

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

September 10, 2014
10:30 AM-12:00 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 need to start working on it and we need to see about getting feedback from the Subcommittee on the reports. Below are some items & recommendations from last year's report.
 - Items from last year
 - Member quarterly meeting
 - Surveys
 - Council Subcommittee
 - Recommendations from last year
 - Annual Meeting Session Topics
 - Research Projects
 - Other Recommendations
- Research Projects – In order to have a better chance of getting a statement selected, we decided to submit them as NCHRP 20-07 and NCHRP 20-05 research statements.
 - We're going to submit two NCHRP 20-07 research statements for the items listed below.
 - Utility Coordination Best Practices for Design-Build and Alternative Contracting Projects
 - Dig Law Revisions and an Assessment of Potential Impacts to State Transportation Departments
 - We're going to submit one NCHRP 20-05 research statement for the item listed below.
 - Evaluation of the Management and Implementation of Utility Impact Analysis (UIA), Utility Conflict Matrix (UCM), and Subsurface Utility Engineering (SUE) affecting utility-related Risk on projects by State Departments of Transportation
- Technical Council Subcommittees – The Subcommittee worked on research statement for Evaluation of the Management and Implementation of Utility Impact Analysis (UIA), Utility Conflict Matrix (UCM), and Subsurface Utility Engineering (SUE) affecting utility-related Risk on projects by State Departments of Transportation. They are going to continue gathering information and working on drafting a standard scope of work for SUE.
- Training Development – We need to develop a list of questions for the UR Coordination training survey for the TC to review and Ken L. mentioned that he will provide more information on the next webinar training.

- Master Agreements – We need to develop a survey for master agreements. The survey should include:
 - What's working and what's not
 - Component parts
 - What other states are doing
 - How do you engage with the utilities in them
 - Levels

After the survey is complete, we will prepare a NCHRP 20-05 research requests.

- 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:

- We will see about getting feedback on the reports.
- The research statements for the 20-07 items were given to the Subcommittee on 9/12.
- We need to submit the research statement for the 20-05 item.
- We need to develop surveys for UR Coordination training and master agreements for the TC to review.
- We will 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.

Future Meetings:

- The next meeting will be scheduled for December 10, 2014 from 1:30 PM to 3:00 PM EST.