

NRRA Executive Committee

Meeting Minutes 5/02/2016 10:30am-11:30am

Current status:

- Five states have joined the NRRA – Illinois, Michigan, Minnesota, Missouri and Wisconsin.
- Associates
 - About 10 groups have expressed interest in an associate membership so far and have committed to join. Agreements have been filled out, signed and ready to be sent for final approvals.
 - Team choices – representatives of these groups have sent in their requests for teams. The list will be sent out to the group to look over and discuss on what adjustments need to be made.

Agency funding levels:

- A few states have requested to allow funding at less than \$150,000. Discussion opened up about the possibility of a \$75,000 level with one member, it might be a good way of involving more states. The committee discussed the idea, but is hesitant to lower contribution levels. Glenn will draft up some options for the committee to consider in a future meeting.

Meetings with teams:

- Team meetings have been held over the last few weeks. The first initial Team meetings started on April 20th-21st. Beginning May 5th all teams will meet every 2 weeks and will start discussing research topics of interest and what goals should be set in place.
- Ben would like to set up a few educational sessions to those who would like to learn more about the MnROAD facility and what it has to offer for research goals.
- Team chairs would like to start having control over the meetings. MN will may take the lead until the teams organized and familiar with member schedules. Once that is accomplished team chairs will take control. MnDOT will help facilitate meetings at the chairs request.

Associate members:

- Associate membership and the (N-1) formula for team totals was brought up and explained further for those who needed clarification.
- Discussion on voting rights:

- Some were concerned with the idea that a \$2,000 level contributor had voting rights.
- Nearing the end of TERRA and the beginning of NRRA, past associates expressed that they would like more involvement in decision making/voting.
- Linda Taylor brought up the idea to allow voting for all participants given the Executive Committee will make the final decision.

The NRRA working teams' can vote and prioritize projects or activity for funding consideration by the NRRA executive board. The team's recommendations along with a spreadsheet with votes by the members and associates will be forwarded to the board for final funding decision. The project team chair will present the recommendations to the NRRA board along with project spreadsheet. The project spreadsheet will separate out the board members and associate member votes, along with the total votes for each group. The spreadsheet will sort projects in priority order (highest to lowest) by members votes, with associates votes also shown on the spreadsheet. Three votes will be displayed on the spreadsheet: Members vote total, Associates vote total, and Total votes received.

Initial Budget:

- Glenn went over a rough estimate of the NRRA budget for the next 3 years and asked for feedback.
 - Administration – 5%: All in favor.
 - Tech Transfer – 30%: Good estimate/placeholder, but may need to be adjusted as things kick off.
 - Research – 65%: Sensor and data management costs were discussed.
 - Missouri - based on past experiments, there are high mortality rates with sensors. Maybe the focus shouldn't be on so many sensors.
 - Michigan - the amount of sensors will depend on the work being done, better to discuss research ideas before determining the amount of sensors.
 - There will need to be a discussion with teams on research ideas, from that input, sensor count and cost can be discussed.
- With all costs broken down, a rough estimate of \$204,300 would be left over for research projects. With adjustments to the conservative estimates discussed in the budget it was felt that more funds could be left over at the end of the 3 years for research projects.

Schedule:

- Team bi-weekly meetings are scheduled through the end of July. The executive committee could meet on the weeks teams are not meeting.
- Executive committee should start advising teams to establish set deadlines and updates.

- There is a discussion of the possibility of an on-site meeting this summer at MnROAD. States will need about 8 weeks' notice to make arrangements. A survey will be sent out to determine what dates will work.

Other topics discussed:

- A short bio of each executive member was requested for the website. When completed please send to Glenn (glenn.engstrom@state.mn.us) and CC Cassandra (cassandra.petersen@state.mn.us) .