Roadway Design Unit Staff Meeting Minutes
May 16, 2001

1. Guest Items

Len Hill

Len Hill was present to make some general comments. Len thanked Roadway for all the effort they had given in the past couple of years in getting ~~the Right of Way lettings~~ PROJECTS LET, which was over a billion dollars.

Len discussed the money crunch which is not a problem with the Highway Fund, but with the General Fund. They were hoping the freeze would end by the first of July, but it may not end until the first of the year or even next Spring. DOT has been able to get some positions filled.

The Technical Competency Study (Competency Based Pay) is on track and hopefully will be ready to implement by the first of April of next year. The work groups are scheduled to have all their studies involving technician competencies turned in to Personnel by the end of May. However, identification of training and sequencing of competencies remain.

There was a survey sent out to all employees on suggestions for efficiencies (how to do things better). Len has a meeting this afternoon on these surveys.

The Secretary has stated that DOT will have a new cell phone policy in July 1 where the state will pay half of the bill for appropriate personnel's cell phone. The particulars were not completely discussed. Also, the personal car mileage reimbursement rate will increase to $.30 per mile on July 1. The Legislature will appoint consultants to look at the way the Department is managing their money, the way we let projects, and the way we pay for projects. Currently, there is a large money balance allotted for construction projects and the Department cannot use it for maintenance, etc.

PD & EA is under Statewide Planning now. Jimmy Capps is pleased with the progress in the last couple of months using PAWS.

There are still a number of problems with the environmental permits. Try to have realistic schedule dates on your projects.

Debbie Barbour

Debbie Barbour discussed the workshop she had attended the week of May 7, 2001. She attended a joint workshop with the Division of Water Quality, Corp of Engineers, Division of Coastal Management, Dave Henderson, and others. The purpose of the workshop was to identify ways to improve the permitting process. They reviewed this process over a five-day period and came out with a new process. After management approves this new process there will be training on how to use it.

Charlie Brown

Charlie Brown discussed the property related plan revisions. The Board of Examiners is looking at the way DOT is doing plan sheets as related to property. They are saying that the plan sheets recorded in the Register of Deeds office may eventually require surveyor seals. Location & Surveys needs to make some commitments to the Board of Examiners. The property is placed on the plans by Location & Surveys. Location & Surveys is asking Roadway to make no changes to property lines. The location of the line is very important. If Right of Way sends you a request to revise a property line, you need to coordinate changes through Location & Surveys. Changes in property owner names as requested by R/W and the movement of text can be done by Roadway Design Unit.

Location & Surveys needs to be kept informed of schedule changes so they can adjust their schedules accordingly. Send these changes to Dale Burton. John asked that Hydraulics also be kept informed.

The way we are currently handling Right of Way Recordation plans is not considered the most-efficient method of doing it. Roadway is looking into several alternatives. One of which is to send electronic files over to Location & Surveys instead of them having to wait for hard copies. (See related email from Glenn Mumford, Attachment I)

Charlie Casey

Charlie Casey discussed what to do about information to PEF's after projects have been advertised. Charlie has requested that since Roadway will be giving a little more work to consultants, that after they advertise the projects with the letters of interest being sent out to Contractors and Consultants, Roadway not discuss anything about the projects with any Contractor or Consultant. Sometimes former employees and others side step the system. If you are approached by PEF's, decline to answer any questions about the project and refer to the PEF in Design Services.

2. Plans/Design Items

John went over a new form letter for information to be given to Traffic on "Median Guardrail Projects". Traffic requested this information a few months ago. Terry Hopkins sent John the information that was needed. This letter needs to be sent 9-months prior to the let date. John asked for any changes on this letter be to him by Monday morning, May 21, 2001. Handout #1 now reflects these changes.

3. CADD/Electronic Items

R/W Plans Distribution & Deed Drafting

The Right of Way plans distribution process changed again on May 3, 2001. Electronic files will no longer be placed on the R/W FTP server. They will be placed in a "RightofWay" folder on Roadway Design Unit's server. Ross is setting up the folder for each individual TIP. R/W will pull a copy of the plans from the folder. (See memo from JEA dated May 3, 2001, Attachment 2)

A question has come up on how we should be handling "deed drafting". It's still partially being used. Deed Drafting is to replace RADS. All Roadway has to do right now is make sure the files are deed draft capable. Roadway still needs to fill out the RADS, but you don't need to send a copy of the RADS with the Right of Way letter.

NT Passwords

The NT passwords were changed a couple weeks ago. These will be changed every two months. This was set up because the passwords weren't secure.

RACF Id

Everyone will be required to have their own RACF Id's to use the new online expense vouchers. It will take a while to get all the RACF Id's set up. There was a suggestion that you place a reminder on your calendar at the first of each month to remind you to change your password. Make sure you emphasize to your employees that it will be revoked 15-days after it expires if they don't change the password. Let Jimmy Norris know if you have any employees you don't want to have a RACF Id number by the end of the week.

Proposed DTM's

This has been a growing request for Roadway to generate proposed DTM's. Our current policy is that we don't provide proposed DTM's. Jimmy Norris has a meeting next week about DTM's. Much more work will be required for Roadway Design users to produce/generate proposed DTM's.

Manday Chart

The PMII will replace the PMSS and scheduling tools through BSIP. One initiative is to develop a project schedule template. The template will establish a basic time line for project related activities. This template will be used for scheduling projects. The amount of mandays, on the handout, is for a particular type of project. Jimmy Norris would like for you to look at the mandays, mark up, and give back to him. Let him know how you would feel about using this as a base. Give comments back to Jimmy Norris by 2nd week of June.

4. Miscellaneous Items

Employee Appreciation Day

Employee Appreciation Day will be held on May 30 from 11:00 til 2:00 at the Worthdale Park. If your employees do not wish to attend, they are expected to take a normal lunch hour and continue to work their regular schedule.

Update on Roadway 's Open Agenda Meeting

The answers to all questions, which were brought up at the "Open Agenda Meeting" in March, was sent out with a letter on May 15.

AWS

There is a little concern about some employees taking advantage of the AWS. If you don't feel you can trust an employee to work at the hours they requested, change their AWS sheets to normal hours. We are reporting some of the AWS hours to the personnel office per their request.

Letters

When making changes on letters you have already had printed, especially a long letter with 4 or 5 pages, please go into Patsy's network and pull the copy off that has been formatted so that whoever is doing the letters won't have to take the time to reformat the letter again. When a letter has been completed and printed, remember to go back into the Project Engineer's folder, on Patsy's machine, and pull the letter out.

Clean-up Day – June 1

June 1 has been designated as a clean-up day in Roadway Design. There will be bins in the hallway to put your trash in.

cc: John Alford, PE
Jay Bennett, PE
Dewayne Sykes, PE
Victor Barbour, PE
Charlie Brown, PE, PLS
Chris Haire, PE
Roadway Design Project Engineers
Charlie Casey, PE
Debbie Barbour, PE
Scott Blevins, PE
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