



MINUTES

Clear Roads Technical Oversight Committee Meeting:

Pooled Fund Project #TPF-5(092) - Test and Evaluation of Materials, Equipment and Methods for Winter Highway Maintenance

Thursday, March 24, 2005

Conference Call

Attendees:

Tom Martinelli, Wisconsin DOT	Dennis Belter, Indiana DOT
Tim Jackson, Missouri DOT	Tim Croze, Michigan DOT
Dennis Burkheimer, Iowa DOT	Jim Dowd, Iowa DOT
Kim Linsenmayer, CTC & Associates	

Materials Distributed:

Draft RFPs for ground speed controller and anti-fogging projects
Draft letter regarding computer-based training
Draft Operating Procedures

Meeting Objectives

The group met primarily to review and edit draft RFPs for two research projects and discuss potential funding of a third project.

RFP Review and Next Steps

The group discussed the draft RFPs for each of the two proposed projects. Members were comfortable with the evaluation criteria listed for both projects. Below are the comments and changes for each.

Assessment of Windshield Anti-fogging/Anti-frosting Practices for Winter Maintenance Vehicles

- Edit the introduction to properly reference the project.
- Edit the Scope to include all windows and mirrors in the vehicle, not just windshields.
- Section 5.1.2 should include a survey of all DOTs, manufacturers, Canadian provinces, aerospace industries, etc.
- The funding level should be \$25,000 to \$35,000
- Eliminate the interim face-to-face meeting and replace it with a conference call meeting.
- Add a step to provide a draft report and implementation plan for review and editing.

Calibration of Ground Speed Controlled Salters

There was concern about how to gather the dispersed material from the truck in order to measure actual application rates. It was suggested that a before and after weight of the truck may make this process simpler. Add a control manual spreader to compare against the ground speed controllers.

There is a lot of interest in eastern states in a study that would demonstrate the benefit of moving from manual spreaders to ground speed controlled salters. The group discussed how this study might be expanded to include this component.

Increase the cost of the project to expand the objectives.

There was concern about how to make sure the tests were fair and did not target specific manufacturers. Leaving out manufacturer names in the report and having them involved throughout the study are ways to help avoid the problem.

Results of study could be shown to manufacturers to support requiring them to prove that their controllers are accurate before purchase.

Additional Project

The FAST bridge systems project was withdrawn from the RFP process because Colorado is already launching a very similar study. There were no other projects that the group had enough interest in pursuing that were also affordable under the current budget. The group agreed to add funding to the study on ground speed controllers to make it a more comprehensive multi-part study.

The group also discussed how best to make use of the funds from Michigan that were applied to Clear Roads out of the winter concept vehicle project. Kim and Dennis Burkheimer agreed to work out the details of how best to access these funds for Clear Roads purposes in a separate conversation.

>Action Items

Kim: Work with Tom to revise the RFP on ground speed controllers. Revise the anti-fogging RFP as well based on meeting comments and send both to the entire group for final review.

Kim: Follow up with Dennis Burkheimer on concept vehicle funds.

Tom: Work with Kim on revising the RFP on ground speed controllers.

CBT Letter

The group discussed the draft letter to Lee Smithson regarding Clear Roads interest in the development of additional modules for the computer-based training. Members agreed to remove the "Research" topic and made a few edits to the rest of the letter. Kim will incorporate the changes and have Tom sign it and mail to Lee.

>Action Items

Kim: Finalize CBT letter, get Tom's signature, and send out.

Operating Procedures

The group quickly reviewed the draft Operating Procedures for Clear Roads and made some edits:

- Clarify that members have voting privileges and non-members do not.
- Revise the Administrator's responsibilities to reflect current contract.
- Clarify the voting procedures in terms of majority decisions.
- Research project champion will give approval for invoices.
- Non-member experts invited to the meetings (such as Lee Smithson) will not be reimbursed for travel expenses with the exception of group meals.

In addition, Lee Smithson will be invited to all Clear Roads activities but his schedule will not influence the timing of meetings.

>Action Items

Kim: Meet with Tom to get final comments on Operating Procedures. Revise document and post on the Web site.

Next Meeting

The next meeting will be held in late June or July in Madison, Wisconsin. The exact dates will be selected very soon. Members will review responses to the RFPs and possibly interview candidates.

For questions about these minutes or anything else related to the administration of this pooled fund project, contact: Kim Linsenmayer, CTC & Associates LLC, kim.linsenmayer@ctcandassociates.com, 608-628-3806