The Task Force convened at 8 a.m. and began the meeting with self-introductions, followed by approval of the previous year’s meeting minutes. Task Force member assignments were then reviewed and modified as needed based on membership changes and expressed areas of interest. Chairman Little then circulated copies of task force member “job descriptions” and last minute revisions to the draft agenda (attached) were discussed and agreed upon.

**Formal Presentations**

The first presentation was made by Chuck Niessner who provided an overview of NCHRP projects underway or scheduled to begin during FY 2003. The projects of interest to the Task Force are listed on the attached agenda and current information on the status of each can be found at [http://www4.trb.org/crp.nsf/NCHRP+projects](http://www4.trb.org/crp.nsf/NCHRP+projects). Detailed presentations were then made by individual Principle Investigators as noted on the agenda.

**Action Items**

Several discussion topics resulted in actions assigned to various Task Force members. These action items included the following:

**NCHRP 17-20 (Task 2)**

Principle Investigator Kim Nystrom identified specific recommendations in the 2002 RDG that had not been referenced and obtained initial information (or promises for follow-up) from Task Force members. She will prepare a summary of these discussions identifying the sources for RDG recommendations that are not currently documented. When available, Keith Cota will distribute the summary to chapter authors/teams to review for correctness and completeness.

**NCHRP 17-20 (Task 3)**

Mark Ayton, with assistance from Ron Seitz, had prepared a problem statement intended to verify the longitudinal barrier flare rates currently recommended in the RDG. A similar effort has been partially funded by the Midwest States Pooled Fund program, and the Task Force will investigate the possibility of supplementing this funding with 17-20 monies.

**Clear Zone Discrepancies in AASHTO documents**

Dick Albin prepared a summary of discrepancies in AASHTO/FHWA documents regarding the treatment of clear zones. Dick Powers to review FHWA policy guides on this topic. Dick Albin
to prepare a problem statement for the 20-7 program to address this matter. Jim McDonnell will
review with Task Force on Geometric Design Chair, Bob Walters.

**Pedestrian/Bicycle Barrier Heights**

Dick Albin to prepare 20-7 problem statement, in addition to the NCHRP problem
statement already submitted by Washington State DOT. Harry Taylor to obtain copy of
European survey on this issue completed three or four years ago. Jim McDonnell to get
this topic on agenda for Agenda Standing Committee on Highways (SCOH) Project
Delivery Council meeting to see if this matter will get administratively resolved. If so,
both full NCHRP and reduced 20-7 problem statements will be pulled from
consideration. If not, one of the problem statements will go forward for funding
consideration.

**Survey of State DOTs regarding the Roadside Design Guide**

Dick Powers and Harry Taylor will draft a survey regarding the AASHTO Roadside
Design Guide that will be sent to AASHTO member departments. This survey will be
intended to probe for unresolved issues, needed changes in RDG organization, and other
matters. The Task Force will use these survey results to guide development of the next
revision. The Task Force will review a draft survey. Jim McDonnell and AASHTO staff
will distribute the final survey and compile the results.

Assuming the survey is complete by mid-year, decisions may be made as to the 1) status of a
proposed chapter on low-volume roads, 2) reorganization of Chapters 5 and 6 (Roadside Barriers
and Median Barriers) to eliminate duplication in content, 3) future location of content regarding
barrier transitions (currently in Chapter 7 Bridge Railings), or 4) Proposed addition of appendix
on in-service evaluations. If we decide to proceed on any or all of these items, appropriate
assignments will be made with the goal of reviewing draft revisions at the fall 2003 meeting.

**Domestic Scanning Tour Proposal**

Dick Albin and Harry Taylor reviewed a proposal for the International Scanning Tour
program. The proposal was not strong enough to warrant proceeding with application.
Harry Taylor indicated that there was potential for an FHWA-funded domestic scanning
tour. Potential topics for such a tour include 1) roadside safety on low-volume roads, and
2) urban roadside safety treatments, and 3) median crossover crashes and treatments to
prevent them. Dick Albin, Harry Taylor, and Keith Cota are to develop such a proposal.

**Barrier Run-out Lengths**

Rod Lacy will review the original Nebraska Dept of Roads study done by Dean Sicking,
and related articles published in the Transportation Research Record by Sicking and Dick
McGinnis. He will summarize the issues concerning Sicking’s proposed run-out lengths
using the AASHTO method of barrier design and develop a proposal for addressing this
issue. Jim Tenaglia and Dick Powers will assist. Dick Albin to provide copies of
Washington State DOT’s extrapolation calculations for 70 mph speeds.
Annual Review of NCHRP problem statements

As in past years, when the opportunity is presented (around January/February 2003), the Task Force will be asked to rate NCHRP problem statements related to roadside safety.

Proposed RDG Chapter on Roadside Design for Low-Volume Roads

Dick Powers presented a brief outline for a new RDG chapter to address roadside design on low volume roads and streets. He agreed to write a first draft of this chapter for review by the Task Force. If the general concept is accepted and the Task Force agrees such a chapter would be beneficial for inclusion in the next edition of the RDG, the draft will be assigned to volunteer members of the Task Force for modification, amplification, and the gathering of appropriate example photographs.

NCHRP Project 17-20 Problem Statements

Project 17-20 was developed to provide technical support to the task Force. The first project initiated under this project was funding Trauner Consulting to compile a final draft of the 2001 RDG for balloting. The three projects were carryovers from last year, and include (1) a RDG review to identify significant safety recommendations whose origins are not clear and to identify the research upon which these recommendations were made, (2) a re-evaluation of the flare rates recommended for both permanent and temporary barriers, and (3) an evaluation of the crashworthiness of the newer vandal-proof/secure mailboxes. Attachment 1 shows the teams assigned to prepare RFPs for each of these projects. Additionally, Dick Albin agreed to draft a new problem statement investigating the “crashworthiness” of trees (4-inch vs. 6-inch diameter) for submission to NCHRP under Project 20-7.

The next annual TFRS meeting will again be held in conjunction with the Task Force 13 fall meeting, scheduled for the fourth week in September in New Orleans, Louisiana.