

Roadway Design Unit Staff Meeting

Roadway Design Unit Conference Room

August 6, 2009

9:00 A.M. – 11:00 A.M.

■ **Drainage Structure Numbers:**

Hydraulic Unit Designers and Hydraulic Unit Consulting Firms will now be responsible for the permanent numbering of drainage structures, pipe collars, cross pipes, side drain pipes and etc., on plans. Roadway Design should not renumber the drainage structures numbers.

Hydraulics will number the drainage structure using four digits. The first two digits will indicate the sheet number and the remaining two digits will indicate the structure number.

All projects that are submitted to the Hydraulics unit for drainage recommendations after August 11, 2009 will follow the new 4 digit numbering system. All projects that are in the queue to be worked or are currently being designed by the Hydraulics Unit are not subject to this plan.

The following is a list of Drainage Items that should be numbered:

1. CB's, DI's, 2GI's, JB's and MH's
2. Converts and Adjust Boxes
3. Collars and tees
4. All pipes including cross pipes and side drain pipes
5. Proposed outlets and open end pipes tying into systems

Items that are not typically numbered:

1. Pipe removal
2. Pipe plugs

■ **Electronic Distribution of Letters and Plans:**

Roadway Design is implementing Electronic Distribution of Letters and Plans. We will start with Final Right of Way Plan Letters. The final right of way plans letter, plans and ½ size hard copy of the title sheet should be given to the Roadway Design administrative staff for distribution. The Administrative Staff will create a PDF of the letter and ½ size title sheet and email them to the ec: recipients.

■ **5 Year Work Program:**

The draft 5 year work program dated 8/7/09 was given to the Roadway Design Project Engineers on 8/20/09. The Project Engineers were instructed to work on their plans in accordance with the 2009-2015 STIP schedules and the 12-month let list. The five year work program is also available on line at www.ncdot.org/download/performance/work_program_2009_master.PDF

The new interim 5-Year Work Program webinars will be broadcast on September 17, 2009 and September 22, 2009.

- **Time charges in STaRS:**

This is to remind everyone to use the (5) new Functional Area codes to report time for administrative work and training.

9910-Human Resources Training

9920-Safety Training

9930-Leadership Training

9940-Technical Training

9900-Administrative

- **Adverse Weather:**

Adverse Weather needs to be recorded in Beacon on a week that the employee has worked a full 40 hours or on a week when an employee receives a paid holiday and works the remainder of the week without using vacation or sick leave.

Adverse Weather should be made up within one year of the time it was taken. The last adverse weather events were 1/21/09, 1/22/09, 1/23/09, 3/2/09 and 3/3/09.

- **V8i:**

MicroStation V8i training will begin August 24th. This will be a 4 hour class.

Workstations will be set to V8i while individuals are in the training class.

Corridor Modeler will also be activated. A request not to be switched to V8i must be approved by Jay or Dewayne.

- **VE Study:**

Jay will need the name of a Roadway Design Engineer for each of the upcoming VE studies. Send names to Dewayne no later than August 14, 2009. The participants need to be a project engineer or squad leader.

Documents needed from the Roadway Design Unit for VE studies:

1. Hydraulic information and recommendations
2. Public hearing map
3. Public hearing meeting information and resulting changes
4. Plan sheets and Cross-Sections
 - Electronic copies of plan sheets and cross-sections
 - Hard copies of plan sheets
 - On half size hard copy on cross-sections
5. Traffic control plans, conceptual plans and/or pertinent information
6. Most up-to-date project cost estimates
7. Any other important information about project that is contained in the Roadway Design or engineering Coordination's Project Notebook

The information for your projects should be sent to Edith Byrd 4-6 weeks ahead of the VE study date.

▪ **Yearly Mapping Request:**

The yearly mapping request for mosaics and flights for plan sheets was initiated by the Photogrammetry Unit August 3, 2009. Please coordinate your upcoming mapping needs with Rob Allen and Dewayne Sykes.

▪ **Open Discussion:**

In the past, there has been considerable confusion determining type of DOT owned property being disposed and who is responsible for implementing and executing this disposal. A property history worksheet has been developed that identifies resolutions on how best to proceed with secondary road abandonment, disposal of residue property, disposal of surplus right-of-way and revisions to existing control of access right-of-way. The new worksheet is an addition to the process for disposing of DOT owned property and for modifications to our existing control of access right-of-way.

This property history worksheet is being provided for your information

Original Signed by
Jay A. Bennett, PE

09/11/09

Minutes Approved By: _____

Date: _____

Jay A. Bennett, PE
State Roadway Design Engineer

ARCC
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