

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

June 10, 2014
2:00 PM-3:30 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
- 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
- discuss current and new items

Attendees - (see members highlighted in yellow on the attached Technical Council Attendees List)

Current Items:

- Annual Report - We are waiting for the Subcommittee's feedback on the report that was submitted last year and we need to start thinking about items for the report due this year.
- Research Projects - We are waiting for the status of the research request that was submitted last year and we need to start thinking about new research items that are due by October.
- TC Subcommittees - John Midyette is working on a preliminary report for SUE Scopes of Work (see the attached SUE Sub Committee PRE Report). It was noted during the meeting that the TC that's working on Utility Mapping, SUE and GIS is aware of this and it's not something they are already working on. Larry recommends that John reach out to the members of the other TC to see if they would like to work with him.
- Training Development – We discussed ideas for developing Utility Relocation Coordination training. It was noted that some states have already developed it and that a survey should be developed and sent out. A draft survey will be reviewed at the next quarterly meeting. There was also some discussion about a national level training that is being developed.

New Items:

- Master Agreements – We talked about the use of master agreements.
- Formal Meeting – We discussed having a formal meeting at the annual AASHTO Subcommittee meeting. There was some discussion about having the TC meetings spread out or including them in the TRB meeting.
- ACSE Pipeline Conference – Jim Anspach said the conference is going to be held in Portland Oregon and said that a group is going to meet to talk about SUE.

Action Items:

- We need to get feedback on the report.
- We need to get the status of the request for the Buy America Research.
- John is going to continue gathering information and working on drafting a standard scope of work for SUE.
- We need to develop a list of questions for the UR Coordination training survey for the TC to review.
- We need to develop a survey for master agreements.
- We need to talk to the Subcommittee about a formal meeting at the annual conference.

Future Meetings:

- The next meeting will be scheduled for September 10, 2014 from 10:30 AM to 12:00 PM EST.