

## **11/17/11 Quarterly Utility Meeting Discussion Minutes.**

### **County's Utility Clearance Process review and update:**

The goals are to better document and improve this process **before** Capital Improvement Projects are bid for construction. This will minimize the impact from known utility conflicts that require relocations once construction begins.

This improved Utility Clearance Process will include all utility relocation requirements with:

- locations identified,
- time frames allowed for these relocations,
- who performs the relocation, and
- who is responsible for the cost of the relocation.

This process will be similar to the CDOT Utility Clearance process where the County and the affected utility sign off and agree to specific performance dates and costs, etc., on the Utility Clearance Package **prior** to the project being bid for construction.

The County has recently encountered issues where some utilities were not completely located during the project's design stage. When discovered during construction, these conflicts are often taking significant time to resolve and, of course, this adds to the costs for all entities involved. This improved Utility Clearance process will also evaluate and determine ways to prevent these issues from occurring.

Another big concern for the County is delays to projects due to utility relocations that are expected to be performed prior to construction of the County's project. These dates are critical and are sometimes not met, even though typically a signed Utility Clearance Agreement with specific performance dates has been agreed to.

It was suggested the County form a smaller group of key players from utility companies who are responsible for signing off on construction plans to discuss and work through these proposed changes. The County will review this suggestion.

### **Comments and concerns from the Utility Companies were discussed. Some of the key items brought up by Utilities were:**

- If the County's plans change, and the change affects utility relocation requirements, it is sometimes difficult to react in a timely manner with revised utility designs.
- Some of the dry utility providers present indicated that by law many high capacity customers are required to receive a minimum of a 90-day notice for service interruptions for relocation projects. This makes it impossible to address surprise/unknown issues during construction in a timely manner.
- Budget issues and scheduling were also discussed as ongoing issues that affect all projects, and all parties.
- Better utility locates during design was discussed as being paramount to minimizing conflict or unknowns during construction.

**County's Current Water and Sanitary Sewer Relocation Policy.**

Arapahoe County's current Policy Concerning the Payment of Certain Costs Associated with Relocation of Water and Sanitary Sewer in Public ROW was adopted January 24,1989; Resolution # 108-89. Also known as Administrative Procedure 87-5.

This policy is from 1987 and is being reviewed for updates.

Goals of this review and proposed updates:

1. To make projects run more smoothly for W& S Districts and County.
2. To update and outline expectations of County and Districts.
3. To allow County and Districts to budget and plan more efficiently.

Some items the County is considering at this point:

Require Districts to provide County with complete set of current adopted District standards and specifications and typical details.

Address relocating utilities that are not affected by the proposed County project, but are requested to be relocated by District in conjunction with County project.

The County is considering a policy whereby the County will fund cost of relocated District facility materials based on the depreciated value based on age of the existing District facilities.