

# Work Zone Safety and Mobility Committee

## February 17, 2006 Meeting Minutes

Time: 9am – 11am  
Location: Traffic Control Conference Room, Century Center B

A meeting was held on February 17, 2006 for the Work Zone Safety and Mobility Committee to define the purpose and objectives of the Committee.

### Background

“Growing congestion on many roads, and an increasing need to perform rehabilitation and reconstruction work on existing roads already carrying traffic, are some of the issues that have lead to additional, more complex challenges to maintaining work zone safety and mobility. To help address these issues, the Rule provides a decision-making framework that facilitates comprehensive consideration of the broader safety and mobility impacts of work zones across project development stages, and the adoption of additional strategies that help manage these impacts during project implementation. At the heart of the Rule is a requirement for agencies to develop an agency-level work zone safety and mobility policy. The policy is intended to support systematic consideration and management of work zone impacts across all stages of project development. Based on the policy, agencies will develop standard processes and procedures to support implementation of the policy. These processes and procedures shall include the use of work zone safety and operational data, work zone training, and work zone process review.” -- Executive Summary of the Federal Highway Administration’s *Work Zone Public Information and Outreach Strategies*. For more information on the Final Rule see [http://ops.fhwa.dot.gov/wz/resources/final\\_rule.htm](http://ops.fhwa.dot.gov/wz/resources/final_rule.htm).

The Federal Highway Administration’s Final Rule on Work Zone Safety and Mobility Rule (Final Rule) requires that all transportation agencies comply with the new rule by October 12, 2007 to continue receiving federal funding. North Carolina has been identified as early implementers with an implementation date of October 6, 2006.

The NCDOT Work Zone Traffic Control Unit (WZTCU) has been tasked with leading the effort for the Department to make the changes needed to comply with the Final Rule. Two kickoff meetings were held to present an overview of the Final Rule to various unit/group representatives. These meetings were also used to identify which units/groups need to be involved in the implementation process.

### Purpose of Committee

To develop an agency-level work zone safety and mobility policy by October 6, 2006

### Committee Members

The following are the committee members and the units/group they represent that have been identified at this time. The names listed in parenthesis are the people that are being represented. The asterisk (\*) indicates attendance at the February 17<sup>th</sup> meeting.

Name	Representing
* Stuart Bourne, PE - Chair	NCDOT Work Zone Traffic Control Unit
* Max Tate, PE	Federal Highway Administration (FHWA)
Jimmy Travis, PE	NCDOT Construction Unit (Public Information)
* Wendi Johnson, PE	NCDOT Division Construction
Joey Hopkins, PE	NCDOT Division Maintenance

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<b>Name</b>	<b>Representing</b>
*	
Derrick Lewis, PE	NCDOT Feasibility Studies Unit
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Nicole Hackler	NCDOT Feasibility Studies Unit
Terry Canales, PE	NCDOT Highway Administrator's Office
Kelly Damron, PE	NCDOT Intelligent Transportation System Operations Unit
*	
Buddy Murr, PE (Greg Fuller, PE)	NCDOT Intelligent Transportation Systems & Signals Unit
*	
Burt Tasaico	NCDOT Program Analysis Unit
*	
Charles Cox, PE (Roy Shelton)	NCDOT Project Development & Environmental Analysis (PDEA)
*	
DeWayne Sykes, PE	NCDOT Roadway Branch
*	
Scott Capps, PE	NCDOT State Road Maintenance Unit
*	
David Wasserman, PE	NCDOT Systems Planning Group
*	
Deborah Hutchings, PE	NCDOT Systems Planning Group
Kevin Lacy, PE	NCDOT Traffic Engineering Branch
*	
Terry Hopkins, PE	NCDOT Traffic Safety Unit
*	
Mike Bruff, PE	NCDOT Transportation Planning Branch
*	
Joseph Ishak, PE	NCDOT Work Zone Traffic Control Unit
Meredith McDiarmid, PE	NCDOT Work Zone Traffic Control Unit
*	
Steve Kite, PE	NCDOT Work Zone Traffic Control Unit
*	

The committee was asked to identify any other groups that may need to be involved in these meetings. The following are additional group/units whose participation in this committee may be beneficial:

- TIP Development Unit

- Project Management/Scheduling Unit
- Utilities Branch
- Local government representatives (MPO's)
- Association of General Contractors (AGC) (at some point)

The purposes of involving representatives from maintenance in the committee are:

- Maintenance projects have work zones and could be affected by the Final Rule
- Maintenance is in a position to evaluate what we deliver (project assessment)

#### **Meeting Handouts and Attachments**

- Federal Highway Administration's Final Rule on Work Zone Safety and Mobility  
[http://ops.fhwa.dot.gov/wz/resources/final\\_rule.htm](http://ops.fhwa.dot.gov/wz/resources/final_rule.htm)
- 2005 NCDOT Work Zone Assessment
- 2006 Secretary's Goals and Commitments
- Missouri Department of Transportation Work Zone Safety and Mobility Policy
- Meeting Schedule through October 2006

#### **Current Scoping Process**

The message of the two kickoff meetings was that the scope of a project needs to be determined earlier in the process to eliminate scope creep and cost overruns. The right players need to be involved in a scoping meeting so that project impacts can be identified early in the process (i.e. significant projects are identified at the feasibility study scoping meeting and construction strategies and durations are identified at the planning scoping meeting). Attendees were asked to identify current NCDOT scoping processes and the recent changes in each process.

- *Feasibility Studies Unit* (Derrick Lewis)  
This unit is in the process of developing procedures that refine the scoping process to include involvement of other unit/groups prior to a scoping meeting to facilitate a better scope of project.
- *PDEA* (Charles Cox)  
This branch is in the process of updating current procedures for the scoping process to help define the purpose and need.

### Existing Department Policies

In developing the new policy, existing policies must be considered to avoid conflicts. Attendees identified the following Department policies that span across multiple units/groups (additional policies may be identified later).

- Secretary's Goals and Commitments
- Access Management Policy
- Driveway Manual
- Dynamic Message Sign (DMS) Policy
- Workplace Safety Policies
- Environmental Stewardship Policies
- Strategic Corridors

### Tasks of Committee

The following are the tasks that the committee must undertake in order to develop the new policy:

- Develop Policy statement
- Define significant projects
- Set up a process to identify significant projects

The following are strategies the Committee will use to complete these tasks:

- Use the example of MoDOT Work Zone Safety and Mobility Policy
- Use the FHWA's *Implementing the Rule on Work Zone Safety and Mobility* as a guideline

### Sub-Committees

Attendees agreed to break into smaller groups to work on the policy statement and defining significant projects to be presented to the committee at the next meeting. Brainstorming notes for each subject from this meeting can be found at the end of these minutes. Volunteers for each sub-committee are as follows:

#### Policy Statement

- Stuart Bourne (Lead)
- Terry Hopkins
- Kevin Lacy
- Charles Cox
- DeWayne Sykes

#### Defining Significant Projects

- Steve Kite (Lead)
- Joey Hopkins
- Scott Capps
- Kelly Damron
- David Wasserman
- Wendi Johnson
- Joseph Ishak

### ACTION ITEMS:

- Mike Bruff will contact the MPO Association to get a representative on the committee
- Committee Members will review the handouts given in the meeting, especially the Final Rule Implementation Guidelines
- Sub-committees will submit their drafts to Stuart Bourne by March 6<sup>th</sup> for distribution to the committee
- Committee Members will review information from sub-committees prior to the next meeting
- Next meeting will be **March 9, 2006** at 1pm in the Traffic Control Conference Room, CC B
- Committee Members will pencil in the dates listed in the calendar handed out
- WZTCU will generate an agenda for each meeting, and if an agenda cannot be generated, then the meeting will be canceled
- WZTCU will put future meetings on everyone's electronic calendar
- WZTCU will create a website for this committee with links to agendas, minutes, handouts, and assignments

## **BRAINSTORMING SESSION NOTES**

### **Brainstorm on Policy Statement** (Vision, goals and objectives)

- Minimize motorist delay
- Maintain acceptable level of safety (motorist, workers, ped, bikes)
- Minimize community impacts (natural and human)
- Increasing level of credibility of work zone
- More efficient and innovative constructability
- Serve a transportation need (well planned and timely approach to planning a project)
- Timely construction
- Be consistent with the vision of the department

### WZ Policy Key components

- Vision
- Goals and Objectives
- Specific Policy Provisions for applications

### **Brainstorm on Significant Projects**

- “High” Volume
- “High” User Impact and
- “Long” Duration
- “High” Profile
- Environmentally sensitive
- Type I Projects (as defined by FHWA)
- Type II Projects
- Existing or New Location
- User Value
- Network impacts
- Example Projects – US1/64, Clayton Bypass, Knightdale Bypass  
(Creek, ped bridge, sound wall, Town of Cary, Moving a lot of dirt)

### Key components of Significant Project Definition

- Define criteria
- Identify which projects are significant then determine what makes that project significant
- Example: Type I – I-306, Type 2 – US1/64 (may be type 1)
- Establish a process for who selects these
- Provisions for some interstate work that doesn’t have high traveler impact
- Interstates (except for provisions above)
- Criteria for additional delay to motorist

Submit draft by March 6<sup>th</sup> to Stuart Bourne. Drafts will be to be distributed to the committee for their review.