

**ACEC – INDOT
BRIDGE INSPECTION COMMITTEE**

MEETING NO. 10 MINUTES

July 8, 2010

The meeting was called to order at 9:10 a.m. by Mike Cox. Those in attendance were:

Jim Mickler	INDOT, Greenfield District
James Yapp	INDOT, Greenfield District
Gerald Nieman	INDOT, Planning and Production Division
Bill Dittrich	INDOT, Planning and Production Division
Brian Harvey	INDOT, Planning and Production Division
Ron McCaslin	INDOT, Central Office
Keith Hoernschemeyer	FHWA
Bill Williams	IACHES, Monroe County Engineer
Michael Cox	Beam, Longest and Neff, L.L.C.
Mike Obergfell	USI Consultants, Inc.
Mary Anne O'Toole	Collins Engineers, Inc.
Drew Storey	InspectTech
Brian Frederick	United Consulting
Jon Sera	Butler, Fairman and Seufert, Inc.

A meeting agenda had been previously distributed and the following items were discussed:

1. Mike Cox started off the meeting with a brief overview of the agenda.
2. The minutes of the previous meeting were discussed. The group was given two weeks to finish reviewing the minutes before they will be posted on INDOT's website.
3. Bill Dittrich discussed the upcoming deadline for unknown foundations. He is currently in the progress of updating last years scour critical letter for the unknown foundation criteria due in November of this year. The letter will point out the location of the new inspection manual on INDOT's website. The FHWA Technical Advisory will also be included with the letter. There are currently 732 bridges that are coded as having unknown foundations. A plan-of-action will need to be developed for all bridges that are going to remain coded as having unknown foundations. There will not need to be a plan-of-action developed for permanently closed bridges. Bill intends to distribute the letter within a week following this meeting.
4. Bill Dittrich updated the group on a few ongoing items. He submitted the new InspectTech contract to Jeff Clanton. Due to the current workload in the contracts division, Bill expects this to take approximately 5 months to process. Next, Bill displayed to the group the location of the Inspection Manual on INDOT's website. Bill noted to the group that the recent heavy rains have highlighted the need to have the scour plans-of-action readily accessible.
5. The group then discussed several items concerning the InspectTech software. Brian Frederick was concerned that the appraisal ratings shown in the reports are not current with the inspections. Many in the group felt that the appraisal ratings should be displayed similar to the sufficiency ratings, having both the official and unofficial

values shown. Drew Storey agreed to look into a solution for this. Bill noted that he would like all team leaders to send him an e-mail of proposed changes to fracture critical, underwater, and special feature inspection requirements. Bill then updated the group that INDOT is still waiting on the bridge data back from the FHWA. Part of the new InspectTech contract will include the addition of approximately 9000 large culverts into the data base. Culverts will have different and separate data sets than bridges. INDOT may be able to allow InspectTech to switch to Sequal instead of Oracle. This might speed up sync and query functions. Jim Mickler questioned who decides what format the large culvert data would be collected and reported in. It was determined that all districts are now using the same form and that this would follow through to the data collector. James Yapp recommended that the input remain simple as plans are not available for many culverts. The group concluded that scour determination may be limited to observations based on current conditions for many of these structures. Bill Williams questioned when the culvert form would be available for the counties to use. Gerald stated that it would take several months to get the state culverts into the software and then several more months to work out the anticipated bugs or glitches. Once these items are complete INDOT would look at making the culvert form available for county users. The group then discussed the naming convention of large culverts versus small structures.

6. The group then discussed the inspection manual. Bill Dittrich displayed a hard copy of the manual. The group recommended that a link be placed on the *inbridges* website and transmitted to team leaders through an e-mail. Mary Anne has compiled a top ten list of important info for inspectors to go along with the e-mail of the link. The manual will be implemented immediately with the distribution of the e-mail link. Gerald talked about holding a forum to discuss database issues. This would possibly have one person per firm and meet approximately once every 3 to 6 months. The user forum would discuss questions and show how to perform important functions in the software. Bill displayed the Indiana Coding Guide. He stated that it contained 116 items. A few items will need to be addressed in the inspection software. There will need to be form changes under the next contract for underrecords. This will affect the 3 page SI&A sheets. The coding guide will be added to the Manual Section in the software sidebar. The group questioned who would add the inspection manual information to InspectTech. Bill stated that Collins contract did not specify that they input manual pages to the software. This would be up to Gerald to complete. Mike Oberfell recommended that Collins input or attach manual information to the software instead of other contract items such as hard copies and pocket references.
7. Bill Dittrich handed out a memo for the implementation of the QC/QA process on the county level. Implementation is to start on August 15th, 2010 and be required for all Phase 1 Inspections after September 30th, 2010. Bill stated that he will be sending out this memo on the next Monday. A meeting has been planned for August 3rd to go over the QC/QA process. The group recommended a morning and an afternoon session and that consultants be required to sign up for either session. The group also discussed the need to use a short portion of meeting time to discuss some hot topics of the new inspection manual. Bill noted that the QC/QA forms will be implemented into the software as part of the next InspectTech contract. Quality control will be done on paper copies, filled out, signed, and then scanned in. The forms would then be attached to county summary reports. Mary Anne and Mike Cox will both be presenting during the August 3rd meeting.

8. Bill Williams updated the group on the Bridge Inspection Contract Appendices revisions. He noted that it is currently being reviewed at INDOT's Central Office. Bill will be attending a meeting in the week following this meeting to discuss the approval of these revisions. He is hopeful that the revisions will be approved so the additional \$10,000 will be available on inspection contracts. Bill Williams recommended that Keith Hoernschemeyer help prod this along.
9. The group then discussed how funding is allocated for bridge inspection contracts. As of about two years ago, around \$8 million was put into the STIP for all county bridges. This is now up to each district to allocate for each county. This seems to be slowing down contract approval by at least a few months for each individual inspection contract. Mike Oberfell questioned how the districts are coming up with available BR funds for projects if inspections aren't already allocated. The group agreed that changes need to be made to this process. Ron McCaslin is going to check into this process and make recommendations.
10. Bill Dittrich discussed how other states are increasing inspection intervals to 48 months on some of their bridges. Bill stated that INDOT currently inspects all of its load posted bridges on a 12 month inspection cycle. This is not the case for county owned bridges. Bill would like to get a small group organized to put together criteria for changing inspection intervals up to 48 months. Then inspectors could focus more on deficient bridges at intervals down to 12 months or less. The group will meet after the meeting of this group.

The next meeting for the ACEC - INDOT Bridge Inspection Committee is scheduled for 9:00 a.m. Thursday, September 9th, 2010, at the Indianapolis Sub-district .

Individuals are invited to comment on items presented in these minutes and/or submit additional topics for discussion at the next meeting. Please E-mail comments to Jon Sera at jsera@bfsengr.com.

This meeting was adjourned at 1:00 p.m.

Prepared by,

Butler, Fairman, and Seufert, Inc.