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. Review Minutes of Last meeting (see previous meeting minutes).
      ii. Coordinate with ITE Microsimulation Task Force to discuss review procedures and their work to date.
      iii. Develop a draft modeling and analysis Defaults and GA Standards document.
      iv. Discussion of Intersection Control Evaluation (ICE) process.
3. Discussion
      i. Georgia needs a guideline for how to conduct capacity studies to ensure uniformity of method and review. Sunita Nadella has been working on this and gave an overview of current status and needs.

      1. Peak Hour Factors: Other states/jurisdictions give standard guidelines on how to apply peak hour factors (per intersection, per movement, or per lane) and what minimum or maximum values are acceptable. The new Highway Capacity Manual says you should use a common peak hour factor for the entire intersection. After some discussion, the committee recommended that the final guidance document feature a single-PHF for an intersection, with the note that adjustments to individual movements or lanes is allowable, but must be documented and justified.

      2. Existing traffic signal timing, translated into Synchro, best practices. There needs to be guidance on how existing signal timing is incorporated into studies, again to ensure uniform methods and review.

         [Aaron Steede to help with Study related Items]
         [Timing Info: Todd DeVos and Josh Williams]

      3. Saturation flow rates: Investigating whether there should be recommendations and/or value differences urban vs. rural vs. suburban.

      4. How does this mix with ICE? Capacity analysis is an input to the ICE document therefore ICE is a separate issue.

      5. GDOT Planning needs to be on board with any guidance document. Bring in Tom McQueen to discuss.
6. Districts may have an opinion. We will send the draft guidance document to the districts for review and comment.

7. Modeling and microsimulation. Modeling/Capacity analysis standards and guidelines. Coordination with the ITE task force is still needed. [Bill to contact Imran]

b. Tool for automatically calculating small sign post sizes: Sunita will send the post calculator for review. [Bill, Scott, Committee]

c. Contractor forum for traffic engineers.
   i. Jim Tolson and Scott Zehngraaff are still looking at this.

d. ICE Policy discussion from CRC meeting.
   i. Has traffic ops been contacted about the new consultant reviews? Not yet.
   
   ii. ICE submitters to date are afraid of ICE and are trying to find ways around it. They should not be afraid to fill out a waiver form to request an intersection alternative that the ICE tool does not recommend. Provide justification.

4. Reduced Conflict U Turns. Georgia U-turn: Brief discussion of a potential rename of the RCUT from “Restricted Crossing U Turn” to “Reduced Conflict U Turn” or “Georgia U Turn” for better public communication.

5. Chapter 13 of the DPM? The committee is reviewing the existing Chapter 13 of the Design Policy Manual.

   a. This chapter should be a distillation of What Georgia Wants. Why you might need a traffic study, and when.

   b. GDOT conducted an LTAP training on HCS 7 by McTrans. They provided a booklet with presentation material which includes all the HCM6 information. It covers freeways, multilane highways, intersections, roundabouts etc., for signalized conditions there is full section on Saturation flow rate. Suggested base saturation flow rate is default 1900 pc/h/ln and if the population is less than 250,000
then use 1750 pc/h/ln. For the planning level analysis we perform for most of our projects, having these thresholds should suffice.

c. The traffic subcommittee agrees that the chapter need to be revised inviting Design Policy and Support, and the ITE Simulation and Capacity group.

d. Will make an inquiry with DP&S to find out what’s going on with ICE and the PDP, to make sure we’re not duplicating effort.

6. Action Items
   a. See above bolded items.

7. Next Meeting
   a. March 21, 11:00 AM Teleconference. Chapter 13 line-by-line discussion.
   b. April 18, 10:00 AM at TMC

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