



**WESTERN STATES HIGHWAY EQUIPMENT MANAGERS ASSOCIATION  
Regional Conference and Trade Show  
Anchorage, Alaska, August 23 – 27, 2015**

**Business Meeting Notes**

**August 27, 2015**

Attendees:

Ron Trujillo	New Mexico	Lisa Kunzman	California
Bryan Wenger	Wyoming	Diana Rotkis	Alaska
Lew Honda	Hawaii	Greg Hansen	Washington
Bernie Kushnir	Wyoming	Bruce Erickson	Oregon
Jeff Gleason	Montano	Rex Hufford	Idaho
Patte Hahn	NCPP	Chris Volkert	Colorado
Dennis Halachoff	NCPP		
Darlene Lane	NCPP		

Diana Rotkis, 2015/2016 WSEMA Chairman (Alaska DOT), opened the business meeting at 08:30 a.m. by welcoming all those attending.

Future Regional and National Conferences

1. Discussion was held on returning to a predetermined WSEMA Regional Conference rotation. The predetermined host state rotation schedule was started in 1990. However, the economic downturn of 2008, state political volatility and the even year National AASHTO-EMTSP Conferences has altered this original plan.
  - The WSEMA membership will develop a new rotation schedule that will address the above variables, include the states of Alaska and Hawaii, and account for the fluid items below in item #2.
  - The new schedule will allow states to make arrangements many years out. The final schedule will be incorporated into the WSEMA By-Laws.
2. Discussion was held on the determination and selection of the host states for the 2017 and 2019 WSEMA Regional Conference and Trade Show.

- California, Lisa Kunzman, offered to host the 2017 regional conference. However, approval and confirmation of support from Caltrans is required prior formalizing arrangements. Lisa, will advise WSHEMA membership of Caltrans approval/disapproval within the next 90 days.
3. Alternatively, Colorado offered to host in 2017, should Caltrans approval not materialize.
  4. The 2016 National conference is in Columbus, Ohio. Conference dates are June 27-June 30, 2016.
  5. The 2018 National Conference and Trade Show is tentatively scheduled to be hosted by the State of Connecticut.
  6. The membership agreed that the Business Meeting and Roundtable discussions should be scheduled earlier in all future National and WSHEMA agendas to assure adequate time for completion.

WSHEMA Regional Partnership Steering Committee Officers

**The current slate of 2015-2016 WSHEMA Officers will remain in place until the June 2016 National Conference. This is due to WSHEMA By-Laws, which assert that the Chair selected for 2016-2017 will also be the host conference state in 2017. This issue is still open (see item #2 above).**

**2015-2016 Current WSHEMA Officers until June 2016:**

- Chair                                 Diane Rotkis             Alaska
- Member at Large         Lew Honda                 Hawaii
- Past Chair                         Jeff Casper               Utah
- Secretary                         Bernie Kushnir           Wyoming
- Treasurer                         Greg Hansen             Washington

**2016-2017 WSHEMA Officers elected are as follows:**

- Chair – Lisa Kunzman, California DOT
- Vice Chair (Alternate) – Lew Honda, Hawaii DOT
- Secretary – Bernie Kushnir, Wyoming DOT
- Treasurer – Greg Hansen, Washington DOT
- Immediate Past President – Diana Rotkis, Alaska DOT

Update of the Association’s By-Laws

By-laws will be amended and reposted to the EMTSP website within the next 90 days. Highlighted amendments will include:

- EMTSP will pay for one person’s trip per year per WSHEMA member State - if that State is in good standing with their EMTSP dues. WSHEMA may pay for a second State member or a second trip if that State is in good standing with their EMTSP dues. This action will require prior approval from WSHEMA Officers.
- Establish Host State rotation into by-laws
- Terms of current Steering Committee members will end during the National Conference. A mechanism for a delayed start/end date will be incorporated into the revised By-Laws.
- Greg Hansen (Washington State DOT) agreed to edit and update the Associations By-Laws.

Treasurer’s Report

1. WSHEMA fund balance was discussed. It was also suggested that additional funds from the Alaska conference that will add to that balance. These funds are separate from the AASHTO EMTSP funds that are collected from the states.
2. There was additional discussion about how to use the WSHEMA funds especially in the areas of training and research.
3. AASHTO- EMTSP contribution invoices for your organization have been mailed – members should follow-up with their Agencies to assure payment.

### AASHTO Equipment TWG and EMTSP Oversight Panel Leadership Changes

An update was given by Bruce Erickson (Oregon DOT) on the new leadership changes made during the 2015 SCOM Meeting in Des Moines, Iowa or shortly thereafter. The below changes in leadership effects both organizations. The new alignment is as follows:

Tim Cunningham (Kansas DOT) – Chair - AASHTO Equipment TWG and EMTSP Oversight Panel  
 Ron Pruitt (Alabama DOT) - Vice Chair - Performance Measures and Workforce Development  
 Jim Smith (Pennsylvania DOT) - Vice Chair – Environmental and Research  
 Doug Burke (Ohio DOT) - Midwest – AASHTO Region 3  
 Bruce Erickson (Oregon DOT) - West – AASHTO Region 4  
 Ken Valentine (Vermont Agency of Transportation) –Member-at-Large  
 Lisa Kunzman (California DOT) – Member – at- Large  
 Erle Potter (Virginia DOT) – Past Panel Chair

### Discussion of Research Projects and Papers

Dennis Halachoff, NCPP, and Bruce Erickson presented the group a status update on the following projects:

Projects Completed:

- NCHRP Project # 13-2 – *Guidelines for Warning Lights for Highway Maintenance and Operations Equipment* (published as NCHRP Report 624, “*Selection and Application of Warning Lights on Roadway Operations Equipment.*” The guidelines portion of the report is published by AASHTO, Item Code: WL-1).
- NCHRP Project # 13-3 – *Decision Making for Outsourcing and Privatization of Vehicle and Equipment Fleet Maintenance* – Phase I (Phase II of the research was conducted under NCHRP Project 13-3A)
- NCHRP Project # 13-3A – *Decision Making for Outsourcing and Privatization of Vehicle and Equipment Fleet Maintenance* (published as NCHRP Report 692 and also as AASHTO publication Code EFM-1)
- NCHRP Project 20-7, Task 309 – *Challenges and Opportunities: A strategic Pan for Equipment Management Research* (available on AASHTO Highway Subcommittee on Maintenance (SCOM) website).
- NCHRP Project 20-05 – *Fleet Management and Selection Systems for Highway Maintenance Equipment* (NCHRP Synthesis 283) and,

*State Department of Transportation Fleet Replacement Management Practices (NCHRP Synthesis 452)*

Projects On-Going:

NCHRP Project # 13-04 – *Guidelines for the Development of Highway Operations Equipment Replacement Lifecycle Criteria* and assigned NCHRP project number 13-04, FY2014 is on-going. The project panel has been staffed; RFP has been written, solicited, evaluated and awarded to Dye Management Group. Project start date was May 01, 2015. Project completion date is April 30, 2017.

NCHRP Project # 13-05 – *Guidelines for the Development of Highway Operations Equipment Utilization Measurement and Management* and assigned NCHRP Project Number 13-05, FY2015 is on-going. The project panel has been staffed, RFP written, solicited, evaluated and awarded to Washington State University. Project start date was June 01, 2015. Project completion date is May 31, 2017.

Discussion of the Web-Based Training

Bruce Erickson, Greg Hanson and Dennis Halachoff conducted a discussion on this topic with the membership.

- Two training modules were selected by the Oversight Panel and submitted to TC3 for web-based development consideration and were accepted for development in 2015. A study committee, headed by Greg Hansen and made up by EMTSP member state volunteers, is now finalizing the educational requirements and outcomes for TC-3 and contractor development. The EMTSP Oversight Panel will oversee this development process. The selected web-based topics were deemed suitable by the panel for their overall application to all levels of management. The modules are:
  - *Preventive Maintenance Concepts for Equipment Fleet Management*
  - *Bench Marking and Best Practices within Equipment Fleet Management*

WSHEMA Website

1. WSHEMA.com and EMTSP.org should agree and reflect changes in personnel within the WSHEMA member states. WSHEMA secretary will coordinate this work with NCPP staff.
2. Updated contact information should be communicated to the WSHEMA secretary and NCPP representative as soon as possible.

Round Table

1. Round Table session started with a discussion of what the below organizations represent, description of purposes, their working relationships with each other and how they may interface with WSHEMA. Organizations discussed included:

- SCOH – Standing Committee on Highways
- NCHRP – National Cooperative Highway Research
- TWG – Technical Working Group
- SCOM – Subcommittee on Maintenance

- AASHTO – American Association of State Highway Transportation Officials
- TRB – Transportation Research Board
- FHWA – Federal Highway Administration

2. Exchange of information between member states is important. The membership wants to return this portion of the meeting to its original importance by:

- More time allotted for round table discussion. Place earlier in the meeting agenda
- Return back to the “Nuts and Bolts” technical discussions
- Also include time for discussions concerning political and legislative issues, State and Agency budget and finance problems, new State and Federal laws and mandates and etc.

3. Lisa Kunzman did a presentation and demo on new reflective tape to be used on Caltrans vehicles and equipment. Other topics discussed by the group included:

- Jeff Gleason asked about vendor sponsored parts inventory having a cost+10 contact
- The recording of pre-trip inspections on H.D. trucks; Automated systems
- LED emergency warning lights being cancelled when turn signals/brake lights are activated
- Implementing a Go- to-Meeting capability for WSEMA members not able to attend either the National or Regional Conferences

#### Adjournment

Diana Rotkis closed the meeting by thanking everyone for attending and taking the time away from their respective jobs to travel to Alaska. Meeting ended at 11:30 a.m.

#### Acknowledgement:

Business Meeting Minutes were compiled and written by Mr. Bernie Kushnir, WSEMA Secretary.