end up spending up to the \$670,000.
- PA will no longer be a member as of FFY18 due to staffing issues. MN will be joining at \$5k for FFY18 and \$10k for FFY19. Manitoba Infrastructure is working toward joining.

Member Recruitment and Outreach

- The TAC discussed how to find and recruit new members:
 - Members can talk to their peers at other agencies.
 - Members can advise CTC who they know who might be interested. CTC can support members reaching out to potential new members.
 - Diana and Diane can reach out to potential new members when talking with maintenance folks at other agencies, including cities. They have had recent discussions with WV, AK, DC and UT.
 - Diana mentioned that No Boundaries is a sister pooled fund to Clear Roads.
 - No Boundaries can tie into other maintenance-related agencies such as APWA, LTAPs and other groups, especially as No Boundaries has TAC meetings in their states.
- Members can talk about the qualitative benefits of No Boundaries membership, including something learned from another member that could be helpful. Others may find that helpful as well.
 - Emphasize that beyond equipment and materials innovations we have innovations in areas such as contracting, training, asset management, etc.
- Tim Croze (MI) presented on No Boundaries to AASTHO SCOM's Roadway/Roadsides Technical Working Group at its annual meeting in July.
 - **Action: Brian will put that revised No Boundaries presentation on the website.**
- **Action: Brian will send (and post on the website) a No Boundaries presentation members can use at upcoming meetings.**
 - Todd – National Roadside Vegetation Management Association meeting in September.
 - Stephanie – Right of Way Habitats Working Group in October.
 - Stephanie – Tennessee Vegetation Management Association in October.
 - Todd – Accelerated Bridge Construction meeting in December in Miami.

- Diana – Attending APWA’s Snow Conference in May, 2018. **Action: Diana will try to get on the agenda to give a presentation on No Boundaries.**
- **Action: Brian or Kirsten will update the one-page handout for members to use at meetings and conferences.**
- **Action: CTC to create a No Boundaries brochure.** Something not too fancy that can be updated easily and printed from anywhere. Put it on the website so everyone can get access it.
- Jerry Hatcher (TN) is willing to make a recommendation to join No Boundaries. **Action: Kirsten will follow up with Jerry and Brad about TN joining the study.**

Communications and Planning

The team discussed several communications activities:

- Webinars
 - Is some other group communicating this information already and better? **Action: CTC to work with Diana on connecting with APWA’s “Click, Listen and Learn” webinars to see if No Boundaries could tie into them.**
 - **Action: Package the OH or MO innovation showcase winners to show/explain at a webinar.**
- Field videos, Training manuals, wikis, online guidance also mentioned as methods for No Boundaries to communicate innovations.
- Pilot projects or mini peer exchanges – Use No Boundaries funds to pay for an implementation of an innovation that we documents and share.
- Website redesign – Keep it simple. Invest in a website that is simple, dynamic and easily updated. **Action: CTC to initiate redesign of the No Boundaries website.**
- Maturity assessments – Create an assessment for a given technology process to help an agency see where they are on the maturity scale or what it would take to get to a certain maturity level with a given technology.

Next TAC Conference Call

Date: Thursday, November 9, 2017

Time: 10:00 a.m. Pacific / 1:00 p.m. Eastern - 1 hour

Webinar link: <https://global.gotomeeting.com/join/314907069>

Dial: 646-749-3112, access code 314-907-069

Next TAC Face-to-Face Meeting

- The team originally discussed holding the spring 2018 TAC meeting in conjunction with Pacific Northwest Snowfighters conference in Washington State, but WSDOT will be busy with that event so it wouldn’t be a good time.
- Spring 2018 TAC meeting options:
 - 1) Seattle, WA - Jay offered to host the meeting in Seattle. He suggested tours of the Alaskan Way Viaduct replacement tunnel and a pontoon bridge.
 - 2) Portland, OR – Having a non-member state hosting the meeting would be a good way to involve them in the study, but it might be more difficult to secure meeting facilities and transportation.
- **Action: Brian will send out a scheduling poll to narrow down the week for a meeting in April or May, avoiding the same dates as the Clear Roads TAC meeting and the APWA meeting in May.**

Group Takeaways Roundtable

To close out the first two days of the meeting in Columbus, the team addressed two questions in a round-table discussion:

1. What is something you learned/saw during our meeting or tours that you will share with a colleague?
2. What is something you heard that you want to learn more/ask questions about?

Answers provided by more than one person are marked “(multiple)” below.

What is something you learned/saw during our meeting or tours that you will share with a colleague?

- Truck-mounted automated flagger that MO uses (multiple) – Safety for workers.
- Team Up event (multiple) – Adding other vendors (credit unions, healthcare providers, social security office, etc.) to the event to make the event more well-rounded.
- Pollinator habitats for monarch butterflies and bees (multiple)
 - Their importance, especially related to not having to get permits for roadside mowing.
 - Working with partners, such as Pheasants Forever, to manage roadsides – reduces labor, equipment and dollars spent.
 - The great PR associated with raising monarch butterflies.
 - No Boundaries can act as a clearinghouse for information on new regulations related to pollinator habitats.
- ODOT’s “The Loop” weekly video to employees, featuring the “Who Knew?” segment (multiple) – Great way to get employees informed and involved in what’s happening in the agency.
- Maintenance management system (multiple)
 - Follow up with MI and VA about how they work with AgileAssets.
 - VA can share the screens their field personnel will be using on their devices.
- Rewarding innovations with budget money, as WA does. It’s enough money to get them interested in submitting innovations. MD might be able to purchase equipment for their staff as a reward. VA gives vacation time as a reward, which might be easier than giving money.
- Sponsorship for emergency response vehicles (OH uses State Farm).
- Rest areas being sponsored.
 - Join the rest area listserv (run by Rob Williams out of MN) to get information and assistance with rest area issues.
- Protect the queue – Stationing trucks with signs at a traffic stoppage to warn drivers of a slowdown to avoid secondary crashes. Then moving the truck back to provide approaching drivers more time to slow down.
- Drones – A pilot’s license is no longer needed to fly a drone. A separate drone license is now available.
- Innovations in contracting – On-call contracting. The ability to create a task order for a contractor, which gets people in the field much faster.
- Transportation Research Center, especially related to automatic vehicles – See how they are set up, find out how they are organized and how to bring people together.
- Remote salt bins that Manitoba uses – They don’t need a loader, which saves money.
- Promote forward thinking within No Boundaries - Identify potential issues and their possible solutions. Identify the leaders in the country in specific maintenance-related areas, such as maintenance management systems or pollinator habitats. Create a network of maintenance professionals to call on to assist with issues. An example of this is Jay Well creating a national salt map in 2008.

- Work zone safety – Several things were discussed that can improve safety for workers in work zones.
- WA's Extra Mile awards program.

What is something you heard that you want to learn more/ask questions about?

- The majority of Canada having privatized maintenance operations so that they couldn't be No Boundaries members. There are three provinces who do their own maintenance (Manitoba, Saskatchewan, New Brunswick).
- Protect the queue (multiple).
- "OHGO" traffic app - MI has the pieces for this type of app, but would need to bring it all together.
- Operations center – Adding mobile cameras to on-scene vehicles.
- TSMO plans – TN and OH shared a lot of good information.
- Maintenance management system (multiple)
 - MI will share with their folks that VA uses AgileAssets and is in the same spot as they are.
 - MD is at the beginning stages and will share what others are doing including vendors, pricing and timing to get a system up and running.
- Autonomous work zones – Will share with safety officers.
- Rest area sponsorships.
- Pollinator habitats
 - More convincing is needed internally to show their importance. Frame the conversation in a different way, like IL does.
 - Learn more about what individuals can do to grow and protect habitats.
- The Loop weekly video and Who Knew? segment – Branding an existing YouTube channel and using the same staff to conduct the interviews.
- VA's guardrail end treatments.
- Maintenance quality assurance systems – Follow up with states that use a window-survey process rather than walking road segments. Also, follow up with states that have deployed iPads or similar technology to collect data.