

DRAFT
MINUTES
NETC ADVISORY COMMITTEE MEETING

DATE: January 27, 2015

TIME: 11 AM – 12 PM

LOCATION: Conference Call (605) 781-1000, Participant Access Code: 867375#

ITEMS

1. **Call to Order:** Amanda Hanaway-Corrente, NETC Coordinator, called the meeting to order at 11:05AM. The following people were in attendance:

Advisory Committee:

Dale Peabody, MaineDOT

Bill Ahearn, VTrans

NETC Coordinator:

Amanda Hanaway-Corrente, UVM

Laurie Eddy, UVM

Others:

Chris Jolly, FHWA – VT

John Collura, UMass

George Colgrove, VTrans

2. **Oct 28, Nov 18, and Dec 16 Meeting Minutes:** We did not have enough voting Advisory Committee members to make any business decision at this meeting. We will table the approval of the 10/28/14, 11/18/14, and 12/16/14 meeting minutes to the February meeting. The new website for the meeting agenda was received well by the meeting attendees. They requested that a similar webpage be created for all future meetings.

Action Item: Amanda will email the Advisory Committee with an invite for the February meeting as well as a link to the meeting webpage. Over the next few weeks she will populate the website with all the necessary information.

3. **Open Project Summary Table and Quarterly Reports:** The Open Projects Summary Table and Quarterly Reports for 12/31/14 were presented and reviewed. The following are open action items for the projects:

- a. NCE requests for NETC 06-4. Amanda reminded the Advisory Committee that she is still waiting for ballots from MA, CT, VT.
- b. NCE requests for NETC 13-1, 13-2. This item has been carried forward from previous meetings. Both of these projects will require a NCE once we have the extension processed for the NETC Coordinator's contract, which is currently set to end on 4/1/16. The NETC 13-1 and 13-2 proposals listed project end dates beyond 4/1/16, but cannot be processed as such until the Coordinator's contract is extended. It might take a little while for VTrans to process the NCE, so we are tracking this task on monthly meetings.
- c. NETC 14-1, Technical Committee Recommends UMass Proposal be funded. Amanda reminded the Advisory Committee that she is still waiting for ballots from MA, CT, VT.

- d. NETC 14-2, Technical Committee Recommends UMass Proposal be funded. The recommendation just came from the Technical Committee. Since there were not enough voting members at the meeting, Amanda will issue a ballot to approve the TC recommendation for NETC 14-2.
- e. NETC 14-3, Recommendation from the Technical Committee. Amanda reminded the Advisory Committee that she is still waiting for ballots from CT and VT. Since we already have a quorum, the last two states will be given one more week to submit a ballot before we close this business item.
- f. NETC 14-4, Scope of Work document for review and approval. Amanda reminded the Advisory Committee that she is still waiting for ballots from MA, CT, VT.

Action Item: Amanda will send out a reminder email for NETC 06-4, 14-1, 14-3, and 14-4 ballots, with the new ballot for NETC 14-2.

- 4. **Peer Review of Dr. Azari's research.** Amanda contacted Dr. Azari and the list of peer reviewers with the list of questions that were developed by the subcommittee. The following have already agreed to perform a peer review: Walaa Mogawer, Jo Sias Daniel, Jim Mahoney, and Rajib Mallick. It sounds like it will take about a month to provide responses to the list of questions associated with the peer review. An update will be provided at the next Advisory Committee meeting. It was also noted that the AASHTO Advanced Pavement Research Laboratory (AAPRL) is closing soon. All work at that lab will discontinue soon, so we want to make sure we keep in touch with Dr. Azari.
- 5. **New Coordinator RFP.** Bill provided an update on this process: A draft RFP has been created and sent to UVM's contract department for review. Once it has been approved by VTrans, it will require final approval from the Advisory Committee before we issue the official RFP.
- 6. **Fund Balance and Transfers:** The NETC Coordinator reminded states to make FY14 commitments and to transfer the SPR-3(089) funds.
 - a. Transfers for FY14 have been received from: CT, MA, RI, VT
 - b. Transfers from SPR-3(089) have been received from: CT, MA, VT
 - c. Transfers can now be processed. ME, NH, and RI contributions and transfers are still needed.
 - d. Carry balance forward to 2015 or approve more projects in 2014? Since it is already 2015, we are going to remove this item from future agendas. PIs were encouraged to resubmit Research Problem Statements from last year if they ranked high, but were not funded.

Action Item: Amanda to send a Transfers and Contributions reminder to CT, MA, RI, VT, including the close out documents for SPR-3(089) as attachments.

7. **General Updates and Reminders:**

- a. Update on Action Items. This is a general reminder that Amanda tracks all action items in case someone is curious about a particular one.
- b. Update on TPF-5(201). Jim Fallon, Eloise Powell, and Erik Shortell met on 12/19 to discuss the final steps in the close out process. There were a few outstanding questions that needed to be answered, but they expect the close-out to be completed soon.
- c. Reminder to send Amanda any implementation of NETC research. This is a general reminder that Amanda tracks all the implementation success stories from all NETC

- projects. NH submitted a list of their in-house implementation efforts for NETC projects. The format was very well done and all other states are encouraged to use that format, which is linked from: <http://www.uvm.edu/trc/netc/file-transfer/>
- d. Did everyone meet with Policy Committee members using Memo and Ballot? VT and MA are still working on this, but the group was comfortable moving forward with a quorum (RI, ME, NH, CT).

8. Other (if time permits):

- a. New NETC Logo (better resolution). No one on the call had a problem with using the new logo, but it was recommended that we wait until after the next AC meeting given the low number of people on the call.
- b. RPS due date – currently Jan. 30th. Amanda to issue a reminder email next week.
- c. Outlook meeting invites. The Outlook meeting invite for the January meeting was well received. Amanda will continue to use the Outlook meeting invites for future meetings.
- d. Chairperson. Looking at the spreadsheet of previous chairpeople, it appears that NH might be next on the list. Bill offered to reach out to NH and ask if it is feasible for them to chair the NETC Advisory Committee. If not, he will reach out to RI and ask.

Action Item: Amanda to issue a reminder email next week for states to submit endorsed RPSs.

Action Item: Bill offered to reach out to NH and ask if it is feasible for them to chair the NETC Advisory Committee. If not, he will reach out to RI and ask.

9. Adjourn: Next Meeting – February 24th, 2015

For Fund Balance and Transfer Discussion:

	Project	Travel
a. TPF-5(222)	1,471,619.55	25,000
i. Plus ConnDOT 2014 contributions	100,000.00	5,000
ii. Plus MassDOT 2014 contributions	100,000.00	
iii. Plus RI DOT 2014 contributions	100,000.00	10,000
iv. Plus VTrans 2014 contributions	100,000.00	
v. Plus ConnDOT Transfer (from SPR-3(089))	88,771.38	
vi. Plus MassDOT Transfer (from SPR-3(089))	101,453.00	
vii. Plus VTrans Transfer (from SPR-3(089))	101,453.01	
viii. Minus some travel reimbursements		- 1,365.87
		- 1,638.70
ix. Minus 2012 NETC Coordinator Fee	- 179,344.49	
x. Minus 2013 NETC Coordinator Fee	- 179,344.49	
xi. Minus 2014 NETC Coordinator Fee	- 179,344.49	
	1,625,263.47	36,995.43
		(1,662,258.90 combined)
b. TPF-5(201)	650,000	15,000
xiii. Minus Project Expenses and Travel Expense	- 204,881.44	- 12,689.01
	445,118.56	2,310.99
		(447,429.56 combined)
c. SPR-3(089)	4,906,551.38	10,000
xiii. Minus Project Expenses and Travel Expense	- 4,286,392.27	- 11,564.37
xiv. Minus Transfers to TPF-5(222)	- 291,677.39	
	328,481.72	- 1,564.37
		(326,917.35 combined)
d. BALANCE/TOTALS from all three pooled funds	2,398,863.75	
37,742.05		
xv. Minus Cost for 06-4,07-1,09-2,09-3,10-3	- 836,221.00	
xvi. Minus Cost for 13-1, 13-2, 13-3	- 524,708.00	
	1,037,934.75	
xvii. Minus 2015 NETC Coordinator Fee	- 179,344.49	
	858,590.26	
e. With 2014 contributions:		
xviii. ME, NH, to be obligated	+ 200,000.00	
	1,058,590.26	37,742.05

Note 1: The entire four-year NETC Coordinator contract fees are represented above in a-ix., a-x., a-xi., and d-xvii.