



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

September 13, 2006

**MEMO TO:**

Jim Babcock	Dennis Jernigan, PE
Kenny Boggs	Walter McDaniel
Peter Bolton	Robby Ross
Chris Howard	David West
Berry Jenkins, PE	

**FROM:** Meredith McDiarmid, PE, Work Zone Traffic Control Project Engineer

**SUBJECT:** Minutes for Meeting on Work Zone Qualification & Training Program

The above listed met on August 30, 2006 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to discuss requirements of a Work Zone Certification Program. **Action items are recorded in bold.**

The minutes to the previous meeting were thoroughly reviewed for the benefit of new attendees. There were no corrections.

Final comments on the Qualification and Training Document were provided and reviewed. All comments were addressed and it was agreed this attached document should be finalized. This committee will not review this document further unless major modifications arise.

Meredith McDiarmid reported briefly on her discussions with ATSSA and ITRE concerning their development of training courses to meet the needs of this program, including courses offered to "qualify" instructors for independent companies interested in developing in-house training programs. Both ATSSA and ITRE believe they will be prepared to offer these courses by the spring of 2007. **After auditing those courses, the Work Zone Traffic Control Unit (WZTCU) will determine if the courses meet the intention of the Qualifications and Training Requirements this committee has developed. At that point, formal notification and publication of approved courses will be advertised by the NCDOT.**

Meredith McDiarmid also updated the committee on her discussions with the Contractual Services Unit about the program. Marvin Butler, NCDOT Contractor Support Management Engineer, is very interested in helping eligible businesses meet these requirements. **The committee will continue to keep Marvin informed of our program development and make members aware of any assistance the Contractual Services Unit will be able to provide.**

Draft specification wording was submitted by Meredith McDiarmid and discussed by the committee. The committee agreed the specification should refer to a web site location where the Qualification and Training Requirements will be posted. By posting this document, the potential bidders will be aware of the requirements referred to in the specifications. Another suggestion for the web site was to provide a blank "certification card" for companies to use if they choose. This draft has been attached to these minutes for your convenience. **All committee members are asked to share this draft with others and bring all comments to the next committee meeting.**

**MAILING ADDRESS:**  
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1592 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1592

TELEPHONE: 919-250-4159  
FAX: 919-250-5948  
WEBSITE: [WWW.DOH.DOT.STATE.NC.US](http://WWW.DOH.DOT.STATE.NC.US)

**LOCATION:**  
CENTURY CENTER COMPLEX BUILDING B  
1020 BIRCH RIDGE DRIVE  
RALEIGH, NORTH CAROLINA 27610

David West, NCDOT State Encroachment Agent, provided a general Encroachment Agreement to the committee for review. There is a paragraph in the agreement that addresses traffic control. This is the paragraph that would need to be revised to reflect upcoming requirements. The committee recommends this paragraph be in bold print when it is changed to draw the encroacher's attention to the new Work Zone Traffic Control Requirements. **Meredith McDiarmid will contact Beth McKay with the Attorney General's office to inquire about the Administrative Procedures Process requirements for getting encroachment agreements, including existing blanket agreements, revised. The Utilities Coordination Unit and State Road Maintenance Unit will work with the WZTCU to propose a revision for encroachment agreements to include the program requirements for discussion at the next committee meeting.**

The WZTCU submitted a proposed Training Approval and Documentation Procedure for review and comment. A copy of the resulting draft is attached. **All committee members are asked to share this draft with others and bring all comments to the next committee meeting.**

The committee discussed the industry trends and demands for Spanish speaking workers. **Meredith McDiarmid will ask Beth McKay of the Attorney General's office what the requirements are of a program such as this. That information will be brought back to the committee so they can determine what steps we would like to take to accommodate these needs.**

Finally, the group discussed and agreed upon a timeline for implementation of the program:

- December 2006: Finish Development of Program
- July 2008 Let: Require Work Zone Traffic Control Supervisors on Significant Projects
- January 2009 Let: Require Work Zone Traffic Control Installers on all projects, including encroachments (January 1, 2009)
- July 2009 Let: Require Work Zone Flaggers on all projects, including encroachments (July 1, 2009)
- Implementation starts with Supervisors, then Installers, lastly Flaggers
- 6 months in between 3 levels of requirements

The group agreed to continue to meet to address these and other issues. Please review these minutes and bring all your comments to the next meeting October 25, 2006 at 10:00am in the Traffic Control Conference Room in the Century Center in Raleigh. If you have questions or comments on these minutes, feel free to contact me at (919) 250-4159.

MMM

Attachments

cc:

Victor Barbour, PE  
Jonathan Bivens, PE  
Stuart Bourne, PE  
Tawana Brooks, PE  
Marvin Butler  
Scott Capps, PE  
Steve DeWitt, PE  
CA Gardner, PE

Joe Geigle, PE  
Allen Gray  
Brad Hibbs, PE  
Kevin Hicks  
Dave Hinsley  
David Hurley  
Mark Johnnie  
Barlow Lee

Jim Lowry  
Robert Memory  
Joe Simpson  
Michael Taylor  
Jimmy Travis, PE  
Brad Wall, PE  
Benita Witherspoon