OLD BUSINESS

1. Approval of the April 7, 2011, Meeting Minutes

The April 7, 2011, meeting minutes were approved.

NEW BUSINESS


In July 2010, the Chief Operations Officer requested a technical agenda (TA) team be formed to review MDOT's staffing and organizational structure to meet the federal NBIS requirements, the FHWA program review findings, and state audit recommendations. A TA team was made up of central office, region and TSC personnel and was assigned major tasks identified in the July 29, 2010, memorandum from the Chief Operations Officer to the team co-chairs. The recommendations by the TA team consider that short term solutions are needed in order to maintain NBIS compliance, and long term changes to the organizational structure within the department are needed to sustain compliance with the NBIS bridge inspection and load rating requirements while strengthening the region bridge programs to provide for safe, efficient and effective management of MDOT’s bridges.

The TA team is submitting the final report, Final Report - Technical Agenda - National Bridge Inspection Standards (NBIS) Requirements and MDOT Staffing - January 14, 2011 and is requesting approval by the EOC.

ACTION: The EOC approves the final report with minor editorial comments. The TA team shall provide an implementation status update report to the EOC and the Region Bureau Management Team every six months.
2. **Clarification of the Definitions and Usage of “Alignment” – T. Bogren**

Differentiation of the types of alignments has become muddled over the years, especially regarding legal vs. non-legal alignments and how these two concepts are connected to the three types of alignments: survey, construction, and as constructed.

The *Road Design Manual* currently mandates that a "Survey Alignment" and "Construction Alignment" be shown on road plan alignment sheets "if there might be confusion in the interpretation of the alignment as it is normally shown on the plan sheets." Currently, there is general confusion about the meaning and usage of the various types of alignments on the part of road designers, construction stakers, real estate personnel, and the public.

As a result of a "Right of Way Process Improvement Workshop", a team was formed to discuss the definitions of alignments and their use on MDOT plans, produce a document that clarifies the various terms, and develop an education plan to ensure the right people received the information. The team is submitting the final document with information needed to define and clarify the differences between the various alignments. The team is requesting approval of the EOC.

**ACTION:** The EOC approves the "alignment clarification and definition" document and directs the team to begin work on revising the *Road Design Manual* and the *Design Survey Manual* as needed. The team shall also begin implementation of the education and communication plan.


Traffic volume information is collected at all signalized intersections as part of the region wide signal optimization projects. The data is used to review intersections and determine if they meet warranting criteria, which in turn determines if federal funds can be used for equipment modernization. There are currently no guidelines in place for reviewing an existing signalized intersection for potential removal of the signal. In the fall of 2010, the Region Bureau Management Team requested that such guidelines be developed.

A team was identified to work on the assignment. A guidance document, *Guidelines for Removing Traffic Signals for Potential Removal* has been developed by the team. All signals identified for removal will go into a "90 day flash" mode prior to removal. During this period of time, a full traffic survey will be conducted by the Traffic Signal Operations Unit 30-60 days into the flash period. The final disposition of the signal will be determined after the study has been completed. For signals that do not meet warrant, the local agency will have the option to retain the signal if they agree to assume all costs of the signal, and if the terms and conditions of the "Signal Retention Agreement" between MDOT and the local agency are met.


**ACTION:** The EOC approves the guidance document, *Guidelines for Reviewing Traffic Signals for Potential Removal.*
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