

**2017 AASHTO Subcommittee on Maintenance Meeting**  
**Providence, Rhode Island**  
**Leadership Meeting Minutes**  
**Sunday, July 30, 2017**

**Note:** Additional information on many of the presentations are available at the following website: <https://maintenance.transportation.org/meetings-2/meetings/2017-scom-meeting/>

*SCOM Leadership (SCOM Chair and Vice-Chairs, Technical Work Group Chairs and Vice-Chairs, Secretary) along with FHWA, AASHTO, TRB, and NCHRP liaisons, and other designated guests are invited to attend the Chairman's meeting in preparation for the annual meeting.*

**SCOM Leadership Meeting:** George Conner, ALDOT – Presiding

**Welcome and Introductions:** George Conner, ALDOT

- **Introductions:** George Conner – New Chair, I need your help and its very much appreciated. Participants included: Connie Yew – FHWA, Brad Darr – NDDOT, Gabe Guevara – FHWA, James Bryant – TRB, Amir Hanna – NCHRP, Anita Bush – NVDOT, Steve Cook – MIDOT, Thomas Lyden – OHDOT, Troy Suing – WASHDOT / AASHTO Fellow, Gummada Murthy – AASHTO, Russ Yurek – MDDOT, Steve Lund – MNDOT, David Miller – LADOT, Jeff Milton – VADOT, Randy Jenson – FHWA, Heath Patterson – MSDOT, Rick Nelson – SICOP, Bruce Erickson – ORDOT, Tim Cunningham – KSDOT, Lisa Kunzman – CALTRANS, Will Beatty – FHWA, John Perry – FHWA, Jon Wilcoxson – KYTC, Morgan Kessler – FHWA-TFHRC, James Gray – FHWA, Scott Capps – NCDOT, Jerry Hatcher – TNDOT, and Erany Robison-Perry – GADOT.
- **Announcements:** Our host state Rhode Island DOT has put in a tremendous amount of work and provided for a wonderful location and we are thankful for all their hard work. Our first resolution should be to thank RIDOT for their efforts. I would also like to thank Mark McConnell for his incredible efforts as past Chair of SCOM. A resolution should be written to thank Mark for his efforts. This is Russ Yurek's last year as SCOM Vice Chair, he has been very helpful and I wish to thank him for his efforts. Russ will be with us until the end of December of 2017. Jim Feda has also been very helpful but is no longer our SCOM Liaison to the TC3 TSP. FHWA's Connie Yew is our new SCOM Secretary replacing Bryan Cawley who was extremely helpful to the committee and has moved on to become the Wyoming Division Administrator. Another resolution should be prepared to thank Bryan for his efforts and to show our appreciation. James Gray is our FHWA Liaison for the Pavement TWG this year. Marc Hoelscher is also moving on and we wish to thank him as well. Other folks we also need to mention are Erle Potter who started the Equipment TWG but has since retired, and Bart Sweeney, Vice Chair for the Pavement TWG has moved on.

**New AASHTO Committee Structure:** George Conner – ALDOT

- **Current AASHTO Committee Structure vs New Structure:** In the current AASHTO organization the Standing Committee on Highways reports to the Board of

Directors and there is a vertical separation between the various standing committees. Strategic objectives and outcomes were addressed along with the organizational structure and focus, committee priorities, and cross committee interactions. Pavement preservation is a maintenance activity. However, we need the materials folks as well to make pavement preservation work. The new Proposed Committee Structure, Board of Directors, Transportation Policy Forum, Program Delivery and Operations Committees, Enterprise / Cross-Discipline Committees, Administration Committees, and Special Committees were shared. Highways and Streets is our parent committee like SCOH previously was. This change was made to facilitate input from the other committees. Policy, Technical, and Multi-modal Matters, Work, and Flow slides were also discussed.

- Committee Procedural Changes: To better define our roles SCOM will: establish committee activities, improve direction, be members of a council, establish steering committees, identify cross cutting liaisons, support Technical Service Programs, encourage groups to operate virtually, establish Committees of Practice and ad-hoc Task Forces, formalize the role of associate members, and allow limited participation by private sector representatives.
- AASHTO Strategic Goals: SCOM will provide value to our members, provide professional services and products, be a leader in national development, and communicate the value of transportation to our partners. Implementation Status for the reorganization – There is no direct change to the Subcommittee on Maintenance (SCOM) except for a name change. We will now be known as the “Committee on Maintenance” (COM). Updates to organizational documents is expected: we are tasked with preparing a draft “Charge Statement” for the committee, updating charters, and the strategic plan and annual work plan and accomplishment reports.
- COM Draft Committee Purpose Statement: TWG Assignment – Share today’s handout with the TWG members and ask, does this cover what the committee does? What needs to be taken out and what needs to be added? Each of the TWG’s need to add a slide to the report out slide that covers the Draft Charge Statement explaining what’s missing and what should be added and/or taken out. George will email the Draft Charge Statement to everyone. A suggestion was made to look at the 2015 Strategic Plan Update and compare it to the Draft Charge Statement to make sure it’s in alignment with our current mission and vision statements.
- COM Goals: Our goal is to be committed to fundamentals, be recognized as a leader in the maintenance community, better coordination with TSP’s (Equipment, SICOP, and Preservation), improve participation by member agencies (participation and involvement statistics, TWG membership structure – TWG members / friends), become more engaged with other AASHTO committees with influence on maintenance practices and processes, prepare TWG research needs statements and resolutions, collaboration with other subcommittees, web page outreach and re-establishing the MQA Library.
- 2018 COM Vice Chair Vacancy: Everyone who is interested in being a Vice Chair of COM beginning January 1, 2018 is asked to please contact George Conner.

**Research Update:** Jon Wilcoxson, KYTC; Amir Hanna, NCHRP; James Bryant, TRB

- Jon Wilcoxson, KYTC: Preparing draft research needs statements is being done more often prior to getting to the annual meeting. Implementation of research is very important and an ongoing effort. Dates will be shared for various research needs as they become available.
- Amir Hanna, NCHRP: A list of NCHRP current, and recently completed research projects related to maintenance was shared. A 2018-2019 list of projects deserving consideration / action by COM was also shared along with encouragement for TWG Chairs to take these under advisement for future research needs statements. Implementation of project recommendations is very important. If there is anything we can do to assist with implementation such as workshops etc., please let us know.
- James Bryant, TRB: Every 3 years a third of our membership rotates to other committees. The next annual TRB meeting is scheduled for January 2018. Receipt of about 6,000 research papers is expected by August 1, 2017. Under last year's new meeting format pre-work was very helpful and allowed participants to interact with presenters and peers prior to the meeting to produce initial outcomes and research gaps. Moderators also became facilitators and much of the dialogue was captured. The 2018 annual COM meeting in NC is currently scheduled as a joint meeting with TRB.

**FHWA Updates:** Connie Yew, FHWA

- FHWA's new guidance regarding AASHTO Subcommittee Liaison and Secretary roles to the various subcommittees will be implemented by August 31, 2017. All administrative duties which FHWA liaisons and secretaries provide will be minimized to assist the agency with refocusing its efforts to more of a technical advisory role. Additional clarification will be shared as it becomes available. All secretarial duties and technical assistance provided prior to this date will remain the same. For this year's annual meeting all report out slides will be collated and meeting minutes prepared the same as in years past. AASHTO will continue to help FHWA in this effort. Our liaisons and secretaries have received great professional development opportunities as part of these meetings.

**TWG Report Outs:** TWG Chairs

- General Update: 2016 Work Plan Accomplishments (Research, Workforce Development, Performance Measures, Safety, Communications & Environment), Leadership Team Updates, Tentative Research Problem Statements, Draft Charge Statements, and Proposed Resolutions will be reported out on.
- Bridge TWG – Jeff Milton, VADOT: We have had an active year, coordinated with SCOB to appoint liaisons, and work accomplishments will be shared Thursday. BTWG is involved in FHWA, TRB, and AASHTO committees. In BTWG meetings we will discuss and endorse research needs statements. A domestic scan on UAV's is expected to move forward.
- Equipment TWG – Tim Cunningham, KSDOT: We have been successful on research, two are nearing completion and three are just kicking off. Planning to submit research needs statement and several scans looking for an endorsement.

Equipment TSP Update: Our triennial review was successful. 80% of states are contributing to the TSP. We have numerous meetings throughout the year and our web-based training is successful through the TC3 TSP. We have also filled our two Vice Chair positions.

- Maintenance Operations TWG – Brad Darr, NDOT & Rick Nelson, SICOP: We do not have any prepared research needs statements this year. We have a domestic scan that may be resubmitted. Previous research is moving forward.
- Pavements TWG – Anita Bush, NVDOT: James Grey filling in as the FHWA Liaison this year. We have had many conference calls and encourage our members to participate and help us prioritize research which has been difficult to implement. Regional workshop may be helpful. We have three breakout sessions planned this week and expect good participation.
- Roadway/Roadside TWG – Jerry Hatcher, TNDOT: My Co-Chairs have been very helpful this year and I want to thank them for their efforts. Webinars are very useful to get the message out to TWG membership. Our vegetation management webinars were well received. A summary of this week's TWG presentation topics was shared. No research needs statements were prepared this year. In the future, preparing these ahead of time would be helpful.

#### **SICOP UPDATE:** Rick Nelson, SICOP

- The SICOP Triennial Review is scheduled for spring 2018. We are currently building our Strategic Plan and gathering issues from the states. Based on the feedback we received, seven strategic issues will be dealt with over the next 3 years. We have a vacant liaison to fill in AASHTO Region 2 and the southeast could be a key player for us. Our Winter Maintenance Peer Exchange is scheduled for September 2017 in Pittsburgh, PA. We have kicked off a social media effort to help get the word out and encourage participation. We are also recording podcasts and will release them every 3 to 4 weeks once we begin to air them. Work with NAS is ongoing on social and behavioral sciences within the weather environment and a transportation specific chapter is being developed as part of the report. Thirty-six states have assisted financially with SICOP this year.

#### **TSP2 Update:** George Conner – ALDOT

- TSP2 started with the Pavement and Bridge Preservation Groups and now has a connection and involvement with four different committees (Maintenance, Bridge, Asset Management and Materials). We are currently redefining our membership by adding a second Asset Management liaison. Additional membership vacancies exist. Forty-six states have financially participated. Regional meetings are very successful and our Research Road Map is being revised. The TSP2 website is great for pavement and bridge preservation items.

#### **Closing Comments:** George Conner – ALDOT

- At Tuesdays leadership breakfast, we need initial feedback on the draft charge statement, and likely resolutions and research needs statements. How do we navigate from research to implementation? Our Vision and Mission Statements are different than the Charge Statement and will not be replaced as part of

SCOM's 2015 Strategic Plan. Thank you for your support and I look forward to a successful meeting this week.

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Tuesday, August 1, 2017**

**Resolution Update:**

- The Pavement TWG may possibly have two resolutions coming forth.

**Draft Charge Statement Update:**

- No report out slide regarding the Draft Charge Statement is needed by the TWGs
- Based on Monday's TWG Breakout Meetings, chairs are asked to send George any feedback regarding missing functional areas such as pavements or bridges and he will finalize the Charge Statement as requested by AASHTO. This is an opportunity for TWG participation in developing the Charge Statement.
- The SCOM Mission and Vision Statements are different from the Charge Statement

**TWG Membership Update:**

- Each State DOT can have up to three named / voting members for each TWG
- One of the three named State Agency voting members or their proxy can vote on resolutions, research needs statements, or policy items that will be forwarded to the full committee for consideration / voting
- Consensus voting can take place for lower tier non-subcommittee level business items as desired. A unanimous consensus vote can substitute for a voting member vote as the same result would occur
- TWG Members are either:
  - (1) One of the three named / voting members;
  - (2) An Associate Member named to the TWG but non-voting; or
  - (3) Industry / Friends of the TWG but non-voting members
- SCOM Co-Chairs (Steve / Russ) are asked to prepare a draft membership process for adoption at the next Quarterly Leadership Team telephone conference call scheduled for late August

**SCOM / TWG Support / Marketing Video Taping:**

- TWG Chairs are asked to tell their members about an opportunity to video tape brief supportive marketing messages for SCOM, TWGs, and/or transportation in general by stopping by the West Pre-function area between 8am and 12 noon today.

**Research Results / Research Needs Statements:**

- TWGs can formally ask that research results be passed onto AASHTO for publication. These should be added to the Report Out slides. Please provide the

names of your research needs statements to Jon Wilcoxson for addition to the research ballet. This should include a courtesy resolution for vote at the Thursday Business Meeting

**FHWA's Technical Advisory Role:**

- SCOM and the TWGs are asked to provide feedback to FHWA on what types of value added technical expertise might be needed moving forward. There seems to be a good link within each of the TWGs for opportunities for technical assistance. Are any gaps in services or innovations moving forward that FHWA should be involved in?

**Hotel / Conference Center Internet Access:**

- Internet access needs to be a part of any future meeting and should be a part of SCOMs Meeting Plan Package.