

INSIDE: AHP INSPECTION COMPETITION • SERVICE RECOGNITION PAYMENTS • WINTER WEATHER • MORE

# CENTERLINE

NEWSLETTER

**NOVEMBER 2018** 

ARKANSAS DEPARTMENT OF TRANSPORTATION

**FRONT COVER:** Bobby Hopper Tunnel on Interstate 49. **BACK COVER:** Scenic fall foliage on State Highway 23.



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District 9: JaNell Davidson
District 10: Lesa Osborn
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Materials: Dana Smith

Program Management: Flavia Jacobs Retirement: Stephanie Howard Right of Way: Lynzi Frizzell Roadway Design: Jennifer Harris

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## CORRESPONDENCE CENTERLINE NEWSLETTER

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Little Rock, AR 72203-2261

**THE CENTERLINE NEWSLETTER** is published bi-monthly by and for employees of the Arkansas Department of Transportation as a medium of Departmental news and other information.

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## Veterans

### **NOVEMBER 12 | MONDAY**

Veterans Day - Offices Closed

## NOVEMBER 22 & 23 | THURSDAY & FRIDAY\*

Thanksgiving - Offices Closed

\*Governor pending



# ARKANSAS HIGHWAY POLICE COMPETES IN CHAMPIONSHIP: MAKES TOP TEN INTERNATIONALLY

#### BY BRITNI PADILLA-DUMAS

Arkansas Highway Police competed in the 2018 Commercial Vehicle Safety Alliance's (CVSA) North American Inspectors Championship (NAIC). The international competition took place in Columbus, Ohio, August 14-18.

The NAIC is the only event that tests, recognizes and awards commercial motor vehicle inspector excellence. Competitors also receive training on the latest commercial motor vehicle safety trends, technologies, standards and inspection procedures while sharing insights, ideas, techniques and experiences with other inspectors.

Private First Class (PFC) Andrew James represented Arkansas and was one of 52 total competitors from the United States, Canada, and Mexico. James won the title of Arkansas Grand Champion during the state competition in Rogers.

"It was a very humbling experience to consider Arkansas' rich history and be proud to be from Arkansas and get to be the one to go represent our state in an international competition," James reflected.

"The competition was pretty intense. I just took a deep breath, tried to relax and do a good job," he said. "I told myself that this is what I do every day out on the road, and to just get out there and do it."

James placed in the top ten overall, and in the top five in the North American Standard Level One Inspection category. Congratulations PFC James!



(Above and Below) PFC James completes his inspection at the competition.





## WILLIAMS HEADS RIGHT OF WAY DIVISION

### BY DAVID NILLES

Jennifer Williams was named Division Head of ARDOT's Right of Way Division in July.

Williams began her career with the Department as an Engineering Student Intern during the summers of 1991 and 1992. She was hired full-time in May of 1993 while participating in the Department's Transportation Research Assistantship Program. Upon completion of her master's degree through the Assistantship Program in December of 1994, Williams began work in the Planning and Research Division as a Civil Engineer I. She was promoted to Research Study Engineer in 1996. Williams transferred to Roadway Design in late 1996 as a Design Engineer and was promoted to Advanced Design Engineer in late 1998. She was promoted to Senior Design Engineer in 2002 and advanced to Consultant Coordinator in 2006. She transferred to Roadway Design as Staff Design Engineer in 2008. In 2011, Williams moved back to the Consultant Coordinator title, and was promoted to Consultant Contracts Administrator in 2012. In 2015, she was named to her previous position as Assistant Division Head in Right of Way.

Williams has a master's degree in Civil Engineering from the University of Arkansas. She is a Registered Professional Engineer. •



## INTERNAL AUDIT'S NEW CHIEF

### BY BRITNI PADILLA-DUMAS



Leslie Coddington was hired as the Department's Chief Auditor on September 4th.

Coddington was employed by the State of Florida Auditor General as a Lead Senior Auditor for over five years before relocating to Arkansas. She was then employed with the University of Central Arkansas as a Senior Internal Auditor for more than six years before joining the ARDOT team. Coddington has a bachelor's degree in Accounting from the University of West Florida in Pensacola. She is a Certified Public Accountant in both Arkansas and Florida.

## SERVICE RECOGNITION PAYMENTS

### BY DAVID NILLES

The Arkansas State Highway Commission has authorized Service Recognition Payments for 2018. ARDOT employees with at least ten years of qualifying State employment receive the annual service bonuses.

All eligible Department employees will receive a lump sum payment. The State's accounting system (AASIS) requires that the payment of the service award be the same method of payment as the employee's check. If an employee's paycheck is direct deposited, the service payment will also be direct deposited. If the paycheck is mailed, then the service payment will also be mailed.

Social Security, Federal and State taxes, and retirement are withheld from the service bonuses. The payment is based on the total years of State service as of December 31, 2018.

As established by the laws of Arkansas, the amount of an employee's annual service bonus can be seen in the table to the right.

The service bonuses will be mailed from the State Capitol no later than November 8th and direct deposited no later than November 9th.

If you are in arrears on your child support, up to 50 percent of the net lump sum payment of the service bonus can be withheld in order to satisfy the past due child support.

SERVICE RECOGNITION PAYMENTS	
STATE SERVICE	BONUS Amount
10 - 14 YEARS	\$600
<u> 15 - 19 YEARS</u>	\$700
20 - 24 YEARS	\$800
25 YEARS & UP	\$900

## GOOD ROADS FOUNDATION PRESENTS SCHOLARSHIPS

### BY DAVID NILLES



University of Arkansas students Kevin Weston and Melissa Boyd received \$5,000 scholarships from the Arkansas Good Roads Foundation at the August meeting of the Arkansas Highway Commission.

Weston, of Benton, and Boyd, of Tulsa, Oklahoma, are seniors majoring in civil engineering.

The scholarship program is open to qualifying students attending an Arkansas university who are working towards a degree in civil engineering. To be eligible, students must be enrolled in a civil engineering program and be in good standing, must be four semesters from graduation, have an overall GPA of 2.8 or higher and have a commitment to work within the highway construction industry in Arkansas for a minimum of one year upon graduation.

D.B. Hill, Vice President of the Good Roads Foundation, presented the scholarships stating, "We wish you well on your journey and great success in this profession."

## ARDOT WINTER WEATHER POLICY

### BY DAVID NILLES

With fall in the air and winter approaching, here is a reminder of ARDOT's winter weather policy.

The Department's primary mission centers around maintaining safe highways for the traveling public and our responsibilities during winter storms are critical to that mission. Therefore, the Department does not suspend its operations due to inclement weather.

Essential personnel are expected to report to work for their regular schedule or a modified inclement weather schedule, even in situations when the Governor declares State offices are closed due to inclement weather. When winter weather is predicted, essential personnel are required to provide a phone number where they can be reached during nonworking hours. Employees may use this on-call time to engage in personal activities of their choosing, but they must be accessible by telephone at all times and able to report for duty within one hour of notification.

When the severity of weather conditions causes State offices to be officially closed, dismissed early or have a delayed opening, nonessential personnel should look for information on closings on local radio and television stations. Employees may also access the Arkansas State Government website at www. arkansas.gov for the most up-to-date information regarding office closings or call the Governor's inclement weather line at 501-682-2ICE (2423).

When the Governor declares that the Inclement Weather Policy is in effect, this usually means there will be a delayed start due to bad weather conditions, typically two hours. The number of inclement weather hours granted will be calculated in relation to the announced delayed start time and 8:00 a.m. In these situations, nonessential employees are expected to report to work no later than the delayed start time, which is typically 10:00 a.m. unless otherwise specified. Non-essential employees who work a flexible schedule other than 8:00 a.m. to 4:30 p.m. should adjust their arrival time accordingly. Employees who report to work after the delayed start time will be charged annual leave calculated between their arrival time and the official delayed start time.

If an employee is unable to report to work at all on a delayed start day, the employee may use the two inclement weather hours in addition to six hours of annual leave.

When the Governor or Director declares an early dismissal due to inclement weather conditions, non-essential employees will be notified that they may leave work early. The number of hours of inclement weather leave granted to employees on such days will be based on the time of dismissal in relation to 4:30 p.m. Those who depart before the official dismissal time will be charged annual leave from the time they depart to the official dismissal time.

When State offices are closed for an entire day due to inclement weather, non-essential employees are not expected to report to work. On those occasions, all employees will be granted eight hours of inclement weather leave.

For more details on the inclement weather policy, refer to a copy of the ARDOT Personnel Manual or access the manual online at www.ardot.gov.























- **1. ARKANSAS HIGHWAY POLICE:** (L. to R.) PFC Seth Debord receives his 5-year Service Award from Captain Glen Holloway.
- **2. ARKANSAS HIGHWAY POLICE:** (L. to R.) Captain Jeff Holmes presents SGT Quincy Lyons with a 10-year Service Award.
- **3. ARKANSAS HIGHWAY POLICE**: (L. to R.) Captain Jeff Holmes presents CPL Ebony Lewis with a 10-year Service Award.
- **4. ARKANSAS HIGHWAY POLICE:** (L. to R.) SGT Territha Reed receives her 10-year Service Award from Captain Jeff Holmes.
- **5. ARKANSAS HIGHWAY POLICE:** (L. to R.) Captain Jeff Holmes presents CPL JJ Henson a 10-year Service Award
- **6. HEAVY BRIDGE:** (L. to R.) Stewart Linz, Staff Engineer, presents Eugene Farell, Maintenance Supervisor, with a 15-year Service Award
- **7. HEAVY BRIDGE:** (L. to R.) Stewart Linz, Staff Engineer, presents Ernie Jewell, Crew Leader, with a 10-year Service Award.
- **8. PERMITS:** (L. to R.) John Sacrey, Permit Technician, receives his 15-year Service Award from Samantha Nelson, Office Manager.
- **9. ROADWAY DESIGN:** (L. to R.) Anthony Moore III, Designer, receives his 10-year Service Award from Trinity Smith, Division Head.





















- 10. ROADWAY DESIGN: (L. to R.) Brandon Turner, Senior Engineer, receives his 15-year Service Award from Trinity Smith, Division Head
- **11. ROADWAY DESIGN:** (L. to R.) Mark Simecek, Senior Engineer, receives his 20-year Service Award from Trinity Smith, Division Head.
- **12. DISTRICT 2:** (L. to R.) Christie Williams, Station Attendant, receives her 5-year Service Award from Janet Bogle, Area Maintenance Supervisor.
- **13. DISTRICT 4:** (L. to R.) Danny Loyd, Area Maintenance Supervisor, presents David Nelson, Maintenance Specialist, with a 20-year Service Award.
- **14. DISTRICT 4:** (L. to R.) Bashar Qedan, Staff Engineer, presents Kyle Battenfield, Construction Inspector, with a 10-year Service Award.

- **15. DISTRICT 4:** (L. to R.) Nicky Mings, Area Maintenance Supervisor, receives his 35-year Service Award from Chad Davis, District Maintenance Engineer.
- **16. DISTRICT 4:** (L. to R.) Shannnon Turner, Crew Leader, receives her 15-year Service Award from Jerry Trotter, Area Maintenance Supervisor.
- **17. DISTRICT 5:** (L. to R.) Brian Johnson, Maintenance Aide II, Toby Dallas, Maintenance Aide II, Catrina Sullivan, Crew Leader, and Calvin Glenn, Maintenance Aide II, receive their 5-year Service Awards.
- **18. DISTRICT 5:** (L. to R.) Russell Downing, Maintenance Specialist, Brandon Carter, Maintenance Specialist, James Johnson, Bridge Repairer, and Bobby Finley, Maintenance Aide II, receive their 5-year Service Awards.





















- **19. DISTRICT 5:** Don Backus (L), Construction Inspector, and Ronny Majors (R), Maintenance Aide II, recieve their 20-year Service Awards. Dale Smith (Center), Mechanic, receives his 30-year Service Award.
- **20. DISTRICT 7:** (L. to R.) Cameron Forbush, Maintenance Job Superintendent, receives his 25-year Service Award from Drew Hoggard, District Maintenance Engineer.
- **21. DISTRICT 7:** (L. to R.) Doug Gorman, Bridge Job Superintendent, receives his 30-year service award from Drew Hoggard, District Maintenance Engineer.
- **22. DISTRICT 7:** (L. to R.) Bruce Pepper, Area Maintenance Supervisor, presents George Beard, Maintenance Aide II, a 5-year Service Award.
- **23. DISTRICT 10:** (L. to R.) Brandon Sutton, Assistant Bridge Inspector, Corey Weatherford, Maintenance Specialist and Jordan Wicker, Crew Leader, receive their 15-year Service Awards.

- **24. DISTRICT 10:** (L. to R.) David McCulley, Maintenance Aide II, Clinton Durham, Maintenance Aide II, Josh Tarry, Maintenance Specialist, and Jared Roark, Maintenance Aide II, receive their 5-year Service Awards.
- **25. DISTRICT 10:** (L. to R.) Kevin Smith, Maintenance Specialist, receives his 15-year Service Award from David Pierce, Maintenance Engineer.
- **26. DISTRICT 10:** (L. to R.) Larry Henson, Maintenance Aide II, and Jason Stigall, Maintenance Specialist, receive their 20-year Service Awards.
- **27. DISTRICT 10:** (L. to R.) Mike Cooper, Shop Supervisor, receives his 15-year Service Award from David Pierce, Maintenance Engineer.



## ON THE JOB









- 1. ARKANSAS HIGHWAY POLICE: District 3 officers at the Crawford County Night Out where different agencies meet the public. This event was held at the Alma Primary School. (L. to R.) PFC Rex Woods, Captain Glen Holloway, PFC Katie McCollum and SGT Tyrone Dillard.
- 2 & 3. DISTRICT 8: Charles Martin, (right)
  Carpenter for the District Maintenance Crew,
  built the desks and tables for the new office at
  RE#84. He is pictured with Angie Davis (2) and
  Cindy Green (3) both from RE#84 office.
- 4. DISTRICT 8: The entire staff of District 8 Faulker County Crew and RE #84 after completion of their new office. Cameron Young, Matthew Williams, Francisco Sierra, Joe Blackburn, Seth Parish, Joshua Vines, Jesse White, Dylan Isom, David Teeter, Eric Kennedy, Andy Edwards, Jeremy Ford, Joe Cliburn, Keith Chronister, Hershell Cotton, Scott Mullis, Tim Cotton, Angie Davis, David Ross, Thale Keisling, Paul Charton, Abner Perdomo, Cedric Cursh, Clint King, Trey Martinez, Eric Duvall, John Oels, Wavelon Hilliard, Tyler Pierce, Darrell Barnes, Scott Poynter, Richard Rackley, Heath Watson, Mario Talamantes, Charles Martin, Brody Frizzell, Clayton Davis, Mark Malone, Jonathon Prout, Stephen Bartolotta and Kevin Hughes. NOT PICTURED: Tim Flory and Dwayne Hale

## FAMILY FOCUS



1. DISTRICT 9: Stetson Brewer is proud to show off his new baby sister, Caraline Bentlie Brewer. Caraline was born on July 2, 2018. She weighed 8 lbs. 2 oz. and was 19½ inches long. They are the children of Charlie Brewer, District Clerk, and her husband Kory. Congratulations to the Brewer family!

ARDOT PEOPLE

### **NEW EMPLOYEES**

**ENVIRONMENTAL** • Mary Richmond, Office Aide

**HUMAN RESOURCES** • Rose Catlett, Office Aide

MAINTENANCE • Justin Allen, Striping Helper; Justin Baines, Striping Helper; Tyler Wood, Striping Helper

RIGHT OF WAY • Christy Corley, Abstractor; Lesynda Hogan, Abstractor

SURVEYS • Trenton Cantrell, Surveys Aide; Patrick Holland, Surveys Aide; Hayden Powell, Surveys Aide; Walter Parks Jr, Surveys Aide; Ryan Hughes, Surveys Aide

## **TRANSPORTATION PLANNING & POLICY** Inderpreet Farmahan, Transportation

Planning Specialist

DISTRICT 1 • Charles Adams, Maintenance

DISTRICT 1 • Charles Adams, Maintenance Aide I; Joshua Hively, Maintenance Aide I; Ladonna Johnston, Construction Aide

DISTRICT 2 • Brandy Tucker, District Clerk; Jordan Landreth, Skill Trades Trainee; William Lever Jr, Station Attendant; Taylor Fox, Maintenance Aide I; Antonio Lopez Jr, Maintenance Aide I; Gregory Blocker, Construction Aide

DISTRICT 3 • Collin Chambless,
Maintenance Aide I; Jerriod Hicks,
Maintenance Aide I; Lynn Rather,
Maintenance Aide I; Carly Robinson,
Maintenance Aide I; Thomas Spoo Jr,
Maintenance Aide I

**DISTRICT 4 •** Kyle Hankins, Mechanic; Joshua Hutchens, Rest Area Attendant; Jordan Green, Maintenance Aide I

DISTRICT 5 • Walker Durham, Maintenance Aide I; Troy Roberts, Maintenance Aide I; Zackary Jones, Maintenance Aide I; Laramy Baird, Maintenance Aide I

DISTRICT 6 • William Brooks Jr, Mechanic; Zachary Hitt, Station Attendant; Matthew Stinnett, Welder; William Griffin, Maintenance Aide I; Stephen Duke, Construction Aide

**DISTRICT 7 •** Montel Patton, Maintenance Aide I; James Cranford, Maintenance

Aide I;Logan King, Maintenance Aide I; Leighton Curry, Maintenance Aide I

**DISTRICT 8 •** Tabie Richards, District Permit Officer; Devin Dollar, Bridge Repairer; Ward, Maintenance Aide I

DISTRICT 9 • Kevin Van Tine, Maintenance Aide I; Eric Burns, Maintenance Aide I; Lucas Tuttle, Maintenance Aide I; Joseph Baysinger, Maintenance Aide I

DISTRICT 10 • Kalin McElvoy, Maintenance Aide I; Stacey Richmond, Rest Area Attendant; Aaron Thomas, Maintenance Aide I; Thomas Patton, Maintenance Aide I

## **PROMOTIONS**

**COMPUTER SERVICES** • Douglas Mote, Network Administrator CONSTRUCTION • Ethan Clark, Advanced Construction Field Engineer; Ryan Watson, Assistant Resident Engineer; Lori Stinnett, Construction Project Coordinator

FISCAL SERVICES • Glenda Langham, Maintenance Inventory Coordinator

**HEAVY BRIDGE** • Paul Voss, Crew Leader

MAINTENANCE • Hunter Cowan, Tractor Trailer Driver; William Koone, Tractor Trailer

DISTRICT 1 • Denton Shepard, Maintenance Aide II; Thomas Grafton, Maintenance Aide II; Bryan Leger, Maintenance Aide II; Tyrone Lewis, Rest Area Attendant

DISTRICT 2 • Tracy Samuels, Maintenance Aide II; Kenneth Henderson, Maintenance Aide II; Darryl Hawkins, Maintenance Aide II; Evester Gardner, Sign Erector; Brian Wesley, Maintenance Aide II

**DISTRICT 3 •** James Sandefur, Lead Bridge Designer

**DISTRICT 4 • Michael Wright, Maintenance** Aide II; Thomas Tucker, Sign Erector

DISTRICT 5 • Cody Sims, Maintenance Aide II; Ricky Herring, Maintenance Specialist

DISTRICT 6 • Joshua Berry, Sign Erector; Brandon Hasley, Maintenance Aide II; Benjie McKenzie, Crew Leader

DISTRICT 8 • Keith Freeman, Lead Station Attendant; Francisco Sierra, Bridge Repairer; John Oels, Maintenance Aide II; Jarvis Medlock, Maintenance Aide II

**DISTRICT 9 •** Gabriel Hensley, Crew Leader; Robert Hendrix, Maintenance Aide II

DISTRICT 10 • Derick Lakes, Maintenance Aide II; Caleb Phipps, Maintenance Aide II; Casey Pratt, Assistant Bridge Inspector

### SERVICE

**COMMUNICATIONS** • Bradley Hall, Traffic Operations Specialist, 15+ yrs

**CONSTRUCTION ●** Miyoshi Hughes, Estimates Analyst, 15+ yrs

**EQUIPMENT & PROCUREMENT** Douglas Hicks, Equipment Specialist, 30+ yrs

HIGHWAY POLICE • Territha Reed, Arkansas Highway Police Sergeant, 10+ yrs

**LEGAL** • David Long, Staff Attorney, 15+ yrs

MAINTENANCE • Mark Sandridge, Striping

Machine Driver, 5+ yrs

**RIGHT OF WAY ●** Rita Haynes, Designer, 30+ yrs

SYSTEMS INFORMATION & RESEARCH • Tymli Frierson, Advanced Engineer, 10 + yrs; John Spears Jr., Advanced Engineer, 10+ yrs

### TRANSPORTATION PLANNING & POLICY

Michael Henry, Senior Engineer, 10+ yrs

DISTRICT 1 • Rodney Mooney, Maintenance Specialist, 10+ yrs; Kenneth Stevenson, Maintenance Specialist, 5+ yrs; Kenneth Watlington, Maintenance Specialist, 5+ yrs; Thomas Brown, Maintenance Aide II, 5+ yrs; Kelsey Halliburton, Maintenance Aide II, 5+ yrs; Melvin Price, Mechanic, 5+ yrs; Tyrone Lewis, Maintenance Aide I, 5+ yrs; Jeffery Britton, Construction Materials Inspector, 5+ yrs

**DISTRICT 2** • Felecia Kimble, Area Maintenance Supervisor, 25+ yrs

**DISTRICT 3 •** Tammy Bain, Rest Area Attendant, 10+ yrs

DISTRICT 4 • Nicky Mings, Area Maintenance Supervisor, 35+ yrs; David Nelson, Maintenance Specialist, 20+ yrs; Joseph Cloos, Maintenance Specialist, 15+ yrs; Shannon Turner, Crew Leader, 15+ yrs; David Summers, Maintenance Specialist, 10+ yrs; Stephanie Duncan, District Caretaker, 5+ yrs

**DISTRICT 5 •** Michael Lackey, Sealing Job Superintendent, 45+ yrs; Anthony Gilmore, Rest Area Attendant, 15+ yrs; Sondra Grider, Resident Office Technician, 15+ yrs;

DISTRICT 6 • Wade Holdcraft, Area Maintenance Supervisor, 30+ yrs; Bradley Hubbard, Maintenance Specialist, 20+ yrs; Joshua Walker, Staff Engineer, 15+ yrs

DISTRICT 7 • George Beard, Maintenance Aide II, 5+ yrs; Thomas Beaver, Lead Storeroom Assistant, 5+ yrs

**DISTRICT 8 •** Melissa Ross, District Clerk, 15+ yrs

DISTRICT 9 • Jeff Upton, Maintenance Specialist, 20+ yrs; Logan Brightwell, Maintenance Specialist, 15+ yrs; Charles Phillips, Maintenance Aide II, 5+ yrs

DISTRICT 10 • Larry Henson, Maintenance Aide II, 20+ yrs; David Mcculley, Maintenance Aide II, 5+ yrs; Michael Tarry, Construction Project Coordinator, 30+ yrs

### RETIREMENT

**COMPUTER SERVICES** • Bryan Stewart, Division Head, 42+ yrs

INTERNAL AUDIT • Judy Robertson, Chief Auditor, 13+ yrs;

### TRANSPORTATION PLANNING & POLICY

Judy Young, Office Assistant, 14+ yrs; David Laumer, Public Trans Program Specialist, 10+ yrs

### MEMORIALS

**HIGHWAY POLICE** • William Gober, 8/29/2018, retired

RIGHT OF WAY • Marybelle Dodd-Jackson, 8/22/2018, retired

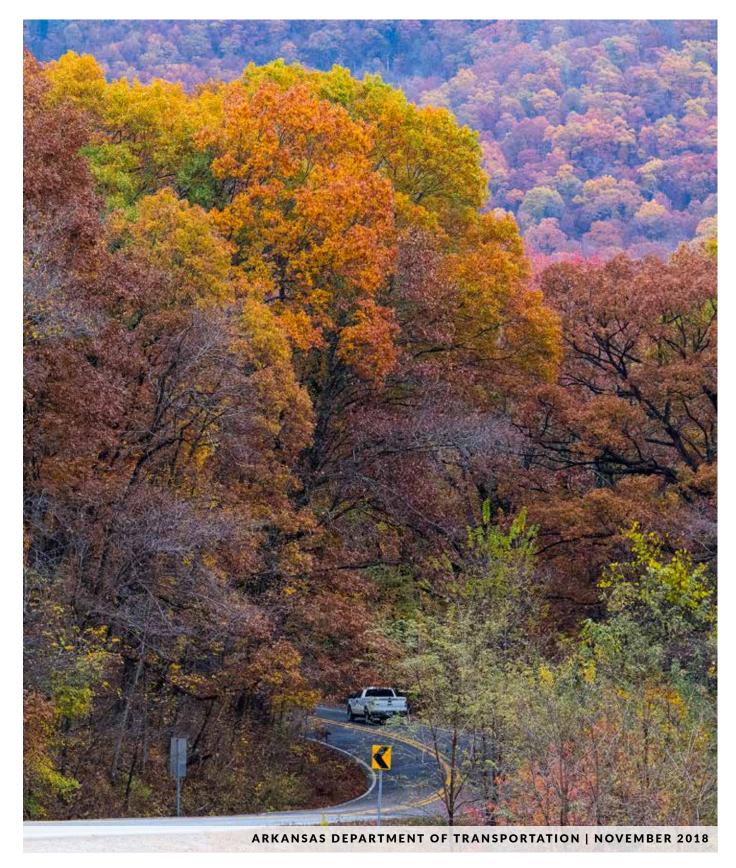
**DISTRICT 2** • Michael Davis, 9/2/2018, retired

**DISTRICT 5 •** Edwin Chaney, 8/21/2018, retired; Ronald Sheetrum, 8/27/2018, retired

DISTRICT 6 • Birdie Baxter, 9/8/2018, retired

**DISTRICT 8** • Ansle Simmons, 8/20/2018, retired; Charles Fowler, 9/12/2018, retired

DISTRICT 10 • Robert Bynum, 9/6/2018, retired; Burnin Morgan, 9/10/2018, retired; John Alan Bigham, 9/11/2018, active



The Arkansas Department of Transportation (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden Section Head – EEO/DBE (ADA/504/Title VI Coordinator), P. 0. Box 2261, Little Rock, AR 72203, (501)569-2298, (Voice/TTY711), or the following email address: Joanna.McFadden@ardot.gov. Free language assistance for Limited English Proficient individuals is available upon request. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.