

Standards Committee

Meeting Agenda

Wednesday, November 6, 2024, at 9:00am

Meeting Location: 1900 Kanawha Blvd. E., Building 5, Room 820, Charleston, WV

Also meeting virtually via Google Meet. E-mail distribution includes instruction.

Call to Order

Roll Call of Attendees

Approval of Minutes of 9/11/2024 Meeting

Unfinished Business – Standards discussed at last Committee meeting.

TITLE	Champion
2nd time to Committee. <i>DD-202 Review Submission Checklists: PFR, FFR, FOR.</i> MS4 Coordination added to each checklist. Further discussion is needed about providing guidance for a source for the MS4 contacts.	D. Begley

TITLE	Champion
2nd time to Committee. <i>DD-105 Specification, Standards, Manuals, & Material Procedure Approval Process:</i> Link and Division Updates. Expected to go to vote in November.	J. Adkins

New Business

TITLE	Champion
None.	

Next Meeting Date: Wednesday, January 8, 2025.

Deadline for submissions: December 18, 2024.

Adjournment

WEST VIRGINIA DIVISION OF HIGHWAYS
PRELIMINARY FIELD REVIEW SUBMISSION CERTIFICATION

State Project No. _____

Federal Project No. _____

Project Name _____

County _____

Consultant _____

Project Manager _____

Submission Date _____

General Plan Requirements

_____ Construction Project Numbers Shown

_____ Line Weights Legible

_____ Contours Screened and Legible

_____ Adequate Spot Elevations Shown

Field Review Preparation

_____ Mainline Centerline Flagged at Sufficient Intervals for Field Review

_____ RW-1 Plans or RW-1 & RW-2 Combined Plans Submitted (DD-301)

_____ Value Engineering Review Required (DD-816)

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superlevation Shown for Mainline and all Sideroads

_____ Stationing Shown for Mainline and all Sideroads

_____ Prel. Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads

_____ Proposed Construction Limits Shown

_____ Property Lines Shown

_____ Disposition of all Crossroads, Railroads, and Streams or Rivers

_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown

_____ Major Drainage Requirements, Including Pipe Profiles, Shown (DD-706)

_____ Major Erosion and Sediment Control Features on Plans and Cross Sections

_____ Proposed and Existing RW Limits Shown

_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for All Parcels, Shown (DD-303)

Typical Sections

_____ Mainline Typicals

_____ Sideroad Typicals

_____ Temporary Detour Typicals

Cross Sections

_____ Mainline Sections at 200 foot Spacing and at Critical Locations

_____ Sideroad Sections at 200 foot Spacing and at Critical Locations

_____ Earthwork Based on Assumed Slopes

_____ Existing Topography, Including RW, Utilities, Bldg.'s, etc., Shown

Environmental Requirements

_____ Type of 404 Permit Documented (Individual or Nationwide)

_____ Certification of Familiarity with Environmental Documents

_____ List of Required Environmental Mitigations (DD-206)

_____ Listing and Explanation of Deviations to Design Report and Env. Documents

_____ Noise Mitigation or Noise Wall Justification

_____ **MS4 Coordination with Municipality**

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)

_____ Mass Diagram

_____ Interchange Geometric Layout

_____ Traffic Sketch Map (DD-802)

_____ Conceptual Maintenance of Traffic Scheme, Including Detours (DD-681)

_____ Traffic Routing Contingency Plan for Bridge/Structure Projects

_____ Property Maps, Ownership and Utility Index from RW-1 Plans (DD-301)

Boring Layout and Documents

_____ Boring Layout Shown on a Set of Topographic Plans

_____ Boring Bid Documents (Submitted after Preliminary Field Review) (DD-401)

_____ Boring Tabulation Showing all Pertinent Information (Submitted after Preliminary Field Review)

Preliminary Field Review Report

_____ Design Criteria Listing for Mainline and all Sideroads

_____ Access Point Cost Analysis (DD-307)

_____ Draft of required Design Exceptions

Miscellaneous Reports

_____ Major Drainage Calculations

_____ Geometric Calculations

_____ Total Project Construction Cost Estimate

_____ Consultant's Quality Control Markups

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager

2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

**WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL FIELD REVIEW SUBMISSION CERTIFICATION**

State Project No. _____
Federal Project No. _____
Project Name _____
County _____

Consultant _____
Project Manager _____
Submission Date _____

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ All Phases of Work Included in a Bid Item

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelvation Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Construction Limits Shown
_____ Property Lines Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ All Drainage Requirements Including Pipes, Pipe Profiles, Ditches, and Underdrains Shown (DD-706)
_____ Major Erosion and Sediment Control Features on Plans and Cross Sections
_____ Proposed and Existing RW Limits Shown
_____ Utility Dispositions Shown (If Available)
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for All Parcels, Shown (DD-303)
_____ Pavement/Surface Limits for All Roads
_____ Site Plans for All Structures

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals
_____ Pavement Edge/Shoulder Details
_____ Pavement Design with Legend Including all Related Details
_____ Temporary Detour Typicals

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Summary of Quantities Showing List of Items Separated by Categories with Alternates at the End of Each Category (BAMS Format) (DD-705)
_____ General Note Sheets (DD-704)
_____ Quantity Tables without Quantities except Earthwork (DD-705)
_____ Mass Diagram
_____ Reference Point Sheet
_____ Geometric Layout Sheet with Coordinates
_____ Benchmarks Shown on Ref. Pt. Sheet, Geometric Layout Sheet, or Profile Sheet
_____ Superelevation Shown for all Curves (DD-603)
_____ Interchange Geometrics Shown
_____ Intersection Layout Including Joint Layout
_____ Complete Maintenance of Traffic Scheme Including Sequence of Construction (DD-681)
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Prel. Pavement Marking Layout (DD-682)
_____ Preliminary Sign Layout (DD-683)
_____ Preliminary Signal Layout
_____ Preliminary Lighting Layout (DD-684)
_____ All Required Ret. Wall and Culvert Details Shown
_____ Any Required Special Detail Sheets
_____ Property Maps, Ownership and Utility Index from RW-2 Plans (DD-301)
_____ Completed Set of Soil Plans and Profiles Including Title Sheet (DD-402)

Cross Sections

_____ Complete Set of Mainline Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers
_____ Complete Set of Sideroad Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers
_____ All Drainage Features Shown
_____ Quantity Tables Completed

**WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL FIELD REVIEW SUBMISSION CERTIFICATION**

State Project No. _____
Federal Project No. _____
Project Name _____
County _____

Consultant _____
Project Manager _____
Submission Date _____

Final Field Review Report

_____ Listing of Preliminary Field Review
and Slope Review Comments
and Action Taken on Each Comment
_____ Preliminary Calculations for Turning
Lane Lengths and Tapers, Intersection
Sight Distances, Interchange Ramp
Lengths
_____ Completed Design Exception Reports
_____ Completed ADA Exception Reports
_____ Discussion of Construction Sequence
Utilized in Plan Development
_____ Listing of Proposed Project Specific
Special Provisions
_____ Discussion of Need for Incentive/Disincentive
Contract Provisions (DD-708)

Miscellaneous Reports

_____ Complete Drainage Calculations
_____ Geometric Calculations
_____ Geotechnical Report (Draft)
_____ Total Project Construction Cost Estimate
_____ Consultant's Quality Control Markups

Environmental Requirements

_____ Type of 404 Permit Documented
(Individual or Nationwide)
_____ List of Required Environmental
Mitigations (DD-206)
_____ Certification and Listing of Adherence
to Environmental Documents
_____ Listing and Explanation of Deviations
to Design Report and Env. Documents
_____ Completed NPDES Registration Form
_____ **MS4 Coordination with Municipality**

Value Engineering Report (If Applicable)

_____ Listing of Comments From Value
Engineering Review (DD-816)
_____ Discussion of Actions Taken on Each
Comment

Final Field Review Preparation

_____ RW-2 Plans Submitted (DD-301)

Notes: 1- All Lines to be initialed by Office Manager
or responsible management level
above the Project Manager
2- Use "NA" for any item not applicable to the
project. Do not leave any items blank.

**WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL OFFICE REVIEW SUBMISSION CERTIFICATION**

State Project No. _____
Federal Project No. _____
Project Name _____
County _____

Consultant _____
Project Manager _____
Submission Date _____

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ All Phases of Work Included in a Bid Item

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superlevation Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Construction Limits Shown
_____ Property Lines Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ All Drainage Requirements Including Pipes, Pipe Profiles, Ditches, and Underdrains Shown (DD-706)
_____ Major Erosion and Sediment Control Features on Plans and Cross Sections
_____ Drainage and Guardrail Limits/Data Noted on Plan and Profile Sheets
_____ Proposed and Existing RW Limits Shown
_____ Utility Dispositions Shown for all affected Utilities (If Available)
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)
_____ Pavement/Surface Limits for All Roads
_____ Site Plans for All Structures
_____ Curb Ramps and Other ADA Features

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals
_____ Pavement Edge/Shoulder Details
_____ Pavement Design with Legend Including all Related Details
_____ Temporary Detour Typicals

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Summary of Quantities Showing List of Items Separated by Categories with Alternates at the End of Each Category (BAMS Format) (DD-705)
_____ General Note Sheets (DD-704)
_____ Quantity Tables with all Quantities Completed (DD-705)
_____ Mass Diagram
_____ Reference Point Sheet
_____ Geometric Layout Sheet with Coordinates
_____ Benchmarks Shown on Ref. Pt. Sheet, Geometric Layout Sheet, or Profile Sheet
_____ Superelevation Tables and Diagrams Completed for all Curves (DD-603)
_____ Interchange Geometrics Shown
_____ Intersection Layout Including Joint Layout
_____ Complete Maintenance of Traffic Scheme Including Sequence of Construction (DD-681)
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Pavement Marking Layout (DD-682)
_____ Sign Layout (DD-683)
_____ Signal Layout
_____ Lighting Layout (DD-684)
_____ All Required Ret. Wall and Culvert Details Shown
_____ Any Required Special Detail Sheets Including ADA Features
_____ Property Maps, Ownership and Utility Index from Revised RW-3 Plans
_____ Completed Set of Soil Plans and Profiles Including Title Sheet (DD-402)

Cross Sections

_____ Complete Set of Mainline Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers
_____ Complete Set of Sideroad Cross Sections Showing Templates, Earthwork, Borings, RW Limits. Guardrail & Barriers
_____ All Drainage Features Shown
_____ Quantity Tables Completed

**WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL OFFICE REVIEW SUBMISSION CERTIFICATION**

State Project No. _____
Federal Project No. _____
Project Name _____
County _____

Consultant _____
Project Manager _____
Submission Date _____

Final Office Review Report

_____ Listing of Final Field Review Comments
and Action Taken on Each Comment
_____ Final Calculations for Turning Lane
Lengths and Tapers, Intersection
Sight Distances, Interchange Ramp
Lengths
_____ Approved Design Exception Reports
_____ Approved ADA Exception Reports
_____ Discussion of Construction Sequence
Utilized in Plan Development
_____ Completed Copies of All Project Specific
Special Provisions (Word Format)
(DD-105, DD-820)
_____ Complete Incentive/Disincentive Provisions
_____ Letters Approving Proposed Relocations From
Utility Companies

Environmental Requirements

_____ List of Required Environmental
Mitigations (DD-206)
_____ Certification and Listing of Adherence
to Environmental Documents
_____ Listing and Explanation of Deviations
to Design Report and Env. Documents
_____ Copy of Transmittal Letter From DDT
Submitting NPDES Registration to DEP
_____ Completed NPDES Registration Form
with all Attachments sent to DEP
_____ **MS4 Coordination with Municipality**

Miscellaneous Reports

_____ Complete Drainage Calculations
_____ Computations Including Horizontal/Vertical
Geometry and Quantity Calculations
_____ Final Geotechnical Report (DD-402)
_____ Consultant's Quality Control Markups

Corps of Engineers Permit Requirements

_____ Plan View of all Project Areas
Requiring a 404 Permit
_____ Profile View of all Project Areas
Requiring a 404 Permit
_____ Cross Section View of all Project Areas
Requiring a 404 Permit
_____ Quantity of Material to be Placed
Below "Ordinary High Water" Shown
on Appropriate Sheets
_____ Temporary Fills, Causeways, Bridges,
Pipes, etc. Shown For Proposed
Construction Scheme
_____ Copy of Section 106 "Historical Clearance
Document" Included
_____ Copy of "Rare, Threatened, and Endangered
Species Clearance Letter" Included
_____ Copy of Letter Submitting Plans to Resource
Agencies for Review
_____ Copy of All Comments Received from
Resource Agencies
_____ Copy of FEMA Clearance Letter
(If Applicable)
_____ Two Copies of Completed 404 Permit
Application Package Included

Supplemental Contract Information

_____ Estimated Contract Time Chart
(DD-803)
_____ Total Project Construction Cost Estimate

Notes: 1- All Lines to be initialed by Office Manager
or responsible management level
above the Project Manager
2- Use "NA" for any item not applicable to the
project. Do not leave any items blank.

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS**

**DESIGN DIRECTIVE 105
SPECIFICATION, STANDARDS, MANUALS, AND MATERIAL PROCEDURE
APPROVAL PROCESS**

*August 25, 2021
Supersedes August 1, 2019*

This Design Directive outlines the procedure that has been accepted by the Division for preparing and processing proposed Specifications and Special Provisions, Standards, Manuals, and Material Procedures for approval. The Publications Section of the Technical Support Division consists of three units: Specifications, Standards, and Manuals. The Materials Control, Soils, and Testing Division is the home division of the Materials Procedures.

10. Specifications

The general processing of Specifications and Special Provisions is administered through the Technical Support Division by the Specification Engineer.

Standard Specifications will be issued periodically as the need dictates. Supplemental Specifications to accompany the Standard Specifications are issued annually on January 1st and are effective on all projects let to contract thereafter. Each new Supplemental Specification replaces the previous one and incorporates changes from all previous supplemental specifications.

A searchable version of the Standard Specifications book and Supplemental Specifications is available from the Specifications webpage, located online at <http://transportation.wv.gov/highways/contractadmin/specifications/>

 <https://transportation.wv.gov/highways/TechnicalSupport/specifications/Pages/default.aspx>

10.1 Procedure for Processing Specification Changes

Permanent specifications changes to the Standard Specifications or Supplemental Specifications should be submitted electronically to DOHSpecifications@wv.gov by the 'champion'. The originating Division will prepare the specification changes in a format conforming to Design Directive 820. A brief overview of the item and background information with reason for the changes should accompany the request.

The Specifications Engineer will review all recommendations received and transmit to the Specifications Committee for action. The champion should attend all committee meetings pertaining to their respective specification. A proposed specification must be presented at two committee meetings before it can be recommended or rejected by the Specifications Committee.

10.2 Procedure for Processing Special Provisions for Individual Projects

There may be a need to use an innovative product or an experimental procedure to address unique demands of a project. Often, these items are not covered by existing

specifications, so they may require new or modified specifications to describe their material requirements, construction requirements and payment. Special Provisions (SPs) are written to address these situations.

Before drafting a SP, check with the Specifications Engineer (or ProjectWise folder: ~~Approved Project Specific Provisions (PDF)~~) to determine if a SP already exists that meets the needs of the project.

SPs are processed as outlined above in 10.1. In general, the originating Division should submit proposed SP at least six months prior to their project's PS&E submission. This provides adequate time to process and resubmit any changes that may be requested by the committee.

When time does not permit this procedure, the following procedures should be followed:

- a. The originating Division will prepare the draft Special Provision in a format conforming to Design Directive 820, coordinating with the Technical Support Division, Specifications Engineer for review, comment, assignment of an appropriate section number and/or pay item number.
- b. The originating Division will secure the approval of the Applicable Deputy State Highway Engineer and the Federal Highway Administration as appropriate for that project. The approval of the Special Provision would only apply to the specific project. The submission for approval shall follow Design Directive 202 and may only encompass the PS&E package for advertising the project.

There are Project Specific Special Provisions that require management approval prior to their use on projects. These are listed in ProjectWise subfolder title "Requires Management Approval". The Project Manager shall provide justification of why the SP is needed to the Appropriate Deputy State Highway Engineer for approval.

10.3 Specifications Committee

The Specifications Committee review and recommend actions to proposed Specifications and Special Provisions. The committee meets on call by the Specifications Engineer with regular meetings scheduled every other month and follow the Open Government Meeting Act. Details of this act are available at: <https://ethics.wv.gov/openmeetings/Pages/default.aspx>.

The Specifications Committee consists of voting and non-voting members who provide expertise to review and recommend action of the proposed Specifications and Special Provisions. The committee requests comments on the provisions in the meeting agenda; and review/discuss them during the meeting. The committee meeting agenda will designate the items that are up for approval and dependent upon comments/discussion/changes the Specifications Engineer has the right to call for a vote on the final version.

The voting members consist of one representative from each of the following Divisions:

- Contract Administration Division
- Engineering Division
- Materials Control, Soil and Testing Division
- Operations Division
- Traffic Engineering Division

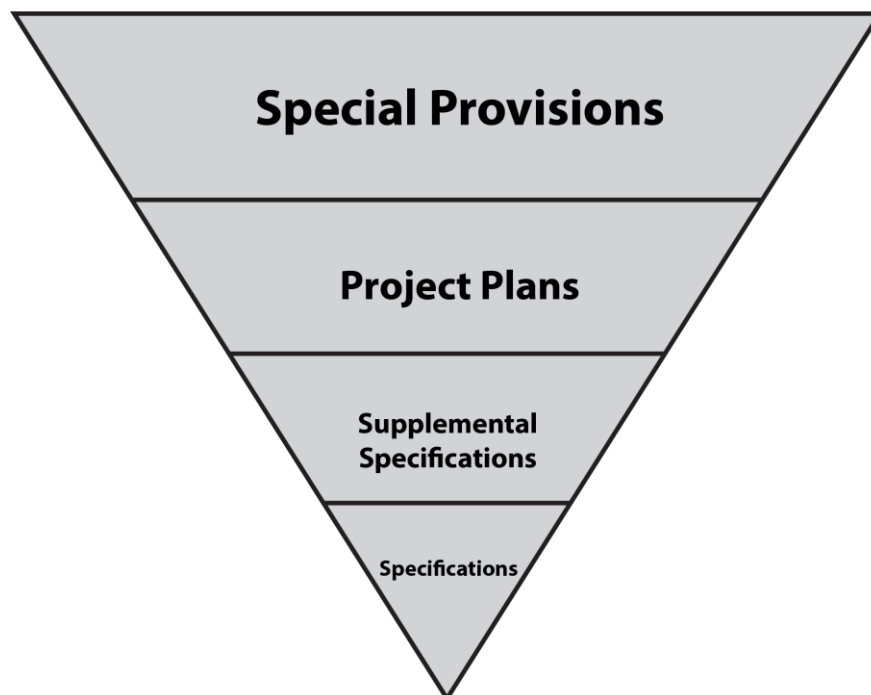
A quorum of 3 voting members must exist for the meeting to be valid. A majority of the present voting members is required to pass the proposed item. The Specifications Engineer

shall have the authority to cast the deciding vote when a tie occurs. All approved specification changes will be sent to FHWA for comment and concurrence.

The non-voting members consist of one or more representatives from the following agencies: Federal Highway Administration, Contractors Association of West Virginia, ACEC – WV, Asphalt Pavement Association of West Virginia, American Concrete Pavement Association, Builders Supply Association of West Virginia, various vendors, and anyone from the Division or Industry that has knowledge of the specifications being discussed.

10.4 Coordination of Specifications, Special Provisions, and Project Plans

The Specifications, Supplemental Specifications, Special Provisions, and project plans are essential parts of the Contract; and a requirement occurring in one is as binding as though occurring in all. In case of discrepancy, Supplemental Specifications will govern over Specifications; Plans will govern over Specifications and Supplemental Specifications; Special Provisions will govern over Specifications, Supplemental Specifications, and Plans as prescribed in Section 105.4 of the Standard Specifications. Below is a graphic display of the hierarchy of contract documents; where the items shown above, govern over items below it.



Project plans or plan notes should not be used to change specifications. The procedure outlined in this Design Directive should be utilized when this is necessary.

20. Standards and Manuals

The general processing of Standards and Manuals is administered through the Technical Support Division by the Standards Unit Leader and the Manual Unit Leader.

Standards and Manuals will be issued periodically as the need dictates. Each revised edition supersedes the previous one and incorporates changes from all previous editions.

These publications are available in electronic format on the Division of Highways' ~~Engineering Division Publications~~ webpage, located online at

~~<https://transportation.wv.gov/highways/engineering/Pages/publications.aspx>~~

<https://transportation.wv.gov/highways/TechnicalSupport/Pages/Publication-Group.aspx>

20.1 Procedure for Processing Standards or Manuals Changes

Proposed changes to any of the Division of Highways' Standards or Manuals should be submitted electronically to the Technical Support Division's Standards or Manuals Unit Leader, as appropriate. The originating Division will prepare the document changes in a format conforming to that particular document. A brief overview of the document and background information with reasons for the changes should accompany the request.

The Standards or Manuals Unit Leader will review all recommendations received and transmit them to the Standards Committee (formally known as Technical Publications Committee) or Manuals Committee for action. A proposed standard or manual or revisions to an existing document must be presented at two committee meetings before it can be recommended or rejected by the Standards or Manuals Committee, unless considered by the committee to be a minor change.

20.2 Standards Committee and Manuals Committee

The Standards or Manuals Committee will review and recommend actions to proposed standards, manuals, or revisions to existing documents. The committee meets on call by the appropriate Unit Leader with regular Standards Committee meetings scheduled every other month (and as needed) and follow the Open Government Meeting Act. Details of this act are available at: <https://ethics.wv.gov/openmeetings/Pages/default.aspx>.

The Standards and Manuals Committee consists of voting and non-voting members who provide expertise to review and recommend action of the proposed standard or manual. The committee requests comments on the standard or manual in the meeting agenda; and reviews/discusses them during the meeting. The committee meeting agenda will designate the items that are up for approval and dependent upon comments/discussion/changes the presiding unit leader has the right to call for a vote on the final version.

The voting members consist of one representative from each of the following Divisions:

- Contract Administration Division
- Engineering Division
- Materials Control, Soil and Testing Division
- Operations Division
- Traffic Engineering Division

A quorum of 3 voting members must exist for the meeting to be valid. A majority of the present voting members is required to pass the proposed item.

**Manuals Committee
Meeting Agenda**

Wednesday, November 6, 2024 (Immediately after Standards Committee Meeting)

Meeting Location: 1900 Kanawha Blvd. E, Bldg. 5, Rm. 820, Charleston, WV

Also meeting virtually via Google Meet. E-mail distribution includes instruction.

Call to Order

Unfinished Business –

TITLE	Champion
None	

New Business

TITLE	Champion
None	

Next Meeting Date: Wednesday, January 8, 2025.

Deadline for submissions: December 18, 2024.

Adjournment

**Standards Committee
Meeting Minutes
September 11, 2024**

Call to Order: The meeting was called to order by Acting Chair Dee Begley shortly after 9:00 AM.

Attendees: See Attendee List for a list of attendees.

Minutes: Minutes of the 7/3/2024 Meeting were reviewed; there were no comments on them.

Unfinished Business: Items which were discussed at prior meeting are listed below:

ITEM	Champion
2nd time to Committee. <i>Standard Drainage Details.</i> Inlet and Manhole details with a 6” thickness. They have 28-day strengths of 5000 psi and include a note (12) which is their version of, “Flow of outlet pipe shall match bottom elevation of inlet.” Comments – Was some concern over these being Revised Standard Details. It was explained that these were not new Standard Details, but alternatives that could be used to our Standard Details. Andrew Thaxton explained that these have been used incorrectly by Contractors in the past so revisions were recommended to clear up installation. Passed with a vote of 5-0.	A. Gillispie

New Business: Items discussed for the first time at committee meeting are listed below:

ITEM	Champion
1st time to Committee. <i>DD-202 Review Submission Checklists: PFR, FFR, FOR.</i> MS4 Coordination added to each checklist. Comments – Engineering will not vote to approve until guidance is provided for determining the appropriate entity to contact for MS4 Coordination. Will not go to vote in November. Expected to go to vote in January.	D. Begley

ITEM	Champion
1st time to Committee. <i>DD-202 Distribution Schedule:</i> HE added to schedule Comments: Engineering Division, remove DDI reference with Dirar & Feras, take Mike Carter off. Traffic Engineering Division, Replace Donna Hardy with Marsha Mayes. Note: This list isn't required to go through the Standards Committee for updates, but we've included it so that others can provide input or further updates, if needed.	D. Begley

ITEM	Champion
1st time to Committee. <i>DD-202 Regional Maps:</i> Maps updated with current staff. No additional comments were received. Have already been updated on Website. Note: This list isn't required to go through the Standards Committee for updates, but we've included it so that others can provide input or further updates, if needed.	D. Begley

ITEM	Champion
1st time to Committee. <i>DD-105 Specification, Standards, Manuals, & Material Procedure Approval Process:</i> Link and Division Updates. No additional comments were received. Expected to go to vote in November.	J. Adkins

Next Meeting: The next meeting is on Wednesday, November 6, 2024. Deadline for submissions October 16, 2024.

Adjournment: The meeting was adjourned.

Manuals Committee
Meeting Minutes
September 11, 2024

Call to Order: The meeting was called to order by Acting Chair Dee Begley shortly after conclusion of Standards Committee meeting.

Attendees: See Attendee List for a list of attendees.

Unfinished Business: Items which were discussed at prior meeting are listed below:

I. None

New Business: Items which were discussed for the first time at the committee meeting are listed below:

II. None

Next Meeting: The next meeting is on Wednesday, November 6, 2024. Deadline for submissions October 16, 2024.

Adjournment: The meeting was adjourned.

September Standards & Manuals Committee Meeting
Wednesday, September 11, 2024
Attendee List

Virtual Meeting Attendees

- | | |
|------------------------|--------------------------------------|
| 1. Dan Brayack | WVDOH – Materials Division |
| 2. Vince Allison | WVDOH – Materials Division |
| 3. John Cummings | WVDOH – Materials Division |
| 4. Ted Whitmore | WVDOH – Traffic Engineering Division |
| 5. John Crane | CAWV |
| 6. Jason Foster | WVDOH – Chief of Development |
| 7. Jeremiah Knavenshue | MBI |
| 8. Dohn Lough | WVDOH |
| 9. Barrett Neeley | WVDOH – District 1 |
| 10. Andrew Thaxton | WVDOH – Materials |
| 11. Chris West | Lochner |
| 12. Ahmed Mongi | HDR |
| 13. Jason Hamilton | WVDOH – Contract Administration |
| 14. Calvin Hanson | ADS Pipe |
| 15. Shawn Jack | WVDOH |
| 16. Chris Mahan | WVDOH |
| 17. Kevin McGlumphy | Associated Asphalt |
| 18. Kaden Richmond | WVDOH |
| 19. RJ Scites | WVDOH _Engineering Division |

In Person Meeting Attendees

- | | |
|-------------------|------------------------------------|
| 1. Janie Adkins | WVDOH – Technical Support Division |
| 2. Deidra Begley | WVDOH – Technical Support Division |
| 3. Travis Long | WVDOH – Technical Support Division |
| 4. Katie Hastings | WVDOH – Engineering Division |

TOTAL ATTENDEES: 23