

**AASHTO Subcommittee on Right of Way, Utilities, and Outdoor Advertising**  
**Technical Council on Utilities Project Scoping and Coordination**  
Meeting Minutes

December 10, 2014  
1:30 PM - 3:00 PM EST

**Purpose** – The purposes of the technical council (TC) and the meeting are to:

- encourage and facilitate broader participation among the state DOT's and 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;
- use the ideas to help the Subcommittee plan for future work efforts, research and conference programs;
- and make the work of the Technical Councils more visible to the Subcommittee membership in order to encourage participation.

**Attendees** – (see members highlighted in blue on the attached member list)

**Current Items:**

- Annual Report – We reviewed a draft report and the recommended revisions are noted below.
  - Member quarterly meetings
    - add information for the December meeting
  - Council Subcommittee
    - include the subcommittee summary in the report
  - Annual Meeting Session Topics
    - add specific utility design ideas
    - add best practices for certain types of utilities
    - add use of utility representatives
    - add Buy America – How are we performing?
- Technical Council Subcommittees
  - Include the subcommittee's summary in the report and have the draft report put on the TCs area of the AASHTO website.
  - Utility Impact Analysis and Subsurface Utility Engineering – We need to get approval from the team on a new request.
- Training Development
  - there will be national level training (by ASCE) to promote the high level training for utility coordination
  - The technical council suggests state level training for the more specific training needs
  - we are also going to work on best practices for training
  - identify the type of training necessary
  - there's also a NHI training course
    - the web course is free
    - the 2 day course is \$400 a person and to be a host state there has to be a minimum number of people
- Formal Meeting – We need to talk to the Subcommittee about a formal meeting at the annual conference. Some options are to have the meeting the day before the conference, the last day of the conference or during the conference. If we meet during the conference, we might be able to do like before and have the TCs meet in one room and then breakout into separate groups.

**Action Items:**

- Information about the December meeting needs to be added to the annual report.

- Talk to the Subcommittee about a formal meeting at the annual conference.
- The TC subcommittee is going to continue gathering information and working on drafting a standard scope of work for SUE.
- Put the SUE report on the website.
- Submit annual technical council report to Subcommittee.

**Future Meetings:**

- The next meeting will be a face to face meeting during the Annual AASHTO Conference.