

AASHTO Subcommittee on Right of Way, Utilities, and Outdoor Advertising
Technical Council on Utility Project Scoping and Coordination
(http://rightofway.transportation.org/Pages/UtilityScoping_Coordination.aspx)

Meeting Minutes
December 15, 2016
1:00 PM to 2:30 PM EST

Purpose: The purpose of the meeting was to meet and share ideas to assist the Subcommittee in planning future work efforts, research and conference development.

Attendees:

1. Jan Phelps, GDOT
2. Steven Robinson, IN DOT
3. Jennifer McCleve, KY DOT
4. Heather Howe, Oregon DOT
5. Larry Ditty, PA DOT
6. Chris Magness, PA DOT
7. Gus Awali, TN DOT
8. Richard Manser, Utah DOT
9. Alana Spendlove, Utah DOT
10. Rhonda Wiest, WA DOT
11. Keri Bohlmann, Wyoming DOT
12. Kenny Franklin, Blood Hound Inc.
13. Bill Pickering, So-Depp Inc.
14. Cesar Quiroga, TTI
15. Tom Swafford, Utility Mapping Services

Current Discussion Items:

- **TC SUE Subcommittee Update**
 - John was not in attendance. We need to see if he has an update for the report.
- **Training Development Update**
 - Kenny talked about training the FHWA has with the NHI and web based courses.
- **Study Utility Conflict Impacts during Road Project Construction**
 - Cesar is working on it.
- **Primary Skills**
 - We talked about a matrix for required skills for UR Coordinators.
 - Minimum # of hours of training
 - Develop training modules
- **Research Needs Statement**
 - Cesar is working on finalizing the RNS for “Developing Effective Utility Construction Inspection Practices” and will work with the TC to submit it.
- **ASCE SUE Prequalification Update**
 - Cesar talked about it but we need to check with Jim for an update.
- **Utility Coordination in University Curriculum**
 - Cesar has done some research on this and could not find a Utility Coordination curriculum that exists nationally.

- **Cost Estimation Training**
 - TC plans to ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.
- **Utilities Around Structures**
 - Larry said PA has projects that have utility poles/lines next to or crossing over structures. Sometimes a temporary move is used to clear the project area and then the utilities go back to their original location.
 - Gus said TN is having problems with bridge replacements
 - Keri said Wyoming allows utilities to attach to structures and is having trouble getting information from utilities when need to relocate.
 - Heather had a bridge replacement project with a lot of utilities around it. There was no place for them to go. They had to do a temporary loop around and then went back to their original location.

New Discussion Items:

- Review the draft annual report.
 - The first paragraph in the introduction was separated into two paragraphs. The first paragraph has the history of the TC's and the second paragraph has information about our TC.
 - Information was added from the meeting on 12/15.
 - Need an update for the TC's Subcommittee
 - Changed the name of the Microcell session topic from "Accommodation and Treatment" to "Utility Relocation" of Microcell Sites by DOTs.
 - Deleted the request for an AASHTO survey about a Utility Coordination in University Curriculum.

Action Items from 12/15/16:

- **TC SUE Subcommittee Update**
 - John will provide an update for the report.
- **ASCE SUE Prequalification Update**
 - Jim needs to provide an update about it.
- **Cost Estimation Training**
 - Larry and Jennifer will ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.

Future Meetings: The proposed meetings for 2017 will be on March 9th, June 8th, September 14th and December 14th (the second Tuesdays of the months) from 1:00 to 2:30 EST.