

**Roadway Design Unit**  
**Staff Meeting Minutes**  
**November 27, 2007**

**Geotechnical Report – New Format (David Hering)**

A new format has been established for the *Geotechnical Report – Design and Construction Recommendations*. The basic report remains unchanged, but now a new Quantity Summary Chart will be attached to the recommendation letter to make it easier for Roadway Design personnel to extract pay quantities for construction cost estimates. A three part master list has been developed for the Quantity Summary Chart. The first section will be comprised of pay items that are consistently recommended in geotechnical foundation design reports. The second section will contain quantities for generic pay items that will require an item number to be assigned by Roadway Design. The third section will be made up of items that only impact earthwork quantity and will not require direct payment in the project contract.

The comment column on this chart will serve as a cross-reference back to the Geotechnical Report where the individual items are discussed in detail. Only applicable items for a project will be included in its particular Quantity Summary Chart. These changes will become effective with Geotechnical Reports sent out after 1/1/08. General questions or comments on these changes should be directed to Brenda Moore or David Hering. Specific questions about actual project recommendations should be directed to the appropriate Project Geologist.

In addition to this new chart, the Geotechnical Unit will now provide undercut quantities to Roadway Design, along with the type and quantity of material that should replace the material removed by the undercut operation. In order for Geotech to be able to split out undercut correctly, they will need a copy of the preliminary earthwork summary before they begin their undercut calculations.

Geotech is now electronically drafting undercut and unsuitable material on their cross sections and we should be able to reference their work directly into our cross sections.

**Rock Plating Detail and Provision (Jay Bennett)**

New rock plating details have been developed by the Geotechnical Unit to address slope stabilization issues on steep cut or fill slopes. Roadway Cadd Support has created cells for each of the details shown on the attached handout. These cells can be individually placed on roadway plan sheets or other detail sheets as appropriate. The details in the plans will not require seals, but must be accompanied by the following note: “*Rock plating detail(s) and location(s) were provided through a sealed document from the Geotechnical Engineering Unit. The document was submitted to the Roadway Design Unit on \_\_\_\_\_ and sealed by a professional engineer, \_\_\_\_\_, license # \_\_\_\_\_.*” The need for rock plating is usually related to R/W constraints and the need to steeper slopes to minimize construction impacts. Often these issues do not arise until construction is underway, then Construction Revisions are necessary to go back and add the rock plating. A memo will be forthcoming to

discuss the implementation of these new details. *(CADD Support forwarded further information and clarification on rock plating to all Roadway Design personnel on December 11, 2007. This information has also been included as an attachment to these minutes.)*

### **Indirect and Cumulative Effects (Jay Bennett)**

In October of 2007, the Louis Berger Group compiled a booklet highlighting indirect and cumulative effects (ICE) considerations for highway projects. Jay received a copy of this material as a handout at the recent MPO Conference. Black and white copies were distributed to the Project Engineers on October 31, 2007. Jay retained the color original and has it in his office if need for it arises in the future. The booklet gives background on NCDOT'S treatment of indirect and cumulative effects over the years and identifies the types of secondary impacts that the Department recognizes as possibly being brought about by transportation projects. The book identifies the importance of ICE studies and gives links to additional resources that may be beneficial in addressing these issues.

### **Draft STIP 2008-2015 – Scheduling Process (Dewayne Sykes)**

Debbie Barbour has distributed guidelines for the Draft TIP Scheduling Process. Scheduling is to take place in November 2007 through March 2008. By April 1, 2008, all I, R and U projects should be rescheduled; problem project schedules should be identified, negotiated and finalized; schedule changes should be submitted; and Program Development should have completed the transfer of updated schedules to Basic. To meet this deadline the following outline should be followed:

- All activity durations and confirmations should be updated by December 21, 2007.
- Roadway Design will schedule all I, R and U projects with completed Doc Prep Networks by January 18, 2008.
- PDEA will establish document dates for all I, R and U projects with incomplete Doc Prep Networks by January 18, 2008 and Roadway Design will then schedule these projects by February 8, 2008.
- A Preliminary Problem Project List is to be generated by February 15, 2008.
- PDEA, Roadway, Location & Surveys, Photogrammetry, Hydraulics, Structure Design, Geotechnical and other Activity Managers will coordinate as appropriate to attempt to resolve remaining issues with the problem projects and a Final Problem Project List will be generated by March 7, 2008.
- Program Development will transfer project schedules to Basic exclusive of the problem projects by March 10, 2008.
- Problem Project Meetings will be held by March 20, 2008.
- Scheduling will be completed and Program Development will transfer the remaining projects to Basic by April 1, 2008.

Note that schedule changes are required to move the R/W or Let date of any project that falls within calendar years 2008, 2009 or 2010 (36 Month Let List), even if the dates still fall within the TIP fiscal year. Of course a schedule change will also be required for any R/W or Let schedule that moves out of its currently scheduled fiscal year. A spreadsheet will be maintained for all R/W or Let date changes to ensure the schedules are updated properly in STaRS.

Bridge projects will be handled separately once an appropriate process has been identified to address the unique priority, scheduling and funding issues related to the current bridge program.

### **Workstation Changes (Ted Walls)**

\*\*\*\*ALL THIS INFORMATION IS SUBJECT TO CHANGE\*\*\*\*

Beginning in December IT will begin converting our machines to Office 2003. All existing Microsoft Office files (Word, Excel, etc.) should remain accessible and usable with little or no problem resulting from the switch. Along with this change, we will also be changing over from Netscape to Microsoft Outlook for calendar and e-mail functions. Outlook will not recognize Netscape e-mails, so all current e-mails will have to be converted to a format that Outlook can accommodate. Training will be offered by IT as this process gets underway.

We will be switching to new Exchange servers in February. After the switch is made calendar and e-mail services will be switched permanently to Outlook. New e-mail logins will have to be set up before the final change over to Outlook.

Beginning in April to June (best guess) we will be switching to the Microsoft XP Pro operating system. Some of the newer computers may be switched over to XP Pro. The older machines may be replaced with new computers with XP Pro loaded. This makes roll-out uncertain.

The fate of laptops is uncertain. A questionnaire will be distributed to all those with laptops to get feedback on usage, performance, etc. The laptop warranty will expire soon and no one will service them or replace them. For personnel that want desktops, laptops may be replaced with desktops. For those that want to keep laptops, you may be able to do so, while they continue to function properly. In the future they may not be replaced with laptops. For those that elect to switch back to a desktop machine, several laptops will be available for travel, meetings, presentations, etc., similar to our set-up prior to the issuance of stand-alone laptops.

Remote e-mail access will return once the new Exchange servers are in service. Indications are that access may be through the new NCID website.

### **BEACON (Jay Bennett, Dewayne Sykes)**

Several things regarding time charges will change when BEACON comes on line December 15, 2007. They include:

- Employees with Overtime Status 5 (engineers) will be eligible for comp time if work hours are extended by more than 2 hours per day. (*This has since been revised too more than 1 hour per day.*) Charging comp time will require prior supervisory approval. To grant exempt classifications compensating time is a decision that must be made by the unit head. Compensatory time off may be granted to an employee in the exempt category if the unit head determines that the time worked is not part of the normal job function (i.e. Special Projects, Assignments and Meetings).
- All employees, including temporaries, will have to account for 40 hours per week on their timesheets. Time not worked will be coded as 9400 – Leave without pay.

- All leave time will now be coded as 9000 in SAP. Leave will be automatically deducted from comp time, annual leave, then bonus leave, depending on remaining balances. All of one leave type will have to be exhausted before switching to the next category.
- All leave balances will be shown in hours instead of days.
- ZCAPS will replace ZEDIT and CAPS. It is basically a merger of these two processes.

BEACON will require a new Employee ID number for every employee. The old employee numbers will still be used for time entry and other SAP processes. The new number will be used for access to BEST Shared Services or the retirement system.

A new website, **mybeacon.nc.gov**, will be used to access BEACON'S Employee Self Service (ESS). From ESS you can print pay statements, view leave quotas, review employee benefits, make address changes, specify direct deposit accounts, access tax information, etc.

### **Open Discussion**

This year's Roadway Design Unit Christmas gathering will be at Wake County Commons on December 11, 2007, at 12:00 p.m.

If you are interested in having a summer employee in 2008, send Jay an e-mail by the close of business on November 28, 2007. Recruitment is starting early this year to compete with other employers that are already securing commitments from students for next year's summer break.

Gary Lovering would like to find some bridge projects with completed planning documents to use for filler work and employee training in his Project Group.

Ron Allen gave a brief TMT update. Major points discussed were:

- Group is working on a new Performance Dashboard and Appraisal (PDA)(replacing the current PM forms).
- Meetings have been scheduled with Operations to go over their current performance measures.
- Bottom up survey will be conducted to look for overlap of responsibilities.
- New workgroup is looking at STaRS and planning for workshops to address scheduling and data validation.
- Working to assess validity of Dashboard information.
- Considering creation of Project STaRS Office for tracking projects, troubleshooting and maintaining standard networks.

**Minutes Prepared by: Glenn Mumford, PE**

**Minutes Approved by: Jay Bennett, PE, CPM**

Signature Original signed by Jay A. Bennett Date 01/25/08