

**Manuals Committee
Meeting Agenda**

Wednesday, July 3, 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, September 4, 2024.

Deadline for submissions: August 14, 2024.

Adjournment

Manuals Committee
Meeting Minutes
May 1, 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

The manual was reviewed with minimal discussion. Contract Award Manual was approved at the meeting. Vote 5-0.

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, July 3, 2024. Deadline for submissions June 12, 2024.

Adjournment: The meeting was adjourned.

Standards Committee
Meeting Minutes
May 1, 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 3-13-2024 Meeting were reviewed; there were no comments on them.

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

- I.** *Design Directive (DD)-202 Field and Office Reviews for Initial Engineering, Preliminary Engineering and Final Design.* Two new additions for Right of Way (R/W) to the submission checklist
- R/W 1&2 Plans & Questionnaire Checklist
 - R/W 3 Plans Checklist

The DD was reviewed with minimal discussion. DD-202 was approved at the meeting. Vote 5-0.

- II.** *DD-301 Right of Way Plan Development.* Entire section updated.

The DD was reviewed with minimal discussion. DD-301 was approved at the meeting. Vote 5-0.

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

- III.** *Design Directive (DD)-202 Field and Office Reviews for Initial Engineering, Preliminary Engineering and Final Design.* DD-202 Plan Distribution Schedule. Updated to add additional Traffic Engineering personnel. It is a redline copy showing the revisions.

Note: This list isn't required to go through Standards Committee for updates, but we've included so that others can provide input or further updates, if needed

Comment from Travis Long concerning permitting contact. Hope to approve at the next meeting.

- IV.** *Structure Directive (SD)-1045 Foundation Types.* Updates the approval requirements of Intermediate Geomaterial.

Comments from Ahmed Mongi, HDR on consistency in the directive and typos. Hope to approve at the next meeting.

Next Meeting: The next meeting is on Wednesday, July 3, 2024. Deadline for submissions June 12, 2024.

Adjournment: The meeting was adjourned.

**May Standards & Manuals Committee Meeting
Wednesday, May 1, 2024
Attendee List**

Virtual Meeting Attendees

- | | |
|------------------|--------------------------------------|
| 1. Suhir, Nimal | WVDOH – Operations Division |
| 2. Mongi, Ahmed | HDR |
| 3. Mullins, Gary | WVDOH – Materials Division |
| 4. Whitmore, Ted | WVDOH – Traffic Engineering Division |
| 5. Tony, Chad | WVDOH – Right of Way Division |

In Person Meeting Attendees

- | | |
|---------------------|--|
| 1. Adkins, Janie | WVDOH – Technical Support Division |
| 2. Begley, Deidra | WVDOH – Technical Support Division |
| 3. Hastings, Katie | WVDOH – Engineering Division |
| 4. Chappell, David | WVDOH – Traffic Engineering |
| 5. Elkins, Jerry | Terradon |
| 6. Parsons, Katrena | WVDOH – Engineering Division |
| 7. Varney, Billy | TRC |
| 8. Crum, Matt | WVDOH – Contract Administration Division |
| 9. Barnhart, Jamie | Stantec |
| 10. Darby, Whit | WVDOH – District 1 – Right of Way |
| 11. Crane, John | APA WV |
| 12. Long, Travis | WVDOH – Technical Support Division |

TOTAL ATTENDEES: 17