

MINUTES
NETC ADVISORY COMMITTEE MEETING

DATE: December 16, 2014
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

NETC Coordinator:

Amanda Hanaway-Corrente, UVM

Others:

Chris Jolly, FHWA – VT

Ann Scholz, NHDOT

Mike Sock, RIDOT

2. **Minutes of October 28, 2014 and November 18, 2014 Meetings:** 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 and 11/18/14 meeting minutes to the January meeting.
3. **Open Project Summary Table:** A. Hanaway presented the Open Projects Summary table, which is attached to these meeting minutes. Most projects are progressing as planned. Major updates include:
 - a. NCE request 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. 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 14-1.
 - d. NETC 14-3, Recommendation from the Technical Committee. Amanda reminded the Advisory Committee that she is still waiting for ballots from MA, CT, VT.
 - e. 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). Amanda will send out a reminder email for NETC 06-4, 14-3, and 14-4 ballots, with the new ballot for NETC 14-1.

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

4. **Peer Review of Dr. Azari's research:** We are moving forward with this initiative. Amanda will email the recommended list of reviewers and Dr. Azari with the list of review questions. It was suggested that we could use some of the funds from the canceled project (NETC 14-3) for this initiative.

Action Item: Amanda will email the recommended list of reviewers and Dr. Azari with the list of review questions.

5. **New Coordinator RFP:** There were no new updates for this initiative. The last update was that the previous RFP documents were distributed to the Advisory Committee asking everyone to review the documents and recommend revisions. A follow-up meeting will be scheduled soon.
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. ME and NH reported that their transfers are being processed now.
 - d. Carry balance forward to 2015 or approve more projects in 2014? Amanda reviewed the three notes above, but this question was tabled until a future meeting. We are waiting until all the funds from the previous Pooled Fund accounts are transferred.

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 will be meeting on 12/19 to discuss the final steps in the close out process. Amanda will follow up with Eloise and provide an update at the next AC meeting.
- 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.
- 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).

Action Item: Amanda will follow up with Eloise and provide an update on TPF-5(201) at the next AC meeting.

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. Also, Chris Jolly recommended some different colors. For example, can the state of Vermont be colored green in the logo? We will discuss this more at the next meeting.

- b.** RPS due date – currently Jan. 15th. The current schedule allows for an extra two weeks for Advisory Committee endorsements, due on January 30th. It was recommended that we leave the January 15th due date as is since we have two additional weeks for endorsement.

9. Adjourn: Next Meeting – January 27th, 2014

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.