

Midwest Bridge Preservation Partnership

Business Meeting Minutes
Radisson Hotel, Bismarck, ND
October 17, 2019



Call to Order – 11:15 AM

Roll Call – Introductions of all in attendance

Chair's Opening Remarks (Jeremy Hunter)

Introduction of Current Officers

- Jeremy Hunter (Indiana) – Chair
- Bill Oliva (Wisconsin) – Vice Chair
- Sarah Sondag (Minnesota) – Secretary and Treasurer
- Tom Donnelly (Transpo) – Vice Chair Non-State Agency

Announce Additional Steering Committee Members

- Pat Conner (Indiana LTAP) – Local Agency Director
- Nick Graziani (Watson Bowman) – Industry Directory
- Nathan Peters (EMSEAL) – At Large Director
- Jim Leaden (Kansas) – State Director
- Sarah Wilson (Illinois) – State Directory
- Glenn Washer (University of Missouri) – Academic Director
- Nancy Huether (North Dakota) – Ex Officio
- Timothy Anderson (FHWA Minnesota Division) – FHWA Director

Responsibility of Directors

- The directors are members of the steering committee. Throughout the year, the directors are called upon to vote and make decisions with regard to the direction of the partnership. Becoming a director is not an overly burdensome responsibility, but it is an important role and an opportunity to become more engaged in the partnership.

Thank You

- The steering committee expressed gratitude to North Dakota DOT for graciously hosting the regional meeting and for their efforts in coordinating a valuable and

educational session. The steering committee also expressed gratitude to the TSP2 staff for all of their work coordinating this meeting and the monthly teleconference meetings.

- In addition, appreciation was voiced for the planning committee who met once a month to prepare for the meeting, the current board members and the industry members, who continue to bring a lot of knowledge and support to bring bridge preservation to the next level. There were 43 National Industry Members and 8 Regional Industry Members represented at this Meeting.
- Acknowledgement was given for 100% participation to the MWBPP. Nationally there were 47 contributing members for the 2018/2019 fiscal year. All 14 MWBPP States contributed. A huge thanks to all who advocate for the benefits of the partnership.

Treasurer Report (Sarah Sondag): Status of treasury: \$45,927.13 to date.

- Sarah Sondag (Minnesota) reviewed the anticipated income and expenditures for 2019 & 2020. The treasury report indicated a budget of \$45,927.13 through February 2019. However, expenses for officers and directors traveling to other preservation related meetings since February 2019 (SEBPP, MAC and NEBPP) and scholarships for additional attendance at this MWBPP meeting have not yet been included in this report. Once the treasury has been updated to reflect the current status, officers and directors may be eligible for travel reimbursement to other preservation related meetings in 2020 as funds are available. The process for determining travel scholarships was discussed in more detail under the **Changes to By-laws** section of the agenda.

Steering Committee Elections

- Retention or Election of non-voting FHWA Ex-Officio Director.
 - A director's term is typically three (3) years. A director also has an opportunity to be nominated for an officer position, but it is not required. If a director cannot continue to serve on the committee, another representative will be nominated.
 - 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 following their one (1) year term. The non-State Vice Chair shall serve a three (3) year term. Therefore, in accordance with the bylaws, at today's meeting, Jeremy Hunter (Indiana) became the Past Chair, Bill Oliva (Wisconsin) became the Chair and Sarah Sondag (Minnesota) became the Vice Chair. Bill and Sarah both accepted their new roles.
 - The succession of Officers created an opening for Secretary/Treasurer of the board. The floor was opened for nominations from any state agency member. Nancy Huether (North Dakota) nominated Jim Leaden from

Kansas DOT for Secretary/Treasurer. The nomination was seconded by Jason DeRuyver (Michigan). Jim Leaden accepted the nomination. There were no other nominations. The partnership voted approval with no opposition. The motion carried; Jim Leaden (Kansas) became the new Secretary/Treasurer for the MWBPP.

- Since Jim Leaden was a director, his acceptance as Secretary/Treasurer created a vacancy for a state agency director position. The board asked for interest. Nancy Huether (North Dakota) nominated Josh Rogers from Kentucky. Bill Oliva (Wisconsin) seconded the nomination. Josh asked for clarification regarding the required duties. Sarah Wilson (Illinois) responded that it mostly entails attendance at monthly teleconference meetings and monthly agenda planning meetings. It is acceptable if a director or officer needs to miss some of the meetings. An additional benefit to states with directors or officers includes the opportunity to apply for scholarships for additional attendees at the regional or national meetings. Following clarification of duties, Josh accepted the nomination. The partnership voted approval with no opposition. Josh Rogers (Kentucky) became the new state director.

Changes to By-Laws

- Local Agency Participation (*ARTICLE III. Membership, SECTION 2. Non-State Agency Organizations*)
 - Recognizing that locals own one-half to two-thirds of the bridges, preservation is also important to those agencies. The steering committee proposed to modify the bylaws to provide local agencies an opportunity to become a non-voting partner with the partnership and to provide an avenue to attend the meetings.
 - Proposed modification to By-Laws:
 - SECTION 2. Non-State Agency Organizations.
 - Local Agency employees may join a regional partnership upon payment of a membership fee of \$2250.00 paid to NCPP each year. The local agency member would then be allowed full participation in the Regional Partnership for either bridge or pavement preservation and would have travel expense reimbursement for one person per local agency membership.
 - Local agency participation was discussed thoroughly by AASHTO. It has been agreed that the partnerships can invite local agencies to become non-voting members. The background from the TSP2 oversight committee meeting is attached to the minutes. AASHTO is now completely in

- agreement that we can incorporate local agency membership in the partnership.
- It was discussed that outreach needs to be performed through the LTAPs and through member states to get local agencies involved. If it is more efficient to pay the meeting and travel fees, local agencies are still allowed to pursue that avenue in lieu of a membership fee.
 - Pat Conner (Indiana LTAP) asked if the other partnerships have incorporated this language into the bylaws. Ed Welch responded that the information was included in two of the registration forms for the regional partnership meetings, but the MWBPP is the first to propose adding the language to the bylaws.
 - Sarah Wilson (Illinois) made a motion to adopt the local agency participation language into the bylaws. Pat Conner seconded the motion. There was no additional discussion. The partnership voted approval with no opposition and the motion carried.
 - Partnership Sponsored Travel and Scholarships (*ARTICLE VII: Assessments, SECTION 5. Excess Meeting Funds. (II) Travel and Attendance Scholarships*)
 - The partnership discussed adding specific language in the bylaws to identify opportunities to use the revenue generated from the regional meetings (when available) to sponsor additional travel scholarships to other preservation related meetings. This proposal (outlined below under the proposed update section) sets a target budget annually that will cover travel and registration scholarships. Directors and Officers will have the opportunity to modify that target if needed, but the board needs to coordinate earlier to set a budget and then manage to the identified budget each year.
 - Other preservation related meetings could include the Maintenance Committee (MAC), the Committee on Bridges and Structures (CBS), other regional partnership meetings, the Transportation Research Board (TRB) or other relevant meetings that support our mission. MAC is our parent organization; we have an obligation to report to them on our activities. In some instances the chair or ex-chair are unable to attend, so the Board will offer that opportunity to other officers or directors.
 - A total of five (5) scholarships will be planned each year as long as funds are available. Additional scholarship opportunities may be identified if additional funds are available. Those sponsored to attend other meetings will provide a report out to the partnership during the monthly conference call.
 - The proposed update to Section 5, Excess Meeting Funds, is outlined below:

- **(II) Travel and Attendance Scholarships** Each year after the income and expenses from the annual regional or national meeting have been finalized, the Officers and Directors of the Partnership will deliberate on the number of travel and attendance scholarships to be offered to sponsor travel or registration for the upcoming year's regional, national and related meetings. **This deliberation will set a target budget that will cover travel and registration scholarships.**
- On an annual basis, should funds be available, the MWBPP will support funding for:
 - The Chair and Ex-Chair to attend the AASHTO Committee on Maintenance annual meeting. The Chair will provide a report out to the Partnership during a regular monthly call.
 - Secretary, Vice Chair, and Chair to attend one of the other regional meetings (West, Southeast, and Northeast), TRB, or Committee on Bridges and Structures.
 - Should designated members of the MWBPP Officers not be available to travel to participate in the above noted Bridge Preservation related meetings, appropriate alternates may be designated. They may be Past Chairs, other State Members of the Board of Directors, Academic Directors, or other State members of the Partnership that are presenting or have other interest in the meeting.
 - A total of 5 scholarships will be planned to be funded each year. Additional scholarships can be funded each year if funds are available.
 - Those sponsored to attend Bridge Preservation Meetings will give a report out to the Partnership during a regular monthly call.
- Annual Meeting Travel and Registration Scholarships (ARTICLE VII: Assessments, SECTION 5. Excess Meeting Funds. (II) Travel and Attendance Scholarships)
 - Additional bylaw updates discussed included travel and registration scholarships for the annual MWBPP meeting. When deliberating the number of scholarship offerings each year; the steering committee will consider the target annual travel and registration budget set by the Officers and Directors.
 - The proposed second update to Section 5, Excess Meeting Funds, is outlined below:

- Annual Meeting Travel and Registration Scholarships
 - **Considering the target annual travel and registration budget set by Officers and Directors**, a motion will be made stating the number of scholarships that will be offered. Once the motion is made, the officers and board will vote on the number of scholarships. A motion / vote will require a majority of affirmative votes to pass.
 - Once the number of scholarships to be offered has been determined, member States, can submit candidates to the regional partnership chair.
 - The candidates will be prioritized as follows:
 - States with a member serving as an officer will receive top priority (1)
 - States with a member serving as a Director will receive second priority (2)
 - States that are current in paying their dues will receive third priority (3)
 - Local Agency, and Academic partners will receive fourth priority (4)
 - Within each category, the scholarships will be sorted on a first come first serve basis.
 - Up to 4 scholarships for State Agencies to the National Meeting based on the outlined procedure (up to \$10,000 subject to annual target budget).
- There was no further discussion related to the proposed update to Section 5 of the bylaws, Excess Meeting Funds. There was a motion by Fouad Jaber (Nebraska) to adopt these updates to the bylaws. The motion was seconded by Sarah Wilson (Illinois). There was no opposition voiced. The partnership voted approval and the motion carried.

Other Announcements:

- Meeting presentations will be posted on the TSP2 site, including both the Power Point presentations and videos of the presentations that captured questions and answers.
- The partnership encourages participation from state, local agency and academia on conference calls and meetings.
- 2019 preservation related meetings included:
 - WBPP (May 14-16, Reno, Nevada),
 - CBS (June),
 - MAC (July 13-18, Grand Rapids, MI),

- NEBPP (September 9-11, Burlington, VT),
- MWBPP (October 15-17, Bismarck, ND)
- Upcoming 2020 bridge preservation related meetings include:
 - TRB (January 12-16, Washington, DC)
 - SEBPP (March 24-26, Hot Springs, AR)
 - WBPP (May 12-14, Glendale, AZ)
 - MAC (July, Denver, CO)
 - NEBPP (September, Harrisburg, PA)
 - MWBPP (October, TBD)
 - **ACTION: Let an officer know if you think it would be beneficial to attend any of these meetings or other bridge preservation related meetings.**

Working Groups

- Due to time constraints, an update from the working groups was not included at this meeting. Working Group leads will provide a brief overview of Work Scope and Deliverables and a brief update on current status on future conference call meetings.
 - Outreach to Local Agencies –Pat Conner, Indiana LTAP
 - Deterioration Modeling – Bill Oliva, Wisconsin DOT.
 - Bridge Preservation Research – Glenn Washer, University of Missouri
 - Discuss Next Action Items for Research Needs and process of promotion

New Business

- Open the floor to discussion of new ideas; working groups; goals;
 - No new business was presented at this meeting. Opportunities will be provided during upcoming conference call meetings.

Next Meeting

- Monthly teleconference meetings are held the first Tuesday of each month at 1 PM Central; 2 PM Eastern time. **ACTION: If you are not on the distribution list, please let an officer or TSP2 staff know.**
- The next teleconference meeting will be held **November 5** via GoToMeeting. Invitations will be sent to all participating members as well as those that previously attending the monthly meetings.

Future Annual Meeting Locations:

- Future MWBPP annual meeting locations were discussed:
 - 2020 – Kentucky
 - 2021 – South Dakota

- Oklahoma was also offered as an alternative for 2021 or for 2023.
- 2022 – National Bridge Preservation Partnership Meeting

Meeting Evaluation Forms & CEU Forms

- Evaluation forms are critical to planning successful future meetings. **ACTION: All attendees, please turn in your evaluation forms and CEU forms.**
- In closing, gratitude was expressed again to North Dakota for their hospitality.

Adjourn

- 12:00 PM CST

Attachments

- MWBPP By-Laws Amendment: Membership Guidelines for Local Agencies
- MWBPP By-Law Motion for Attendance at Preservation Related Meetings

**MWBPP By-Laws Amendment: Membership Guidelines for Local Agencies
October 17, 2019 Business Meeting, Bismarck, ND**

ARTICLE III. Membership

Current 2015 By-Laws 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.

Proposed modification to By-Laws:

SECTION 2. Non-State Agency Organizations.

Local Agency employees may join a regional partnership upon payment of a membership fee of \$2250.00 paid to NCPP each year. The local agency member would then be allowed full participation in the Regional Partnership for either bridge or pavement preservation and would have travel expense reimbursement for one person per local agency membership.

Background from TSP2 Oversight Committee meeting (March 2019)

Preservation Partnership Regional meetings are a key element in the Transportation Systems Preservation Strategic Plan. These meetings provide a foundation for collaboration and development of needs and solutions. Active participation by state agency representatives being present at the Pavement and Bridge regional meetings is vital to their success. Local Agency attendance and active participation has also been shown to benefit the local agencies, their local state organizations, and the TSP2 Program. These guidelines will be in effect until such time as AASHTO sets guidelines for local participation in AASHTO Technical Service Programs.

Regional Partnerships may adopt guidelines for local agency membership. Each Regional Partnership will determine if local agencies may join their specific group as members. If they do allow local agency membership the following guidelines should be adopted.

Local Agency employees may join a regional partnership upon payment of a membership fee of \$2250.00 paid to NCPP each year. The local agency member would then be allowed full participation in the Regional Partnership for either bridge or pavement preservation and would have travel expense reimbursement for one person per local agency membership. The benefits of membership will be as stipulated in the regional partnership by-laws. The cost per person would be adjusted in years when a national conference is held to cover the additional costs of per diem, hotel expenses and travel. A regional partnership may decide to fund these additional costs using their partnership funds, but that would be decided by the partnership board of directors dependent on availability of funds and other initiatives the board wants to consider. Three hours of administrative time is included for each member for arranging flights, hotels and meals and for reimbursement of expenses following the meeting. Membership fees must be received in advance of any travel for a local agency participant.

October 17, 2019

2019 By-Law MWBPP Motion for Attendance at Preservation Related Meetings

ARTICLE VII: Assessments, SECTION 5. Excess Meeting Funds. (II)

(II) Travel and Attendance Scholarships Each year after the income and expenses from the annual regional or national meeting have been finalized, the Officers and Directors of the Partnership will deliberate on the number of travel and attendance scholarships to be offered to sponsor travel or registration for the upcoming years regional, national and related meetings. **This deliberation will set a target budget that will cover travel and registration scholarships.**

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4. A total of 5 scholarships will be planned to be funded each year. Additional scholarships can be funded each year if funds are available.
5. Those sponsored to attend Bridge Preservation Meetings will give a report out to the Partnership during a regular monthly call.

Annual Meeting Travel and Registration Scholarships

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 - d. Local Agency, and Academic partners will receive fourth priority (4)
 - e. Within each category, the scholarships will be sorted on a first come first serve basis.
4. **Up to 4** scholarships for **State Agencies to the National Meeting** based on the outlined procedure (**up to \$10,000 subject to annual target budget**)