

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

**Purpose** - The purpose of the technical council is 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:**

- Survey - We reviewed the survey questions and results (see exhibit A).
- Website - We went over a recommendation for having a site for the Technical Council to upload documents. The recommendation will be included in the annual report.

**New Items:**

- We went over the annual report for the Executive Committee meeting in January and some of the items it will include are:
  - items that the council has completed
  - items that the council is working on
  - items that are important to the council
  - recommendations for research items and sessions at the annual conference

**Additional Comments/Notes:**

- **Buy America (BA) – We need to:**
  - check with Tom Bane (FDOT) for additional information regarding BA
  - quantify responses:
    - how many delays
    - what are the magnitudes of the impacts
  - acquire input regarding:
    - state struggles with BA
    - what are states doing to overcome the impacts
    - how states are implementing the BA requirements
  - resubmit the scope/proposal on Buy America for a NCHRP 20-7 project (see exhibit B) before the October 4<sup>th</sup> deadline
- **Surveys – It was noted that:**
  - the first survey was a good start for gathering information.
  - after the council reviews the survey responses, they can submit information for additional surveys.
  - we would like to have a second series of surveys by the end of September.
  - some things the additional surveys would determine are:
    - the quantitative effects of BA
    - what we would like to recommend for research topics or session topics for the conference
    - lead times policies
- **Subcommittees**
  - The council will need develop a process to decide when and how to use subcommittees to gather additional information and make recommendations for specific topics.

- We talked about creating a subcommittee for SUE Standards. John Midyette offered to lead it and to organize a team.
- **Annual Report Items**
  - The draft report will be submitted to the council for review by the middle of November and the final report will be submitted to the subcommittee by the middle of December.

**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.
- Larry or Jennifer will contact Tom Bane (FDOT) for additional information regarding BA.
- The council will review the survey responses and submit ideas for follow up surveys to Larry and Jennifer before the end of September.
- The council will provide ideas for sessions and research topics to Jennifer and Larry.
- 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.
- The council will develop a process to decide when and how to use the subcommittees.

**Future Meetings:**

- Tuesday, December 10th from 10:30 A.M. to 12:00 P.M. (Eastern Standard Time)