Roadway Design Unit
Staff Meeting Minutes
September 18, 2007

6 Month Right of Way List and STaRS (Jay Bennett)

Program Development is using STaRS to develop a six month right of way spreadsheet. STaRS is currently indicating that some completed activities have not been confirmed. Each individual unit is responsible for populating their own dates when an activity or milestone is completed. Roadway Design is responsible for the To Hydro, FDFI/CFI and R/W Plans Sent milestones for the 6 Month Right of Way List. Program Development is currently trying to get the information generated from their report in a usable format.

Performance Management Interim Reviews (Jay Bennett)

Jay discussed a letter dated September 18, 2007 to the Project Engineers regarding Interim PM Reviews. All reviews must be completed and signed by October 19, 2007. Supervisors should meet with all their employees including temporary Transportation Engineers and Engineering Aides if they have been in Roadway Design for at least 3 months. No ratings will be given at this time. Engineering Associates and Co-ops will be evaluated at the end of their stay. Project Engineers should follow up with the front office staff.

North Arrows (Ted Walls)

The North Arrow Dialog Box has been modified to include four new north arrows. When a new project is received from Photogrammetry, the applicable north arrow will be included in the Baseline Survey files. This information will also be included in the Baseline text file. We do not need to revise the north arrows shown on our current plans unless we receive a specific request.

Pattern Lines (Ted Walls)

Ted also reminded everyone that we should be using pattern lines to cut cross-sections. Any project that has not been submitted for hydraulic recommendations and does not contain hand-modified templates should have cross-sections that were cut using pattern lines. Any deviations from this procedure should be discussed with the front office staff.

Minutes Prepared by: Brenda Moore, PE
Minutes Approved by: Jay Bennett, PE

Signature Jay A Bennett **Date** 10/5/07