Jay Bennett

Roadway Design Unit Staff Meeting Minutes
June 10, 1999

1. Administrative Items

Vacant TEM I Position

Effective May 15, 1999 through May 1, 2000, we have a freeze on all 2000 series positions which means that our TEM I position will not be posted for two months (mid August).

Work Distribution during Vacancy

During the period of the vacancy for the TEM I position, John and Debbie will cover all three positions. Debbie will handle all the personnel issues and either John or Debbie can help with project related items. Please feel free to share your knowledge on topics between each other.

Form Letter Changes

The form letters will be changed in the near future. Debbie Barbour – Roadway Design Unit Head, Calvin Leggett, Acting, Manager, Program Development Branch in place of Whit Webb, and effective June 28, 1999, Len Hill will replace Don Morton. Debbie ask that you use Deborah M. Barbour, PE when sending a letter to the public and use Debbie Barbour, PE when sending a memo through DOT.

Status of Transportation Technician VI positions

Ron Allen, Sue Flowers, Jimmy Goodnight, and Jim Speer have a TT VI position which was posted 5/18/99-6/01/99, Art McMillan has a TT VI position posted from 6/08/99-06/21/99, and Jay Bennett will have a TT VI position which will be posted on 6/15/99-6/28/99.

Status of Training Classes

There are five technical workshops, which have been set up, and the squad leaders will take them first. These classes will give them 6 or 7 PDH's, and the instructors will receive 12 or 14 PDH's for teaching the course but will only receive the PDH's for the first time they teach the class.

Future Staff Meetings

Debbie plans to have more staff meetings but for a shorter length of time. She plans to have them every two months until the end of the year. A determination will be made then if the two month period is appropriate.

Submission for Schedule Changes

Jimmy Capps called John Alford about the schedule changes. He asked that Roadway use the proper procedures to make the schedule change. The project engineers should go through the proper channels for signatures and approvals; John Alford, Debbie Barbour first, Vickie, and then Len Hill. It was decided also that John Alford would set up a meeting with Jimmy Capps and Vickie Durham to discuss the situation.

Expense Vouchers and Travel Logs

Dianne requested that the Project Engineers discuss certain issues on how to do parts of the expense vouchers with their employees. 1) When getting personal car expenses and you have other expenses, use the 1012-E form and put total on front of Form 600-EXP. 2) Be sure to make a statement on voucher stating what time you started to work and then what time you left for a trip. 3) You are now able to get the lodging allowance plus tax. 4) Make sure you break down your cost on the front of the voucher under "Cost Distribution". 5) For each ticket you have, mark the voucher and ticket to match under the column "SUB. VO.".

Please be neat when you fill out the travel logs and **only put the project number and function code** under **"Purpose of Trip".** Make sure when you put the mileage down on the log to write it in the correct place. "Out" 22,153, "In" 22,323 and subtract correctly.

2. Technical Items

New Plan Sheet Border Size

John Alford stated we were required to send the General Assembly County Office 12" X 20" plan sheets to file, but under the new law, we are to adjust our plans to 11" X 17" size and it also allows us to file electronic versions. Included in that General Statue, a 1 1/2" border is required on the left-hand side so they can be punched in order to hang them. Our 11" X 17" sheets now are scaled at approximately 6/10" to 3/4". We are going to be required by law to reduce the actual size inside of our plan sheet border so we will have approximately a 3" margin on the left side of full-size sheet so when reduced we have 1 1/2" on each side. The bridge jobs, generally are one sheet projects, therefore all bridge projects that go out for right of way from July 99 and ahead, need to use the new plan sheet border size. On I, R, U projects from September 1999 and ahead use the new plan sheet border size. Jimmy Norris's group is redoing the plan sheet borders now, and the English and Metric versions will be put on the Web page next week under "Updates".

Geopak 98

A suggestion was given from one of our squad leaders that we allow our employees about four hours or so of "practice time" to get accustomed to the new GEOPAK 98.

A new software is going to be installed onto all computers. It will tell whoever is keeping up with data from PC's if there is any illegal software on each computer. This software will be installed in the front office first.

The new guardrail standards are being misread by some of our employees. Glenn Plott distributed a copy of the guardrail placements and discussed the four cells that are in the cell library.

Guardrail Summary Changes, Median Break Detail, and Emergency Median Openings

On June 9 a memo was sent out on guardrail summary changes. The guardrail committee recently revised the special provision for Impact Attenuator Units, Type 350. For median widths 40 feet and under, a non-gating attenuator will be used, and for median widths over 40 feet, either a non-gating or gating attenuator can be used. A copy of the special provisions was distributed with the memo. This change will be in effect with the October 1999 letting.

It was noted that median breaks should start on trailing end and must be 500' away from bridge pier. (Pertains to median openings for mower access)

Some of the Divisions have called Debbie about the emergency median openings. On a median guardrail project, Wake County requested 16 openings for emergency crossovers. If you have interchanges closer than 6 miles apart, do not grant a crossover. Basically, go by median crossover policy. If you have existing median crossovers that have been approved, leave the opening.

Drainage Summary Changes

Along with the June 9th memo, we also have some drainage summary changes. Victor Barbour has cleared these changes with the AGC. The first big change was driveway pipes. Victor & Garry Lee did away with the side drain pipe drainage summary and there's a new special provision that will cover payment under side drain pipe. The special provision lists the types of materials the Contractor can choose. The side drain summary has been eliminated from our drainage library cell. There is also a special provision that covers side drain pipe end sections. The last change is the endwalls. We use to specify brick/concrete, and also, if it was a reinforced endwall, we had to list the reinforcing steels and number of pounds of steel. A new special provision will cover the alternates of brick or concrete in the special provision. The drainage summary has been revised to reflect the above changes and will go into effect in October 1999.

Traffic Control Coordination

Len Hill called a meeting with Garry Lee, Victor Barbour, Terry Hopkins, Steve Kite, Art McMillan, Debbie Barbour and a gentleman from Signals regarding some of our field inspections which have been held late in accordance with our plan turn in date. Debbie stressed to schedule final field inspection dates as quickly as possible. Late field inspections cause Traffic Control difficulty in obtaining recommendations to complete their plans. Also, Debbie stressed to keep PMSS up-to-date.

Environmental Commitments

As a result of the October Planning and Design Retreat, Len Hill ask Debbie to work with Planning on things we could implement to ensure that we could abide by environmental commitments. Rob Hanson and Debbie have been working on the Environmental Commitment report. A summary of the report was distributed. Len Hill has approved the Highway Design Branch responsibilities and Bill Gilmore has reviewed Planning's role and has tentatively approved the PDEA part. After we get the whole package, it will be distributed.

cc: Debbie Barbour, PE
Len Hill, PE
John Alford, PE
Roadway Design Project Engineers