

**Roadway Design  
Staff Meeting Minutes  
February 7, 2008**

- **Preconstruction Success Rate** for FY 2007 projects is **89%**. Good Job!!!
  
- **Technician Skill Based Pay** – (Dewayne Sykes)  
The market rate for skill based pay has changed. The rate for Tech I & II increased by 8%. The rate for Tech III, IV and VI increased by 4%. If someone is performing at their core skill level, the salary rate for Tech I & II should be \$39,619, Tech III should be \$42,658, Tech IV should be \$45,696 and Tech VI should be \$50,949.
  
- **Regionalization** – (Jay Bennett)  
The purpose of regionalization is to align Roadway Project Engineers with Division Engineers, Division Construction Engineers, Planning Engineers (PDEA) Highway Design Branch staff, Traffic Engineering, Work Zone Traffic Control, Transportation Planning Branch and the STIP staff (Calvin Leggett).  
Preconstruction Regionalization is recommended by the Transformation Management Team in an effort to improve communication and coordination in delivering TIP projects.
  
- **R/W and Utility Estimates** – (Dewayne Sykes)  
Debbie Barbour and Calvin Leggett requested an update of right of way and utility estimates. A list of the projects needing cost estimate updates was given to the Project Engineers at the staff meeting. An electronic spreadsheet list was sent by e-mail. Our responsibility is to make sure that the Right of Way Branch and the Utilities Unit have the latest plan information to generate the updated estimates. The estimates need to be completed before March 20, 2008 to update TIP information.  
  
For the R/W estimate; send plans to:  
Doug Allision  
Attention: Lindsey Gould  
  
For the Utility estimate; send plans to:  
Barry Whitaker
  
- **TIP Scheduling** – (Dewayne Sykes)  
Dewayne needs your preliminary problem project list by February 15, 2008. The preliminary problem project meetings with PDEA are scheduled for:  
Eastern Regional Projects on February 18,  
Central Regional Projects on February 20,  
Western Regional projects on February 21. and  
Bridge Projects on February 22. (Bridge Scheduling Meeting changed to February 29.)
  
- **STaRS** – (Ron Allen)  
Continue to use STaRS – the goal is to improve usage department wide.

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- **Sub Regional Tier Design Guidelines for Bridge Projects** – (Jay Bennett)  
The guidelines are still in DRAFT form; however, they are expected to be approved soon. These guidelines are a result of the department’s continued effort to minimize construction cost and to stretch construction funds to complete projects. Structure Design is considering the use of more cored slab bridges. They are also looking at using 12 foot approach slabs and an alternate “reinforced approach fill” (in lieu of Reinforced Bridge Approach Fill). Details for these new recommendations will be released soon. The top 10 list of projects to be considered for redesign was listed in Jay’s e-mail dated Feb. 6, 2008.
  
- **TMT (RDU Action Plan & HDB Action Plan)** – (Jay Bennett)  
New Performance Management Forms will be developed and implemented next performance cycle. Questions for everyone to consider;
  1. What can you do this coming year in your unit to most positively affect your metrics, meet your targets, or help the Department meet its mission and goals?
  2. How can we make our organization a place that works well?

Goal for DOT: Safer-Last Longer-Work Well- A Great Place.

- **Open Discussion**  
The old visualization room in Ted Wall’s area has been converted to a training/conference room. It is available for everyone’s use and you can reserve it by going to the Resource Calendar.

Minutes Prepared by: James Speer, PE

Minutes Approved by: Jay Bennett, PE

Signature: \_\_\_\_\_  
Original Signed by Jay A. Bennett

Date: \_\_\_\_\_  
March 5, 2008