

A REPORT ON THE
Mn/DOT
MATERIALS ENGINEER
ORGANIZATION



April 12, 2000

FORWARD

This report updates and revises the July 1987 and 1992 documents entitled “A REPORT ON THE ORGANIZATION OF THE MATERIALS ENGINEERS’ COMMITTEE”. The revisions update the membership and liaison list, correct some Mn/DOT office names and clarify certain portions of the earlier documents. These revisions were adopted at the spring meeting of the Materials Engineers’ Committee held on April 12, 2000.

At the February 1987, Transportation Conference a designated group of Materials Engineers and Assistant District Engineers Met to discuss the future direction and need for formalizing a statewide Materials Engineers’ Organization.

It was clear from this meeting that there was a need to establish a formal organization while still maintaining a strong relationship between the Mn/ DOT Districts/Divisions and the Office of Materials and Road Research. After listing some of the benefits of organizing, the Assistant District Engineers encouraged the group to formally organize. Some of the benefits that were mentioned are listed below:

- More effective resolution of problems.
- Ability to make all members accountable.
- Clear definition of responsibility.
- Improve recognition of the group.
- To promote cooperation between Materials Engineers within Mn/DOT.

As a result of these discussions and encouragements an organization committee was formed and given the following charge:

- To evaluate the direction and emphasis of the Materials Engineers’ Organization.
- To make recommendations for the future purpose, structure, direction and relationship of the Materials Engineers’ Organization.

- The July 1987 report documents those recommendations and was prepared by the Organizational Committee consisting of:

Ray Adolfson – C.O. Geotechnical Engineer

Steve Baker – District Materials Engineer

George Cochran – C.O. Pavement Engineer

Paul Jensen – C.O. Engineer of Tests

Steve Oakey – District Pavement Engineer

Sylvester (Bud) Wyborny – District Materials Engineer

~~CONCERNS/OBJECTIVES WITH MAINTAINING THE UNITY BETWEEN THE
DISTRICT MATERIALS/PAVEMENT SECTION AND OFFICE OF MATERIALS
RESEARCH & ENGINEERING~~

OBJECTIVES

One of the main objectives/concerns of the organizational committee was that the close ties that have developed between the District Materials/Pavement sections and the Office of ~~Materials Research & Engineering Section~~ **Materials and Road Research** be left intact, and possibly enhanced. With this objective in mind, the committee felt that it would not be practical or desirable to develop this organization without having the Office of Materials and Road Research (M&RR) personnel involvement with full voting privileges. By involvement of M&RR personnel, it is hoped that the continued exchange of ideas, cooperation, information and dependency will be maintained or enhanced.

The committee also recognizes the need for its structure to be flexible to independently resolve issues that may be unique only to the District or the M&RR Office. Special issues of this nature will be resolved by special task groups of those individuals without full Materials Engineer Organization (MEO) action.

~~PURPOSE OF ORGANIZING THE DISTRICT PAVEMENT/MATERIALS
AND THE OFFICE OF MATERIALS RESEARCH AND ENGINEERING~~

PURPOSE

ORGANIZATION GOALS

Having recognized the benefit of sharing experiences and discussing general materials and pavement engineering topics of mutual interest, the Mn/DOT Districts and the Office of Materials and Road Research have been meeting informally several times a year since the 1970's. However, in 1987 it became quite clear, that a formal type of organization

would better address the current pavement and materials challenges and also provide a vehicle for transfer of this challenge.

The major goals and purposes of this organization are to:

1. Serve as a focal point in the pavement and materials area for other organizations.
2. ~~Provide a means for making all members accountable.~~
3. Resolve problems more effectively.
4. **Exchange ideas and information through group communication.** ~~Utilize the concept of “two heads are better than one”, “group communications to exchange ideas and obtain information”.~~
5. ~~Will be able to have a designated line of authority.~~
6. Provide a means for organizational recognition.
7. Provide a means for strengthening relationships and communication between this organization and others.
8. Provide strong leadership ~~in appropriate areas~~ **on pavement and materials issues.**
9. Provide a means for distributing appropriate **pavement and materials** information.
10. ~~To achieve~~ **Provide for the** personal development **of it's members.**
11. Stay abreast of **and respond to** new technology, methods **and emerging issues.**
12. Influence **department** policies and procedures.
13. ~~Gain a broader perspective of what's going on in Mn/DOT through exposure to other organizations.~~
14. ~~To respond emerging issues.~~

MEMBERSHIP

The membership of this organization will consist of materials related Mn/DOT Principal Engineers with representatives from the Office of Materials and Road Research & each District and/or Division. Other participants may attend meetings, as necessary, when topics affecting their areas are discussed. ~~It is assumed that not all participants would be required at any given meeting.~~ It is the organization's desire to solve issues on an

ongoing basis with smaller, working groups. However, if a larger group is required, an annual workshop of members and all participants would be scheduled. Decisions to take action on issues will be made by the members of the Materials Engineers' Organization by a majority vote.

It is emphasized that involvement through the Assistant District Engineers and the Office of Materials and Road Research will be achieved in a variety of forms including this organization structure.

VOTING MEMBERS

District & Metro Division Materials/Pavement Engineers

Aggregate Engineer

Bituminous Engineer

Bituminous Research Engineer

Concrete Engineer

Concrete Research Engineer

Deputy Concrete Engineer

Foundations Engineer

Geologist

Geotechnologies Engineer

Materials Testing Engineer

Mechanistic Design Engineer

Mn/ROAD Operations Engineer

Pavement Design/Grading & Base Engineer

Pavement Management Engineer

OFFICERS

For the first year (1987) of operation, the chair, vice-chair, and past chair were elected by the voting members of the organization. The vice-chair succeeds to the chair the following year. After the first year of operation, a new vice-chair is elected on an annual

basis. Each organization voting member will be given the opportunity to serve before second terms are allowed. Tie votes will be decided by the discretion on the chair. Officers will be announced in writing each year by the outgoing chair.

The chair's responsibility include:

1. Chairing each meeting of the Materials Engineers' Organization.
2. Developing agenda for each meeting.
3. Representing the Materials Engineers' Organization as required at other meetings.
4. Chair the Executive Committee.
5. Making sure that action items identified at each meeting are carried out.
6. Reviewing the minutes of each meeting prior to sending them out to the membership.
7. ~~Prepare Annual Report of Accomplishments.~~

The meeting's secretarial duties will rotate with each meeting. Each organization member will serve in that capacity before repeating (chair is exempt). It is the secretary's responsibility to prepare and distribute the minutes of the meetings within **one** ~~three~~ week of the meeting date. The following schedule will be used for determining the secretary of each meeting:

- | | |
|---------------------------------|--|
| 1) District 1 Material Engineer | 2) District 2 Material Engineer |
| 3) District 3 Material Engineer | 4) District 4 Material Engineer |
| 5) District 6 Material Engineer | 6) District 7 Material Engineer |
| 7) District 8 Material Engineer | 8) East Metro Material Engineer |
| 9) West Metro Material Engineer | 10) Aggregate Engineer |
| 11) Bituminous Engineer | 12) Bituminous Research Engineer |
| 13) Concrete Engineer | 14) Concrete Research Engineer |
| 15) Deputy Concrete Engineer | 16) Foundations Engineer |
| 17) Geologist | 18) Geotechnologies Engineer |
| 19) Materials Testing Engineer | 20) Mechanistic Design Engineer |
| 21) Mn/ROAD Operations Engineer | 22) Pavement Design/Gading & Base Engineer |

23) Pavement Management Engineer

EXECUTIVE COMMITTEE

The MEO Executive Committee will be comprised of the chair, vice-chair, immediate past chair and project managers. The MEO chair will also be the chair of the Executive Committee. The MEO vice-chair will be the executive committee secretary. The role of the Executive Committee is to:

1. Recommend strategies for handling issues and make assignments to project managers.
2. Review and finalize recommendations on issues, subject to review and approval of the Organization.
3. Communicate actions of the MEO to Assistant District Engineers and Director of Office of Materials and Road Research and to receive communications from them.
4. Handle and transact business that cannot wait until one of the full organization meetings.

This Committee will insure timely resolution of issues and general direction of the organization. Resolution of major issues will come from the organization as a whole and liaison with item (3) above will be ensured. Executive Committee assignments to Project Managers will be in a written format.

PROJECT MANAGERS

~~Three~~ Project Managers shall be established to manage issues that need study, recommendations and/or implementation. The Project Managers shall be voting members of the Materials Engineers' Organization and appointed annually by the Executive Committee at the summer meeting after soliciting volunteers. No restrictions are placed on Project Managers with respect to Maplewood vs. District/Division place of employment.

TASK GROUPS

The Project Managers shall establish Ad Hoc Task Group to study and resolve issues assigned to them from the Executive Committee. The intent is to allow the Project Managers to establish Task Groups of the best personnel for each issue. Membership of the Task Group is unrestricted. Voting members of the Materials Engineers Organization are encouraged to participate in these Task Groups. They will be polled at the summer meeting to determine their interests and provide a resource pool for the Project Managers. The Executive Committee will assign study issues to the Project Managers by any means they deem appropriate, the assignments shall be documented in writing.

Each Task Group will:

1. Review, study and report to the Project Manager/Materials Engineers' Organization on matters referred to them and activities discussed.
2. Identify issues and provide recommendations where they feel action by the Materials Engineers' Organization is needed or desirable.
3. Act as a resource group for other Mn/DOT Committees and Task Groups.

Each Task group shall be responsible for producing a usable product as appropriate to the topic studied. As a minimum, the product produced shall include:

- Topic definition.
- The reason the topic was studied.
- Who was involved.
- The conclusions and rationale supporting those conclusions.
- Recommendations for implementation and follow-up, including designating a person to be responsible for implementation.

MEO LIAISONS

Current liaisons for the Materials Engineers' Organization are the Assistant District Engineers, District Soils Engineers, Lab Supervisors, Design Engineers, Resident Engineers, Independent Assurance Inspectors and Soils Crew Chiefs. Because of the nature of the organization structure, the Director of the Office of Materials and Road Research will be informed of all recommendations. Liaison with others will occur as issues are brought before the organization and input is requested.

MEETINGS

In addition to the MEO membership, the following are invited to attend all regular meetings:

ADE (Materials Liaison)
Director Office of Materials and Road Research
Pavement Engineer
Geotechnical Engineer
Federal Highway Administration Representative
Mn/ROAD Manager
Materials Engineering Section Manager
All formal liaisons of MEO as identified above

Meetings will typically be held three times a year and will usually be two days in duration. ~~beginning in the morning of the first day and adjournment will be early afternoon of the second day. This will allow for travel to and from the meeting site and also provide an opportunity for presentation of information during the first day and follow a discussion and/or action on the second day.~~ Special meetings may be required as the need arises.

The agenda is to be assembled by the ~~chair and vice chair~~ MEO Executive Committee and distributed at least two weeks in advance of the meeting. ~~The agenda should clearly identify action issues separate from information issues and discussion issues.~~

The meeting days will be generally be held the 2nd week of the months of April, June and November ~~February, May and October~~. (This is a general guideline and meeting dates may vary). Typically, the summer meeting will be held in an outstate district and the winter/fall meetings held in the Minneapolis/St. Paul metro area.

Minutes of the meeting shall be distributed by the meeting secretary to all members and participants. Others to receive the minutes include: Assistant District Engineers and Administrative Engineers in the Office of Materials and Road Research. **The MEO Chair will be responsible to ensure that each action item identified in the minutes is taken care of.**

REPORTABILITY

~~The outgoing chair of the Materials Engineers' Organization will publish an annual report listing the accomplishments of the Organization.~~

Each Project Manager will provide ~~an annual~~ a written record of accomplishments for their task group(s) **at each meeting** to the Executive Committee Chair.

Adopted April 12, 2000 by the Materials Engineers' Organization

Chair, Materials Engineers Organization

Date

I concur: _____

Assistant District Engineers
Materials Representative

Date