

ARKANSAS DEPARTMENT OF TRANSPORTATION
LITTLE ROCK, ARKANSAS

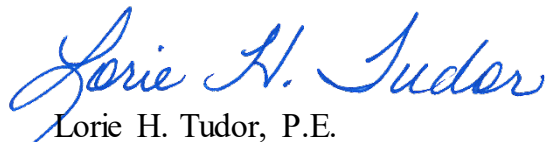
May 19, 2020

ADMINISTRATIVE CIRCULAR NO. 2020-10

TO: DIVISION HEADS AND DISTRICT ENGINEERS

We are transmitting herewith for your information and records a copy of the Minutes of the Commission Meeting in Little Rock, AR on May 13, 2020.

After making a careful review of these proceedings, please take appropriate action through designated lines of authority to forward the carrying out of any orders applying to your respective divisions and districts.


Lorie H. Tudor, P.E.
Director

c: Commission

MINUTES OF THE MEETING
OF THE
ARKANSAS STATE HIGHWAY COMMISSION

May 13, 2020

Following is the record of proceedings of the Arkansas State Highway Commission in Little Rock, Arkansas, May 13, 2020. Members present were:

Robert S. Moore, Jr., Chairman
Alec Farmer, Vice Chairman
Philip Taldo, Member
Keith Gibson, Member
Marie Holder, Member

2020-037

IT IS ORDERED that a meeting of the Arkansas State Highway Commission be opened at 10:00 a.m., May 13, 2020.

2020-038

WHEREAS, the Purchasing Committee has awarded purchases on March 25, 2020, March 31, 2020, April 14, 2020 and April 24, 2020, in the amount of \$243,890.00, \$2,818,696.95, \$488,184.08, and \$305,325.64, respectively, totaling \$3,856,096.67, and supply and service contracts, in accordance with authority previously conveyed, all of which have been documented by official minutes which are of record in the files of the Commission and Equipment and Procurement Division.

NOW THEREFORE, IT IS ORDERED that the action of the Purchasing Committee be ratified and confirmed in all particulars.

2020-039

WHEREAS, the National Academy of Sciences, Engineering and Medicine Transportation Research Board (TRB) provides leadership in transportation innovation and progress through research and information exchange, conducted within a setting that is objective, interdisciplinary, and multimodal; and

WHEREAS, the TRB offers opportunities for information exchange on current transportation research and practice, management of cooperative research and other research programs, analyses of national transportation policy issues, guidance on federal and other research programs, and publications and access to research information from around the world; and

WHEREAS, all states provide financial support for TRB's Core Program activities that are designed to support dialogue and information exchange among researchers, practicing transportation professionals, and others concerned with transportation; and

WHEREAS, the Department's participation rate has been approved by the TRB Executive Committee; and

WHEREAS, the Federal Highway Administration has created a pooled fund study to provide a mechanism for state transportation departments to support the TRB's Core Program activities; and

WHEREAS, the TRB's Core Program activities are regarded as highly beneficial to the Department in order to exchange ideas, information, and best practices with other agencies.

NOW THEREFORE, the Director is authorized to participate in this pooled fund effort and to enter into such agreements as necessary to fulfill the Department's commitment to this important program for TRB Fiscal Year 2021.

2020-040

WHEREAS, the Department utilizes Computer Aided Design and Drafting (CADD) software for the development of topographic and boundary surveys, design and development of highway and right of way plans, and in highway construction; and

WHEREAS, the Department's provider of CADD software, Bentley Systems Incorporated, is replacing its current CADD software, Bentley Inroads, with a new software, Bentley OpenRoads Designer; and

WHEREAS, the transition to the new CADD software will require training and the development of new CADD standards and workflows, and necessitate software support for technical issues with its implementation; and

WHEREAS, in order for the Department to optimize the training and transition to the new software, it is desirable to procure a CADD consulting firm to assist

with the development of CADD standards and provide training and software support.

NOW THEREFORE, the Director is authorized to request proposals and select a CADD consulting firm to develop CADD standards and provide training and software support for a period of up to five years.

2020-041

WHEREAS, transportation systems management and operations (TSMO) strategies utilize intelligent transportation systems (ITS) to maximize the efficiency of system operations; and

WHEREAS, ITS architectures are required by the Federal Highway Administration in order to utilize federal funding on ITS projects; and

WHEREAS, the Northwest Arkansas regional ITS architecture, developed by the Northwest Arkansas Regional Planning Commission (NWARPC) and the Department in partnership, was completed in 2007; and

WHEREAS, the NWARPC has proposed a partnering arrangement with the Department to fund a regional TSMO plan and ITS architecture update; and

WHEREAS, the Department recognizes the benefits of collaborating with local and regional jurisdictions to preserve and maximize highway investments utilizing TSMO and ITS; and

WHEREAS, Minute Order 2019-103 authorized the Director to request proposals from qualified consulting firms and proceed with a statewide TSMO plan for the Department; and

WHEREAS, a regional TSMO plan and ITS architecture update for Northwest Arkansas may be accomplished utilizing the same consulting firm that will develop the statewide TSMO plan for the Department.

NOW THEREFORE, the Director is authorized to enter into any necessary agreements with NWARPC to partner on this work utilizing a consulting firm.

2020-042

WHEREAS, Arkansas receives Federal-aid Congestion Mitigation and Air Quality (CMAQ) funds from the Fixing America's Surface Transportation Act; and

WHEREAS, since 1998, a portion of CMAQ funds have been used in cooperative efforts to address air quality issues in Arkansas; and

WHEREAS, Minute Order 2016-038 approved \$213,000 per year in CMAQ funds to support air quality efforts of the Central Arkansas Transportation Study (CARTS) and the West Memphis-Marion Area Transportation Study (WMATS) through Federal Fiscal Year (FFY) 2020; and

WHEREAS, the Environmental Protection Agency is continuing to maintain air quality standards, which puts pressure on local jurisdictions to address air quality issues in order to receive Federal transportation funding; and

WHEREAS, it is in the best interest of the Department to continue partnering efforts to address air quality issues with local jurisdictions.

NOW THEREFORE, the Director is authorized to provide additional CMAQ or equivalent funds for use by CARTS and WMATS up to an annual total amount of \$213,000 for FFY 2021 through FFY 2024, to enter into appropriate interagency agreements, and to participate in coordination activities for air quality planning.

2020-043

WHEREAS, the Arkansas State Highway Commission will accept bids on the following projects in the May 13, 2020 letting; and

JOB NO.	DISTRICT	COUNTY	JOB NAME	ROUTE	APHN
110687	01	MONROE	PRAIRIE CO. LINE – PRAIRIE CO. LINE (S)	79	Y
110688	01	MONROE	HWY. 39 – HWY. 362 (S)	49	Y
A20001	02	CHICOT	HWY. 144 NORTH & SOUTH (S)	65	Y
020690	02	LINCOLN	HWY. 114 – WAGON BAYOU (S)	11	N
020693	02	CHICOT	LYNN ST. – LEE ST. (EUDORA) (S)	65	Y
020698	02	CHICOT	HWY. 82 – HWY. 159 (LAKEVILLAGE) (S)	65	Y
A30001	03	LAFAYETTE & MILLER	HWYS. 29 & 160 (SEL. SECS.) (S)	29 & 160	Y
030455	03	LAFAYETTE	DOOLEY CREEK STR. & APPRS. (S)	160	N
030458	03	NEVADA	LITTLE MISSOURI RIVER & RELIEF STRS. & APPRS. (S)	19	Y
030512	03	HEMPSTEAD & LITTLE RIVER	HWY. 317 – EAST (S)	32	N
030514	03	NEVADA	HWY. 372 – HWY. 278 (S)	371	Y
030519	03	SEVIER	WINTERS CREEK – JOHNS BRANCH (S)	71	Y

030522	03	MILLER	HWY. 71 – E. OF I-49 (TEXARKANA) (S)	196	Y
030532	03	HEMPSTEAD	W. HOPE CITY LIMITS – HWY. 299 (S)	67	Y
A40003	04	CRAWFORD	I-40 – MT. VISTA BLVD. (VANBUREN) (S)	59	Y
040716	04	SEBASTIAN	MASSARD CREEK – HWY. 22 (WIDENING & RELOC.) (HWY. 255) (S)	253 & 255	Y
040767	04	SCOTT	LOGAN CO. LINE – SEBASTIAN CO. LINE (S)	71	Y
050279	05	WHITE	PANGBURN – FOURMILE HILL (SAFETY IMPVTS.) (SEL. SECS.) (S)	16	Y
050343	05	INDEPENDENCE	DRY RUN CREEK STR. & APPRS. (S)	106	N
050346	05	CLEBURNE	HWY. 25 – HWY. 25 (HEBER SPRINGS) (S)	25B	Y
050396	05	INDEPENDENCE	HWY. 69B – HWY. 25 (BATESVILLE) (S)	167	Y
050401	05	JACKSON	HWY. 157 – TUCKERMAN (S)	367	Y
050407	05	WHITE	HWY. 67 – HWY. 385 (KENSETT & SEARCY) (S)	36 & 67B	Y
061583	06	SALINE	HWY. 183 – PULASKI CO. LINE (BRYANT) (S)	5	Y
061586	06	GARLAND	HWY. 270 – CEDAR CREEK (S)	70	Y
061596	06	PULASKI	NORTH HILLS BLVD. – STONEHENGE DR. (SHERWOOD) (S)	107	Y
070492	07	OUACHITA	CO. RD. 178 – HWY. 376 (S)	278	Y
070494	07	UNION	HWY. 167B – HWY. 7 (S)	7S	Y
080529	08	POPE	HECTOR, ISABELL & ALEWINE CREEKS STRS. & APPRS. (S)	105	Y
080541	08	YELL	HWY. 28 – HWY. 80 (S)	27	Y
080582	08	JOHNSON	LAKEVIEW DR. – HWY. 64 (CLARKSVILLE) (S)	103	Y
080586	08	FAULKNER	LONOKE CO. LINE - HWY. 107 (S)	319	Y
080662	08	CONWAY & FAULKNER	HWY. 65 – WEST (S)	I-40	Y
090528	09	BENTON	GARFIELD – CARROLL CO. LINE (S)	62	Y
090530	09	BAXTER	HWY. 5 – HWY. 62B (S)	62	Y
090532	09	BOONE	HWY. 62 – SOUTH (S)	65	Y
090533	09	MARION	BOONE CO. LINE – EAST (S)	62	Y
090587	09	BENTON	MISSOURI STATE LINE – GENTRY (SEL. SECS.) (S)	59	Y
100982	10	CLAY & RANDOLPH	REYNO NORTH & SOUTH (SEL. SECS.) (S)	67	Y
101019	10	CRAIGHEAD	HWY. 18 – I-555 (JONESBORO) (S)	49	Y
101031	10	GREENE	HWY. 141 – PARAGOULD (S)	412	Y
101034	10	CLAY & RANDOLPH	POCAHONTAS – CORNING (SEL. SECS.) (S)	67	Y

101036	10	CRAIGHEAD & GREENE	LAWRENCE CO. LINE --S. OF BONO (S)	63	Y
101046	10	LAWRENCE	HWYS. 115 & 117 IMPVTS. (SEL. SECS.) (S)	115 & 117	N
101109	10	MISSISSIPPI	BASSETT -- HWY. 181 (S)	I-55	Y
012322	VAR	VARIOUS	DISTRICTS 3 & 4 APHN RAISED PAVEMENT MARKERS (2020) (S)	VARIOUS	Y
012351	VAR	VARIOUS	DISTRICTS 4, 5, 8 & 9 BRIDGE PRESERVATION (2020) (S)	VARIOUS	Y
012357	04, 06 & 08	VARIOUS	ARKANSAS RIVER PIER PROTECTION REPAIRS (S)	I-30, 9 & 23	Y
C02008	02	ASHLEY	PARKDALE & FOUNTAIN HILL OVERLAY & SURFACING (S)	---	-
C22004	02	DREW	MONTICELLO OVELAY (S)	---	-
C30003	06	HOT SPRING	PERLA OVERLAY & SURFACING (S)	---	-
C36007	08	JOHNSON	HARTMAN OVERLAY (S)	---	-
C37005	03	LAFAYETTE	LEWISVILLE OVERLAY (S)	---	-
C47011	10	MISSISSIPPI	BASSETT & LUXORA OVERLAY (S)	---	-
C49004	08	MONTGOMERY	ODEN OVERLAY (S)	---	-
C55002	03	PIKE	DAISY OVERLAY & SURFACING (S)	---	-
C58002	08	POPE	RUSSELLVILLE HILLTOP DR. OVERLAY (S)	---	-
C58003	08	POPE	ATKINS OVERLAY (S)	---	-
C60012	06	PULASKI	MAUMELLE N. ODOM BLVD. OVERLAY (S)	---	-
C64004	09	SEARCY	GILBERT & PINDALL OVERLAY & SURFACING (S)	---	-
C65012	04	SEBASTIAN	HARTFORD & MIDLAND OVERLAY & SURF. (S)	---	-
C68005	01	ST. FRANCIS	MADISON, PALESTINE & WIDENER OVERLAY AND SURFACING (S)	---	-
C76052	08	POPE & YELL	DARDANELLE & POTTSVILLE OVERLAY (S)	---	-
SA0142	02	ARKANSAS	HWY. 343 -- HWY. 276 (BASE & SURF.) (S)	---	-
SA0247	02	ASHLEY	ASHLEY CO. SURFACING & OVERLAY (S)	---	-
SA0856	09	CARROLL	CARROLL CO. RESEAL NO. 7 (S)	---	-
SA1255	05	CLEBURNE	HWY. 107 -- EAST (OVERLAY) (S)	---	-
SA2041	07	DALLAS	CO. RD. 33 LEVEL & RESEAL (S)	---	-
SA3460	05	JACKSON	JACKSON CO. OVERLAY NO. 2 (S)	---	-
SA3652	08	JOHNSON	JOHNSON CO. SURFACING & RESEAL NO. 4 (S)	---	-
SA3855	10	LAWRENCE	CO. RD. 22 OVERLAY (S)	---	-
SA3940	01	LEE	LEE CO. RESEAL (S)	---	-
SA4046	02	LINCOLN	HWY. 11 -- CO. RD. 13 (RESEAL) (S)	---	-

-6-
(Continued)

May 13, 2020

SA4279	04	LOGAN	HWY. 309 – SUBIACO CITY LIMITS (LEVEL & RESEAL) (S)	---	-
SA4438	09	MADISON	CO. RD. 6 OVERLAY & CO. RD. 180 SURFACING (S)	---	-
SA4548	09	MARION	HWY. 101 – SOUTH (SURFACING) (S)	---	-
SA5256	07	OUACHITA	CO. RD. 4 RESEAL (S)	---	-
SA5645	10	POINSETT	POINSETT CO. SURFACING NO. 3 (S)	---	-
SA6051	06	PULASKI	PULASKI COUNTY OVERLAY NO. 5 (S)	---	-
SA7299	04	WASHINGTON	CO. RDS. 30 & 32 (BASE & SURFACING) (S)	---	-
SA7395	05	WHITE	WHITE COUNTY OVERLAY NO. 3 (S)	---	-
SA7633	07	DALLAS & OUACHITA	DALLAS & OUACHITA COUNTY OVERLAY (S)	---	-

WHEREAS, a thorough bid review and analysis is undertaken by the Department to ensure that only those projects are awarded which are judged to be in the best interests of the State; and

WHEREAS, the right is retained to reject any or all proposals, to waive technicalities, or to advertise for new proposals, also as judged to be in the best public interests of the State; and

WHEREAS, the Commission desires to expedite work on these important projects; and

WHEREAS, in accordance with Amendment 42 of the Arkansas Constitution, Section 6, as well as other laws of this State, the Commission has the authority to delegate certain powers to the Director of Highways and Transportation.

NOW THEREFORE, upon the contractors furnishing the necessary performance and payment bonds and submitting all additional information required for the above mentioned projects, the Director is hereby authorized to enter into contracts and supplemental agreements for any projects deemed to be in the best interests of the State.

FURTHERMORE, the Director is authorized to reject any or all proposals, to waive technicalities, and/or to advertise for new proposals whenever deemed to be in the best interests of the State.

Chairman Moore opened the meeting by welcoming those in attendance in-person, as well as those who were watching online.

MOTIONS

MOTION Commissioner Philip Taldo moved, Commissioner Alec Farmer seconded and the motion passed to authorize the use of electronic signatures for the May 13, 2020 Minute Orders.

MOTION Commissioner Alec Farmer moved, Commissioner Marie Holder seconded and the motion passed to approve the Minutes from the March 18, 2020 Commission Meeting.

OTHER DISCUSSION ITEMS

Patrick Patton, Chief Fiscal Officer, provided the March 2020 update on State Highway Revenue. Mr. Patton noted that State Highway Revenues to the Department from traditional sources are up a total of 9.7% (\$29.5 million) in the State Fiscal Year (SFY) 2020 compared to SFY 2019. Revenue from the Natural Gas Severance Tax is lower this year compared to last year. Total revenues available are 5.3% (\$16.7 million) above last year. Actual State Revenue received is 6.0% (\$19.0 million) above projected (budgeted) revenue for this year.

In closing, Mr. Patton stated that March revenue from the 0.5% General Sales Tax for the Connecting Arkansas Program was 1.19% higher, (\$197,566) than projected by the Department of Finance and Administration (DF&A) for the month. Year to date actual revenue is above projections by 2.65% (\$3,947,894). Since inception, this revenue source is -0.29%, or \$3.5 million, under DF&A's projections.

Director Tudor updated the Commission on the status of Federal Highway and Transit funding issues. Congress is still faced with the need for reauthorization of the FAST Act, which expires on September 30, 2020. Most expect that Congress will extend the FAST Act and issue a Continuing Resolution for Federal Fiscal Year 2021 on October 1, 2020. Director Tudor informed the Commission that, in light of COVID-19, Congress enacted the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Under the CARES Act, Arkansas will receive \$42.7 million to be used for the Rural Transportation Transit Program (Section 5311) to be used by local agencies for operating

expenses, lost wages, lost revenue, COVID-19 safety supplies and retention of staff. This is 100% Federal money and no local match is required. Eleven transit agencies across the State will benefit from the CARES Act. Congress has yet to enact legislation which would provide highway funding in response to COVID-19. Director Tudor stated that AASHTO estimates that \$50 billion will be needed to offset lost state funding due to COVID-19. The estimated impact to Arkansas between now and September 2021 is \$333 million.

Director Tudor provided an update on the status of the 2011 Interstate Rehabilitation Program (IRP) and Connecting Arkansas Program (CAP). The final project in the IRP was let to contract in the April bid letting. Director Tudor stated that the Department has exceeded the original goal of the program and the 2011 IRP was ordered to be ended in March 2020. Director Tudor noted that the remaining IRP projects have been changed to regular interstate projects and will be completed on a pay-as-you-go basis. The total 2011 IRP included 54 projects covering 358 miles for \$1.33 billion. The bonds will be repaid in 2026. Director Tudor will not report on activities of the IRP at Commission meetings from this point forward.

Director Tudor updated the Commission on the Guidehouse Efficiency Review. As of May 12, 2020, approximately 1,200 files have been uploaded to Guidehouse to fulfill their requests. Additionally, staff has spent 3,653 hours working on requests for information. This is the equivalent of one full-time employee working 1.8 years. Guidehouse will present their findings, called the Current State Assessment, at the Highway Commission Review and Advisory Subcommittee meeting on May 14. Director Tudor will be present when these findings are presented. Director Tudor noted that the Commission will be briefed following the meeting on May 14.

Director Tudor briefed the Commission on the Department's response to the COVID-19 pandemic across the country and the State. Director Tudor noted that the Department's Emergency Management Coordinator, Aaron Adams, began monitoring COVID-19 in mid-February. An Executive Team was established shortly thereafter. This team is comprised of members of upper management and includes Director Tudor, Randy Ort, Kevin Thornton, Crystal Woods, Human Resources Division Head, and Aaron Adams. Some of the first actions taken were to cancel conferences, meetings, events and staff activities. Some of these meetings and activities included the Transportation Research Committee Conference, District Equipment Operators Rodeos, Public Hearings and Right of Way in-person negotiations. All overnight travel, including in-state and out-of-state, was canceled. On March 17, the Department began allowing employees to work from home, and on March 20, the Department began requiring employees, who could, to work from home. Administrative Leave was authorized for non-essential employees per the Governor's guidance. Director Tudor identified essential functions as follows:

- Daily highway and bridge maintenance that do not require overnight travel
- Construction project oversight
- Project development
- Support functions
 - Executive Management
 - Arkansas Highway Police
 - Radio Dispatch
 - Fiscal Services
 - Information Technology

Director Tudor stated that new construction projects procedures were put into place. Due to the reduced traffic, contractors are allowed to expedite their construction activities. Time extensions are allowed if the contractor's crews are compromised due to COVID-19. Paperless ticketing for delivery of construction material on the job sites has been implemented to reduce the transfer of paper from one person to the next.

Director Tudor briefed the Commission on the Department's Continuity of Operations Plan (COOP). The COOP is intended to ensure that essential services will continue to be provided after any disrupted event, which in this case is the COVID-19 Pandemic. Over 100 employees and multiple vehicles have been directly involved in over 50 trips transporting Personal Protective Equipment (PPE), medical supplies, and other pandemic-related items. Arkansas Highway Police are assisting with safety, security and escort operations. Three Department employees have been and continue to assist with daily activities at the Joint Information Center (JIC). Other actions the Department has been involved in, in response to the COVID-19 Pandemic include:

- Transfer of Materials and Loaned Equipment to the State
 - 2,200 N95 masks were sent the State's stockpile
 - 2 forklifts were loaned to the Department of Emergency Management for use at the State's stockpile location in North Little Rock
- Rest Area and Welcome Centers Open for Truck Drivers
 - Only facilities where adequate truck parking is available
 - Increased cleaning frequency
 - Received approval from the Federal Highway Administration to allow food trucks to operate in Rest Areas and Welcome Centers
 - Arkansas Highway Police distributed 100,000 masks to truckers from FEMA and the Federal Motor Carrier Safety Administration

- Enhanced Communication with Employees
 - ARDOT Human Resources Division Head Crystal Woods provides daily email updates to employees
 - Many employees have volunteered their time to make masks. To date, approximately 3,000 masks have been sewn by Department employees.

Director Tudor discussed the Department's Return to Full Operations Plan for bringing employees back to work on site. Director Tudor stated that the goals of this plan are to resume normal operations using a phased approach, protect the most vulnerable employees, mitigate the risk of virus transmission in the workplace and reassure employees of the safety measures being taken to protect their health and safety. Director Tudor noted that the Department will move according to a timeline set by the Governor, and that the plan will be accomplished in three phases. Director Tudor noted that daily temperature checks will be required for all employees. The Department has purchased thermal imaging scanners to be installed at the larger locations with higher populations, like the Central Office and District Headquarters. At the smaller offices, touchless thermometers will be used. Masks will be required upon entry into the buildings, in common areas and in elevators. Director Tudor emphasized that the Department is taking a no tolerance view when it comes to employees willfully refusing to abide by safety precautions.

Director Tudor commended ARDOT crews in response to the clean-up and recovery efforts as a result of the March 28 tornado in Jonesboro.

Director Tudor updated the Commission on the Renew Arkansas Highways Program. The Regional Town Hall meetings kicked off on January 21 and to date, nine meetings have been held in Monticello, West Memphis, Harrison, Texarkana, Mena, Fort Smith, Hot Springs, Maumelle and Springdale. In those nine meetings, there have been 674 attendees, with 96 written comments and 71 people signed up to speak. The last three meetings in Batesville, Jonesboro and El Dorado have been postponed indefinitely. The Department will explore options to host the remaining Town Hall meetings either virtually, or in-person and report these findings to the Commission at the June 17 meeting.

Director Tudor presented a list of upcoming meetings and events that the Director will be attending.

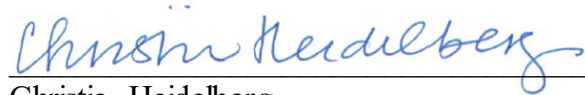
Director Tudor notified the Commission that the Department had received a Perpetual Pavement Award for US Highway 79 in Jefferson County. This is the 10th Perpetual Pavement Award the Department has received, and the 8th consecutive award since 2012.

In closing, Chairman Moore commended Director Tudor and Staff for the work performed during this exceptional time.

2020-044

IT IS ORDERED that a meeting of the Arkansas State Highway Commission be closed at 11:55 a.m., May 13, 2020.

I hereby certify that the above and foregoing is a true record of the proceedings taken by the Arkansas State Highway Commission at its meeting on May 13, 2020.



Christie Heidelberg
Commission Secretary