

Country Roads & City Streets

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College of Engineering & Mineral Resources

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THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE SIGNATURE PROGRAM OFFERING

By: *Weslie Boyd*



Be proactive. Begin with the end in mind. Put first things first. These are a few habits of highly effective people, as published in Steven Covey's acclaimed book *The 7 Habits of Highly Effective People*. These habits and more are now offered to you in a unique, intensive training course that is designed to make participants' lives more effective — regardless of occupation, position, or stage in life.

Through a partnership with the WVDOT, WV LTAP is offering this two-and-a-half-day professional workshop to provide participants a plan to integrate The 7 Habits into their daily routines. WV LTAP Program Coordinator Kim Carr is a certified facilitator of this course, along with several individuals from the WVDOH. Typically, the course is offered at least once a month in various locations around the state. Through this partnership, participant spaces are available in all offered classes for municipal and local LTAP customers.

Gary Lanham, WVDOH Training Coordinator, was instrumental in bringing this course to the state. He is a certified facilitator of this training and has a true passion for teaching this course. "I enjoy knowing that this is a training that will really make a difference in participants' lives," he said.

As a participant in this course, you will learn to become better focused and more balanced. You will also gain a greater knowledge of how to develop professional relationships and reduce conflicts. By the end of the program, you will know the importance of responsibility, accountability, and commitment.

WVDOH Executive Assistant Kathy Holtsclaw attended the training and thought that the course was going to be based on the Covey books. She said it was much more, and she would recommend it to others. "It makes you think about what is important to you. It also makes you think about your past and where you are going," she said.



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New Employee

Country Roads and City Streets is a quarterly publication of the West Virginia Local Technical Assistance Program (WV LTAP). The purpose of this newsletter is to provide information that is beneficial to highway construction and maintenance personnel.

The material and opinions contained in this newsletter are those of the West Virginia Local Technical Assistance Program, and do not necessarily reflect the views of the Federal Highway Administration or the WV Department of Transportation. Material contained in *Country Roads and City Streets* is a combination of original and borrowed material. Every effort has been made to ensure the integrity and accuracy of this material. However, the West Virginia LTAP does not assume responsibility for any incorrect material.



A private 7 Habits Covey course costs around \$1500.00. Through our WV LTAP contract, we are able to offer this to our local government LTAP customers for \$120.00, which covers the cost of the manual. We feel this course is so valuable and can make such a positive difference in your organization that we wanted to make it as affordable as we possibly could.

Don Williams, Assistant DE in WVDOH-D4, completed this training in April and found it beneficial. "I have attended a lot of communication-based training courses, and this one was one of the best. I learned new conflict management techniques, as well as new things about myself and others. It is well worth the investment of taking two and a half days to participate in this training," he said.

If you are interested in learning more about this training, and are interested in attending future courses, please contact the WV LTAP office at (304)-293-3031 ext. 2612 or email kim.carr@mail.wvu.edu. This training is being offered around the state in various locations. Currently, trainings are scheduled for August and space is available for local attendees. If at all possible, the staff of the WV LTAP encourages you to attend one of these workshops or contact us about arranging one in your area.

PARTICIPANT COMMENTS

"This program should be given to all levels of DOH employees. It is an excellent tool and will pay dividends many times over."

"Best class I have ever attended."

"I was initially not looking forward to this type of class for three days. My expectations were exceeded. I really learned things about myself that I need to change. All young engineers need this course to help them develop the necessary people skills to do their job."

UPCOMING 7 HABITS TRAINING

AUGUST 8-10, LEWISBURG

AUGUST 9-11, HUNTINGTON

AUGUST 22-24, PRINCETON

THE 7 HABITS

HABIT 1 BE PROACTIVE

HABIT 2 BEGIN WITH THE END IN MIND

HABIT 3 PUT FIRST THINGS FIRST

HABIT 4 THINK WIN-WIN

HABIT 5 SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

HABIT 6 SYNERGIZE

HABIT 7 SHARPEN THE SAW

PUBLIC WORKS AGENCIES AND THEIR VITAL ROLE AS FIRST RESPONDERS

By: *Weslie Boyd and Brad DiCola*



During the site assessment, Ron Eck, Neil Fowkes, and Ed Rancjik determined potential threat vulnerability to their group's designated site.

Local public works representatives, first responders, and other professionals met in Morgantown June 13-15, 2006 for *Public Works: Preparing for and Responding to a Terrorism/CBRNE Incident*, hosted by the West Virginia LTAP Center and the Monongalia County Office of Emergency Management. The course is designed to help communities identify potential threats and vulnerable locations in their area as well as how to properly respond in case of a terrorist incident or natural or man-made disaster. It is part of a traveling program by Texas A&M University's Texas Engineering Extension Service (TEEX) and the National Domestic Preparedness Consortium.

The workshop's uniqueness was in its inclusion of public works personnel who clear debris from explosions and natural disasters, provide access to locations blocked by debris, assist in traffic diversion away from an incident, and often work in dangerous, potentially contaminated worksites. Including these agencies in the incident response planning and operations process improves the response process and smoothes the recovery after a terrorist event or natural/man-made disaster. Five different classes of incidents were

discussed: chemical, biological, radiological, nuclear, and explosive (CBRNE). The characteristics of each were covered in detail, as well as the appropriate countermeasures for treatment or decontamination.

Participants learned hands-on about the vulnerability of community assets to a terrorist attack. This process included identifying the risk that an asset may have, as well as the likelihood that a potential threat element (PTE) would choose to strike that asset and in which manner they might choose to strike. Course attendees were divided into smaller groups and were assigned a particular location within the Morgantown area. Each group performed a vulnerability assessment on their assigned location, with the results of these assessments presented to the class on the second day.

After the presentations, the course advanced to cover the response process. Participants learned about the incident command system (ICS), as well as where and how to set up an emergency operations center. Several processes of a response were also reviewed including isolation,

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USER FEES AS A FINANCE METHOD FOR FUNDING NEW ROAD CONSTRUCTION

By: Brad DiCola

Recently the West Virginia Legislature passed a bill enabling counties to enact user fees as a finance mechanism to fund new road construction. This new bill has a significant impact, not only in developing areas, but across the state in terms of providing local governments the ability to fund appropriate roadway projects without a reliance on state and federal funding.

Geared primarily toward North Central West Virginia and the Eastern Panhandle, Senate Bill 673 gives counties the power to enact a voter-approved user fee to fund infrastructure projects. Included under this designation of “infrastructure” are projects such as water treatment and distribution facilities, waste water treatment and disposal facilities, sanitary sewers, storm water facilities, and public road systems. The bill explicitly states that public roadway systems include, “but are not limited to: rights-of-way, lighting, sidewalks, and gutters.” These projects fall under the designation of capital improvement.

This funding is not to be used for the operation, maintenance, repair, or replacement of existing facilities; rather, it is a mechanism to pay for planning, design, engineering, construction, and land acquisition costs associated with undertaking a new project.

The assessed fee would be a weekly fee based on each week that an employee works within a county during the course of the calendar year. Self-employed individuals are also subject to this fee. The enacting of any fee of this type is subject to voter approval on a refer-

endum detailing the exact extent and purpose of the user fee. All fees collected by the county commission are to be used only for the projects specified in the referendum. These fees can be used on a cash basis or as financing for special infrastructure bonds to fund projects. Within the bill, there are several stipulations regarding the nature and arrangement of the bonds. Public officials are exempted from any personal liability in entering this arrangement.

The real significance of this bill lies in the ability it gives county commissions to pay for their own infrastructure improvements. Previously, in the state of West Virginia, with the entire roadway system under the responsibility of the state’s Division of Highways (with the exception of incorporated municipalities), any roadway outside of these municipalities was dependent on the acquisition of state and/or federal funding. This bill is particularly useful to growing areas with more immediate infrastructure and transportation needs, as waiting for and gaining approval to use federal and state funds can be a slow, arduous process, with the overall price tag ending up higher. Given the difficulty in obtaining federal funding, as well as the financial situation facing state governments, this local financing is vital to completing necessary projects.

This new arrangement offers county commissions the ability to generate their own funding for these projects, as well as providing the opportunity for citizen determination of what improvements are needed, by way of the referendum vote. Citizens are empowered to determine where these fees are going, or even if they

SENATE BILL 673 GIVES COUNTIES THE POWER TO ENACT A VOTER-APPROVED USER FEE TO FUND INFRASTRUCTURE PROJECTS.

are appropriate for the local situation. This arrangement may also allow local funding to free up state and federal funding to be used on other important projects.

For more information or to read the bill, see this website: http://www.legis.state.wv.us/bill_text_html/2006_sessions/RS/billinformation.cfm



Designing and planning for new infrastructure to help alleviate traffic congestion is just one of the areas that could benefit from user fees.

perimeter establishment, containment, evacuation, and decontamination, among others.

Once the response process was detailed, participants then went on to discuss the next phase, recovery. The course pointed out that in planning for disasters, either terrorist-related or natural, many communities fail to address the recovery phase of disaster response. This phase is important, given the need to effectively operate local government and provide relief assistance to those affected by the disaster. The ability to properly document actions, as well as obtain funding for recovery efforts, is vital to the long-term ability of communities to function and ultimately return to a level of normalcy after the attack. Another important aspect that must be addressed in the recovery phase is the psychological effect of the incident, both on recovering citizens who may have lost a loved one, and on workers, who may be dealing with loss, as well as the stress of the clean-up effort.

The course closed by covering the preparation and planning for a terrorism incident. Participants engaged in a role play where they were divided into small groups, with half of the groups planning an attack as if they were terrorists, while the other half

of the groups planned a response and recovery as first responders.

Based on the feedback received from the Morgantown session, this course offers significant benefits to local governments and public works agencies. If you feel that the public works and emergency response agencies in your area would benefit from this training, please contact Bradley DiCola at bradley.dicola@mail.wvu.edu or by phone at 304-293-3031 x 2662.

TERMINOLOGY

POTENTIAL THREAT ELEMENTS (PTE)

PTE is a group or individual motivated by a specific reason or reasons (political, religious, racial, etc.) to commit harm against people or places in the hope of creating some change in society.

CBRNE

Chemical, biological, radiological, nuclear, or explosive

INCIDENT COMMAND SYSTEM (ICS)

The ICS is the national model created as part of the National Incident Management System to establish control and order of command during an incident.

IS YOUR AGENCY NIMS COMPLIANT?

ARE YOU AWARE THAT THIS IMPACTS YOUR FEDERAL AID?

In the spring edition of *Country Roads and City Streets*, a questionnaire was included regarding your agency's needs related to NIMS training. To date, we have received very few of these questionnaires back; thus it is difficult for us to assess your training needs in this area. Please take a minute to download the questionnaire from our website, or contact us to have one emailed or faxed to you.

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The West Virginia LTAP Center is a part of the nationwide Local Technical Assistance Program (LTAP), which is funded by the Federal Highway Administration. The program also receives funding from the West Virginia Department of Transportation.

Mission:

The mission of the West Virginia LTAP is to foster a safe, efficient, and environmentally sound surface transportation system by improving skills and increasing knowledge of the transportation workforce and decision makers.

Overall Goal:

The Center's overall goal is to improve the transportation system by focusing on professional training, technical assistance, and information dissemination.

To achieve this goal, the WV LTAP does the following:

- Provides on-site training and demonstrations
- Publishes a quarterly newsletter
- Maintains a video, CD-Rom, and publications library
- Provides technical assistance via mail, telephone, fax, email, or site visits.

COUNTRY ROADS, TAKE ME HOME --- SAFELY

A forum to improve safety on two-lane rural roads

The WV Local Technical Assistance Program (WV LTAP) and the Federal Highway Administration (FHWA) Mid-Atlantic Safety Team, which includes West Virginia, Maryland, Pennsylvania, Virginia, Delaware, New Jersey, and D.C., along with Eastern Federal Lands, the FHWA Resource Center and the FHWA Office of Safety Design, are hosting a two-lane rural road safety forum.

The objective of this forum is to initiate and accelerate identification of high-risk rural roads and improve implementation of effective countermeasures by local and state highway agencies.

This high-risk rural roads forum is targeted to practitioners in the maintenance, design, and construction of state, county, and municipal roads and streets. This includes elected and appointed officials, managers, engineers, planners, highway safety educators, technicians, and supervisors.

Wednesday, September 6

PRE-FORUM WORKSHOPS: 8:00 A.M. – 12:00 P.M.

1. GUARDRAIL INSTALLATION WORKSHOP

FRANK JULIAN, FHWA RESOURCE CENTER, ATLANTA, GA

This workshop will provide instruction on proper guardrail installation and is intended for guardrail installers and inspectors of guardrail installations. Participants should leave with a basic understanding of how guardrail hardware performs and a knowledge of the principles that should be followed to get the best desired results in real-world applications.

2. ROADWAY SAFETY IMPROVEMENT PROGRAM FOR LOCAL GOVERNMENTS

MARK HOOD, P.E., PENNSYLVANIA LOCAL TECHNICAL ASSISTANCE PROGRAM

The purpose of this course is to provide local governments with practical and affordable methods of developing a Roadway Safety Improvement Program in their municipality. Development and implementation of safety practices on a continuous basis is the key to a successful program. Local agencies can best achieve needed safety improvements by prioritizing activities and chipping away at problems as resources allow. This course focuses on developing a continuous, ongoing practice of implementing both crash-based and non-crash-based low-cost safety improvements on local roads.

3. LOW-COST SAFETY IMPROVEMENTS

DEAN M. LARSEN, P.E., FHWA RESOURCE CENTER, BALTIMORE, MD

This workshop presents some simple, low-cost engineering countermeasures for improving highway safety. Treatments discussed include application of traffic control devices and other measures that can be easily implemented. Also discussed are sources of information for the accident modification factors associated with various applications.

WELCOME AND FORUM KICK-OFF LUNCHEON: 12:00 P.M. – 1:15 P.M.

Opening Plenary Session: 1:15 p.m. – 2:30 p.m.

National leaders will provide a synopsis of roadway, driver and vehicle issues that contribute to the high crash rates on two-lane rural roads and an overview of the new federal program to address this issue.

Preliminary

BREAK: 2:30 P.M. – 3:00 P.M.

BREAKOUT SESSIONS: 3:00 P.M. – 5:00 P.M.

A. ROAD SAFETY ASSESSMENTS (RSAs)

Presenters will describe how this multidisciplinary safety tool is working to improve road safety throughout the U.S.

B. CRASH DATA AND RURAL SAFETY PROGRAMS

This session will highlight crash data issues and initiatives, as well as showcase a program addressing the rural safety problem.

C. ROADWAY DEPARTURES

Speakers will discuss countermeasures that have been used successfully across the U.S. to prevent and reduce the severity of head-on, sideswipe, and run-off-road crashes.

Thursday, September 7

BREAKOUT SESSIONS: 8:00 A.M. – 10:00 A.M.

A. ROADSIDE SAFETY

Speakers will highlight ways to improve safety by providing clear roadsides and better delineation.

B. IMPACT OF MAINTENANCE ON SAFETY

This session covers the impacts of maintenance practices on safety and methods your in-house forces can use as part of normal maintenance activities, including edge drop-offs, guardrail maintenance, traffic sign retroreflectivity, and vegetation clearance.

C. INNOVATIVE TECHNOLOGIES

Presenters will focus on new products and innovative uses for existing products to improve roadway, vehicle, and driver safety on two-lane rural roads.

Break: 10:00 A.M. – 10:30 A.M.

Closing Plenary Session: 10:30 A.M. – 12:00 P.M.

The forum wrap-up will include a presentation on current rural road practices and programs in the Mid-Atlantic States as well as a few best practices nationwide.

Program

A block of rooms has been reserved at the Holiday Inn at the state and local government rate of \$68.00 per night plus applicable taxes and the federal government rate of \$60.00 per night plus applicable taxes.

To reserve your room, please call 304-267-5500 and request the Country Roads Safety Forum group rate.

The hotel will hold a block of rooms until August 18, 2006.

After this date, the hotel will accept reservations at the forum rates if rooms are available. However, this cannot be guaranteed.

Holiday Inn

301 Foxcroft Avenue

Martinsburg, WV 25401

Phone: 304-267-5500

Fax: 304-264-9157

holiday-inn.com/martinsburgwv

The conference fee is \$50 prior to August 18, and \$75 after this date. This fee includes lunch on Wednesday, continental breakfast on Thursday, all breaks and conference materials.

To register for this forum, please visit the WV LTAP website located at <http://wvltap.wvu.edu> and download the forum brochure, or contact Kim Carr at 304-293-3031 x 2612 kim.carr@mail.wvu.edu or Weslie Boyd at weslie.boyd@mail.wvu.edu to have information either mailed, emailed, or faxed to you.



Miss Weslie Boyd is our newest addition to the WV LTAP staff. She joins us this summer as a graduate assistant currently pursuing a master's degree in professional writing and editing. Her duties in our organization include writing and editing the

newsletter, as well as other materials published by LTAP. She also assists Program Coordinator Kim Carr with tasks ranging from event planning to outreach. "I am excited to join such an enthusiastic organization," she says.

Weslie recently completed her undergraduate studies from the P.I. Reed School of Journalism at WVU with a B.S.J. concentration in public relations and a minor in English. She is a three-year member of Public Relations Student Society of America (PRSSA), where she serves as public relations director this year. She is also active in planning Mountaineer Week, WVU's week-long heritage celebration, where she will serve as a member of both the food and marketing commit-

tees this year. In this capacity, she is responsible for finding food vendors, organizing eating contests, and planning the annual dinner associated with the celebration, as well as promoting the celebration.

In the past, Weslie has held internships at the WVU Press, The United Way of Monongalia and Preston Counties, and the Rosenbaum House at WVU Hospitals. In the future, she hopes to pursue a career in publishing. She is a lifelong resident of Gerrardstown, WV, a community in the eastern panhandle near Martinsburg. When not working or studying, Weslie likes to cook, entertain, and travel.

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Change Service Requested

Read pages 6 & 7 for information regarding the ***Country Roads Take Me Home Safely*** two-lane rural roads safety forum.

Don't forget to register !

