

TECHNICAL LEADERSHIP TEAMS  
QUARTERLY REPORT  
October 2008 through December 2008

*The Leadership Teams are led by Technical Services for the following major technical disciplines: Access Management - Bridge - Construction – Geo-Environmental – Project Delivery - Right of Way - Traffic-Roadway and include key representatives from Regions and from Technical Services. In addition, the Technical Leadership Team provides technical and engineering leadership for the business. This team is led by Cathy Nelson, Technical Services Manager/Chief Engineer for the Oregon Department of Transportation.*

*The Quarterly Report is a communication tool to provide an update on key information for ODOT and Consultant staff involved in delivering projects for ODOT.*

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**KEY ACCOMPLISHMENTS**

**InRoads Update.** Cathy Nelson, Technical Services Manager, announced on December 11<sup>th</sup> that InRoads 8.9, also known as InRoads XM is now the version of InRoads used by the Department. Internal projects that had not advanced past DAP on June 1<sup>st</sup>, 2008 or were started after June 1<sup>st</sup>, 2008 must use the new version. All new contracts containing CAD work, requiring the use of road design software, will now require the use of the new version, as of December 1<sup>st</sup>, 2008. The use of InRoads 8.9 on any existing contracts should be examined for benefit to the agency. Any questions concerning the current version of ODOT's CAD Products can be directed to the ODOT Senior Design and Automation Engineer @ [gary.m.holeman@odot.state.or.us](mailto:gary.m.holeman@odot.state.or.us).

**Geo Environmental Training.** Stormwater training was offered to ODOT staff during October and November. SLOPES IV Training was offered at the end of October, with two in-person sessions for ODOT staff – one in Portland and the other in Salem. The goal is to help promote understanding of what is required and promote consistency in practice.

**Pacific NW Bridge Maintenance Conference:** The conference participants included DOT, FHWA representatives, local agency personnel from Oregon, Washington, Idaho, Alaska, Hawaii, California, Nevada, Montana, and exhibitor booths for Bridge Maintenance Material Suppliers. There was 356 conference attendees. The conference Theme was: "The Art of Rapid Response". The conference provided a forum to share cradle-to-grave bridge maintenance information, innovations, ideas, and best practices. Next scheduled conference: Fall 2010.

**Public Involvement Bulletin:** Greg Holthoff, NEPA Coordinator in the Geo Environmental Section, reported that the draft procedure has been approved by FHWA. Historically, ODOT has been out of compliance. This procedure supersedes what is currently available on line. This is an interim measure pending the completion of work being done by Gary Farnsworth and others – a larger, more comprehensive effort regarding public involvement which will eventually supersede this bulletin. TLT approved the bulletin, GE08-03(B), listed below in the list of new guidance

**2008 Work Zone Tour Summary Report:** Scott McCanna, State Traffic Control Plans Engineer, presented information on this year's tour findings. He indicated that traffic control is what travelers see first and last as they go through a work zone. During July and August 2008, Scott conducted a statewide work zone tour of 43 projects. Tour participants note features/activities that are done well or that could be improved. Scott then compiles a comprehensive report as quality control feedback for designers and construction staff. This most recent tour reported improvements needed in temporary sign spacing, characteristics of signs, sign supports, ensuring foliage doesn't block the view of the signs, and not using "clipped" signs.

Findings needing immediate attention are processed through the RIG group so that corrective action can be taken quickly and shared directly with designers. Two positive findings are that trends are in the right direction and that fatalities are going down in work zones.

Scott wants to increase the number of participants on the tour. He sees the tour as a valuable learning opportunity for designers and construction staff. He would also like to increase the number of participants who cross region borders and comment on projects in other regions since this would be very helpful in normalizing the data collected.

**Resource Sharing:** Cathy reported that Highway is at a crossroads – needing to be ready to expand or contract services depending on program size. Cathy reiterated that TS is willing to move out of its primary support role in this interim period to help out where needed.

**Historian Position:** Hal Gard reported that Region 2 is not filling its historian position at this time. He asked for patience, since Chris Bell in Salem is now covering four Regions on an interim basis. Hal is working on a work-around to help better handle the work.

**National Engineering Month: February 2009.** Cathy reported that ODOT will be participating in this program to make presentations at schools across the state during February. Harold Lasley will again lead the effort. He asked

each region to provide one point of contact for him. Harold will be sending out some information on this year's program to ODOT staff soon. Participants last year said this was a rewarding opportunity to connect with school children and to share knowledge about the engineering profession.

**Utility Relocation Program Update:** Dee Jones, Right of Way Manager, reported to TLT in December that the recruitment is underway for a Statewide Utility Engineer. She hopes to fill the position in January 2009. Howard Bergstrom in Right of Way is the manager for this position and he will lead the newly formed statewide utility's leadership team. Their first meeting is planned for February 2009. This leadership team will be composed of managers who oversee the work of the state utility liaisons in each of the Regions. This will help provide a statewide structure to work on statewide utility issues.

**Wetland's Program.** The Geo-Environmental Section's Natural Resource Unit in ODOT's Technical Services Branch manages the Wetlands Program to ensure that wetland resources are accurately identified during project development; appropriate measures are taken to avoid and minimize impacts whenever feasible and adequate mitigation is provided when impacts cannot be avoided; and commitments are met between ODOT and regulatory agencies that permit our actions. Patti Caswell is the Wetlands Program Coordinator.

Wetland mitigation sites are monitored, generally each year for the first five years after construction to ensure that the mitigation sites are successful. On actively monitored sites, ODOT collects data to answer permit-related questions that vary by project, and then submits a monitoring report to the permitting authority.

ODOT is developing a Wetland Mitigation Field Data Collection Manual to standardize agency information needs and improve program management. This will promote the consistent collection of pertinent data to evaluate trends and analyze site conditions that lead to successes or failures in order to improve the mitigation planning process.

Mapping is complete for most 'legacy' sites, where ODOT has determined site success and permit obligations are complete. The next step includes visits to each site to confirm resource boundaries and conduct a brief condition assessment. The information from the legacy sites along with the actively monitored sites will be used to further refine the Manual.

**Retaining walls.** ODOT's Geo-Environmental and Engineering and Asset Management units have begun a multiyear effort to inventory retaining walls

as part of ODOT's asset management program. This particular effort involves collecting existing design file information and field data, organizing it into a database structure, and using the information to scope the project and develop policy for short and long term planning.

A new database categorizes walls into elements and components. The condition assessment of walls is designed similar to the NBI system for bridges, in which a condition rating and rating description are entered into the database during the field location of each wall. Further development of wall life-cycle costs and wall maintenance activities are planned for the future as resources become available.

Crews are already using the new Retaining Wall Management System (RWMS) database. Field data collection is being performed using a rugged laptop with Bluetooth technology and resource-grade GPS, and crews have received training in condition assessment of walls.

The two major interstates in Oregon, I-5 and I-84, are the first priority for inventory data collection. Approximately 600 miles of interstate freeway has been covered, and more than 110 walls have been inventoried. The highest density of walls is in the Portland metro area, and the inventory in that area is estimated to take up to six months to complete.

**Traffic barriers** are important safety features, according to Heidi Shoblom, Roadway Engineering. When properly designed and constructed, they will substantially reduce the number of fatalities and serious injuries that occur on our highways. Traffic barrier design has evolved over the past several decades, resulting in numerous styles and types. The Federal Highway Administration has established national safety standards for all types of barriers. Many of the older barriers around the country don't meet current FHWA safety standards and aren't providing the level of protection required for motorists.

As a result, FHWA requested that ODOT develop a plan to bring traffic barriers into compliance with existing safety standards as a part of maintenance operations or highway construction projects. In order to meet this need, ODOT recently completed an inventory of traffic barriers. The next step will be to work on uploading this information into the Integrated Transportation Information System. This information will be used to establish a statewide plan for upgrading unsafe and substandard traffic barriers. Reports can also be generated to list the substandard barriers within highway construction projects. This information will allow for more informed decisions in scoping the project, estimating construction costs, and delivering the project.

**The New Environmental Guidance Website is now up and running.** Check out all the environmental guidance manuals, internal and external links to regulations, policies, templates, example documents, and much more for all of ODOT's projects--including Local and OTIA projects. Save the link below to use for all your environmental guidance needs:

[Test-drive the e-Guide Web Site Here](#)

## New Guidance Documents from Technical Services

Title	Final Number	Effective Date	Issued by
<b>Intergovernmental Agreement for Right of Way Services</b>	RW08-01(D) NEW	10/31/2008	Right of Way
<p><b>Summary:</b> To provide direction for ODOT Right of Way staff, ODOT Local Liaisons, ODOT Office of Procurement and Local Public Agencies regarding the use of the Intergovernmental Agreement for Right of Way Services. The Right of Way Leadership team has approved the Agreement language and the guidelines for the use of the Agreement for projects where right of way activities are involved.</p> <p><b>Contact for more information:</b> Project Administration Manager @ <a href="mailto:Howard.N.Bergstrom@odot.state.or.us">Howard.N.Bergstrom@odot.state.or.us</a>.</p>			
<b>Public Involvement Procedures for Federal-Aid Project Development</b>	GE08-03(B) NEW	Effective 12/09/2008	Geo- Environmental
<p><b>Summary:</b> This Bulletin clarifies FHWA's public involvement requirements for Federal-Aid projects as per 23 CFR 771, <i>FHWA/FTA Environmental Impact and Related Procedures</i>. The <i>ODOT National Environmental Policy Act (NEPA) Public Involvement Procedures for Project Development</i> was approved by FHWA Oregon Division on September 5, 2008 and is effective immediately.</p> <p><b>Contact for more information:</b> NEPA Program Coordinator @ <a href="mailto:greg.holthoff@odot.state.or.us">greg.holthoff@odot.state.or.us</a>.</p>			
<b>Designating construction staging and disposal sites</b>	GE08-04(B) NEW	Effective 12/09/2008	Geo- Environmental
<p><b>Summary:</b> The purpose of this document is to inform project development teams of their responsibility and to assist the team to determine when it is appropriate to designate prospective or mandatory disposal sites and/or construction staging sites (defined below), in the construction contract documents. This document is intended to provide the project development</p>			

team (PDT) guidance in making those determinations. The intent is not to increase the use of prospective and mandatory disposal sites and/or construction staging sites, but to clarify Agency and contractor responsibilities associated with those decisions.

This guidance also strives to create a distinction between Contractor-designated versus Agency-designated staging and disposal sites. While it may not be economical to identify Agency-designated staging and/or disposal sites on all projects, it is an element of the project development process that should be considered on each project. Designating prospective or mandatory staging and disposal sites may be appropriate to minimize risk of environmental regulatory violations in areas of high environmental sensitivity. Designating Agency-provided sites may also help keep contract costs down regardless of the environmental sensitivity of the area. This guidance does not avoid all possible exposure or negate the Agency's responsibility, but it does strive to minimize risk of violations on Agency-designated sites and reduce our fiscal liability, if a violation occurs on Contractor-designated sites.

**Contacts for more information: Geo-Environmental Manager @ [Howard.A.Gard@odot.state.or.us](mailto:Howard.A.Gard@odot.state.or.us) or State Construction Engineer @ [Jeffrey.L.Gower@odot.state.or.us](mailto:Jeffrey.L.Gower@odot.state.or.us).**

<b>2070 Traffic Signal Controller</b>	TR08-01(B) NEW	Effective 01/01/2009	Traffic- Roadway
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**Summary:** All traffic installation projects that include new controllers scheduled to be let for construction after January 1, 2009 will use 2070 controllers.

**Contact for more information:** For information on design, standards, and specifications, contact the Traffic Signal Engineer @ [Scott.B.Cramer@odot.state.or.us](mailto:Scott.B.Cramer@odot.state.or.us). For Operations information, contact the Traffic Signal Control Specialist @ [Fraser.K.Groves@odot.state.or.us](mailto:Fraser.K.Groves@odot.state.or.us).

<b>Single Function Standard for Projects – Highway Design Manual</b>	RD08-05(B) NEW	Effective 12/12/2008	Traffic- Roadway
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**Summary:** The Single Function Standard (SF) will apply to projects that have a very limited scope of work, such as a guardrail upgrade project. The SF Standard does not require addressing non-related substandard features of the roadway with a design exception request.

**Contacts for more information:** Senior Roadway Engineer @ [christopher.s.henson@odot.state.or.us](mailto:christopher.s.henson@odot.state.or.us) OR Senior Standards Engineer @ [david.j.polly@odot.state.or.us](mailto:david.j.polly@odot.state.or.us).

## UPDATED GUIDANCE from Technical Services

**UPDATED Guidance:** The following guidance documents have been recently reviewed and may include minor updates which do not change the meaning or intent of the original document. After review, the guidance is signed, so users can use and refer to the most current guidance. Technical Services reviews guidance periodically to ensure guidance remains current and updated.

**NOTE: No guidance documents have been updated during this quarter.**

## RESCINDED GUIDANCE from Technical Services

**Rescinded Guidance:** The following guidance documents have been rescinded since each of these is now incorporated into a manual or other document. The guidance website listed below provides links to where the information can now be found.

<b>Rescinded Guidance # and Title</b>	<b>Date Rescinded</b>	<b>Where rescinded guidance information can now be found</b>	<b>Issued by</b>
<b>TR06-04(B)</b> Striping	Date Rescinded 12/07/2008	Now in the Traffic Manual.	Traffic-Roadway

Complete information regarding current and rescinded technical guidance is available @ <http://www.oregon.gov/ODOT/HWY/TECHSERV/>

## Manuals from Technical Services: Updated During 2008

<p>The following manuals have been updated during 2008.</p> <p>The complete list of Technical Services' manuals can be found @ <a href="http://www.oregon.gov/ODOT/HWY/TECHSERV/alphanmanuals.shtml">http://www.oregon.gov/ODOT/HWY/TECHSERV/alphanmanuals.shtml</a> with links to each of the manuals.</p>		
Manual Title	Last Updated	Issued by
<p><b><u>A User's Guide to PS&amp;E</u></b>            The goal of this document is to clearly define the deliverable items required for an ODOT construction project before advertisement and competitive bid.</p>	July 2008	<b>Traffic-Roadway:</b> Office of Pre-Letting
<p><b><u>Access Management-Vol. 1 – Approach Application and Permit Process</u></b>            Volume 1 provides policy direction regarding implementation of OAR 734-051, Highway Approaches, Access Control, Spacing Standards and Medians.  <b>NOTE:</b> Chapter 3 titled "Guidelines and Resources for Access Management in Project Development" has been updated.</p>	2008	<b>Access Management</b>
<p><b><u>Air Quality Manual</u></b>            The ODOT Air Quality Manual is a technical guidance manual to assist in carrying out air quality analysis for transportation.</p>	September 26, 2008	<b>Geo-Environmental</b>
<p><b><u>Bridge Inspection Coding Guide 2008</u></b>            This document is the ODOT Pocket Field Manual for bridge inspectors. It contains AASHTO Core Bridge Element Condition Rating Criteria, ODOT Bridge Inspection Business Rules and Operational Guidelines, and the dynamic sections of the National Bridge Inventory Coding Guide.</p>	February, 2008	<b>Bridge</b>
<b><u>Bridge Log (2008)</u></b>	2008	<b>Bridge</b>

<p>A complete listing of ODOT-owned structures arranged by ODOT Highway Number and Milepost.</p>		
<p><b><u>Geotechnical Design Manual</u></b>  A manual of geotechnical practice for ODOT highway projects. The manual describes design procedures for geotechnical elements such as embankments, cuts, seismic design, foundations, and material sources. The manual is update on a 6 month schedule.</p>	<p>November 2008</p>	<p><b>Geo-Environmental</b></p>
<p><b><u>2008 Traffic Control Plans Design Manual – Revision 5</u></b>  This manual provides an organized collection for traffic control standards, guidelines, policies, and procedures. It outlines Traffic Control Plans (TCP) Design in general (job description, design processes) and progresses to specific TCP design elements (Traffic Control Devices, standard drawings, bid estimates, specifications, etc.) It is to be used as a resource, a guide, a technical reference and a teaching aide as well.</p>	<p>Oct 2008</p>	<p><b>Traffic-Roadway</b></p>
<p><b><u>Traffic Manual</u></b>  The material contained herein is for reference purposes only to aid new employees and those unfamiliar with ODOT Traffic Engineering practices in accessing applicable standards, statutes, rules and policies.</p>	<p>March 2008</p>	<p><b>Traffic-Roadway</b></p>
<p><b><u>Traffic Signal Materials List (Blue, Green and Red Sheets)</u></b>  Click the link on the TS website for the most current version.  <b>Note:</b>  Blue Sheets Updated July 14, 2008.  Green Sheets Updated February 4, 2008.  Red Sheets Updated November 11, 2005.</p>	<p>Quarterly</p>	<p><b>Traffic-Roadway</b></p>
<p><b><u>Traffic Structures Design Manual</u></b>  This manual is to guide regional technical center and consultant personnel in the design of traffic structures. Included are recommended guidelines the Traffic</p>	<p>May 2008</p>	<p><b>Traffic-Roadway</b></p>

Structures Designer can use to design projects and provide construction support.		
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## New Operational Notices from the Project Delivery Leadership Team

Title	Final Number	Effective Date	Issued by
<b>Project Scheduling/Resourcing</b>	PD-19 NEW	10/07/2008	PDLT
<p><b>Summary:</b> To set expectations for the business lines regarding project scheduling and resourcing during the project development/design phase of project delivery, and identify key roles and responsibilities.</p> <p><b>Contact for more information:</b> Operational Notices maintained by Project Delivery Unit @ <a href="mailto:Kelly.A.BRUCE@odot.state.or.us">Kelly.A.BRUCE@odot.state.or.us</a></p>			

**Complete information regarding Project delivery operational notices, can be found at:**

[http://www.oregon.gov/ODOT/HWY/PDU/operational\\_notices.shtml](http://www.oregon.gov/ODOT/HWY/PDU/operational_notices.shtml)

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### WHAT'S ON THE HORIZON?

**The 2009 ODOT/ACEC Conference will be held Tuesday, April 21, 2009 at the Holiday Inn in Wilsonville.** The theme is "The Future of Transportation: Costs, Innovations, and Sustainable Systems." It is a day-long event, starting at 7 a.m. with a continental breakfast and ending at 4:30 p.m. Please note the new date for the conference is April 21st.

**Roadway Conference (2009).** Steve Lindland reported that this conference will be held April 20th. This is the day before the ACEC/ODOT Conference, so attendees will have the opportunity to attend both events. They anticipate about 40-50 attendees. The agenda is currently being developed. More on this later.

**Bridge Construction Inspector Forum.** On March 10, 2009, the Construction Section will host an ODOT Bridge Construction Inspector Forum for bridge construction inspectors at Lane Community College. ODOT personnel may register for the forum through ODOT HR training. Non-ODOT

personnel may register by clicking on [Registration Form](#) and then completing the registration form and submitting to ODOT HR.

**Pacific NW Bridge Inspection Conference** is scheduled for March 31 - April 2, 2009, in Portland. The Theme of the Conference is: "Responsible Leadership in Bridge Inspection". We are anticipating 200+ conference participants include local agency, DOT, FHWA representatives from Oregon, Washington, Idaho, Alaska, Hawaii, California, Nevada, Montana, and exhibitor booths for Consultant Engineering Firms that perform this type of work. Tom Everett, FHWA Bridge Inspection Program Manager in Washington D.C. is scheduled to be the key note Speaker. Registration for the conference can be made via the web address: [www.capps.wsu.edu/bridgeinspectors](http://www.capps.wsu.edu/bridgeinspectors).

**ODOT Bridge Design Conference**: This conference is scheduled for May 21 - 22, 2009 in Salem. The Conference Theme is: "What's new in Bridge Design". The conference participants and attendees come from the ODOT and Engineering Consultant Firm Bridge Designers that perform this type of work in the State of Oregon. It is anticipated that this conference will be attended by approximately 125+ designers. The agenda is still under development. A brochure about the conference and a call for abstracts is under "Current Bridge News" on the right hand side of the screen on Bridge's webpage @ <http://www.oregon.gov/ODOT/HWY/BRIDGE/index.shtml>. Closer to the conference, registration will be available on the HR Website.

**Construction Training for 2009.** The 2009 inspector and technician certificate training schedules are now available. Use the following link for more information regarding Technician and Inspector Certification requirements and exams @ [Training](#)

**Change Management on Special Provisions:** Greg Stellmach, Office of Project Letting, presented a proposed process at the October TLT to follow when making a specification change. The goal is to increase consistency in the view of what constitutes a special provision and how to manage these changes. These steps will allow for more confidence that the agency is making the correct decision, especially when there are large financial impacts. This guidance will be eventually tied with the technical bulletin on stamping specifications. More information will follow, as this draft guidance is developed.

**Project Delivery Guidebook.** Lissa Willis, Project Delivery Unit, presented the plan for updating this guidebook. A key goal is to make the guidebook more user friendly and to include links to the source information. Each discipline manager is the owner of the material in that discipline's section of

the guidebook, with the Project Delivery Leadership Team (PDLT) being the ultimate owner. Lissa is working with a committee on the guidebook update. They hope to pilot the new guidebook in the first half of 2009 and then publish it later in the year.

**OPO Update.** Ronda Hollis, ODOT Procurement Office, provided an update on her plans to help streamline the Intergovernmental Agreement (IGA) Process. She is working with the Department of Justice to develop IGA templates for the standardized language. This will help reduce time, since there is a requirement for DOJ approval for any changes to the IGA's. Ronda and staff are developing a certificated training program on developing and writing IGA's. Once a writer is certified, less complex agreements could be fully executed in the field. Ronda hopes to have the certification program ready by Spring 2009. Ronda also indicated that Mary Wandell is working on developing training for the small business program. ListServ will be used to advertise the training once it is ready.

**Strategic process to identify initiatives for 2009-11.** Cathy Nelson is working to improve how new strategic initiatives are prioritized. She wants to be sure that choices forwarded by Technical Services for the next biennium are the right investments for the Agency. Cathy is proposing that the initiatives identified by the TS Management Team, are also vetted through the Technical Leadership and Discipline Specific leadership teams, and the Project Delivery Leadership Team in order to have alignment and an understanding of the priorities. Initiatives requiring IS support will be forwarded to Information System's Community of Interest (COI) meeting in January and February 2009. The COI will determine which IS projects can effectively move forward in the next biennium with available IS resources. At this meeting, TS projects will compete with other agency projects for resources to do the work. TLT endorsed this process. More information will follow regarding strategic initiatives selected for 2009-11.

**Draft Construction – Project Manager Narrative Form.** Jeff Gower, Construction Manager, reported that a recommendation from the recent Construction Section audits was to improve feedback to designers from Construction. Brenda Marcus, Construction, has been working on a reporting format for this information. As a first step, she sought and received input from Project Managers in Construction. She then developed a draft template to provide feedback to project delivery staff which she reviewed with TLT members. TLT hopes that this can be a tool for continuous improvement and, in future, develop some standardized reporting mechanisms in order to best use this as a tool for continuous improvement.

**Engineering Automation Vision.** Ron Singh and Gary Holeman, Traffic-Roadway, presented this item at the November TLT meeting. The basic premise is that ODOT needs a strategic vision...deciding where we want to be with respect to engineering automation – now and into the future. Ron has been actively involved in engineering automation efforts since the 1980's. Ron provided a big picture view of what's needed – long range vision – 25 years out, with incremental milestones.

Ron is recommending that an engineering automation steering committee be developed. One of their tasks would be to decide on the appropriate sequencing of the automation activities. He would also like to begin developing an implementation strategy. This is a place where TLT can provide leadership.

To develop the overall plan, Cathy, Ron, Gary, and the Support Services Manager will also meet to develop the overall strategy and next steps to move forward.

**Roundabouts.** Ed Fischer, Traffic-Roadway Manager, said at the November TLT that the environment on roundabouts is changing – now viewed as safer than traffic signals. He wants project teams to consider the use of roundabouts where feasible. He said there is still some concern/confusion about how to proceed with roundabouts and best design practices. For example, he said there are some concerns about using multi-lane roundabouts. A task force is looking at possibilities, solutions, guidance documents, etc. to help determine when to recommend roundabouts.

**Draft Proposal on 1-R Standards.** Cathy Nelson reported that she is working with a team on a proposal on 1-R Standards for review by FHWA. Their goal is to have the proposal ready for review by January 2009. TLT agreed that this is a high priority.

**DRAFT Stormwater Management Bulletin.** William Fletcher and Jennifer Sellers, Geo-Environmental Section, brought this item to TLT. The Stormwater Technical Bulletin is designed to streamline the DEQ 401 approval process. It was created in collaboration with the appropriate regulatory agencies. Also it proposes a number of best management practices (BMP's) for water quality and flow control treatment. Still will need to develop guidance on what constitutes good mitigation.

William recognized that there are still some ambiguities with the new impervious surface definition. Some confusion exists about when to treat or not if in a rural environment. This has not been totally clarified. But, ODOT

is getting closer. William and others have been working with DEQ and NMFS to create more clarity about when to treat or not.

Jennifer presented a graph depicting the process, decision points, and those responsible for addressing stormwater runoff during project development. The graph is designed to help project teams address stormwater issues early in the process of development. The graph will be incorporated into the water quality chapter in the Environmental manual. PD-05 must be updated to reflect this new guidance. This guidance is already aligned with the new SLOPES guidance. An increased level of effort will be needed to ensure project approvals. G/E staff will track and do periodic debriefs to ensure compliance. The bottom line is...if a project needs a 404 permit, add a stormwater plan.

TLT members approved the direction for both of these guidance documents. TLT members congratulated William and Jennifer on their work in this area over this past year.

**Engineering Shop Drawings Pilot.** Bruce Johnson, Bridge Engineer, reported that a subgroup is working with the Bridge Leadership Team to develop guidelines for electronic submittal of engineering shop drawings. Eventually, specifications will be developed to add to contract plans. One of the key issues will be determining a good process for using digital signatures. The subgroup will vet the plan with the field and with AGC. They plan to first start with pilot projects to help determine the best processes. After reviewing the progress/results of the pilot projects, the process will be opened up to include more and more projects. The goal is to create a consistent and workable process.

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## **KEY CHANGES (PEOPLE OR ORGANIZATION) OF INTEREST**

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Welcome to **Michelle Remmy, new Chief Procurement Officer for ODOT** who started December 1<sup>st</sup>. Michelle has most recently been with Forestry where she managed financial processes that provide accountability and financial reporting, including a federal grant program for pass-through funds, the Federal Excess Personal Property program, and led business continuity planning efforts to re-establish critical business functions/create restoration plans. Michelle is very interested in serving the Highway Division's business needs and customer service is a top priority for her.

Welcome to **Marjorie Lifsey, ODOT's new Sustainability Program Manager**, who will start January 5, 2009. She comes to ODOT from the Columbia River Crossing project office, where she worked as the

Environmental Coordinator. She has extensive and diverse experience, having served previously with the Natural Resources Division in the Oregon Attorney General's office, with the Stoel-Rives law firm, and with the Oregon Department of Human Services in the area of environmental health. She holds a BS degree from Michigan State University and a law degree from the Northwestern School of Law at Lewis & Clark College.

***For Up-to-Date Information, see the Technical Services Website at <http://www.oregon.gov/ODOT/HWY/TECHSERV/> to find...***

- ***Training:*** Information on current technical training open and available for consultants. ODOT employees can also research available classes on the ODOT Human Resources training intranet site.
- ***Guidance Documents (Directives, Bulletins, and Advisories):*** Please refer to this information for technical guidance currently in effect.
- ***Manuals:*** Technical manuals are included on this website.
- ***Leadership Team Charters and Membership information.***
- ***And more...***

***Questions or Comments? Email Technical Services @ [technical.services@odot.state.or.us](mailto:technical.services@odot.state.or.us)***