

Michigan Utility Coordination Committee  
May 22, 2017  
Meeting Minutes

1. April Meeting Minutes
  - a. Accepted
2. Utility Coordination on Local Agency Projects (LAP).
  - a. MDOT internal meeting re-scheduled to May 30.
  - b. Many local agencies are not getting utilities involved until Grade Inspection (GI) stage (70% plan completion)
    - i. MDOT efforts are to ensure utilities are being addressed
    - ii. MDOT is not involved prior to GI
  - c. Local agency projects and design complexity vary wildly, with utility conflicts ranging from none to many.
    - i. Program Application for Local Agency Projects (MDOT Form 0260) has limited language regarding utility coordination. Form 0260 includes the following:  
UTILITY COORDINATION CERTIFICATION  
“All private and municipal utility relocations, if required, will either be relocated prior to contract award or have been identified in the bid proposal’s Notice to Bidders – Utility Coordination”. A “yes” or “no” check box option following this language.
  - d. MISS DIG design ticket is not always submitted for LAP projects
    - i. Consistent design ticket usage could greatly improve coordination
    - ii. IDEA: Include questions for utility companies:
      1. Will proposed road work impact existing facilities.
      2. Do you feel a utility coordination meeting is necessary?
      3. Are you planning work in the vicinity?
  - e. MDOT and others are in the process of updating Form 0260. Estimated completion is late summer or early fall.
    - i. IDEA: Update Form 0260 to include submittal of MISS DIG design ticket prior to base plan completion.
      1. Update Form 0260 for utility coordination
        - a. MUCC could review and propose language revisions
    - ii. IDEA: create sub-group to help MDOT LAP team update Form 0260
      1. ACTION: Nick and Scott will meet with MDOT LAP to discuss process
      2. MDOT engineering committee including LAP staff will meet on 6/13
      3. Sub-group would include Mark Loch, Nick Lefke, and Doug Strauss with Nick Lefke taking the lead.
        - a. Team should include a utility owner or 3<sup>rd</sup> party planner as representative.

- b. Mark Loch recommended LAP construction engineer be included on sub group. This person could help to illustrate the scope of the problem.
        - c. It was noted telecoms were usually the biggest offender, an idea was raised to include AT&T in sub group.
      - 4. Rachelle can help schedule an LAP utility sub-group meeting in July or August at the MITA office, Nick will reach out to LAP staff and sub-team members.
    - iii. MISS DIG offered an education specialist to meet with LAP and CRA Engineering Committee to talk about design ticket process.
      - 1. Steve will discuss this opportunity with the Engineering Committee chair.
- 3. Utility (Municipal & Public) Outreach – communication/coordination efforts on ALL project types for advance utility work
  - a. MDOT looking to improve outreach to utility companies related to advanced planning of work to avoid re-work (e.g. minimize disturbance of newly paved roadways for utility improvements)
  - b. 21<sup>st</sup> Century Infrastructure Commission’s Regional Asset Management Pilot initiative is created with goal to document existing utility data.
    - i. The two pilot groups met last week to discuss the initiative
  - c. IDEA: Rachelle mentioned improved outreach could include MDOT TSC Utility Coordinators sending out 5-year plan updates to utility owners or planners
  - d. Local agencies develop 4-year plans, which should also be communicated to utility companies
    - i. IDEA: Could 4-year and 5-year plans be linked from MISS DIG website
      - 1. This should include an e-mail blast to utility owners as plans are updated
  - e. IDEA: A GIS database showing upcoming road projects on 5-year and 4-year plans could be shared with utility companies to facilitate communication
  - f. Nick and Scott will take these ideas to MDOT leadership and planning
- 4. Michigan Damage Prevention Board (MDPB) Annual Meeting MUCC Update
  - a. There is an annual meeting upcoming, Rachelle will have to provide an update from MUCC
  - b. Ideas to include in the update:
    - i. Stats from 2017 MUCC conference
    - ii. Progress on LAP initiative
    - iii. Ideas for improving outreach to utility companies
    - iv. GUIDE updates
- 5. Other
  - a. Concerns with permitting process

- i. ISSUE – permit process currently resulting in issues where permitted work is conflicting with projects in design and/or construction
  - 1. Contractors agreed this is an issue, unique to ITS and signal work
  - 2. Nick or Scott to reach out to Steve Cook to get clarification on the issue, describing the current permit review process

Next meeting:

Monday, August 21<sup>st</sup> @ 9:30 AM, MITA Office

