

**North Carolina Department of Transportation
Work Zone Safety & Mobility Final Rule Committee**

March 15, 2006 Meeting

Traffic Control Conference Room, Century Center B2



Committee Members attending:

<i>Name</i>	<i>Representing</i>	<i>Sub-Committee</i>
Stuart Bourne, PE - Chair	NCDOT Work Zone Traffic Control Unit	Policy
Gus Jordi, PE	Charlotte Department of Transportation (CDOT)	Policy
Joe Geigle	Federal Highway Administration (FHWA)	Policy
Jimmy Travis, PE	NCDOT Alternate Delivery Unit	Policy
Michelle Long, PE	NCDOT Construction Unit (Public Information)	Policy
Tammy Stewart	NCDOT Construction Unit (Public Information)	Significant Projects
Wendi Johnson, PE	NCDOT Division Construction	Significant Projects
Joey Hopkins, PE	NCDOT Division Maintenance	Significant Projects
Derrick Lewis, PE	NCDOT Feasibility Studies Unit	Policy
Nicole Hackler	NCDOT Feasibility Studies Unit	Significant Projects
Kelly Damron, PE	NCDOT ITS Operations Unit	Significant Projects
DeWayne Sykes, PE	NCDOT Roadway Branch	Policy
Terry Hopkins, PE	NCDOT Traffic Safety Unit	Policy
Joseph Ishak, PE	NCDOT Work Zone Traffic Control Unit	Policy (Lead)
Lawrence Gettier, PE	NCDOT Work Zone Traffic Control Unit	Policy
Meredith McDiarmid, PE	NCDOT Work Zone Traffic Control Unit	Significant Projects (Lead)
Steve Kite, PE	NCDOT Work Zone Traffic Control Unit	Significant Projects

Committee Members not present:

Brad Hibbs, PE	Federal Highway Administration (FHWA)	Significant Projects
Rodger Rochelle, PE	NCDOT Alternate Delivery Unit	
Greg Fuller, PE	NCDOT ITS & Signals Unit	Significant Projects
Burt Tasaico	NCDOT Program Analysis Unit	Significant Projects
Charles Cox, PE	NCDOT Project Development & Environmental Analysis	Policy
Scott Capps, PE	NCDOT State Road Maintenance Unit	Significant Projects
David Wasserman, PE	NCDOT Systems Planning Group	Significant Projects
Deborah Hutchings, PE	NCDOT Systems Planning Group	Significant Projects
Kevin Lacy, PE	NCDOT Traffic Engineering Branch	Policy
Mike Bruff, PE	NCDOT Transportation Planning Branch	Policy

Others attending:

JoAnn Oerter	NCDOT ITS Operations Unit	
Jessica Kuse, PE	NCDOT Work Zone Traffic Control Unit	Significant Projects
Jennifer Portanova, PE	NCDOT Work Zone Traffic Control Unit	Policy

The full committee met on March 15, 2007 for an update on the progress of the Subcommittees, to discuss upcoming activities and vision for the future, and to brainstorm ideas for education of the Policy. All meeting handouts can be found online at www.ncdot.org/~wztc under **Final Rule**.

Subcommittee Updates

The Policy Subcommittee presented a finalized draft of the Expectation & Owners document that details the intent of each of the strategies listed under the Goals & Objectives. The subcommittee would like comments on this document from the full committee by **April 2, 2007**. The subcommittee will work on incorporating the full committee's comments and addressing the questions listed at the top of the document.

The Significant Projects Subcommittee presented the results of the pilot program and the draft Procedures and Checklist for Division Activities. Two maintenance engineers, Chris McGee and Jason Holmes, participated in the pilot program to represent activities that may occur in a Transportation Management Area (TMA) versus a rural area. The subcommittee received positive feedback from the pilot program. The results of the program will be shared at the Maintenance Conference where they will ask for volunteers to expand the program to more maintenance engineers. Joey Hopkins will work to add the pilot program topic to the breakout session for Division Management. The subcommittee would like comments on this document from the full committee by **April 2, 2007**.

Accomplishments, Updates, and Vision for the Future

- ⇒ Stuart shared with the committee that there was a great deal of support from Chief Engineer Varnedoe on Work Zone Safety and Mobility Policy. Varnedoe expressed at the FHWA Program Delivery Improvement Tool for Operations meeting that this Policy was a way for the Department to break down “silos”.
- ⇒ The Work Zone Traffic Control Unit will send a personalized memo to each Division, prior to the first Maintenance Conference, responding to their comments on the Policy.
- ⇒ A webinar that will share examples of implementing the Work Zone Safety and Mobility Rule - *Work Zone Rule Implementation: What are States Doing to Implement the Rule?* will be hosted in the Traffic Control Conference Room on Monday, March 19, 2007 from 12:45 – 2:30 PM.
- ⇒ Stuart spoke briefly about the future of the committee possibly consisting of 1-2 meetings per year to monitor how the policy is being implemented.

The attendees discussed issues with implementation requirements, Transportation Management Plan (TMP) coordination, and education on the policy. All agreed that more time was needed to discuss these topics. Therefore, separate meetings and possibly new subcommittees set up to discuss further. The following is the discussion on each of these topics from the meeting.

Implementation Requirements

A small group (including FHWA) will meet on March 16th to discuss what needs to be done by October 2007 to be considered in compliance with the Final Rule. Stuart and staff will meet with Bill Rosser, including Debbie Barbour and Steve Varnedoe, to update them on the progress of the Committee and request Mr. Rosser’s approval/signature on the Policy.

Since the meeting

A meeting was held on March 16, 2007 at 12:30 PM to discuss the requirements for implementation. The following attended this meeting:

Stuart Bourne	Lawrence Gettier	Steve Kite	Meredith McDiarmid
Joe Geigle	Joseph Ishak	Jessica Kuse	Jennifer Portanova

Joe Geigle reviewed the “shall” conditions in Final Rule with the group. By October 2007, FHWA requires each state to have a policy in place and be applying the Policy to projects as they enter the planning process. In other words, projects that are under design or construction at the October date will not be required to meet the requirements of the Final Rule. The group identified the areas to target in order to be compliant by October. These areas include Feasibility and Planning Scoping process and Division activity process.

TMP Coordination

Several issues related to the TMP design will need further discussion in separate meetings. The issues that were brought up for discussion include the following:

- For work with a contract, does the TMP have to be part of the contract?
- Is this a DOT or DOH Policy? (need input from Rosser)
- How much and what type of public information (PI) will be included in the TMP and part of the contract? Will general notes be sufficient?
- Does FHWA have any guidance on PI?
- Should we develop a checklist for encroachers to determine if a PI plan is needed? Could PI be as part of encroacher’s approval process? Forms may be harder to change.
- What types of contract items are needed?

A separate meeting has been scheduled for April 16, 2007 at 2 PM in Traffic Control Conference Room to discuss this topic further. Joey Hopkins and Mitch Hendee (per Jimmy Travis) expressed interest in participating in this discussion, and a representative from the Contract office should be included in the discussion.

Since the meeting

At the March 16, 2007 meeting, the topic of what is required in the contract was discussed with FHWA. Each state will have to determine what TMP items are included in the contract. FHWA only requires that a TMP completed by the contractor be approved by the State traffic control design professional, and that the necessary pay items be included in the contract for execution of the Policy.

Education on the Policy

The Committee discussed that there are two levels of education necessary for successful implementation of the Policy. The first level is the responsibility of the Committee to make people aware of the policy through visiting staff meetings, conferences, etc. The second level is the responsibility of the committee members to filter down information to their staff /units they represent so procedures necessary for implementation can be started. Both levels of education should begin now if they have not already started.

For the Committee's responsibility, a brainstorming session was held to define who needs to be made aware of the Rule, when to tell them and the existing avenues that exists to reach them. The notes from the brainstorming session are attached at the end of the meeting minutes. All agreed that a committee member from Work Zone Traffic Control Unit should be paired with the committee member representing the group the Policy is being presented to. A separate meeting will be set up to further define the education plan and discuss the execution of the plan. It was suggested that a web page be set up that includes highlights from the Policy for use as a reference when educating. Steve Kite volunteered to work on this web page.

Next Meeting

The following are the upcoming meetings that will be held at 1:00pm in the Traffic Control Conference Room.

Significant Projects Subcommittee	March 29, 2007
Policy Subcommittee	April 5, 2007
Full Committee	July 19, 2007

ACTION ITEMS

- Committee Members will provide comments on the Draft Expectations and Checklist and Procedures by **April 2, 2007**.
- Meredith McDiarmid will schedule a meeting to discuss PI and contract issue with the TMP (April 16, 2007).
- Steve Kite will create a web page with highlights from the Policy for use as a reference when educating.
- Stuart Bourne will set up a meeting with Rosser, Varnedoe, and Barbour to update them on the progress of the Committee and request Mr. Rosser's approval/signature on the Policy.

Brainstorming Session on Education Notes

Who are “they”?		
Internal		External
<ul style="list-style-type: none"> • Preconstruction Level may vary • Branch Heads • Unit Heads Think about what the roles of the unit are. Would they be affected by the need to get information earlier or are they in the road • Operations and all 14 Divisions * • Bill Rosser * • Secretary • Fiscal/Financial Units (Mark Foster) • Board of Transportation * • Program Development Branch • Implementation Committee • Consultants * • Highway Design Branch * • Traffic Engineering Branch * • Program Development Branch * 	<ul style="list-style-type: none"> • TIP Unit • Location and Surveys • Office of Environmental Quality • Project Development Environmental Analysis * • Project Services • Roadway Design Unit * • Roadway Maintenance • Incident Management • Public Information/Construction Unit • Information Technology • Intelligent Transportation Systems • ITS Operations • Alternate Delivery Unit • Congestion Management • Communications Office • Construction Unit • Feasibility Unit 	<ul style="list-style-type: none"> • Municipalities/ MPOs/RPOs • Encroachers (utilites, etc) • Resource Agencies <ul style="list-style-type: none"> - DENR - DWQ - Army Corp - State Historic & Preservation - CAMA - EPA • Law Enforcement • Media • Contractors • Consultants • NC Land Trust • Regional Transportation Alliance • Turnpike Authority • Department of Corrections • Developers
*Need to be educated first		

Existing Avenues of Communication	
MPO Conference (fall) (Hutchings) TCC Meeting (Hutchings) Unit Staff Meetings Maintenance Conference Round Table Meetings (DTE and RTE) NCSITE ITE ACEC Conference AGC/DOT Conference AGC Meetings	Senior Staff Meetings Implementation Committee Statewide Planning/Preconstruction Conference (Hutchings) Transportation Planning Training Conference Context Sensitive Solution Training (Meister) Safety Emerging Issues (Board Members) In the Loop Stu’s News (WZTCU Newsletter)