

**SOUTHEASTERN TRANSPORTATION CONSORTIUM
FALL 2010 MEETING MINUTES
October 5, 6, & 7, 2010**

The annual meeting of the Southeastern Transportation Consortium (STC) meeting was held in Baton Rouge, LA on October 5-7, 2010. The meeting was hosted by Louisiana (lead state) at the Louisiana Transportation Research Center. The member states were represented as follows:

<u>STATE</u>	<u>NAMES</u>
LOUISIANA	Mark Morvant (chair)
NORTH CAROLINA	Mirrmay Bismas
GEORGIA	Rick Deaver
KENTUCKY	Joe Crabtree
MISSISSIPPI	Cindy Smith
WEST VIRGINIA	Don Williams
ALABAMA	Not represented
ARKANSAS	Not represented
TENNESSEE	Not represented
VIRGINIA	Not represented

Meeting attendees also included the following LTRC personnel as schedules allowed or as input was needed for specific session topics.

LTRC	Skip Paul
LTRC	Doc Zhang
LTRC	Chris Abadie
LTRC	VJ Gopu
LTRC	Louay Mohammad
LTRC	Sandy Brady
LTRC	Pallavi Bhandari
LTRC	Emily Wolfe

FHWA Louisiana Division was also represented at the meeting by alternating sessions as their schedules allowed.

FHWA	Mary Stringfellow
FHWA	Genevieve Bales
FHWA	Jamie Setze

The meeting began with an ice breaker reception on Monday night, continued for two full days on Tuesday and Wednesday, and ending at noon on Thursday. The meeting program is attached. The following is a summary of discussions, decisions and action items.

Review of Business Charter & Conduct of Business

- The consortium budget and expenditures were reviewed
- The pooled fund commitments were reviewed. Members with outstanding commitments are to provide Louisiana with feedback as to when funding transfers are to be made.
- A brief discussion was held to review the project selection process as outlined in the charter
- No modifications to the charter were recommended or adopted.

State Research Program Highlights

- Presentations/discussions were given by each member state.
- Information/updates on current state research programs were distributed.

Review of STC Project Database & Website

- Louisiana demonstrated the web-based database created of member state programs
- Handouts included the compilation of research project sorted by categories and subcategories
- A discussion was held as to the current and future value of the database. The members all agreed that the database is a valuable tool that will be used within their organization.
- Members unanimously approved continuing to develop and maintain the database
- Louisiana will provide a budget estimate to improve the database search routines and provide a more comprehensive quality check of the project categories
- A discussion was held on the best management practice for long term maintenance of the database
- Louisiana will provide recommendations on best practice for future input of project data
- A review of existing transportation consortium websites was conducted
- Members approved the use of STC funds to develop website which will begin with basic consortium information and access to the STC project database. The website will be expanded as additional project information dictates
- Louisiana will provide a cost estimate for developing and maintaining the STC website. Costs are expected to be minimal.

Value/Selection of Regional Synthesis Projects

- A discussion was held on the value of funding regional synthesis projects. The discussion focused on the following scope for the projects
 - Focus on research projects conducted in the southeast region on similar topics and issues
 - Literature search on topic to identify other outside of the region studies
 - Review of commonality of project scopes and methodology
 - Review of commonality of project results, conclusions and recommendations
 - Identification of regional differences that would affect outcomes
 - Review of implementation status of results and recommendations
 - Recommendation of applicability of results to the region
 - Recommendations of addition research needed to enhance implementation within the region
- Synthesis projects funding would be limited between \$20,000 – \$30,000 based on tasks, complexity and priority.
- Approval of synthesis project funding would be by recommendation of Project Technical Committees to the membership. Approval by majority vote.

- Approval to fund the highest ranked synthesis studies with the remaining funds within the current STC commitments was unanimously passed. It is expected that 4-5 synthesis studies would be funded with funds available.
- The board went through a topic identification process that included a review of the STC database and the high ranked research projects.
 - 20 project topics were identified
 - 9 projects were selected for member ranking
 - Ranking of projects were to be solicited by email from members not present
- The process for selecting principal investigators was discussed. The process for development of scope and selection of PI's will be as follows.
 - Member rankings will determine priority projects
 - Project Technical Committees will be formed for the top four project topics
 - Technical committees will be composed of 5-10 members
 - The Technical Committee chair will be a voting member of the STC appointed by the board
 - Each member state, at its option, may place a representative who is knowledgeable on the project topic on the Technical Committees
 - Technical Committees will prepare a Request for Qualification that defines the topic, scope and estimated project cost
 - Louisiana to develop STC template (based on NCHRP format)
 - Technical Committee will recommend to board (through lead state) RFQ for project
 - Board will approve, revise or refer back to Technical Committee the RFQ
 - Once approved by Board, the RFQ will be sent to each member state representative for distribution to experts capable of performing work within its state in accordance with its own policies and practices.
 - RFQ responses will be to LTRC by an established deadline
 - RFQ submittals received will be provided to the Technical Committee
 - Technical Committee shall provide to the board the ranking of submittals
 - The Board shall select the PI for the project considering the Technical Committee recommendations
 - Louisiana DOTD will contract with the PI in accordance with its laws and policies
 - The Technical Committee will remain active throughout the conduct of the project to provide project review and guidance

High-Ranked Research Need Statements

- High ranked research needs statements were presented and discussed.
 - It was agreed that funding for full scale research projects would be by initiation of new pooled funded projects posted on the FHWA website
 - Pooled Fund projects would be open to any state
 - STC would list this project as initiated from its actions and report progress and findings on website
 - Warm Mix Asphalt (proposed by KY)
 - There is an on-going NCHRP study
 - Project was determined to be better performed by a synthesis study
 - Project listed for ranking by member states
 - Kentucky to take the lead in developing RFQ if selected
 - Process/methodology for determining research results cost-benefits (Proposed by WV)
 - Topic relates to NCHRP study dealing with RPM toolbox
 - Project was determined to be better performed by a synthesis study
 - Project listed for ranking by member states
 - West Virginia to take the lead in developing RFQ if selected

- Investigation of the Use of High RAP Content in Hot Mix Asphalt Mixtures (Proposed by LA)
 - Louisiana presented the research needs statement to the board
 - Member states were interested in pursuing further
 - Louisiana to develop a draft pooled fund solicitation document for distribution to members states
 - Louisiana to coordinate teleconference for enhancing support from state experts for the project
- Best Management Practice Plan (BMP) for Erosion at Construction Sites (Proposed by AL)
 - Topic pulled by Alabama due to on-going research in this area
- Safety Queue analysis and secondary accidents (Proposed by WV)
 - West Virginia to provide more information on current state research project
- Freight Studies for Common Corridors (Proposed by MS)
 - Mississippi to provide more information on current research project for future discussion

Project Management Systems

- Louisiana presented its LTRC Project Management System

Successful Research Implementation Strategies

- Georgia
 - Discussed the DOT Implementation Champion
 - Provided a draft document on the document: Responsibilities of Technical/Implementation Managers
- Louisiana
 - Provided example of its Research Assessment and Implementation Report
 - Attachment included cost benefit assessment example

Topic Presentations & Discussion

- A discussion lead by Georgia and Louisiana was held on the benefits of belonging to the Transportation Knowledge Network
- A discussion lead by Georgia was held on the benefits of using Sharepoint
- West Virginia offered to host the next annual meeting. The decision was deferred until next year at the annual RAC meeting.

The meeting adjourned at noon on Thursday.