

**WVDOH Standards Committee Meeting
Meeting Minutes**

Tuesday, August 4, 2026

Start Time: 10:00AM

Meeting Location: 190 Dry Branch Drive, Charleston, WV

The meeting was held both in person and virtually via Google Meet.

Voting Members in Attendance:

Contract Administration Division: Shawn Smith

Engineering Division: Katie Hastings

MCS&T Division: Vince Allison

Operations Division: Jason Bryan

Traffic Engineering Division: Josh Hemsworth

Old Business:

ITEM	Champion
5th time to Committee. Discussed in December, February, April, June, and August - DD-647-<i>Life-Cycle Cost Analysis for Pavement Design</i> - DD-648-<i>Alternate Design and Alternate Bidding of Pavements</i> <u>Meeting Notes:</u> - Champion reviewed the changes to DD-647 and DD-648. There were no comments or questions from the Committee. Vote: DD-647 and DD-648 were approved by a vote of 5-0	K. Welch
2nd time to Committee. Discussed in June and August <i>Life Cycle Cost Analysis (LCCA) Report</i> <u>Meeting Notes:</u> - Champion went over the LCCA Report. No comments or questions were raised by the Committee. Vote: Approved 5-0	K. Welch
3rd time to Committee. Discussed in April, June, and August <i>DD-105-Specification, Standards, Manuals, and Material Procedure Approval Process</i> <u>Meeting Notes:</u> - The Champion reviewed the revisions made since the last meeting. The revisions require FHWA concurrence for all committee-approved items. - Industry submitted a comment requesting voting member representation. The request was elevated to management for consideration and was denied. The WVDOH will maintain the current voting structure, with voting members consisting of representatives from the five WVDOH Divisions. Vote: Approved 5-0	S. Boggs

New Business:

ITEM	Champion
1st time to Committee • <i>DD-101-Correspondence</i> <u>Meeting Notes:</u> • The Champion reviewed DD-101 and discussed the proposed revisions, including comments received from FHWA. • The Committee agreed to remove individual names from Page 1 and retain only the Director title and Division, as personnel may change over time. • The document will be revised, as needed, and presented at the next committee meeting.	J. Adkins

WVDOH Manuals Committee Meeting

Tuesday, August 4, 2026

Meeting Location: 190 Dry Branch Drive, Charleston, WV

Also meeting virtually via Google Meet. Email distribution includes instruction.

Old Business:

ITEM	Champion
2nd time to Committee. Discussed in June and August Construction Manual: Section 110 – Change Orders The revision makes changes to ensure cohesive communication between FHWA, the WVDOH, and the project during the review and approval procedure by outlining the chain of command. <u>Meeting Notes:</u> - The Champion reviewed Section 110 – Change Orders of the Construction Manual. The Committee discussed comments received from FHWA and agreed to the following revisions: - Updated references throughout the document to FHWA non-designated federal projects and Project of Division Interest (PODI), as applicable. - Revised Subsection 110.2.2.5, Justification of Unit Prices, to state that "WVDOH shall include a cost analysis..." - Reorganized the Office Manager and RCE responsibilities in the change order process to ensure consistency between the text and flowchart. - Updated the flowchart to replace the applicable title with "FHWA Area Engineer." - Corrected a typographical error in Subsection 110.3.2.1, Exempt/Non-Exempt Federal-Aid Projects, by updating the amount to \$200,000.00. Vote: Approved 5-0, as noted	D. Jarvis

New Business:

- None

Housekeeping for Standards and Manuals Committee:

Next Meeting – **October 6, 2026, at 10:00AM**

Location – **MCS&T Conference Rm. (with Google Meet option)**

Deadline for Submissions – **September 8, 2026**

Comments for next meeting – **October 2, 2026**

Additional Standards and Manuals Committee Meeting Information:

- <https://transportation.wv.gov/highways/mcst/Pages/Standards.aspx>

Tentative Standards and Manuals Committee Dates for 2026:

- October 6 and December 1.

Attendees List

In Person Meeting Attendees		
1.	Janie Adkins	EGIS
2.	Vincent Allison	WVDOH – Materials Control, Soils and Testing Division
3.	Evan Bailey	WV Paving
4.	Steve Boggs	EGIS
5.	John Cummings	WVDOH – Materials Control, Soils and Testing Division
6.	Katie Hastings	WVDOH – Engineering Division
7.	Josh Hemsworth	WVDOH – Traffic Engineering Division
8.	Dale Hill	Builders Supply of WV
9.	Kristy Huffman	WVDOH– Materials Control, Soils and Testing Division
10.	Calvin Ratchford	WVDOH– Materials Control, Soils and Testing Division
11.	Joshua Reese	WVDOH – Materials Control, Soils and Testing Division
12.	Ian Shaffer	WVDOH – Materials Control, Soils and Testing Division
13.	Shawn Smith	WVDOH – Contract Administration
14.	Kyle Stollings	Potesta and Associates
15.	Kiana Welch	WVDOH – Materials Control, Soils and Testing Division
Virtual Meeting Attendees		
16.	Sherlyn Bartley	WVDOH – Materials Control, Soils and Testing Division
17.	David Blankenship	Brayman Construction Corporation
18.	Jason Bryan	WVDOH – Operations Division
19.	John Crane	APA of WV
20.	Adam Gonzales	WVDOH – Contract Administration
21.	Michael Haid	Infrastructure WV
22.	Daniel Jarvis	WVDOH – Contract Administration
23.	Andy Kincell	Ascent WV
24.	Ahmed Mongi	HDR
25.	Joseph Neeley	WVDOH – District 1
26.	Jamie Williams	HNTB
27.	Steve Williamson	Michael Baker International
27	TOTAL ATTENDEES	