

AASHTO Subcommittee on Right of Way, Utilities, and Outdoor Advertising
Technical Council on Utilities Project Scoping and Coordination
Meeting Minutes
December 10, 2013
10:30-12:00 EST

Purpose - The purposes of the technical council are to:

- encourage and facilitate broader participation among the state DOT's
- allow people, who have a special interest in some technical aspect of utility project scoping and coordination to meet to compare notes and share ideas for improvement
- use the ideas to help the Subcommittee plan for future work efforts, research and conference programs

Attendees - (see members highlighted in yellow on the attached member list)

Current Items:

- Surveys - We reviewed the survey results for surveys listed below.
 - SUE
 - Prior Rights
 - Buy America
 - Delay Claims
- Draft Report - We reviewed the drafted report (attached is a revised draft copy)

New Items:

- We discussed two new items for suggested research topics. The new items are listed below and they are in the draft report.
 - Utility Conflict
 - Utility Inspection
- John Midyette was given the okay to start gathering information and working on developing a standard scope of work for SUE. Ken Kerr will be the liaison between this technical council and the technical that is covering SUE to make sure there's not duplicate work.

Previous Action Items:

- Larry will resubmit the proposal on BA to, Guy Rezendez, the Council's Regional Representative, and Nelson Smith, the Sub-Committees Vice Chair. **completed**
- Larry or Jennifer will contact Tom Bane (FDOT) for additional information regarding BA. **completed**
- The council will review the survey responses and submit ideas for follow up surveys to Larry and Jennifer before the end of September. **completed**
- The council will provide ideas for sessions and research topics to Jennifer and Larry. **completed**
- Larry and Jennifer will work on drafting the annual report for the council to review.
- John Midyette will organize a council subcommittee for SUE standards. **completed**
- The council will develop a process to decide when and how to use the subcommittees.

New Action Items:

- Larry and Jennifer will finish drafting the report
- John will work on developing a standard scope of work for SUE

Future Meetings:

- The next meeting will be in March. The date and time needs to be determined.