



Utilities Coordination Working Group

Appendices

January 8, 2020

Appendices

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Appendix 1: Senate Concurrent Resolution 48



SPONSOR: Sen. Poore & Rep. Osienki

DELAWARE STATE SENATE
150th GENERAL ASSEMBLY

SENATE CONCURRENT RESOLUTION NO. 48

ESTABLISHING A UTILITIES COORDINATION WORKING GROUP FOR THE STATE OF DELAWARE.

1 WHEREAS, utility companies are accommodated in Delaware's roadway rights of way under 26 Del. C. §§ 901
2 and 1301 subject to the consent and regulation by the Delaware Department of Transportation; and

3 WHEREAS, currently, there are 50 utility companies who own and operate facilities in the State-owned rights of
4 way via 98 franchises granted by the Department of Transportation; and

5 WHEREAS, the transportation needs of the State often require relocation of existing utility facilities to support the
6 free flow of traffic and the economic vitality of the State; and

7 WHEREAS, the requirements for the expense of alteration or relocation of utilities as a result of transportation
8 projects are defined in 17 Del. C. §143; and

9 WHEREAS, coordination of the design and construction of roadway improvements and utility relocations must be
10 done collaboratively and expeditiously to ensure improvements occur to the State's transportation network in a timely
11 manner; and

12 WHEREAS, coordination of the many transportation projects with the many companies operating in the State's
13 rights of way is in need of improvement to minimize disruption and inconvenience to the public who rely on the roadways
14 and utility facilities in the pursuit of their daily endeavors and quality of life; and

15 WHEREAS, it would be advantageous to convene a working group representing the transportation, utility, and
16 roadway construction industries in Delaware to consider and recommend improvements to the coordination of utility
17 relocations on transportation projects.

18 NOW, THEREFORE:

19 BE IT RESOLVED that by the Senate of the 150th General Assembly of the State of Delaware, the House of
20 Representatives concurring therein, that a Utilities Coordination Working Group is hereby established and charged with
21 recommending measures to shorten the total time to coordinate and implement utility relocations on transportation projects
22 on Delaware's highways.

23 BE IT FURTHER RESOLVED that the Utilities Coordination Working Group shall submit their final report of
24 recommendations to the General Assembly by January 1, 2020. The Working Group shall consider all reasonable options
25 for improvement and may recommend any combination of proposed agreements, regulations, or legislation for
26 consideration by the General Assembly.

27 BE IT FURTHER RESOLVED that the Utilities Coordination Working Group shall consist of the following
28 members representing the transportation, utility and roadway construction industries in Delaware:

- 29 (a) A legislator nominated by the Speaker of the House
- 30 (b) A legislator nominated by the President Pro Tempore
- 31 (c) Secretary of the Department of Transportation
- 32 (d) Department of Transportation Utilities Engineer
- 33 (e) A Representative from Delmarva Power Corporation
- 34 (f) A Representative from Delaware Electric Cooperative
- 35 (g) A Representative from Verizon Delaware LLC
- 36 (h) A Representative from Chesapeake Utilities Corporation
- 37 (i) A Representative from Artesian Water Company
- 38 (j) A Representative from Comcast Corporation
- 39 (k) A Representative from Delaware Municipal Electric Corporation
- 40 (l) A Representative from the Delaware Contractors Association
- 41 (m) A Representative from American Council of Engineering Companies of Delaware

42 BE IT FURTHER RESOLVED that the Utilities Coordination Working Group may form any number of
43 subgroups as needed to consider the full range of improvement options, but are required to form at least two subgroups: one
44 to consider design phase utility relocation coordination, and one to consider the construction phase, both of which shall be a
45 part of the final report of recommendations.

SYNOPSIS

This Resolution establishes the Utilities Coordination Working Group who are charged with recommending measures by January 1, 2020 to shorten the total time to coordinate and implement utility relocations on transportation projects on Delaware's highways.

Author: Senator Poore

Appendix 2: Utilities Coordination Working Group Meeting Minutes

Utilities Coordinating Working Group Meeting

(Senate Concurrent Resolution 48)

Wednesday, August 21, 2109

DelDOT Administration Building, 800 Bay Road, Dover, DE
Farmington/Felton Conference Room

MINUTES

Approved 10/1/2019

MEMBERS PRESENT:

Rep. Osienski	Legislator nominated by the Speaker of the House	present
Sen. Nicole Poore	Legislator nominate by President Pro Tempore	absent
Jennifer Cohan	Sec. of the Dept of Transportation	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Rep. from Delmarva Power Corporation	present
Troy Dickerson	Rep. from Delaware Electric Cooperative	present
Bonnie Metz	Rep. from Verizon Delaware Inc.	absent
Shane Breakie	Rep. from Chesapeake Utilities Corporation	present
Wayne Tyler	Rep. from Artesian Water Company	present
Tammy House	Rep. From Comcast Corporation	present
Jim Robinson	Rep. from Delaware Municipal Electric Corp.	present
Bryon Short	Rep. from DCA of DE	present
Alan Marteney	Rep. from ACEC-DE	present

OTHERS PRESENT: Steve Baccino (Chesapeake Utilities), Chris Baker (DCA), Meaghan Barna (DelDOT), Annie Cordo (DAG for DelDOT), Shanté Hastings (DelDOT), Laszlo Keszler (DPL Gas), Robert Kitston (Delmarva Gas), La'Tonia Lighty (Verizon), Glenn Moore (Delmarva), Lisa Oberport (Delmarva) , Chris Redd (Chesapeake Utilities), Jim Robinson (DEMEC) , Christine Schultz, Aimee String (DelDOT), Caroline Trueman (FHWA), Verity Watson (Ruggerio Willson), Lincoln Willis (DLLG) and George Zang (Verizon).

- I. Welcome and Call to Order: Meeting was called to order at 1:06 PM by Secretary Jennifer Cohan.
- II. Election of Chair:
 - a. Secretary Jennifer Cohan was nominated for chair and elected unanimously by members
- III. Overview of Senate Concurrent Resolution 48
 - a. The working group is charged with recommending measures which will shorten the total time to coordinate and implement utility relocations on transportation project on Delaware's highways.

- b. Per Senate Concurrent Resolution 48, recommendations are to be made by January 1, 2020.
- c. The working group must form at least two sub-committees. One committee will address design phase issues and one will address construction phase issue.

IV. DeIDOT/Utility Coordinating Challenges

- a. Shanté Hastings and Eric Como from DeIDOT presented the utility coordinating challenges from DeIDOT's perspective. PowerPoint attached.
- b. It was noted that while there are issues with the permitting process, that is not the focus of Utilities Coordinating Working Group. The Committee agreed that it would be helpful to form a committee to look at the permitting process at a later time.

V. Utility Company Perspective

- a. Shane Breakie explained he has concerns with any hard time penalties being placed on the companies as things do come up in the natural course of work.
- b. Several committee members shared the challenges of scheduling when projects are delayed and/or schedules are changed and the information is not communicated.
- c. Rep. Osienski noted that delays impact the financial picture; therefore, we need to minimize delays.
- d. Committee members explained that they were looking forward to working together on this process to make it more streamlined and formalized.
- e. La'Tonia Lighty informed the committee about the Engine System used in PA and Alden One. Alden One helps to hold people accountable and it can be used for underground issues as well. The committee is interested in learning more about these programs.
- f. Troy Dickerson mentioned that UPA is a great system but everyone would need to get on a web browser that supports. Some committee member do not like the UPA system as it is not very user friendly. It was agreed that the UPA could use an over-haul.

VI. Contractor's Perspective

- a. Contractors are comfortable being held accountable for the things that they have control over but noted that there are things that they do not have control over.
- b. We also need to keep Contractor resources in mind as we go through this process.

VII. Creation of Subgroups

- a. An e-mail invite will go out to all committee members.

- b. You do not have to be a member of the Utilities Coordination Working Group to participate in the subcommittees.
 - c. Bryon Short was nominated and agreed to chair the Construction Subcommittee and Garth Jones was nominated to chair the Design Subcommittee.
- VIII. Schedule for Future Meetings
- a. The committee agreed that future committee meeting should be scheduled for 1.5 hours as there is a lot to do in a short period of time.
 - b. Subcommittees will meet every other week and the Utilities Coordinating Working group will meet monthly.

Utilities Coordinating Working Group Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 1, 2019

DeIDOT Administration Building, 800 Bay Road, Dover, DE

Delaware Room

MINUTES

Approved 11/5/2019

MEMBERS PRESENT:

Rep. Osienski	Legislator nominated by the Speaker of the House	present
Sen. Nicole Poore	Legislator nominate by President Pro Tempore	absent
Jennifer Cohan	Sec. of the Dept of Transportation	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Rep. from Delmarva Power Corporation	present
Troy Dickerson	Rep. from Delaware Electric Cooperative	absent
Bonnie Metz	Rep. from Verizon Delaware Inc.	present
Shane Breakie	Rep. from Chesapeake Utilities Corporation	absent
Wayne Tyler	Rep. from Artesian Water Company	present
Tammy House	Rep. From Comcast Corporation	present
Jim Robinson	Rep. from Delaware Municipal Electric Corp.	absent
Bryon Short	Rep. from DCA of DE	present
Alan Marteney	Rep. from ACEC-DE	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Shante Hastings (DeIDOT), Nicole Majeski (DeIDOT), John Rautenbush (Verizon), Chris Redd (Chesapeake Utilities), Todd Reavis (DeIDOT), Tony Rutherford (DEC), Aimee String (DeIDOT), Caroline Trueman (FHWA), Kristopher Waite and George Zang (Verizon)

- I. Welcome and Call to Order: Meeting was called to order at 1:05 PM by Secretary Jennifer Cohan. Members of the committee and public introduced themselves.
- II. Review of Minutes
 - a. Motion to approve the August 21, 2019 Meeting Minutes made by Rep. Osienski, Second by Eric Como. Minutes approved unanimously.
 - b. Subcommittee Updates
 - i. Design Phase Utility Relocation Coordination
 1. The committee has had three meetings to date. The committee received a demonstration of Bluebeam, a PDF software which was followed by discussion. Considerable time has been taken to break down the process and discuss the things that are working

well and the things that could use improvement. The committee has also begun the process of discussing accountability and looks forward to continuing that discussion.

2. Construction Phase Utility Coordination

- a. The Construction committee has had two meetings to date. The committee has identified five possible recommendations for further discussion.
 - i. Identifying how we can do more joint trenching
 - ii. Field pre-construction meeting to walk site with all parties present
 - iii. Keeping project managers aware of key points of contact and any changes in points of contact throughout the project
 - iv. Potentially require utilization of the Alden System
 - v. More clearly define flow of information and approval process when changes are being made to plans

III. Discuss Creating a Technology Subcommittee

- a. Because much of the conversation has circled around technology, the committee agreed that it would be beneficial to create a Technology Subcommittee. The purpose of the committee is to explore available options. Secretary Cohan nominated Todd Reavis, DeIDOT's Director of Technology and Innovation, to serve as chair of the committee. The motion was seconded by William Whitaker. Mr. Reavis was unanimously elected chair of the Technology Subcommittee.
- b. Best Practices from Other States
 - i. Eric Como gave a presentation highlighting best practices in other states. See attached presentation slides

IV. Public Comment: None

V. Future Meetings: 11/5/19; 12/3/19

Utilities Coordinating Working Group Meeting

(Senate Concurrent Resolution 48)

Tuesday, November 5, 2019

DelDOT Administration Building, 800 Bay Road, Dover, DE

Delaware Room

MINUTES

Approved 12/3/2019

MEMBERS PRESENT:

Rep. Osienski	Legislator nominated by the Speaker of the House	present
Sen. Nicole Poore	Legislator nominate by President Pro Tempore	absent
Jennifer Cohan	Sec. of the Dept of Transportation	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Rep. from Delmarva Power Corporation	present
Troy Dickerson	Rep. from Delaware Electric Cooperative	present
Bonnie Metz	Rep. from Verizon Delaware Inc.	present
Shane Breakie	Rep. from Chesapeake Utilities Corporation	present
Wayne Tyler	Rep. from Artesian Water Company	present
Tammy House	Rep. From Comcast Corporation	present
Mark Whitfield	Rep. from Delaware Municipal Electric Corp.	absent
Bryon Short	Rep. from DCA of DE	present
Alan Marteney	Rep. from ACEC-DE	present

OTHERS PRESENT: Doug Atkins (FHWA), Meaghan Barna (DelDOT), Dane Bryant (Comcast), Greg Goury (TUI), LaTonia Lighty (Verizon), Chris Potter (DPL Transmission), John Raudenbush (Verizon), Todd Reavis (DelDOT), Brad Saborio (DelDOT), Caroline Trueman (FHWA)

- I. Welcome and Call to Order: Meeting was called to order at 1:05 PM by Secretary Jennifer Cohan. Members of the committee and public introduced themselves.
- II. Review of Minutes
 - a. Motion to approve the October 1, 2019 Meeting Minutes made by Eric Cimo, Second by Wayne Tyler. Minutes approved unanimously.
- III. Subcommittee Updates
 - i. Design Phase Utility Relocation Coordination
 1. The committee is working on developing recommendations to share with the working group. They have identified such things as revisions to the duration of plan reviews, possible phasing between milestones, and offering incentive measures. There may

be recommendations, such as incentives, that could require legislative action.

ii. Construction Phase Utility Coordination

1. The Construction subcommittee has also been developing recommendations to present to the full committee. They do not know whether legislative action would be required for any of their recommendations at this time.

iii. Technology Subcommittee

1. The Technology Subcommittee has had one meeting. A survey was distributed in effort to glean information on the technology needs. Once the survey results are compiled, draft recommendations will be developed by the subcommittee.

IV. Continued Discussion on Best Practices from Other States

- i. Eric Como continued the discussion on the various best practices that were shared via email following the last meeting. The group discussed the possible impacts on their organizations by adopting some of the identified best practices. Secretary Cohan reminded the group that DelDOT's 6 year Capital Transportation Plan and 20 year plan are both public documents available online and may be utilized by utility companies for their long term business planning. The committee discussed such best practices as value engineering, advanced meetings, reimbursement when applicable, and performance based reviews.

V. Next Steps – Discuss Final Report

- i. Subcommittee recommendations will be distributed to the group in advance of the next meeting for review. The group will discuss the final report at the next meeting, and determine the next steps at that time.

VI. Public Comment: None

VII. Future Meetings: 12/3/19

Utilities Coordinating Working Group Meeting

(Senate Concurrent Resolution 48)

Tuesday, December 3, 2019

DelDOT Administration Building, 800 Bay Road, Dover, DE

Delaware Room

MINUTES

Approved 1/8/20

MEMBERS PRESENT:

Rep. Osienski	Legislator nominated by the Speaker of the House	absent
Sen. Nicole Poore	Legislator nominate by President Pro Tempore	absent
Jennifer Cohan	Sec. of the Dept of Transportation	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Rep. from Delmarva Power Corporation	present
Troy Dickerson	Rep. from Delaware Electric Cooperative	present
Bonnie Metz	Rep. from Verizon Delaware Inc.	present
Shane Breakie	Rep. from Chesapeake Utilities Corporation	present
Wayne Tyler	Rep. from Artesian Water Company	present
Tammy House	Rep. From Comcast Corporation	absent
Mark Whitfield	Rep. from Delaware Municipal Electric Corp.	absent
Bryon Short	Rep. from DCA of DE	present
Alan Marteney	Rep. from ACEC-DE	present

OTHERS PRESENT: Meaghan Barna (DelDOT), Dane Bryant (Comcast), Greg Coury (TUI), Ken Feaster (DelDOT), Glenn Moore (DPL Transmission), John Raudenbush (Verizon), Todd Reavis (DelDOT), Brad Saborio (DelDOT), George Zang (Verizon)

- I. Welcome and Call to Order: Meeting was called to order at 1:05 PM by Secretary Jennifer Cohan. Members of the committee and public introduced themselves.
- II. Review of Minutes
 - a. Motion to approve the November 5, 2019 Meeting Minutes made by Eric Cimo, second by Shane Breakie. Minutes approved unanimously.
- III. Subcommittee Updates – Review of Draft Recommendations
 - i. Mr. Cimo read aloud the draft recommendations of the Design and Construction Subcommittees. The working group members offered their feedback on the proposed recommendations. Suggestions included clearly defining who the responsible party would be in some instances, and ensuring the recommendations are specific with respect to time frames. Some recommendations were found to be redundant as they are

addressed through the Technology Subcommittee's recommendations and were removed from the Design and Construction Subcommittee recommendations. The group also reviewed additional recommendations submitted by DeIDOT as a result of the internal meeting that was held. There was concern with a few of the Department's recommendations, however it was clarified some of the recommendations are stemming from when a contractor wants to make a change in the sequencing of a project. There was also discussion on the recommendation that DeIDOT will hold utility company permits in an effort to maintain compliance with deadlines and schedules. Mr. Cimo explained the current UPA does not have a way to differentiate single-residential from multi-residential homes. He will give this recommendation further review to determine if it could be re-worded to provide further clarification.

IV. Next Steps – Discuss Final Report

- i. The working group will meet one additional time. At this meeting they will finalize the recommendations and final report that will be submitted to the legislature.

V. Public Comment: None

VI. Future Meetings: The next meeting date is to be determined. The group will be notified via email of the next meeting.

Utilities Coordinating Working Group Meeting

(Senate Concurrent Resolution 48)

Wednesday, January 8, 2020

DelDOT Administration Building, 800 Bay Road, Dover, DE

Delaware Room

DRAFT MINUTES

MEMBERS PRESENT:

Rep. Osienski	Legislator nominated by the Speaker of the House	present
Sen. Nicole Poore	Legislator nominate by President Pro Tempore	present
Jennifer Cohan	Sec. of the Dept of Transportation	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Rep. from Delmarva Power Corporation	present
Troy Dickerson	Rep. from Delaware Electric Cooperative	absent
Bonnie Metz	Rep. from Verizon Delaware Inc.	present
Shane Breakie	Rep. from Chesapeake Utilities Corporation	present
Wayne Tyler	Rep. from Artesian Water Company	present
Tammy House	Rep. From Comcast Corporation	absent
Mark Whitfield	Rep. from Delaware Municipal Electric Corp.	absent
Bryon Short	Rep. from DCA of DE	present
Alan Marteney	Rep. from ACEC-DE	present

OTHERS PRESENT: Meaghan Barna (DelDOT), Annie Cordo (DelDOT), Greg Coury (TUI), Mike Drabczyk (DPL), Garth Jones (Chesapeake Utilities), Nicole Majeski (DelDOT), Tony Rutherford (DEC), Todd Reavis (DelDOT), Brad Saborio (DelDOT), Ryan Shockley (DEC), George Zang (Verizon)

- I. Welcome and Call to Order: Meeting was called to order at 1:00 PM by Secretary Jennifer Cohan. Members of the committee and public introduced themselves.
- II. Review of Minutes
 - a. Motion to approve the December 3, 2019 Meeting Minutes made by Secretary Cohan, second by Bonnie Metz. Minutes approved unanimously.
- III. Discussion and Approval of Draft Recommendations
 - a. Secretary Cohan led the working group in the final review of the recommendations that will be submitted to the General Assembly within the final report. The group discussed the creation of a legislatively created Utility Council to further delve into the recommendations of the working group. Rep. Osienski agreed to sponsor this legislation. Secretary Cohan noted that a legislatively created council will encourage ongoing participation as well as

provide transparency while holding all accountable. Staffing and support are also a benefit. Senator Poore added the creation of this council will allow the working group's discussion to continue. The Council would largely be tasked with ensuring the recommendations of the working group are upheld.

Mr. Cimo read aloud the Design and Construction Subcommittee Recommendations. There were minor technical corrections noted that will be amended for the final report. Mr. Reavis read aloud the Technology Subcommittee Recommendations. There was discussion on the archiving process for the future system.

Mr. Cimo read aloud the DelDOT recommendations that largely resulted from the internal meeting that was held in October 2019. Amendments were suggested and discussed. Mr. Short expressed concern on behalf of the DCA regarding some of the recommendations, including one that would require the contractor to provide accurate schedules to the Department. After lengthy discussion, it was recommended that the issue be deferred to future meetings of the formalized Council during future meetings. However, it was explained by Shante Hastings, DelDOT Chief Engineer, that the areas of concern for DCA are already included in the contract specifications, but not always specifically enforced by the Department. It was recommended by Mr. Short that DelDOT should be enforcing the contract specifications as specifically written regarding scheduling moving forward. DelDOT will begin doing so with existing contracts.

Rep. Osienki explained there need to be further discussion on the recommendation for reimbursements but recognized this would require legislative action which would provide the opportunity for further exploration.

Mr. Martney made a motion to approve the recommendations with the noted amendments, seconded by Mr. Breakie. By unanimous vote the motion carried.

IV. Next Steps & Final Report

- i. The final report will be submitted to the General Assembly.

V. Public Comment: None

The meeting adjourned at 3:00 p.m.

Appendix 3: Construction Phase Subcommittee Meeting Minutes

Utilities Coordinating Working Group Construction Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, September 17, 2109

DelDOT Administration Building, 800 Bay Road, Dover, DE
Farmington/Felton Conference Room

MEETING MINUTES

Approved 10/1/2019

MEMBERS PRESENT:

John Raudenbush	Verizon	present
La'Tonia Lighy	Verizon	present
Caroline Trueman	FHWA	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Chris Potter	Delmarva Power Corporation	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler, Jr.	Artesian Water Company	present
Garth Jones	Chesapeake Utilities	present
Laszlo Keszler	Delmarva Power Corporation	present
Rick Kerfoot	Comcast	present
Troy Dickerson	Delaware Electric Cooperative	present

OTHERS PRESENT: Meaghan Barna (DelDOT), Aimee String (DelDOT)

- I. Welcome and Introductions: The meeting was called to order at 11:15 AM by Bryon Short. The committee members introduced themselves.
- II. Old Business: Mr. Short reviewed the intent of Senate Concurrent Resolution 48. Mr. Short explained he received feedback concerning the scheduled Tuesday meeting dates as this is when bid submissions are due to DelDOT and it may pose a conflict. He will speak with others and try to determine the best day for the group to meet.
- III. New Business

Mr. Short opened the floor to the committee to discuss obstacles and challenges that are currently being encountered. Discussion included constructability issues, communication, and identifying key points of contact. Mr. Cimo noted this is an element that is encountered by both subcommittees. Committee members agreed being on site and having the opportunity to walk the job is very helpful. This is not a common occurrence, but is beneficial when it can occur. Mr. Cimo shared that it has been found that having DelDOT at the table for advanced utility relocation is very helpful. As such, DelDOT makes every attempt to do so when possible. He further explained, similar to the other organizations at the table, DelDOT is often not set up to handle this work due to limited resources.

Ms. Lightly shared her experience with Alden One. The committee agreed this program would be beneficial, but are unclear about funding the program.

Scheduling challenges were discussed by the subcommittee. Two items impacting scheduling are permitting and maintenance of traffic. The impacts of contractor changes were also discussed by the group.

It was suggested that at the next subcommittee meeting, the group discuss field identification and stakeouts.

Potential recommendations for further discussion

- Identifying how we can do more joint trenching. Other states seem to utilize this approach more.
- Field preconstruction meeting to walk site with all parties present.
- Keeping project managers aware of key points of contact and any changes in points of contact over the project.
- Potentially require utilization of Alden System. Connecticut requires that Alden be used on projects.
- More clearly define flow of information and approval process when changes are being made to plans.
-

IV. Other

V. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held October 1, 2019. Future meeting dates are being reviewed and will be confirmed.

VI. Public Comment: There was no public comment.

VII. Adjournment: The meeting adjourned at 12:20 p.m.

Utilities Coordinating Working Group Construction Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 1, 2109

DelDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Conference Room

MEETING MINUTES

Approved 10/15/19

MEMBERS PRESENT:

Bryon Short	Chair, DCA	present
George Zang	Verizon	present
Caroline Trueman	FHWA	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler, Jr.	Artesian Water Company	present
Laszlo Keszler	Delmarva Power Corporation	present
Rick Kerfoot	Comcast	present
Richard Welsh	Chesapeake Utilities	present

OTHERS PRESENT: Meaghan Barna (DelDOT), Brad Saborio (DelDOT), Aimee String (DelDOT)

- I. Welcome and Introductions: The meeting was called to order at 11:15 AM by Bryon Short. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the September 17, 2019 meeting minutes. Mr. Marteney made a motion, seconded by Mr. Cimo, to approve the minutes as written. The motion passed unanimously.
- III. Continue Discussion on Obstacles/Challenges: Mr. Short led the discussion on the impacts of contractor changes. Mr. Cimo noted that there is not a standard process for communication changes and recognized this is a broken process. Mr. Saborio noted when he has seen changes made it is because something is not working per the plans, but in an effort to not stall the project the team will move on. If a change is proposed by a highway contractor whether it be to schedule, phasing or means and methods, there has to be a commitment to meet with utility companies to get their insight and buy in. If

this does not occur and we do not receive approval from utility companies, then the contractor should not be allowed to proceed with requested changes. It was suggested that incorporating the utility relocation timeframes (whether advanced work or concurrent work) into the overall highway project CPM schedule is already being done, but could be better communicated. The committee discussed another issue encountered is determining who is responsible for disposing of old, abandoned pipelines when new lines are being installed. It was suggested that further, in depth discussions between DeIDOT and utility companies during design related to phasing and utility relocation may help to resolve some of this.

Mr. Cimo explained there may need to be better communication on what the contractor is doing at various phases of a project. If there is a change, DeIDOT can organize a meeting to discuss the changes. The committee acknowledged there are inconsistencies in communicating construction sequences and inquired if there were best practices for this. It was suggested that constructability issues are discussed throughout the phases so the utility companies are aware. The committee noted that it would be helpful to include the utilities in the scheduling of the project so there is agreement and ownership in the process.

It was suggested that there need to be constructability discussions for highway projects and required utility relocation work. It was suggested that this could be handled through field meetings between DeIDOT and utility companies. Utility companies need to ensure field or construction personnel attend the meeting to provide insight into the relocation designs. If there is potential of utility work occurring in advance of awarding the highway contract, then the constructability review will need to occur early in the design process to verify utility relocation can be performed in advance. It was noted that some states will not advertise highway projects until all utility relocation work is complete.

It was noted that while the utility companies and contractors are held accountable, DeIDOT also needs to be held accountable. Committee members shared they feel they get pushback from DeIDOT, and as a result do not feel there is collaboration. Mr. Cimo stated there are ways to approach so there is not pushback. Mr. Cimo inquired if there are efficiencies DeIDOT could establish, but noted we cannot override traffic safety. Every suggestion/change needs to be re-reviewed by traffic. They are involved throughout.

At the next meeting, the committee will discuss accountability measures. While utilities should be accountable to meet deadlines, it is important to keep in the mind that one utility falling behind schedule can affect the other utilities' ability to complete their work. It is important to recognize that we do not operate in a void. Mr. Cimo will send out information prior to the next meeting with information regarding methods used by

the Georgia Department of Transportation. Mr. Saborio explained at the NASTO conference, the use of contractors to do utility relocation work was discussed. Mr. Keszler explained under federal regulations, an individual must be qualified to relocate gas lines. The committee discussed the possibility of using an approved list of contractors/inspectors to complete this work. Cost was noted as a possible barrier in doing this, and the possibility of drafting legislation for reimbursement was suggested.

IV. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held October 15, 2019.

V. Public Comment: There was no public comment.

VI. Adjournment: The meeting adjourned at 12:30 p.m.

Utilities Coordinating Working Group Construction Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 15, 2109

DelDOT Administration Building, 800 Bay Road, Dover, DE

Delaware Conference Room

MEETING MINUTES

Approved 10/29/19

MEMBERS PRESENT:

Bryon Short	Chair, DCA	present
George Zang	Verizon	present
Caroline Trueman	FHWA	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler, Jr.	Artesian Water Company	present
Laszlo Keszler	Delmarva Power Corporation	present
Rick Kerfoot	Comcast	present
Richard Welsh	Chesapeake Utilities	absent

OTHERS PRESENT: Meaghan Barna (DelDOT), Troy Dickerson (DE CoOp), LaTonia Lighty (Verizon), Chris Potter (DPL Transmission), John Raudenbush (Verizon), Brad Saborio (DelDOT), Aimee String (DelDOT) and Mark Whitfield (DEMEC, City of Milford).

- I. Welcome and Introductions: The meeting was called to order at 11:20 AM by Committee Chair, Bryon Short. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the October 1, 2019 meeting minutes. The minutes were amended and passed unanimously.
- III. Continue Discussion on Obstacles/Challenges:

Mr. Keszler mentioned that he continues coming back to “constructability” when contemplating about the obstacles and challenges. He suggested that it might be helpful to set up some training sessions for DelDOT where the utilities can talk about their work and the specific challenges that they face. The committee agreed that this could be helpful and help bridge gaps in communication. It was suggested that this

could be done at the Utility Summit and there could even be different tracks for participants.

Mr. Short led further discussion about the pros and cons of contractors completing relocation work. Committee members stated that this is something that we are doing but there may be room to do this more often. Utility companies are concerned that if it's not reimbursable work, they will be taken advantage of on the price. The committee inquired as to whether or not there is a way to give security or whether DeIDOT could offset the cost. This is something that DeIDOT will need to discuss internally. Eric Cimo mentioned that there is a law that allows DeIDOT to reimburse up to 50% for the good of the public at the Secretary's discretion.

Mr. Keszler mentioned that advance projects are troublesome for many utilities because they are often working with many unknown variables. Further, it is difficult when they are not working with a blank state (grading and clearing). This may be an area where DeIDOT could improve their processes. It would be helpful if the work site is prepped prior to relocation.

If contractors are performing relocation work, they will be responsible for managing the relocation schedules and/or delays.

Committee members agreed that scheduling can very difficult when there are changes in plans and timelines. When the project timeline is shifted, utility companies then send their resources to other jobs. Mr. Keszler asked if DeIDOT is willing to pay for the resources to hold them until the project is ready. This would need be discussed internally at DeIDOT. Ms. Lighty noted that utilities need a set time-frame (actual dates) to work in. Committee members noted that changes to schedules are inevitable so there needs to be clear procedures for communicating changes. The schedule will need to be somewhat fluid.

IV. Accountability

Mr. Short began the conversation about accountability. The committee has discussed ways to improve the process but what are the "teeth" if the system should fail? Mr. Marteney noted that there needs to be skin in the game for both DeIDOT and the contractors.

Mr. Cimo noted that he sent a considerable amount of information to the committee via e-mail regarding procedures and policies in other states. Committee members were asked to take some time to look over the information in preparation for our November Working Group meeting.

It was suggested that it's difficult to discuss accountability prior to knowing what utilities are being held accountable for. An internal DelDOT meeting to discuss policies and procedure has been tentatively scheduled for October 30th.

V. Action Items/Future Meetings: The subcommittee will meet again on October 29th and focus on creating a plan that addresses what the contractor needs.

VI. Public Comment: There was no public comment.

VII. Adjournment: The meeting adjourned at 12:48 p.m.

Utilities Coordinating Working Group Construction Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 29, 2109

DeIDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Conference Room

MEETING MINUTES

Approved 11/12/19

MEMBERS PRESENT:

Bryon Short	Chair, DCA	present
George Zang	Verizon	present
Caroline Trueman	FHWA	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler, Jr.	Artesian Water Company	present
Laszlo Keszler	Delmarva Power Corporation	absent
Rick Kerfoot	Comcast	present
Richard Welsh	Chesapeake Utilities	present
Troy Dickerson	Delaware Electric Cooperative	present
Chris Potter	DPL Transmission	present
John Raudenbush	Verizon	present
Greg Coury	TUI	present
Rep. Ed Osieski	State Representative	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Shante Hastings (DeIDOT), Tom Rutherford (DEC), Brad Saborio (DeIDOT), Aimee String (DeIDOT)

- IX. Welcome and Introductions: The meeting was called to order at 11:05 AM by Committee Chair, Bryon Short. The committee members introduced themselves.
- X. Review and Approval of Minutes: The committee reviewed the October 15, 2019 meeting minutes. The minutes were approved unanimously.
- XI. Develop Recommendations for Process Improvements:
The committee discussed further identifying high level recommendations to share with the full working group while DeIDOT works out specifics on their internal processes. Mr. Short recapped the recommendations that the committee has identified thus far:
 1. Identify joint trenching opportunities

2. Hold field preconstruction meetings
3. Require utilization of an electronic notification system (such as Alden)
4. Further clarify a process for when changes occur
5. Explore opportunities for DeIDOT contractors to complete work
6. Offer metrics based incentives
7. Post-analysis of projects – this is an opportunity for the group to debrief and review why deadlines weren't met. This is a critical step for process improvements.

The committee discussed accountability and incentives/disincentives. Mr. Cimo summarized the Georgia model where all entities are held accountable based on schedule/progress. The committee expressed concern committing to something similar to the Georgia model until a firm process is in place.

Mr. Cimo and Mr. Short will work on summarizing the recommendations on behalf of the subcommittee to present at the next meeting.

XII. Action Items/Future Meetings: The subcommittee will meet again on November 12, 2019.

XIII. Public Comment: There was no public comment.

XIV. Adjournment: The meeting adjourned at 11:50 a.m.

Utilities Coordinating Working Group Construction Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, November 12, 2109

DeLDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Conference Room

DRAFT MEETING MINUTES

MEMBERS PRESENT:

Bryon Short	Chair, DCA	present
George Zang	Verizon	present
Caroline Trueman	FHWA	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler, Jr.	Artesian Water Company	present
Laszlo Keszler	Delmarva Power Corporation	absent
Rick Kerfoot	Comcast	present
Richard Welsh	Chesapeake Utilities	present
Troy Dickerson	Delaware Electric Cooperative	present
Chris Potter	DPL Transmission	present
John Raudenbush	Verizon	present
Greg Coury	TUI	present
Rep. Ed Osienski	State Representative	present

OTHERS PRESENT: Meaghan Barna (DeLDOT), Shante Hastings (DeLDOT), Tom Rutherford (DEC), Brad Saborio (DeLDOT), Aimee String (DeLDOT)

- I. Welcome and Introductions: The meeting was called to order at 11:15 AM by Committee Chair, Bryon Short. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the October 29, 2019 meeting minutes. Mr. Cimo made a motion, seconded by Mr. Raudenbush to approve the minutes as written. The motion passed unanimously.
- III. Review Draft Recommendations for Process Improvements:
Mr. Cimo shared some outcomes of the internal DeLDOT meeting that was held after the last subcommittee meeting. He explained the meeting went well and there are many things the Department is exploring internally, but there is no quick fix and this process will take time. Ms. Hastings noted Value Engineering was just one item being explored

as a result of meeting. This would put the responsibility on the contractor when changes are made. Mr. Short inquired what happens in this situation when the utility company is unresponsive to the contractor, or disagrees with DeIDOT and the contractor's recommendations. Ms. Hastings explained this idea is just in the early stages of exploration by the Department and those types of scenarios would need to be worked through.

The committee discussed ways to share real time information with the utility companies/contractors to accurately communicate schedules. This will be explored within the Technology Subcommittee.

Mr. Marteney made a motion, seconded by Ms. Lighty to approve the below recommendations to be shared with the full Utility Working Group Committee. By unanimous vote, the motion carried.

1. Identify joint trenching opportunities
2. Hold field preconstruction meetings
3. Require utilization of an electronic notification system (such as Alden)
4. Further clarify a process for when changes occur
5. Explore opportunities for DeIDOT contractors to complete work
6. Offer metrics based incentives
7. Post-analysis of projects – this is an opportunity for the group to debrief and review why deadlines weren't met. This is a critical step for process improvements.

IV. Action Items/Future Meetings: The subcommittee's next meeting will be scheduled as needed following the full Utilities Working Group meeting.

V. Public Comment: There was no public comment.

VI. Adjournment: The meeting adjourned at 12:10 p.m.

Appendix 4: Design Phase Subcommittee Meeting Minutes

Utilities Coordinating Working Group Design Phase Utility Coordination Subcommittee Meeting (Senate Concurrent Resolution 48)

Tuesday, September 3, 2109
DeIDOT Administration Building, 800 Bay Road, Dover, DE
Farmington/Felton Conference Room

MEETING MINUTES

Approved 9/17/2019

MEMBERS PRESENT:

Rep. Osienski	State Representative	present
Laszlo Keszler	DPL Gas	present
Garth Jones	Chair, Chesapeake Utilities	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Troy Dickerson	Delaware Electric Cooperative	present
Mark Parker	Eastern Shore Natural Gas	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	not present
Tony Rutherford	Delaware Electric Cooperative	not present
Ray Ronault	Exelon-DPL	present
George Zang	Verizon	present
Adam Gould	Artesian Water	present
Rick Kerfoot	Comcast	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Nicole Majeski (DeIDOT), Jim Ryan (CWA), Aimee String (DeIDOT), Caroline Trueman (FHWA), Mike Watson (CWA)

- I. Welcome and Introductions: The meeting was called to order at 1:00 PM by Garth Jones. The committee members introduced themselves.
- II. Old Business: The group agreed moving forward those present would comprise the subcommittee, and any additional attendees interested in participating are welcome at future meetings. The subcommittee agreed to meet every two weeks as they begin their work, and later reduce the meeting schedule if they find it is not needed.

III. New Business: The goals of the Utilities Coordinating working group, and associated subcommittees, were reviewed. The purpose is to improve the collaborative working relationship, and provide better service delivery to all respective customers. The committee's recommendations are due January 1, 2020. Mr. Jones noted this is an effort to make recommendations and see how the process can be improved. Eric Cimo acknowledged the challenges on the side of the utility companies, as well as DeIDOT, and emphasized DeIDOT's willingness to make the necessary changes and improvements.

The group discussed the current time frame for the survey phase of the utility coordination process. Currently DeIDOT requests a response from the utility company within 30 days of initial inquiry. Mr. Cimo reviewed the survey phase and explained we cannot start a design until DeIDOT identifies existing infrastructure. After lengthy discussion, the committee agreed 30 days was an appropriate amount of time for the utility companies to provide a response at this phase, with the understanding that if the utility company is unable to meet this deadline they will notify DeIDOT of same.

Identification and submission of property right documents were also covered as part of the survey plan phase discussion. While DeIDOT usually performs title searches for any parcels within a project area, these searches only goes back 60 years. Some utility companies have property right documents that are older than that. It is the utility companies' responsibility to provide documentation of property rights (easements, signed agreements, deeds, etc.) to DeIDOT as part of the design process. After lengthy discussion, the committee agreed that 60 days was an appropriate amount of time for utility companies to provide this documentation. It was also generally agreed that this timeframe will start upon DeIDOT sending the survey plans to utility companies.

The subcommittee discussed the possibility of an existing technology that could help the process. It was noted the use of color coded plans has been identified as a best practice. Mr. Cimo explained this could easily be done. Increasing accountability was also discussed by the group. Members suggested increasing the sense of ownership may help in meeting goals and deadlines. All agreed this was a good idea, however it would require commitment from all of the utility companies.

The subcommittee established goals for moving forward. Mr. Cimo emphasized this was the opportunity to review the process and ensure the current process makes the most sense. He further stated if there is a way to tweak the process for better overall results, the committee should focus on that.

The committee agreed upon the following goals of the subcommittee:

1. Review the DeIDOT Plan Development and Utility Coordination Milestones
2. Review the Overall Process
3. Suggest Process Improvements

4. Establish Accountability Measures

The subcommittee agreed establishing a method of accountability is vital. The group discussed the option of compensation for work, however Mr. Cimo noted that other states have done this and continue to have the same issues. DeIDOT would not be interested in paying for the same results. The option of using contractors could be considered, but there would need to be performance measures associated. Other methods of accountability discussed could include establishing penalties, such as fines or holding utility permits, for not meeting performance goals.

IV. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held September 17, 2019.

V. Public Comment: There was no public comment.

VI. Adjournment: The meeting adjourned at 2:30 p.m.

Utilities Coordinating Working Group

Design Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, September 17, 2109

DeIDOT Administration Building, 800 Bay Road, Dover, DE

Farmington/Felton Conference Room

MEETING MINUTES

Approved 10/1/2019

MEMBERS PRESENT:

Laszlo Keszler	DPL Gas	present
Garth Jones	Chair, Chesapeake Utilities	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Troy Dickerson	Delaware Electric Cooperative	present
Mark Parker	Eastern Shore Natural Gas	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	present
Tony Rutherford	Delaware Electric Cooperative	present
Chris Baker	George & Lynch	present
George Zang	Verizon	present
Adam Gould	Artesian Water	present
Rick Kerfoot	Comcast	present
Steven Foster	AB Consultants, Inc.	present
Greg Coury	TUI	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Jason Hastings (DeIDOT), Maureen Kelley (DeIDOT), David Kleinot (DeIDOT), Mike Simmons (DeIDOT), Pam Steinebach (DeIDOT), Aimee String (DeIDOT)

- I. Welcome and Introductions: The meeting was called to order at 10:00 AM by Garth Jones. The committee members introduced themselves. The committee reviewed the meeting minutes from the September 3, 2019 meeting. There were spelling errors noted and will be corrected. The minutes were approved as amended.

- II. Continued Discussion of DeIDOT’s Existing Design/Coordination Process: Mr. David Kleinot provided an overview of the Bluebeam software program. Mr. Cimo explained this presentation is an effort to explore the ways technology can help the group work better together. Bluebeam is a PDF markup and editing software system that DeIDOT is transitioning to use. This is a cloud based program that can display markups and reviews. The software program would likely be accessed through a hyperlink sent by

DelDOT staff. Mr. Cimo encouraged the committee to not think in terms of how this program would work with the UPA, but instead consider instances where this tool could be used in place of UPA functions. He further explained if the committee likes this tool, the process could even be built around it. It was noted that this software is free to download, and DelDOT could possibly take on the license expense for all users. Committee members inquired if the system could utilize a drag and drop feature so CAD files could be uploaded. Mr. Kleinot explained there is a way to import into this system, but it needs to be explored further so we are careful not to duplicate data. The committee discussed the phases in which this program would be used and Mr. Cimo explained it could be used in all phases. A new session would be sent for each milestone (phase). Mr. Kleinot confirmed there should not be an issue if people are working simultaneously on a project as the system is constantly uploading and saving. All user actions are tracked. It is likely that there will be a limit of users per company. Mr. Whitaker suggested the committee consider what would be on their wish list when developing a system that would work and bring those ideas to the next meeting for discussion.

After much discussion, Mr. Cimo inquired if the subcommittee would be interested in moving forward with a trial period of this program. The subcommittee members agreed this would be something they would be interested in. Mr. Cimo will reach out to the subcommittee about setting up a trial. He also reminded members to give thought to their wish list for the next meeting.

Mr. Jones explained as the meeting was spent entirely on this discussion, it may be worth considering a separate subgroup to review technology. While this topic is a good tangent, it is not necessary to fulfill the intent of the Senate Resolution. He noted there is a lot to be discussed that has not yet been touched upon.

Mr. Jones reminded the committee it was imperative that they give thought to the accountability piece.

- III. UPA – There was no further discussion.
- IV. Other – There was no further discussion.
- V. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held October 1, 2019.
- VI. Public Comment: There was no public comment.
- VII. Adjournment: The meeting adjourned at 11:10 a.m.

Utilities Coordinating Working Group

Design Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 1, 2109
 DeIDOT Administration Building, 800 Bay Road, Dover, DE
 Delaware Conference Room

MEETING MINUTES

Approved 10/15/19

MEMBERS PRESENT:

Laszlo Keszler	DPL Gas	present
Garth Jones	Chair, Chesapeake Utilities	absent
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Mark Parker	Eastern Shore Natural Gas	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	present
George Zang	Verizon	present
Greg Coury	TUI	present
Rick Kerfoot	Comcast	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Mike Simmons (DeIDOT), Aimee String (DeIDOT)

- I. Welcome and Introductions: The meeting was called to order at 10:00 AM by Eric Cimo. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the meeting minutes from the September 17, 2019 meeting. The minutes were approved as written.
- III. Continued Discussion of DeIDOT’s Existing Design/Coordination Process: Mr. Cimo opened the floor and asked the committee members what they needed from DeIDOT to make the process more efficient. Committee members suggested things such as submitting updated CAD files to companies at each milestone submission along with construction plans. The committee discussed the need for various information such as pipe sizes, inverts, and drainage to be included in the proposed design so companies had all necessary information to evaluate potential conflicts and design relocations. Mr. Simmons clarified the utility companies should be reviewing conceptual drawings at the initial phase, and information on pipe sizes is often not available until the semi-final phase. Other suggestions included better support from the survey plan milestone to PS&E. Mr. Simmons explained the survey plans are the opportunity for the utility

company to indicate where their existing facilities are. At the preliminary plan phase, the utility company should be aware of things like the conceptual drainage plans and storm water management. Mr. Simmons noted if DeIDOT is receiving plans from the utility company at the final phase, then the system broke down at some point.

The committee discussed the appropriate time frame that utility company preliminary plan markups outlining conceptual utility relocation layout could be expected to be returned. Some committee members explained the existing 30 day requirement is a challenging deadline to meet. Many do not have resources available to enable them to return the plans so quickly. Mr. Cimo explained DeIDOT is seeking critical infrastructure information as early in the design process as possible.

Mr. Simmons explained the preliminary plans are more aerial and do not include in-depth information such as inverts and grades, however utility poles should be visible at this stage. It should also be clear at this phase what poles need to be relocated. Mr. Marteney noted that things like signal poles are not on the preliminary plans. Mr. Cimo inquired if by adding clear zones, proper ROW, signal poles and lighting if it would help the utility companies more promptly return their plans to DeIDOT.

Mr. Parker explained Eastern Shore Natural Gas has overcome challenges like those offered by other committee members by requesting field meetings. He shared DeIDOT has been responsive to this collaboration and it has been helpful for completion of this work.

The committee noted that there has been difficulty with Advanced Projects when grading and cuts are unclear. It is helpful when DeIDOT is able to create a base slate for utilities to work with.

After further discussion, the committee agreed 90 days is an appropriate response time to return preliminary plans. Mr. Cimo clarified if it is a smaller project, the plans can be returned sooner. Mr. Cimo further shared that during those 90 days DeIDOT would be willing to hold meetings with the utility companies. The committee agreed individual meetings, or field walks, would be helpful during this process.

The committee questioned what would happen if the date requirements were not met. All members recognized there are situations where it is not possible to meet the deadline. The system can send reminders at 30 and 60 days and it needs to be explored if the system can send more than one staff person per company the notification. The committee noted the need for communication regarding changes and/or other difficulties in meeting the deadline. The committee also discussed the possibility of not batching all projects in one email notification.

It was questioned whether DeIDOT can share any utility as-built information that is collected on jobs with the respective utility companies. Mr. Cimo will check on the possibility of sharing any Asbuilt records collected during relocation and project

construction with the utility companies. He explained this has been done before on such projects as US301 and SR26 and does not feel it will be an issue.

IV. Other – There was no further discussion.

V. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held October 15, 2019.

VI. Public Comment: There was no public comment.

VII. Adjournment: The meeting adjourned at 11:05 a.m.

Utilities Coordinating Working Group

Design Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 15, 2109
 DeIDOT Administration Building, 800 Bay Road, Dover, DE
 Delaware Conference Room

MEETING MINUTES

Approved 10/29/19

MEMBERS PRESENT:

Laszlo Keszler	DPL Gas	present
Garth Jones	Chair, Chesapeake Utilities	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Mark Parker	Eastern Shore Natural Gas	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	present
George Zang	Verizon	present
Greg Coury	TUI	present
Rick Kerfoot	Comcast	present
Mark Whitfield	DEMEC	present
Chris Potter	Delmarva Trans	present
Troy Dickerson	Delaware Electric Cooperative	present
Caroline Trueman	FHWA	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Aimee String (DeIDOT), Mark Tudor (RK&K)

- I. Welcome and Introductions: The meeting was called to order at 10:00 AM by Garth Jones. The committee members introduced themselves.

- II. Review and Approval of Minutes: The committee reviewed the meeting minutes from the October 1, 2019 meeting. Mr. Parker noted one correction. The minutes were approved as amended.

- III. Continued Discussion of DeIDOT’s Existing Design/Coordination Process: Mr. Cimo provided a recap of the last committee meeting and the committee discussed the timeline needed for semifinal phase plans. The current process requires the utility company to return the plans within 30 days. Mr. Cimo acknowledged that is not enough time and requested feedback from the committee on what an appropriate amount of time would be. 90 days was discussed as a possible time for the utility companies to respond and committee members agreed this was a fair amount of time. Mr. Cimo

clarified that if DeIDOT had a major change at this phase it would restart the clock for the utility company to respond to DeIDOT. Mr. Cimo explained that it currently takes the utility company anywhere from 40-200 days to get back to DeIDOT based on information obtained from the UPA, however he noted that in some of these instances companies may have provided responses and information without uploading and updating the UPA.

The committee discussed that semifinal plans should have test holes, and if it would be possible for the utility company to provide test hole locations on the preliminary plans. Mr. Jones noted that a two-phase approach may be warranted for semi-final plans, stating it is helpful when beginning right of way work to know where existing utility lines are located. Mr. Cimo added that now we are putting things further away from the road, sometimes at the right of way line. Companies, specifically aerial companies, have voiced concerns with this as the further their facilities are from the roadway, the harder it is for maintenance. DeIDOT needs to internally talk through this process and has a meeting scheduled for 10/30.

Mr. Cimo reviewed what the committee had discussed to date regarding accountability and the escalation process when a utility company has not provided the appropriate response. At 30 days DeIDOT would reach out to advise we had not heard from company, at 60 days, the notice is escalated reminding there is only 30 days remaining to provide the requested information, and finally at 90 days something stronger needs to be done. Suggested repercussions included suspending existing permits, or holding permits for inactive projects. Mr. Whitaker expressed concern with the idea of holding permits as there is an impact on the public “customer” in this instance. He explained contact with a senior executive within the organization would be more substantial, hopefully prompting organizational changes. The committee discussed at 75 days escalating the issue to senior management, and when it reached 90 days to hold permits affecting projects, but not those involved with customer service/safety issues. Committee members also requested that 3rd party permits not be included. Another suggestion included charging a fee for permits instead of holding them.

Mr. Cimo encouraged committee members to review various emails that were sent out with other state’s best practices prior to the next full Utilities Working Group meeting in November.

IV. Other – There was no further discussion.

V. Action Items/Future Meetings: The subcommittee will meet every two weeks. The next meeting will be held October 29, 2019.

VI. Public Comment: There was no public comment.

VII. Adjournment: The meeting adjourned at 11:05 a.m.

Utilities Coordinating Working Group

Design Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 29, 2109
 DeIDOT Administration Building, 800 Bay Road, Dover, DE
 Delaware Conference Room

MEETING MINUTES

Approved 11/12/19

MEMBERS PRESENT:

Laszlo Keszler	DPL Gas	absent
Garth Jones	Chair, Chesapeake Utilities	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Mark Parker	Eastern Shore Natural Gas	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	absent
George Zang	Verizon	present
Greg Coury	TUI	present
Rick Kerfoot	Comcast	present
Mark Whitfield	DEMEC	present
Chris Potter	Delmarva Trans	present
Troy Dickerson	Delaware Electric Cooperative	present
Caroline Trueman	FHWA	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Jason Hastings (DeIDOT), Shante Hastings (DeIDOT), Rick Manchester (Comcast), Tony Rutherford (DEC), Aimee String (DeIDOT)

- I. Welcome and Introductions: The meeting was called to order at 10:00 AM by Garth Jones. The committee members introduced themselves.

- II. Review and Approval of Minutes: The committee reviewed the meeting minutes from the October 15, 2019 meeting. Mr. Cimo made a motion, seconded by Mr. Parker to approve the minutes as written. By unanimous vote, the motion carried.

- III. Continued Discussion of DeIDOT’s Existing Design/Coordination Process: The committee discussed the work that still needed to be completed to address some of the systemic issues in the utility process, including accountability. The committee agreed that more work and time would be needed to redefine the process, but acknowledged they could identify high level recommendations to present to the full working group. The committee discussed including a recommendation that DeIDOT refine their process and

develop a tracking and accountability system. It was noted the problems experienced are not solely a utility issue, as there are often other mitigating factors and all parties need to be held accountable.

The committee discussed the idea of financial accountability for utility companies, offering financial incentives, and encouraging utility companies to evaluate their available resources based on the Department's 5 year Capital Transportation Plan (CTP).

IV. Develop Recommendations for Process Improvements: Mr. Cimo noted the internal DeIDOT meeting would be held the following day. He will work with Mr. Jones to begin drafting the recommendations the committee has identified thus far and will provide a draft in advance of the next meeting on 11/12/19.

V. Action Items/Future Meetings: The next meeting will be held November 12, 2019.

VI. Public Comment: There was no public comment.

VII. Adjournment: The meeting adjourned at 10:55 a.m.

Utilities Coordinating Working Group

Design Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, November 12, 2109
 DeIDOT Administration Building, 800 Bay Road, Dover, DE
 Delaware Conference Room

DRAFT MEETING MINUTES

MEMBERS PRESENT:

Laszlo Keszler	DPL Gas	present
Garth Jones	Chair, Chesapeake Utilities	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Mark Parker	Eastern Shore Natural Gas	absent
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler	Artesian Water Company	present
George Zang	Verizon	present
Greg Coury	TUI	present
Rick Kerfoot	Comcast	present
Mark Whitfield	DEMEC	present
Chris Potter	Delmarva Trans	present
Troy Dickerson	Delaware Electric Cooperative	present
Caroline Trueman	FHWA	present

OTHERS PRESENT: Meaghan Barna (DeIDOT), Jason Hastings (DeIDOT), Shante Hastings (DeIDOT), Rick Manchester (Comcast), Tony Rutherford (DEC), Aimee String (DeIDOT)

- I. Welcome and Introductions: The meeting was called to order at 10:00 AM by Garth Jones. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the meeting minutes from the October 29, 2019 meeting. Mr. Marteney made a motion, seconded by Mr. Whitfield to approve the minutes as written. By unanimous vote, the motion carried.
- III. Review Draft Recommendations for Process Improvements: The committee reviewed the draft summary of the identified recommendations to present to the full working group. The committee discussed the recommendations and made various edits to the draft. At Mr. Marteney’s suggestion, the committee agreed to add a recommendation about the state working to create a sustainable funding source to support long term planning. DeIDOT’s Capital Transportation Plan (CTP) is available online outlining the Department’s upcoming initiatives, however this is not a resource that is utilized by the

utility companies for resource planning. The group also agreed to add a recommendation that would bring the utility companies and DeIDOT together following a project to perform a post design analysis. The group discussed the need for all parties to be engaged throughout the process and the need for DeIDOT to establish goals in their communication with the utility companies. There also needs to be a methodology to track projects, including schedules and deliverables. This is something the Technology Subcommittee will be working to establish. The committee acknowledged that none of the recommendations being set forth to the committee specifically require legislative action, however enabling legislation could be required for some including the accountability/incentivizing recommendation.

IV. Action Items/Future Meetings: The next meeting will be held November 26, 2019.

V. Public Comment: There was no public comment.

VI. Adjournment: The meeting adjourned at 10:55 a.m.

Appendix 5: Technology Subcommittee Meeting Minutes

Utilities Coordination Working Group Technology Subcommittee Meeting (Senate Concurrent Resolution 48)

Tuesday, October 29, 2019
1:00 – 2:00 p.m.
DelDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Conference Room

MEETING MINUTES

ATTENDEES:

Todd Reavis, DelDOT
Eric Cimo, DelDOT
Caroline Trueman, FHWA
George Zang, Verizon
Chris Potter, Delmarva Transmission Engineering
Brad Saborio, DelDOT
Bill Whitaker, Delmarva Power Electrical Division
Scott Brockett, Delmarva Power
Alan Marteney, Century Engineering/ACEC-DE
Troy Dickerson, Delaware Coop
Garth Jones, Chesapeake Utilities

Meeting called to order at 1:05 p.m.

1.) Discuss Ongoing Technology Needs Survey Effort

- The survey plan is a tool to assist in developing a recommendation(s) to move forward. It is important to gather as much information as possible to compile and create a presentation. Everyone is encouraged to be candid with their answers, as this is not about only what works for DelDOT, but what works for everyone. Deadline for responses: Friday, November 8.

2.) Recommendation Due Date

- There is a January due date for recommendation. Potential options are: 1.) purchase a product that already exists; 2.) augment or redesign UPA; or 3.) build something entirely new.

3.) Discuss Expectations of The Subcommittee

- Short-term: fulfill the objective of making recommendations. Todd Reavis will be following discussions from other phases and will report back to the subcommittee.

4.) Other

- Discussion was held regarding the convenience of future meeting dates and times. We may have to adjust this meeting date/time when the Working Group Meeting conflicts.
- Performance of UPA site was discussed in addition to the best way to collaboratively share design feedback. Bluebeam was mentioned. It was recommended that whatever program is chosen, it must work on all browsers, as UPA only works on Internet Explorer.
- Accountability and communication between sections is key. When a project is closed out, where does the information go? How is the data being handled and stored?
- Utility coordinator acting as a gatekeeper regarding deadlines, requirements, etc. Reliability of information will be crucial.
- Site preparation discussion – post design (e.g., create company hierarchy for purposes of maintaining task schedule and track construction).
- Need for IT to link and export information.
- Discussion of possible need for additional meetings outside of those already scheduled.

5.) Action Items/Future Meetings

- Survey results are necessary to provide recommendation.
- What do we want the new system to do?

6.) Public Comment

- No public in attendance.

Meeting adjourned at 1:45 p.m.

Meeting minutes submitted by Terri Brower.

**Utilities Coordination Working Group
Technology Subcommittee Meeting
(Senate Concurrent Resolution 48)**

Tuesday, November 12, 2019
1:00 – 2:00 p.m.
DeIDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Conference Room

MEETING MINUTES

ATTENDEES:

Todd Reavis, DeIDOT
Eric Cimo, DeIDOT
Alan Marteney, Century Engineering/ACEC-DE
Wayne Tyler, Jr., Artesian Water
Shanté Hastings, DeIDOT
Bryon Short, DCA
Laszlo Keszler, DPL Gas
Brad Saborio, DeIDOT
Troy Dickerson, Delaware Coop
Bill Whitaker, Delmarva Power Electrical Division

Meeting called to order at 1:00 p.m.

The meeting minutes of 10/29/19 were approved as submitted with the following correction under the heading ATTENDEES:

- Alan Marteney, Century Engineering/**ACEC-DE**

1.) Technology Needs Survey

The Technology Needs Survey closed on Friday, November 8, and resulted in nine responses received. Todd Reavis thanked everyone who took the time to complete the survey, and felt it important to share a few comments on the following survey results:

- *SEU* (Subsurface Utility Engineering). This should be added to the recommendations as a possible requirement as the comment read that it needed to interact with the application.
- *UPA replacement vs. enhancement*. There was no conclusion as it was a split. Some felt that UPA is fine if we enhance it, and others thought something completely different was needed.
- *Do you know of a product that could replace UPA?* There were a couple of answers (All-In-One and Bluebeam), but the consensus was nobody really had any knowledge.
- *Mapping existing utilities vs. new or moved utilities*. The consensus felt it was not realistic to try to track back and there were many reasons as to why.

2.) Draft Executive Summary

A discussion of the full document was held. Todd marked up the document in real time based on the comments and suggestions of the committee members.

3.) Action Items/Future Meetings

- An updated Executive Summary will be provided to committee members for review prior to the next meeting.
- Key deliverables expected of this system (e.g., recordkeeping, information transfer and review, notifications) need to be defined.
- The 11/26/19 meeting has been cancelled due to the other two committees not holding their meeting on this date.

Motion was made and seconded to move forward with the recommended revisions to the Executive Summary.

4.) Public Comment

- No public in attendance.

Meeting adjourned at 2:10 p.m.

Meeting minutes submitted by Terri Brower.