

Michigan Utility Coordination Committee Meeting Minutes  
November 23, 2015  
9:00 am  
MITA Office

Bruce Campbell – MISS DIG  
Doug Strauss – Benesch  
Mark Loch - OHM  
Dirk Dunham – Consumers Energy  
Al Dionise – AT&T  
Eric Smith – DTE

Adolfo Castillo - DTE  
Kristin Schuster - MDOT  
Nick Lefke - MDOT  
Rob Coppersmith – MITA  
Rachelle VanDeventer - MITA

1. Doug Needham has left MITA and is now the President at Michigan Aggregates Association. Rachelle VanDeventer has been hired by MITA to fill Doug’s vacancy, and will resume Doug’s role on the MUCC.
2. September 30, 2015 - MUCC Meeting Minutes
  - a. The September 30, 2015 meeting minutes were distributed and no concerns or issues were raised.
3. Update – Phase II GUIDE Initiative
  - a. Nick Lefke provided an update on the Phase II GUIDE Initiative.
  - b. The selected consultant for the project is Spicer Group. They have teamed up with TranSystems and CardnoTBE in order to provide the requested deliverables.
    - i. MDOT has scheduled to hold kick-off meeting with the consultant team on 11/25/15.
    - ii. The main goal for this phase will be the development of comprehensive data collection guidance document with supporting informational and educational materials in order to advance GUIDE from “pilot” to “implementation.” There is no field component this phase.
      1. MDOT will provide opportunities for MUCC review of drafts throughout the project.
      2. The project is scheduled until June 2017 but the majority of the work should be completed by January 2017 for the MUCC conference.
  - c. Discussed the need to develop disclaimer language for using/retrieving the data. Rob Coppersmith will provide disclaimer language used in the past that may be in line for what will be needed.
  - d. Discussed options for being notified when new data is entered for a given location. This will be something the phase II team will consider when setting up an implementation plan and proposed procedures.
4. Update – MDOT’s Utility Relocation Tracking System (URTS) application

- a. Nick Lefke provided an update on URTS.
  - b. URTS is now available to external customers, specifically utilities and consultants.
  - c. MDOT is still working on the final stages of incorporating the SHRP2 utility conflict matrix into URTS. Once completed, MDOT will be opening up the application to utilities and consultants.
5. Update – MISS DIG Survey
- a. Bruce Campbell provided an update on the MISS DIG design ticket survey status.
  - b. Two different surveys were issued.
    - i. Members were surveyed and a published report was received November 11, 2015. The return rate was a positive 22% for the survey.
    - ii. 387 additional surveys were sent out at a later date and 68 responses had been received by the morning of 11/23/15.
      - 1. Second survey to close 11/30/15.
    - iii. Municipalities have shown engagement and sent some replies.
6. 2016 MUCC Conference (01/20/16)
- a. Sponsorships for 2016 were discussed.
    - i. ACEC and ASCE - Check with Ron Brenke to see if ACEC can give \$1250. (*Update - Rachelle spoke with Ron after the meeting and ACEC and ASCE will sponsor \$1000 each.*)
    - ii. AT&T - working to get approval to sponsor \$1000
    - iii. Frontier – *Nick was able to touch base with Frontier after the meeting and they will not be able to sponsor for 2016.*
    - iv. DTE Electric – Approved for \$1000
    - v. DTE Gas - contact? (*Update – Stavros Bezas with DTE Gas has confirmed they will sponsor \$1000 for 2016.*)
    - vi. Consumers Energy – will bump up to sponsor \$1500
    - vii. MISS DIG – will sponsor \$1250
    - viii. MDOT - will bump up to \$1500
    - ix. MITA – will sponsor \$1500 as well
  - b. Agenda/Flyer Review
    - i. Draft agenda reviewed.
      - 1. JPL – committee agreed this is an agenda item to keep but needs coordination.
        - a. Bruce Campbell to moderate
        - b. Would like to hear background and unique perspectives of those who were involved (Dan's, AT&T, DTE, Consumers, Comcast, URG, USIC). What worked, what didn't, what would someone suggest be done differently?

- c. Need to schedule a panel coordination meeting ASAP. *(Update – Rachelle schedule meeting at Dan’s on 12/14/15 for group to begin presentation coordination.)*
    - 2. Locating Deep Utilities – topic agreed upon by committee
      - a. Nick Lefke will moderate and will coordinate with Eric Smith (DTE) and Scott Miller (Davis) to coordinate and finalize presentation
    - 3. Kristin Schuster will coordinate with Brad Wieferich about discussing the new road funding impacts during his welcoming comments.
    - 4. Rachelle will check with Rob and Matt on whether MIOSHA topic will be ready for the conference. *(Update – MITA stated topic should be far enough along to keep as an agenda item. Nick to look into the possibility of a MIOSHA representative for presenting.)*
    - 5. Signals Coordination topic – item agreed upon - Nick to check with Eric Smalley on presenting this topic
    - 6. Innovative Contracting – item agreed upon – Nick to check with Chris Youngs on presenting this topic
    - 7. MISS DIG – item agreed upon – Bruce will fill time slot needed
    - 8. Project overview topic was suggested. Committee may want to consider adding to agenda if room.
  - ii. Flyer – minor edits recommended and flyer needs to be distributed ASAP *(Update - Rachelle worked with Nick and Tiya to make sure edits were addressed. Flyer distributed to team on 11/24/15 for distribution. Final version attached.)*
- c. Other
  - i. Room to be set up the same as 2015.
  - ii. Rachelle will set up PDH credits.
  - iii. MISS DIG will supply color place mats for lunch sitting assignments.
  - iv. Does MUCC want vendors in the room?
  - v. Breakfast options and lunch options need to be decided.
    - 1. Rachelle and Nick looked into the pricing and options, and based on past experiences, the 2016 conference will follow the same breakfast and lunch options as 2015.
    - 2. Continental breakfast 2015 (200 people @ \$12.95/person), buffet lunch 2015 (200 people @ \$22.95/person) – these prices do not include a 20% service charge for food and beverage or any applicable taxes
    - 3. Ran out of seats in 2015 for lunch, but committee agreed that the same lunch set up will be best to keep for 2016.
  - vi. MUCC will discuss any possible changes to 2017 conference at first meeting after 2016 conference. *Rachelle sent out Doodle Poll with draft meeting minutes. Responses due December 10, 2015.*