

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