1. Objectives of Committee
   a. Identify areas of potential improvement between GDOT and Consultants or Public.
   b. Identify areas where process improvements might be needed.

2. Old Business
   a. Minutes of Last meeting.
      i. Finalize draft of Public Information Document.
      ii. Review need for standards and details updates or revisions.
      iv. Coordinate with ITE Microsimulation Task Force to discuss review procedures and their work to date.
v. Develop a draft modeling and analysis Defaults and GA Standards document.

3. Discussion

a. Traffic Signal Public Information Document. Not complete yet. Aiming for late January. Last tasks needing completion are Chapter 2 and the compilation of all work. [Bill task]

b. Design Policy Manual update. No real progress on this. The committee is directed to read Chapter 13 and have recommendations ready for next month’s in person meeting. [Committee task]

c. Roundabout/Capacity Analysis standards and guidelines.
   i. Establish recommendations for document review. Who reviews what documents for which projects, and when. This information is not available to traffic engineers outside the “tribal knowledge” zone.
   ii. Once a review schedule is documented, a series of defaults and analysis recommendations can be prepared.
   iii. Sunita is leading up this effort. Authorized to recruit committee members and others as necessary. [Sunita task]

d. Standards and Details review. Previous meeting directive was for the committee to query their individual staffs and colleagues and look for GDOT Standards or Details that were needing updates.
   i. Jim: Alan Davis will be issuing a task order soon to take care of this. No work at this time.
   ii. Sign Post calculator. Bill brought up a request that GDOT have a GDOT-authorized spreadsheet that automates the selection of sign posts for small roadside signs. Sunita said that Parsons uses an tool for this and may be willing to provide it for development. [Sunita to look into this internally at Parsons].
e. Modeling and microsimulation. Modeling/Capacity analysis standards and guidelines. Queue length development process. Coordination with the ITE task force is still needed. [Sean task]

f. Contractor forum for traffic engineers. Scott and Jim discussing various ways that this could be useful. This is still in early stages of development and when more information is available it will be forwarded to the Training subcommittee. A big item for the department is alternative intersections and discussions with the contractors on how to better present the plan sets or design elements to achieve construction bids more in line with what other states are receiving. [Scott and Jim task]

g. ICE Policy discussion from CRC meeting.
   i. A wide-ranging discussion about the current implementation and impacts of the ICE policy on GDOT projects was had. The conclusion was that further educational outreach is needed to get the word out on how the ICE documents are prepared, their intention, and how it can be worked into the PDP.
   ii. Traffic Ops to give a talk at the Transportation Forum and talk about the ICE policy. [Bill Task to schedule with Wendy Dyson]
   iii. Bill/Scott will bring up these points at the next CRC meeting for general discussion outside the Traffic Subcommittee. [Bill/Scott task]

h. Informational Pamphlets per Jim Tolson.
   i. Sue Anne Decker had given a talk in November at the ITE monthly meeting about the alarming safety statistics in GA. She mentioned that with all the new type of roadway improvements (Roundabouts, DDIs, RCUTs, CFIs, etc.) the average traveler may have no idea what they’re about to experience before they drive through one. Jim suggested that the committee help prepare or assemble information that could be presented during driver license renewal or through some other avenue.
ii. Bill asked what the Governor’s Office of Highway Safety has been doing with this type of information. Sunita and Paul said that other states have been doing something similar. Also, High schools may be a good avenue for distribution, as well as Social Media. FHWA may have information prepared. FHWA Material.

iii. Bill brought up that while this was a laudable goal, it was getting outside the scope of the committee. Further discussion needed.

i. Most Important for 2018: The committee agreed that ICE should be the most important focus of the committee, with the other elements discussed secondary.

j. Lastly: meeting schedules had been difficult in 2017. Bill will set up a recurring bi-monthly in-person meeting at the TMC, with a recurring bi-monthly teleconference for the in-between months. [Bill Task]

4. Action Items
   a. See above bolded items.

5. Next Meeting
   a. Set up two-month schedule for in person meetings, alternating with teleconferences. Exact schedule TBD based on discussions between Bill and Scott.

The above represents our understanding of the items discussed. Please notify us of any discrepancies or questions as soon as possible.