

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

June 9, 2016
1:00 PM to 2:30 PM EST

Purpose: The purposes of the technical council (TC) are to:

- allow people, who have an interest in utility project scoping and coordination for highway projects, to meet to share ideas and use the ideas:
- help the Subcommittee plan for future work efforts, research projects and conference programs.
- and make the work of the TC more visible to the Subcommittee membership.

Attendees:

- Keri Bohlmann
- Bryan Bradley
- Reddy Annu Srinath
- Chris Magness
- John Midyette
- Cesar Quiroga
- Heather Howe
- Rhonda Wiest
- Larry Ditty
- Alana Spendlove
- Gus Awali

Current Discussion Items:

- **TC Subcommittee Update** (John Midyette) – John is working with Jim on a standard scope of work for SUE.
- **ASCE SUE Prequalification Update** (Jim Anspach) – It was tabled until the next meeting.
- **Utility Coordination in University Curriculum** (Jim Anspach) – It was tabled until the next meeting.
- **Training Development Update** (Kenny Franklin) – It was tabled until the next meeting.
 - Heather Howe has hosted the 2 Day NHI training, found the training beneficial with a mixed group participating. The training is a bit redundant for those whom do utility coordination regularly already. Kenny will report at the next meeting.
 - Below are links to the NHI Utility Coordination.
 - Web course
https://www.nhi.fhwa.dot.gov/training/course_search.aspx?tab=0&key=utility&sf=0&course_no=134006A
 - 2 day course
https://www.nhi.fhwa.dot.gov/training/course_search.aspx?tab=0&key=utility&sf=0&course_no=134006
- **Soft Clash Detection Research Proposal** – It will be removed from the list of items.
- **Cost Estimation Training** (Kenny Franklin) – It was tabled until the next meeting.

- **Study Utility Conflict Impacts during Road Project Construction** – Cesar will do a write up on this.
- **Study Impacts of Railroad Property Rights / Processing Fees** – It will be removed from the list of items.
- **Define primary skill sets, expertise, etc. of a good utility coordinator** – Cesar has a matrix on skill sets for UC staff. He will bring that to the TC for comment and follow up.
 - Potential value in developing roadmap for optimal UC staff.
 - Plan to fold in the university curriculum subject into this subject.
 - Below is a list of items that were discussed at the conference in Orlando.
 - What are the roles and responsibilities of a good coordinator?
 - Survey what states have utility engineers.
 - What are the skills for a utility engineer and coordinator?
- **Discuss the goals of the TC** (i.e. Propose a certain number of research requests and session items).
 - Research ideas – Larry and Jennifer will pose a request to the TC with a deadline of response.
 - 20-07 – Due September – Larger project – Research project – ~100k – 1 year – AASHTO
 - 20-05 – Due a bit later – Smaller project – Synthesis Study, identify state of practice – about ~\$45k – 1 year max – TRB project
 - NCHRP – Research on a larger scale
 - Conference Sessions – We will revisit at another meeting, try to get 3 session topics.
- **Discuss putting a mission statement on the TC’s website.** – The TC will review the meeting Purpose to adopt as our mission statement.
- **Research Needs Statement (RNS) ‘Developing Effective Utility Construction Inspection Practices’** – The comments received have been incorporated into the RNS and a revised version is posted to our TC for review. This RNS is being reviewed by the Accommodation TC as well. Please feel free to comment on the revised RNS.

New Discussion Items:

- **SUE** – Should SUE be part of the Project Scoping and Coordination. The group felt that SUE is an element of the utility coordination process, so it can readily belong within this TC.
 - Contact Nelson Smith to schedule a meeting to discuss if SUE should be removed from the Mapping & GIS TC

Actions Items:

- TC Subcommittee Update – **John will provide an update at the next meeting.**
- Training Development Update – **Kenny will report at the next meeting.**
- Soft Clash Detection Research Proposal – **It will be removed from the list of items.**
- Study Utility Conflict Impacts during Road Project Construction – **Cesar will do a write up on this.**
- Study Impacts of Railroad Property Rights / Processing Fees – **It will be removed from the list of items.**

- Define primary skill sets, expertise, etc. of a good utility coordinator – **Cesar will bring a matrix on skill sets for UC staff to the TC for comment and follow up.**
- Discuss the goals of the TC
 - Research ideas – **Larry and Jennifer will pose a request to the TC with a deadline of response.**
 - Conference Sessions – **We will try to get 3 session topics for the conference next year.**
- Discuss putting a mission statement on the TC’s website. – **The TC will review the meeting “Purpose” to adopt as our mission statement.**
- RNS ‘Developing Effective Utility Construction Inspection Practices’ – **Please feel free to comment on the revised RNS.**
- SUE – **Larry and Jennifer will contact Nelson Smith to schedule a meeting to discuss if SUE should be removed from the Mapping & GIS TC.**

Future Meetings: The future meetings are on September 22nd and December 15th from 1:00 PM to 2:300 PM (EST).