

## Sign Advisory Work Group Conference Call Minutes

08 November 2012 via telephone

**Attendees:** Rick Magee, Tim Grundhoffer, Jeff Mangum, Debra Stokes, Mike Kidby, John Derby, Duane Johnson, Jack Nichol, John Tannery, Steve Logan.

### Sign Manual:

- Next Step: edit final glitches (e.g. safety sign border display issue; spelling errors)
  - **ACTION:** Work Group will review manual by 30 NOV (Rick will assign sections to people so they are looking at sections they did not work on recently)
  - **ACTION:** Rick should ask ACE-IT to move revision forward IAW OM 25-1-51 (31 DEC 2011) and give Debra timeline/milestones. Will need Chief of Staff and Chief of Engineers approvals.

### Sign Program

- MCX Recertification: needed every 5 years. No action required at this time.
- SAWG Reauthorization: Debra said the SAWG is NOT a Project Delivery Team (PDT) and does not need to be reauthorized. Rick noted Steve Austin seemed satisfied with SAWG's mention in the sign manual (EP 310-1-6a) as authorization for its existence.
- MCX/SAWG Charter: Debra said she tweaked Rick's draft; **ACTION:** she will send out final shortly.
- Retro-reflectivity: Federal Highway Administration has relaxed deadlines. Mike Enschr's 30 DEC 2011 memo still applicable.
  - Tim mentioned 3M had changed the name of its high end reflective vinyl from Omni View to Omni Cube
  - Tim visited Little Rock to examine glare issue. He discourages use of the overlay to reduce glare. **ACTION:** Tim will write report and provide to the group.
  - Each district should have a plan in place to address this new requirement in the MUTCD. Steve asked that the Mike Enschr memorandum be re-sent regarding this. **ACTION:** Rick will re-send to the group.

### Chittenden Locks (aka Lake Washington Ship Canal or Ballard Locks)

- Group discussed John Derby's safety concerns with public access to lock gates.
  - Tim had previously recommended constructing a separate pedestrian bridge; **ACTION:** he will email photos of one in Minnesota to John for consideration.

### "At Own Risk" Signs

- Mike Enschr issued a memo on 29 NOV 2011 requiring immediate removal/replacement of WWA-20 and WWA-33 at all jetties, groins, and breakwaters; however, Debra said that ALL signs with "at own risk" wording should be removed/replaced. **ACTION:** Rick and Debra will produce a new memo to provide clarity.

### HQ Sign Program Proponent

- Debra clarified that she is the Proponent while Mike Kidby is the waterways sign advisor

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**Next Meeting**

- **ACTION**: Need to follow new rules about travel and get required approvals in advance.
- Possible locations: Seattle, St. Paul, or St. Louis
- Possible dates: March, June, or July