



Midwest Bridge Preservation Partnership

Minutes – 2017 Annual Board of Directors Business Meeting November 7, 2017

- Start of meeting at 2:15 PM Thursday November 7th, 2017, Marriott City Center Hotel, Minneapolis, MN

Officers: Nancy Huether Jeremy Hunter Bill Oliva Kevin Irving Ex-Officio: Jason DeRuyver	North Dakota DOT Indiana DOT Wisconsin DOT AZZ Metal Coatings Michigan DOT	Directors: Paul Kulseth Sarah Sondag Glenn Washer Mike Wenning Lisa Zentner	Kansas DOT Minnesota DOT University of Missouri GAI Consultants, Inc. Crafco
---	---	--	---

- **Introductions**
 - Officers and some board members introduced themselves.
 - The Chair, Nancy Huether, recognized others who had roles over the past year and thanked the host state.
- **Election of Directors**
 - The election of Directors will be deferred to the 2018 National Meeting in April 2018 in Orlando Florida.
 - Existing Officers have agreed and will serve an additional 5 month term.
 - Motion made and carried unanimous approval.
- **Treasury Report**

Bill Oliva presented the Treasurer's Report as of 7th November 2017. The report reflects costs associated with the attendance of officers at the 2016 and 2017 AASHTO SCOM meetings and also, three invoices of \$125.00 each for social media costs.
- **Announcements**
 - Upcoming 2018 TRB Meeting January 8th-11th, 2018 Preservation Subcommittee TRB AHD37
 - AASHTO TSP-2 2018 National Bridge Conference, April 8th-13th, Orlando Florida. John Hooks made additional call for abstracts.
 - AASHTO Subcommittee on Bridges and Structures (SCOBS) June 25-28th, 2018
 - AASHTO Subcommittee on Maintenance (SCOM) (BPTWG) July 22-23rd, 2018
 - FHWA (BPETG) - TBD
- **Promotion of Local Agency and Academia participation.**
 - Discussion of the growing interests and success in getting local agency owners involved in the annual meetings and other activities.

- **Old Business**
 - There are more than 200 participants in attendance at the 2017 MWBPP Annual Meeting.
 - There are 39 National Industry Members and 14 Regional Industry Members (53 total) at the 2017 MWBPP Annual Meeting.
 - Promotion of AASHTO Voluntary Contributions. Invoices were sent out in July 2017. Last year was strong year with 47 states participating. MWBPP States were at 100% participation.
 - 2017 MWBPP Meeting PowerPoint presentations/video will be posted on the TSP-2 Website after editing the videos. This will also include the Q/A items.
 -
- **Research Discussion** (Ed Welch, Glenn Washer, and John Hooks provided updates)
 - Ed discussed the National Research Work Group. Ed pointed out that there is a need for this work group. We can still maintain a MWBPP regional research work group that has more of a focus at our regional needs.
 - TSP-2 will be funding an update to the National Research Roadmap.
 - Glen Washer would like links to each States Research Website and existing reports on bridge preservation research. Glen will be creating a single listing of the MWBPP States.
 - The research break-out session at the 2017 MWBPP Annual Meeting (today) had a number of good ideas that John/Glen documented.
 - On Wednesday (tomorrow) Work Groups will report out on research needs/ideas items from Today's WG session.
- **Other New Business –**
 - Nancy recognized Sarah Sondag and all of the Minnesota Department of Transportation Team for an outstanding job with the 2017 Annual Meeting.
 - Darlene Lane, John Hooks, Ed Welch and the NCPP team were also recognized for the continued work to make the meeting and partnership successful.
- **Future Meeting Locations were discussed**
 - **2019 North Dakota**
 - **2020 Kentucky**
 - **Ohio and Illinois also expressed interest in hosting at some point in the future**
- **Meeting Adjourned**
 - 3:00 CST

(A) -

6

Board**Midwest Bridge Preservation Partnership****Committee Structure****4 October 2016****Officers**

Name	Organization	Office
Nancy Huether	North Dakota DOT	Chair (State Rep)
Jeremy Hunter	Indiana DOT	Vice-Chair (State Rep)
Kevin Irving	AZZ Galvanizing Services	Vice-Chair (Industry)
Bill Oliva	Wisconsin DOT	Secretary / Treasurer (State Rep)

Directors

Name	Organization	Representation
Tom Donnelly	Transpo Industries, Inc.	At-Large Director
Nancy Huether	North Dakota DOT	State Agency Director
Jeremy Hunter	Indiana DOT	State Agency Director
Kevin Irving	AZZ Galvanizing Services	Industry Organization Director
Paul Kulseth	Kansas DOT	State Agency Director
Bill Oliva	Wisconsin DOT	State Agency Director
Sarah Sondag	Minnesota DOT	State Agency Director
Siva Vanugopalan	Siva Corrosion Services, Inc.	At-large Director
Glenn Washer	University of Missouri – Columbia	Academic Director
Mike Wenning	GAI Consultants, Inc.	Local Agency Director

Name	Organization	Representation
Lisa Zentner	Crateo	Industry Organization Director

Ex-Officio (Non-voting)

Name	Organization	Representation
Jason DeRuyver	Michigan DOT	Past Chair (State Rep)
David Juntunen	Michigan DOT	Past Chair (State Rep)
David Steele	Kentucky Transportation Cabinet	Past Chair (State Rep)
Scott Stotlemeyer	Missouri DOT	Past Chair (State Rep)
Don Whisler	Kansas DOT	Past Chair (State Rep)
Randy Leonard	FHWA Oklahoma Division, OK	FHWA Ex-Officio

7

E

Income Statement

Midwest Bridge Preservation Partnership

Account DS022565, Sub: MWBPP
01 Jan 2010 through 30 June 2017

Revenues:	Previous Periods	Statement Period	Encumbered Revenues	To Date
Opening Balance	\$57,429.67			\$57,429.67
2016 Meeting Net Income	\$14,725.46			\$14,725.46
Total Revenues				\$72,155.13
Expenses:	Previous Periods	Statement Period	Encumbered Expenses	To Date
2016 SCOM, travel & reg. for Nancy Heuther	1,865.20			1,865.20
2016 SCOM, travel & reg. for Jeremy Hunter	1,772.79			1,772.79
2016 SCOM, Registration for William Oliva	550.00			550.00
2016 SCOM, travel for William Oliva	983.84			983.84
2016 SCOM, travel & reg. for David Steele	1,914.24			1,914.24
Angelini Consulting Services Invoice #56	125.00			125.00
Angelini Consulting Services Invoice #66		125.00		125.00
Angelini Consulting Services Invoice #74			125.00	125.00
2017 SCOM, travel & reg. for Paul Kulseth			1,922.35	1,922.35
2017 SCOM, travel & reg. for Nancy Huether			2,229.09	2,229.09
2017 SCOM, travel & reg. for Jeremy Hunter			1,842.89	1,842.89
2017 SCOM, travel & reg. for Glenn Washer			2,081.72	2,081.72
Total Expenses				\$15,537.12
Net Income				\$56,618.01

Last Revised: **2015-10-02**

BYLAWS
of the
MIDWEST
BRIDGE PRESERVATION PARTNERSHIP

Approved: 02 October 2015

ARTICLE I: Name and Location

SECTION 1. Name.

The name of this organization shall be the Midwest Bridge Preservation Partnership (MWBPP).

SECTION 2. Location.

The offices and the principal place of business for the MWBPP shall be the National Center for Pavement Preservation (NCP), 2857 Jolly Road, Okemos, Michigan 48864.

SECTION 3. Midwest Region.

For the purpose of these bylaws, the Midwest refers to a geographic region, which may include the States of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota and Wisconsin.

ARTICLE II: Vision, Mission and Objectives

SECTION 1. Vision Statement.

A partnership of Bridge Preservation Practitioners comprised of State and other Public Agency, Industry, and Academia professionals focused on improvements and promotion of bridge preservation principles, concepts and applications.

SECTION 2. Mission Statement.

Provide a platform for the MWBPP Member Agencies and Organizations to exchange, promote, and advance best practices, new technologies, and innovation in the areas of highway bridge management, inspections, preservation and maintenance.

SECTION 3. Objectives:

1. Promote and implement the benefits of bridge preservation.
2. Promote uniformity of regional specifications and guidelines for bridge maintenance and preservation treatments.

3. Promote knowledge sharing and the use of advanced or improved technologies in the areas of bridge inspections, maintenance and preservation among the Member Agencies.
4. Promote the sharing of innovative contracting practices.
5. Establish a coordinated regional research effort.

ARTICLE III. Membership

SECTION 1. Membership Eligibility.

Membership is open to Public Agencies or any Organization, Public or Private, active or interested in the preservation of the highway bridge infrastructure. Organizations may request membership to MWBPP by application and approval by the Steering Committee.

SECTION 2. Voting Rights.

Each Member State shall have two votes and all other Member Public Agencies and Organizations shall have one vote.

ARTICLE IV: Steering Committee

SECTION 1. Committee Structure.

The Steering Committee of the MWBPP shall consist of eleven (11) members inclusive of a Chair (selected from a Member State Agency), two Vice-Chairs (one selected from a Member State Agency and one selected from a Non-Member State Agency), and Secretary/Treasurer (selected from a Member State Agency).

SECTION 2. Authority of Steering Committee.

The governing body of this organization shall be the Steering Committee. This Committee shall act on selected issues and requests brought by the general membership. The Steering Committee can appoint working groups for the development of programs, tasks, and activities, or take action on items of common interest to the membership. The Steering Committee shall also actively pursue the objectives of this Organization.

SECTION 3. Selection of Steering Committee Directors and Officers.

Directors shall be selected by their individual Member Organizations. The Steering Committee Directors shall consist of eleven (11) members from the following categories:

State Agency (AASHTO) Directors- Five (5) Directors will be selected by the participating Member State Agencies. Three (3) of these Directors will be selected to serve as Officers as outlined in Section 1. above.

4

Local Agency Director- One (1) Director will be selected by participating City or County members of the MWBPP.

Industry Organization Members- Two (2) Directors will be selected by the participating Industry Organizations.

Academic Members- One (1) Director will be selected by participating representatives of Colleges and Universities.

At-large Representative- One (1) Director will be selected by the general membership of the MWBPP.

Federal Highway Administration- One (1) Director will be selected by the FHWA to serve in an ex-officio, advisory capacity to the Steering Committee but without voting rights.

The past Chair will serve in an ex-officio, advisory capacity to the Steering Committee for a term of one year but without voting rights.

When a selected Member of the Steering Committee is not present, a designated alternate for each absent Member may serve on the Steering Committee as a voting Member by proxy.

If any group is not represented in the MWBPP, their membership on the Steering Committee shall remain vacant until such time as the group is represented.

All Steering Committee Directors shall be members of organizations that are in good standing in the MWBPP to include payment of the AASHTO TSP.2 Voluntary Annual Contribution for Member State Agencies.

Officers:

The general membership of the MWBPP shall select four (4) Officers from the Steering Committee Directors as outlined in this Section above, to preside over the business meetings.

SECTION 4. Terms of Service for Directors and Officers.

Directors of the Steering Committee shall serve a three-year term with approximately one-third rotating off each year. State Agency Officers will serve a one (1) year term with the Vice-Chair becoming the Chair and the Secretary/Treasurer becoming the Vice-Chair. The non-State Vice Chair shall serve a three year term.

SECTION 5. Duties of Officers.

The Chair of the Steering Committee will preside over the annual meeting and shall have active control of the membership business meeting.

The State Agency Vice-Chair of the Steering Committee will preside over the annual meeting and the membership business meeting in the absence of the Chair.

The Secretary/Treasurer of the Steering Committee will review financial reports for MWBPP maintained by the NCPP. The Secretary/Treasurer will review minutes produced by the appointed meeting recording secretary.

SECTION 6. Vacancies and Removal of Officers.

The general membership shall be filled by a special election, the vacancies of any Officers for the balance of the term of office. The Steering Committee may, at its discretion, by a two-thirds vote, remove any Officer from their office with cause.

ARTICLE V: Meetings

SECTION 1. Annual Business Meeting.

The date of the annual business meeting shall be set by the Steering Committee. The purpose of the meeting shall include presentation of formal reports of task groups, election of Officers, fill vacancies for the Steering Committee, and act on all business brought forth before the meeting. The Officers of the Steering Committee will be responsible to develop the annual business meeting agenda and distribute it at least forty five (45) days prior to meeting.

SECTION 2. Other Meetings.

Other meetings of the organization, including, but not limited to, Task Groups and Working Teams, shall be at the discretion of the Steering Committee. The purpose of these meetings shall include acting on business items brought forth at the annual meeting.

SECTION 3. Notice of Meetings.

At the direction of the Steering Committee, written notice of any meeting of the organization shall be transmitted by mail or electronically to the last known address of each member organization at least forty five (45) days before the date of the meeting.

SECTION 4. Quorum.

A majority of Officers and Steering Committee Directors present in person or via conference call shall constitute a quorum at any meeting of the Steering Committee.

ARTICLE VI: Amendment to Bylaws

SECTION 1. Amendment Process.

These Bylaws may be amended or repealed by a simple majority vote of the members present at an annual business meeting. Amendments may be proposed by the Steering Committee on their

5

own initiative, or by general membership. The Steering Committee will not present proposed amendments for consideration, which create personal liability for the members of MWBPP.

ARTICLE VII: Assessments

SECTION 1. Public Agencies.

The Member State Agency membership in the MWBPP shall be funded in accordance with the annual voluntary contributions for the AASHTO's Technical Service Programs, specifically TSP-2. AASHTO will be invoiced directly by the NCPP for eligible expenses incurred by the MWBPP.

SECTION 2. Non-State Agency Organizations.

An amount, as determined by the Steering Committee, will be assessed annually to each non-State Agency Organization. Funds will be received by the NCPP on a date determined by the Steering Committee.

SECTION 3. Meeting Costs.

The assessment may include participation costs to attend meetings related to MWBPP as directed by the Steering Committee.

SECTION 4. Expenditure Approval.

Expenditure of Partnership generated funds will be used for operational expenses, developing tools and research projects for implementing Bridge Preservation for the Public Agencies. The Steering Committee will approve all expenditures for MWBPP generated funds.

SECTION 5. Excess Meeting Funds.

Any excess funds generated as a result of the annual meetings shall be used within the MWBPP and banked if not used in any given fiscal year. These funds may be applied toward future meetings and may be used for such things as training or other purposes deemed appropriate and approved by the MWBPP Steering Committee.

ARTICLE VIII: Fiscal Matters

SECTION 1. Fiscal Year.

The fiscal year of the MWBPP shall begin on October 1 and run through September 30 of the following year.

SECTION 2. Revenues.

Membership revenues will be through the AASHTO pooled-fund voluntary assessment for Member States Agencies and fees from any Government Agency or Organization and Industry Members. Revenues received from Member State Agencies through the AASHTO Voluntary Contribution process will be held by the AASHTO and dispersed as required for operation of the MWBPP through its contractor, the NCPP. Non- AASHTO Agency memberships, registration fees, exhibitor fees, or funds received for purposes consistent with MWBPP programs, operations and functions will be managed by the NCPP and dispersed for the operation and programs of the MWBPP.

SECTION 3. Expenditures.

Partnership generated funds will be managed and administered by the NCPP and expenditures shall only be for the purposes related to the MWBPP goals. The NCPP shall be accountable to the Steering Committee in these matters.

SECTION 4. Budget.

A preliminary budget, reflecting a proposed work program for the implementation of MWBPP goals, shall be submitted by the NCPP to the Secretary/Treasurer for approval at the annual business meeting. The Secretary/Treasurer and Steering Committee shall review the annual budget and work program prior to the annual business meeting.

SECTION 5. Audit.

The MWBPP account managed by the NCPP shall be subject to audit under the procedures of Michigan State University.