

# GPTQ History Subcommittee Meeting: March 10, 2011

## Georgia Department of Transportation – Office of Environmental Services – History Unit

Attendees: Erin Lane, Mike Walker, David Adair, Patrick Sullivan, Annette Loomis, Mark Grindstaff, Genetha Rice-Singleton, Theresa Holder, Katheryn Ferrall-Graff, Charlotte Weber, Charles Lawrence, Matthew Kear, Sharman Southall, Madeline White, Chad Carlson, Sandy Lawrence, Eric Duff, Heather Perrin, Matthew McDaniel (via phone)

From: Sandy J. Lawrence, GDOT History Unit Manager

CC: Glenn Bowman

Date: 3/24/2011

Re: Meeting Minutes

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### Baseline Schedules

Theresa Holder from the Office of Program Control gave a PowerPoint presentation explaining the process by which baseline schedules are established for projects. The office uses a template to set a schedule based upon project type. It is only a starting point, but the result is a Management ROW date, Management Let date, and a Baseline date. The Project Managers then work with Subject Matter Experts to refine the schedule as necessary. Theresa also stated that the Chief Engineer often sets the schedule notwithstanding the template or SME input.

### Documenting Project Changes and the Project Re-evaluation Memo Template

Sandy provided the group with a copy of the draft Memo Template and asked for the group to provide feedback. The re-evaluation process has been further refined to provide specific guidance on the level of detail required.

### Prequalification Training Requirements

Eric Duff followed up on the prequalification requirement he introduced in the first meeting. As of July 1, 2012, training must be completed by subject matter experts under Area Class 1.06(b). Currently, anyone in the firm can take the training courses in order to fulfill the training requirement for the area class.

### Streamlining Documentation and Assessment Processes

Sandy asked the group to share ideas for streamlining documentation and review. No one had anything to contribute. Eric explained the TE process which he had verified with FHWA. He clarified that the 106 Worksheet was dedicated solely to TE projects (with the exception of CMAQ projects – although we have no formal agreement with FHWA) and does not lend itself for streamlining on non-TE projects. TE projects must enhance a historic resource else the TE funding is lost. No adverse effects are allowed.

SharePoint and NAHRGIS are two tools that will be used to streamline the documentation process. NAHRGIS will be used to input GDOT historic resource surveys for review by SHPO. There will be different levels of access for modifying information, but consultants and GDOT will be able to upload point data (but not polygons) for this phase of NAHRGIS development. GDOT expects implementation later this year.

There was some further discussion regarding the use of NAHRGIS – specifically encouraging other federal agencies to make use of the technology since the more data we can include in the site, the easier our jobs will be. HPD may be able to help facilitate and even require agencies to make use of NAHRGIS.

Sandy asked those consultants who have yet to provide their information for access to the GDOT Cultural Resources SharePoint site to do so. She explained that in addition to being a resource for keeping GDOT consultants informed on policy changes and providing access to available links within and without GDOT, it could be used to upload partial documents for GDOT review – not full document reviews, only memos or PIFs as allowed by the GDOT project historian. This site will never be used for submittal of whole documents since printing costs should stay with the consultant contract and not come out of OES overhead. Currently, GDOT uses the FTP site for sharing of partial documents too large for email. SharePoint is more easily accessible than the FTP and will replace the use of the FTP in this capacity.

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## **Determinations of Eligibility and SHPO Coordination**

Sandy explained that GDOT historians are willing to approach FHWA with requests to elevate eligibility calls or effects decisions to the Keeper or ACHP but that ultimately, it's FHWA's call. Consultants should coordinate with the GDOT historians to determine when the timing is right and the resource appropriate for that type of escalation.

## **Statewide Preservation Conference**

Several in the group expressed an interest in organizing a preservation professionals meeting prior to the state conference or at any other time during the year. Eric suggested Patrick circulate his idea to the group in an email and get the discussion started within the group regarding possibilities for organizing a meeting.

## **Updates**

Survey Guidelines – For now, consultants should continue following the 50 year age criterion, even for ranches, when conducting surveys (excluding those projects where you have been directed otherwise by a GDOT historian—we have a few test projects going). Later this year, the policy will be revised to include 45 years of age and older resources of all types with a listing of resources 40 to 44 years of age in the appendix of reports. Sandy will inform the consultants of this change upon SHPO and FHWA approval – planned for later this year. Consideration will be made for contracts initiated based upon the existing survey policy.

The Tree Subcommittee will have its first meeting the 3<sup>rd</sup> week in April.

## **Suggestions for Agenda Items for the Next Meeting**

NAHRGIS Demonstration