ok John E. Alford

Roadway Design Unit Staff Meeting Minutes
August 13, 2001

1. Plans/Design Items

Hydrographic Review of Designs

Debbie asked John if Roadway was following her memo of April 5, 2001 regarding the coordination and review of preliminary designs. This is just a reminder of the process which is in place.

Subgrade Line Behind/Under Curb & Gutter

Handout #2 was brought to John by Garry Lee. Roadway is not being consistent with the way we are handling the material behind curb and gutter. We should not be putting a graded section on curb and gutter.

Resurfacing Grades

Len Hill has asked Roadway to make sure we are keeping the resurfacing grades as low as possible to keep cost at a minimum and reduce right of way impacts.

Clear Roadway Width on Structures

Handout #3 is a letter from Tim Rountree dated June 25, 2001 on Clear Roadway Width Changes. In the past, we said the values shown on our structure recommendations represent the minimum clear roadway width. In this case, a 39'-6" clear roadway width for a cored-slab bridge would be satisfactory. Also, it is appropriate to show the reduced width on the structure recommendation. Normally, for bridge rail offsets of three or four feet, the clear roadway width should be increased instead of being decreased.

Missing Pay Items

There was an e-mail sent to John about a couple of missing pay items. When you check plans, go down the master list of pay items to make sure you haven't missed anything.

Filter Fabric

Handout #4 is a report of recommendations from Geotechnical on Design and Construction Recommendation. On page 3, there is a recommendation about the soil stabilization fabric. They are recommending places for location placement of the fabric only, no undercut just fabric. Njoroge Wainaina of Geotech brought this over and ask Dewayne how Roadway was going to show it on the plans. One simple way would be to show as a detail like you would undercuts; show "soil stabilization fabric" and list the stations. It was decided to show this on the summary sheet.

Guardrail/Guiderail Update

Jay Bennett went over a handout on guardrails and guiderails.

There was a handout on the new standards which will go into effect with the January 2002 letting. As part of the new standards, the guardrail to bridge rail attachments are changing. They are going to two types of attachments to the bridges.

1. The Thrie Beam attachment is the new structure anchor unit. It will be attached to a vertical face bridge rail. Standard 862.03, sheet 2, shows a type III anchor unit attachment to a bar metal bridge rail. Sheet 3 shows a type III anchor unit attached to a transition bridge rail. The transition bridge rail transitions the bridge rail from a Jersey shape to a vertical face. This transition occurs across the bridge approach slab. Please coordinate this new design with Structures, starting with the January 2002 letting.

2. Also attached is the new cable guiderail details, standard 865.01. The new details increase the deflection area behind the cable from 11 feet to 14 feet. On sheet 4, the guardrail anchor system for the terminal section and the intermediate anchorage section HAS CHANGED. On sheet 9, the design for the anchor block has changed.

There were two letters sent out by Jay Bennett on April 23, 2001 and June 13, 2001 regarding Cable Barrier Terminal, Drainage Issues, and the use of Expressway Curb and Gutter with Guardrail. It is not Roadway's intent to use expressway gutter with guardrail except in rare drainage related cases.

Laurie Smith has been having a difficult time determining whether or not project work is within the municipal boundaries of a town or city. Enhancement/highway agreements must be prepared when part or all the project lies within a Municipal Boundary. One of the following notes will be shown on the title sheet of the right of way plans prior to submittal:

- This project is within the Municipal Boundaries of (town or city).
- This project is not within the Municipal Boundaries of (town or city).
- 1.6 miles of this project are within the Municipal Boundaries of (town or city).

2. CADD/Electronic Items

Electronic Hearing Map Plots

Last Friday, the plotting queue was loaded-up. Request only half-size plots when submitting review prints for hearing maps. The full-size hearing map plots seem to create the plotting queue problem. Only plot full-size hearing maps for the review meeting and for the pubic hearing. Other plots should normally be half size.

CADD Users Group Discussion

Jimmy Norris asked if there had been any feedback on the CADD Users Group Meeting. All of the feedback seems to be positive. Imad Abouyounis did a presentation for the users on how he had been processing earthwork with Geopak that accounts for undercut, etc. Ross McDowell has on the Roadway Design Unit website details of how to use it. This process is documented in John Alford's memo dated August 7, 2001.

Folder Structure – We are working on a server environment and Roadway has created a fairly detailed file structure. Other units are starting to use the information off of this server.

Time Sheet Program – Greg Brew donated his time sheet program to Jimmy Norris's group. The updated program uses the server to track time worked on each project. This generates the FR-11. Use of this program is elective.

PAWS – Use the old PAWS program. There are problems with the new PAWS program.

Geopak 2001 – Jimmy Norris's group is in the process of loading Geopak 2001 on the computers.

Test Hole Files – We were asked why we were not showing utility test hole data on the Roadway Design plans. In reviewing this, we found that the Location & Surveys Unit wasn't sending the information to Roadway. Location and Surveys will start submitting the utility test hole data files to Roadway Design. Start showing this data on the Roadway Design plans.

Justin Chenault is going around today and putting the Norton Anti-virus program on all computers.

Users should elect a chairperson to set up the user group meetings, set up the agenda, etc. Back in July, the users thought it was a good idea. Each Project Engineer needs to discuss with users to see how they feel about this. Maybe they could meet every 3 months.

An archiving system is now in place. In a two-hour time frame, you should be able to archive projects.

3. Administrative and Personnel Items

Highway Capacity Experts

Now that Roadway has lost their Highway Capacity experts, we need to have two names to take their place. Imad Abouyounis has already been suggested to be one of the HC experts. Let Dewayne know by the end of the week of suggestions.

AWS on Calendar

John told everyone to reminder their employees to put AWS on their calendar.

Highway Design Staff Meeting

Sue Flowers attend the Highway Design Staff Meeting in John's absence. You should already have a copy of the Highway Design Staff minutes. Sue discussed the Labor Market Study. The results of the salary comparison was given to Becky Keith on July 23 for her review and should go to OSP by August 31. The target date for any pay increases that may result from the study, will be effective by December 1, 2001. John talked to Len Hill on Friday, August 10, but he had not heard any recommendations which had been made.

Employee Appreciation Committee

Dewayne requested a committee be set up for employee appreciation for next year. Preferably a Technician and Engineer should be on the committee from each room. They will do the planning and preparation for the funding.

cc: John Alford, PE
Jay Bennett, PE
Dewayne Sykes, PE
Victor Barbour, PE
Chris Haire, PE

Roadway Design Project Engineers
Charlie Casey, PE
Debbie Barbour, PE
Cathy Houser, PE
Frank Winn, PE

AGENDA FOR ROADWAY DESIGN STAFF MEETING

Monday August 13, 2001

Opening Comments

Plan / Design items

- Hydrographic review of Designs. . . John. . .Handout #1
- Subgrade line behind/under Curb & Gutter. . . John. . .Handout #2
- Resurfacing grades. . . Jay
- Clear Roadway Width on Structures. . . Jay. . . Handout #3
- Missing Pay Items. . . John
- Highway Capacity Experts. . . Dewayne (IMAD) PLUS SOMEONE? BACK TO DEWAYNE!
- Filter Fabric . . . Dewayne . . . Handout #4 (SUMMARY SHEET)
- Guardrail/Guiderail Update. . . Jay

CADD / Electronic items

- Electronic Hearing Map Plots. . . John (SIZE ½ PLOTS FOR DISTRIBUTION)
- CADD User Group Discussion. . . Norris
  Earthwork, Folder Structures, Time Sheet Program, PAWS, Geopak 2001, Test Hole Files, etc. LOADING SOON

Miscellaneous items

- AWS on calendar. . . John (IF IT'S NOT ON CALENDAR, WE CAN'T SCHEDULE AROUND IT)
- Highway Design Staff Meeting. . .Sue. . . Handout #5
- Employee Appreciation Committee. . . Dewayne PLAN - FUND COMMITTEE 1 EGR 1 TECHNICIAN FROM EACH ROOM! (TO DEWAYNE)