

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
September 22, 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:

- Eric Cimo, Del DOT
- Steven Robinson, IN DOT
- Bryan Bradley, Iowa DOT
- Jennifer McCleve, KY DOT
- Nelson Smith, Maryland State Highway Admin.
- Heather Howe, Oregon DOT
- Larry Ditty, PA DOT
- Chris Magness, PA DOT
- Richard Manser, Utah DOT
- Rhonda Wiest, WA DOT
- Keri Bohlmann, Wyoming DOT
- Kenny Franklin, Blood Hound Inc.
- John Midyette, InfraMap Corp.
- Ken Kerr, InfraMap Corp.
- Tom Swafford, Utility Mapping Services

Current Discussion Items:

- TC SUE Subcommittee Update (John)
 - Subcommittee is waiting on the new SUE Standard before moving forward.
 - TC has requested a list of SUE Subcommittee members.
- Training Development Update (Kenny)
 - NHI training is being conducted in Kentucky September 27-28. Kentucky will report on training at the next meeting.
 - Kenny has been discussing this subject with FHWA and will provide the TC a summary of potential training ideas at the next meeting.
- Study Utility Conflict Impacts during Road Project Construction (Cesar)
 - Cesar Quiroga not in attendance, tabled for next meeting.
- Define primary skill sets, expertise, etc. of a good utility coordinator – To be considered for research, presentation or training. (Cesar)
 - Cesar Quiroga not in attendance, tabled for next meeting.

- Discuss the goals of the TC (Jennifer and Larry)
 - A survey will be sent allowing members to amend the TC goals/mission.
- Discuss putting a mission statement on the TC's website (Jennifer and Larry)
 - Larry will have this posted after the survey is complete.
- RNS 'Developing Effective Utility Construction Inspection Practices' (Jennifer)
 - Discuss was held asking if this subject is in need of research.
 - The TC felt it is needed due to factors such as: limited staff, buy America issues, limited expertise, and alternate bid complexities.
 - Oregon is working on this issue internally and volunteered to help draft the RNS with Kentucky.
 - RNS will be developed and vetted prior to next TC meeting.
- ASCE SUE Prequalification Update – (Cesar or Jim)
 - Leads are not in attendance, tabled for next meeting.
- Utility Coordination in University Curriculum
 - TC plans to ask AASHTO to do a larger scale survey to determine if pertinent Utility Curriculum exists nationally.
- Cost Estimation Training
 - TC plans to ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.
- S.U.E. – Should S.U.E. be part of the Project Scoping and Coordination? The group felt that S.U.E. is an element of the utility coordination process, so it can readily belong within this TC. (Jennifer and Larry)
 - Larry and Jennifer plan to discuss with Nelson.
- Research Ideas
 - Five (5) RNS were submitted. Three (3) were 20-7 proposals and two (2) were 20-5 proposals.
 - These proposals may need to be prioritized, Jennifer McCleve will survey the TC.
- 2017 Conference Session Ideas
 - The TC wants to provide three (3) session topic ideas for the 2017 conference.
 - Microcell sites was discussed as an idea to be considered.
 - The TC suggested that the conference start asking for presentation evaluations.
 - Jennifer McCleve will survey the TC for session ideas.

New Discussion Items:

- Discuss the importance of meeting participation.
 - TC may remove non-participating members from the contact list.
- See how the states are coordinating utility relocations around structures.
 - To keep on agenda for next meeting.
- Seek out new research proposals for 20-05 RNS.
- Identify recommended sessions for the 2017 conference.
- AASHTO has reorganized but our subcommittee has not changed much. There is now a co-chair, Randall Park from Utah. Utilities representative outreach is underway.
- Microcell Sites

Action Items from 9/23/16:

- **John Midyette** will provide the TC a list of SUE Subcommittee members.
- **Kenny Franklin** has been discussing this subject with FHWA and will provide the TC a summary of potential training ideas at the next meeting.
- Study Utility Conflict Impacts during Road Project Construction - **Cesar Quiroga** will prepare for next meeting.
- Define primary skill sets, expertise, etc. of a good utility coordinator – To be considered for research, presentation or training. - **Cesar Quiroga** will prepare for next meeting.
- **Jennifer McCleve** will produce a survey allowing members to amend the TC goals/mission.
- **Larry Ditty** will get the mission statement posted on the TC's website once the survey is complete.
- RNS 'Developing Effective Utility Construction Inspection Practices' **Jennifer McCleve and Heather Howe** will develop the RNS.
- ASCE SUE Prequalification Update – **Cesar Quiroga and Jim Anspach** will address at the next meeting.
- Utility Coordination in University Curriculum – **Larry Ditty and Jennifer McCleve** will ask AASHTO to do a larger scale survey to determine if pertinent Utility Curriculum exists nationally.
- Cost Estimation Training – **Larry Ditty and Jennifer McCleve** will ask AASHTO to do a larger scale survey to determine if DOTs collect cost data.
- S.U.E. – Should S.U.E. be part of the Project Scoping and Coordination. The group felt that S.U.E. is an element of the utility coordination process, so it can readily belong within this TC. – **Larry Ditty and Jennifer McCleve will discuss with Nelson.**
- Research Ideas - **Jennifer McCleve** will survey the TC to prioritize those submitted.
- Conference Session Topic Ideas - **Jennifer McCleve** will survey the TC to identify topics of interest.

Future Meetings: The last meeting this year is on December 15th from 1:00 PM to 2:30 PM (EST).