

Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation
Coordination, Cooperation, Communication, & Commitment

Chair
Karen Ellzey

Vice Chair
Demar Machuca

Secretary
Chris Stermer

Treasurer
Jodi Rano

Spring Meeting Location:
Virtual Zoom

Wednesday, April 7, 2021

8:30am - 9:00am – Officers Meeting (All Officers present)

Karen Ellzey, FUCC Chair

Karen opened the meeting at 8:33am. She explained that this is a virtual meeting and we will be following the agenda. Participants are welcomed to come in and leave as desired to participate in the meets of your choice.

Brian Dean, *Sunshine 811* is serving as the WebEx moderator and brief the participants on using WebEx and the various controls.

Discussion was had on the upcoming Summer meeting and if we can meet in person or does it need to be virtual, not all representatives have clearances from their companies to travel. There are several that are allowed to travel. The major question is when the deadline is to meet the room block for the hotel. Lori McLaughlin stated we have a room commitment for 270 room nights. Lori stated she can contact the hotel to see if that can be renegotiated. Can we setup a poll to determine the anticipated attendance. Brian Dean will set up a poll we can hold during the FUCC.

Brian dean posted the poll and it revealed based on the persons on the call at the time, that 35% stated they could attend, 16% stated they could not attend, and 49% were not sure at this time. Karen asked Brian to remove the not sure since we have to be definitive. Karen stated we would vote again in the afternoon again tomorrow during the business meeting before a decision is made.

Permitting Committee is in need of a chair if anyone is interested. Need nominations for incoming FUCC Secretary, it needs to be someone that is not a consultant.

It is now time to ask for nominees for the Malcom Yancy Award and the John Farkas Award. Please forward your nominations to Jeanna Dean.

For future FUCC's we are under contract until Spring 2022, Karen stated we are looking for suggestions for a new location for the Summer meeting and the current facility is becoming a challenge as we grow in size. Another issue is that the Hilton in Melbourne went through some renovations and eliminated some of the meeting spaces.

9:00am - 9:30am – Steering Committee Meeting

Opened the meeting a discussion was had the future summer FUCC that is supposed to be in Melbourne in August. Lori McLaughlin stated after the officers meeting, she emailed her contact at the hotel, she received a response that stated they can work with us on the number of rooms and food and beverages minimums. When do we need to give the hotel an answer, Lori to inquire with the hotel? A pol will continue through this meeting to assist in the decision.

9:45am – 10:45am – Planning Committee, membership and banquet planning

Planning committee chaired by Tara Miller *Duke Energy*

Maintain the Design Build forum in April in Ocala, for the summer meeting in 2021 it will depend on if it is virtual or in person.

Membership Committee chaired by Melonie Swartz *Horizon Engineering*
Meeting minutes attached.

Banquet Committee chaired by Heather Dean *Harbor Coordination Solutions*

The theme for the banquet at the Summer meeting in Melbourne is Halloween. Heather provided some insight on the decorations and awards ideas for the banquet.

Lunch Break

1:00pm – 1:15pm Opening remarks by Karen Ellzey FUCC Chair

Karen welcomed everyone back from lunch. Karen explained that this is a virtual meeting and we will be following the agenda. Participants are welcomed to come in and leave as desired to participate in the meets of your choice. Brian Dean, *Sunshine 811* is serving as the WebEx moderator and brief the participants on using WebEx and the various controls.

Update from Lori McLaughlin received an email from the hotel in Melbourne for the Summer meeting. The hotel stated they need an answer if we will have the meeting in person there or virtual by the end of this week (8/9/2021).

Permitting Committee is in need of a chair if anyone is interested. Need nominations for incoming FUCC Secretary, it needs to be someone that is not a consultant.

It is now time to ask for nominees for the Malcom Yancy Award and the John Farkas Award. Please forward your nominations to Jeanna Dean.

We will be holding more polling to make the determination of virtual or live meeting in August 2021/

FUCC Interest Group and subcommittee Meetings

1:15pm – 2:00pm Underground Interest Group

Chaired by Michel-Lee Chapuseaux *Southern Light* and Chris McLaughlin *George F. Young*
Minutes not provided

2:15pm – 3:00pm Power Interest Group

Chaired by Rob Morris *FPL*
Meeting minutes attached

3:15pm – 4:00pm Telecommunications Interest Group

Chaired by Stephen Waidley *Frontier Communications*
Minutes not provided

Closing Comments for the day by Karen Ellzey FUCC Chair

Thursday, April 8, 2021

8:30am – 8:45pm Opening remarks by Karen Ellzey FUCC Chair

Karen opened the meeting at 8:31am. She explained that this is a virtual meeting and we will be following the agenda. Participants are welcomed to come in and leave as desired to participate in the meets of your choice. Karen thanked the sponsors for their contributions to support the organization. Naming them by name and level of

sponsorship.

Brian Dean, *Sunshine 811* is serving as the WebEx moderator and brief the participants on using WebEx and the various controls.

Karen stated we will be polling the attendees whether you can attend the Summer Conference in person or not, a decision needs to be made by Friday since that is the deadline with the hotel.

Permitting Committee is in need of a chair if anyone is interested. Need nominations for incoming FUCC Secretary, it needs to be someone that is not a consultant.

It is now time to ask for nominees for the Malcom Yancy Award and the John Farkas Award. Please forward your nominations to Jeanna Dean.

Looking for hotel recommendations for future summer meetings.

8:45am – 9:30pm FDOT Forum - DUE/ DUA & FDOT Personnel

Moderated by Patrick Overton *FDOT State Utility Engineer*

Patrick welcomed everyone and provided information concerning a recent FHWA audit that was conducted it emphasized a need for improved Project Level Quality assurance, the Utility Procedures Manual (UPM) and the Construction Procedures manual (CPAM) has been updated. He stated that there is a significant stimulus package going through the legislature waiting to see what is approved and what the dollar amount. There is another round of stimulus coming from Federal dollars. The requirement is it has to be spent during the current physical year.

Wayne Sheldon *FDOT District 1 DUA* stated they have updated some of their forms, make sure you're using the current templates, they are updated quarterly.

John McCarthy *FDOT District 2 DUA* direction on how to obtain district contact information within their district. He stated that he is directing the power companies to use the "Dependent Activity" spot on the UWS for the joint user to vacate the pole. They are looking at the work program and what projects will be pulled in if money becomes available.

Jonathan Harris *FDOT District 3 DUA* stated they are looking at the work program and what projects will be pulled in if money becomes available.

Kadian McLean *FDOT District 4 DUA* stated they are looking at the work program and what projects will be pulled in if money becomes available.

Staci Nestor *FDOT District 5 DUA* stated they are looking at the work program and what projects will be pulled in if money becomes available. Their Utility Liaison meeting is scheduled for April 21 and will be virtual.

Xenia Rodriguez *FDOT District 6 DUA* Xenia stated they are looking at the work program and what projects will be pulled in if money becomes available.

Dan Hunter *FDOT District 7 DUA* stated they are looking at the work program and what projects will be pulled in if money becomes available. The District is hosting the plans reading and UWS writing training.

permit is for a new service, they have strict time requirements that they have to follow as outlined by the PSC.

Joe Bitar *FDOT Turnpike DUA* Joe requested that the utilities submitting invoices for reimbursement to please submit the invoices in a timely matter when the project is complete.

9:45am – 10:30am Permitting Subcommittee

Chaired by George Beck *FPL*

Minutes not provided

10:45am – 11:30am Joint Use Subcommittee

Chaired by Paula Perry *SECO*

Minutes not provided

Lunch Break

1:30pm – 2:15pm TTC/ MOT Subcommittee

Minutes not provided

2:30pm – 3:30pm Design Build Subcommittee

Chaired by Chris Stermer *WGI*

Chris displayed the boilerplate RFP that FDOT uses at the start of the RFP development phase of a project. Chris identified several paragraphs that needed to be revised, mostly because the FDOT has placed responsibilities on the Utility Coordinators for task that is not the responsibility of the coordinator. Specific paragraphs:

1. Reviewing proposed utility permit application packages and recommending approval/disapproval of each permit application based on the compatibility of the permit as related to the Design-Build Firm's plans.
2. Preparing, reviewing, approving, signing, and coordinating the implementation of and submitting to the Department for review, all Utility Agreements
3. Obtaining and maintaining all appropriate "Sunshine State One Call of Florida" tickets.
4. Complying with the electrical and communications requirements for toll facilities provided in the GTR

Discussions with Patrick Overton and Shawn Lewis *FDOT* were had, and Patrick requested Chris provides the tracked changes Word file be provided so Central office can review.

Chris brought up the fact that frequently the conceptual plans provided as part of the Advance Utility Coordination reference documents in the RFP's of Design Builds lack sufficient information and identify all conflicts, at times creates a problem when determining financial responsibility. A discussion

Chris asked if ALL the utility information obtained in the RFP development can be provided with the RFP advertisement instead of waiting until the shortlisting. Making the coordinators wait forces us to pester the utilities for information that was already provided.

Chris discussed the permitting process on design builds specifically as identified in the Utility Procedures Manual Para 6.6

Chris made mention for FDOT permits office to pay attention, sometimes there are several Task Work Orders under one or two master FPID's. When reviewing work program, those FPID's should be flagged as having multiple locations.

3:45pm – 5:00pm FUCC Business Meeting

Meeting called to order at 3:45pm by Karen Ellzey *FPL* FUCC Chair. Karen thanked the sponsors for their contributions to support the organization. Naming them by name and level of sponsorship.

Reading of the Minutes -Motion to waive the reading of the minutes by Scott Baird, seconded by Melonie Swartz.

Historian's Report – *Chris McLaughlin*

Treasurer's Report – Karen Ellzey *FPL* FUCC Chair provided report.

BOA Balance: \$54,400.21

PayPal: \$6,945.14

Sunshine 811 Report, Brian Dean stated that he provided the report and handout is available.

FDOT Report, Patrick Overton, State Utility Engineer. Travel is limited and will make the determination will be

announced as it become available.

Karen appointed Bill Deal from T2 Utility Engineers to chair the Permitting sub-committee.

Need nominations for incoming FUCC Secretary, it needs to be someone that is not a consultant.

It is now time to ask for nominees for the Malcom Yancy Award and the John Farkas Award. Please forward your nominations to Jeanna Dean. Nominations need to be submitted by July 1, 2021

Lori McLaughlin stated we need to have 150 hotel nights and a minimum of \$4,400 minimum food and beverage for the summer conference in Melbourne.

After a long discussion, and a significant number of unknowns exist it was decided that the summer meeting would be virtual.

Scott Baird made a motion to have the Summer 2021 meeting virtually and extend that contract another year seconded by Fred Valdez. Motion passed.

Scott Baird made a motion to have move the banquet to Jacksonville in the Fall. Seconded by Jeanna Dean. Motion passed.

Motion to adjourn made by Jeanna Dean, seconded by Fred Valdez. Meeting adjourned.

Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation
Coordination, Cooperation, Communication, & Commitment

MOTION LOG

SPRING BUSINESS MEETING (4/8/21)

Hosted by: GLOBAL Gotomeeting.com

- Motion to waive the reading of the minutes by Scott Baird, seconded by Melonie Swartz.
- Scott Baird made a motion to have the Summer 2021 meeting virtually and extend that contract another year seconded by Fred Valdez.
- Scott Baird made a motion to have move the banquet to Jacksonville in the Fall. Seconded by Jeanna Dean. Motion passed.
- Motion to adjourn made by Jeanna Dean, seconded by Fred Valdez. Meeting adjourned.

FALL MEETING 11/5/2020

Hosted by: GLOBAL Gotomeeting.com Steering Committee Meeting

- Motion by Jeanna Dean seconded by Brian Dean to adjourn.

FUCC Business Meeting

- Motion by Scot Baird seconded by Chris Stermer to adjourn.

SUMMER VIRTUAL 07/09/2020

Hosted by: GLOBAL Gotomeeting.com Steering Committee Meeting

- Motion by Scott Baird seconded by Tara Miller to extend sponsor ship until next year 2021, sponsorship will be extended for the next year. Unanimously approved.
- Motion by Brian Dean seconded by Kris Hayes that a precedence did not need to be set, so the changing of the officers would need to go forward as usual. Unanimously approved.

FALL MEETING 2019 – Jacksonville

- Motion by Brian Dean seconded by Robb Brown to appoint Jeremy Parker Sarasota County Utilities as steering committee wastewater sewer chair, all voted in favor.
- Motion by Jeanna Dean to provide lunch for DBID, seconded by Chris Stermer. All voted in favor.
- Motion by Jeanna Dean to adjourn, seconded by Heather Dean. Steering Committee meeting adjourned at 10:08am.
- Motion by Brian Dean to approve \$8500.00 budget for FUCC traveling exhibition yearly costs. seconded by Fred Valdes.

- Motion by Chris Stermer to approve meeting minutes, seconded by Karen Ellzey, unanimously approved.
- Motion to adjourn FUCC final day business meeting (moved by Chris McLaughlin, seconded by Melonie Schwartz, unanimously approved).

SPRING MEETING 2019 – Ocala

- Motion to approve the Bylaws as amended by Fred Valdes, seconded by Chris Stermer. Art Gilmore, Fred Valdes, and Kris Hayes as voting members approved unanimously.
- Robb Brown moved to change the By-Laws to state: "Each interest group will rotate responsibility for the educational seminar so that one seminar is conducted at each meeting," and remove the current verbiage which states: "The educational seminar will be scheduled for the Annual Meeting." Chris McLaughlin seconded. Vote to approve motion was unanimous.
- Motion to accept the By-Laws by Fred Valdes, seconded by Nichole Bates. Discussion opened. Motion to close discussion by Scott Baird, seconded by Fred Valdes (unanimously approved). Vote to accept By-Laws approved unanimously.

SUMMER MEETING 2019 – Melbourne Beach

- Brian Dean motioned to postpone nominations for the secretary position to the Thursday steering committee meeting. Robb Brown seconded. Motion passed unanimously.
- Motion to nominate Demar Machuca for FUCC Secretary (Scott Baird moved, Chris McLaughlin seconded), passed unanimously.
- Motion to accept Demar Machuca as incoming Secretary (Melonie Schwartz, Pam Young seconded) passed unanimously.

Meeting Minutes

To: Florida Utility Coordinating Committee (FUCC) Board
From: Melonie Schwartz, Chairman of Membership / Promotions
RE: Meeting Minutes from Spring 2021 FUCC Meeting (VIRTUAL)

There was a meeting held for the Membership / Promotions FUCC Standing Subcommittee at the Spring 2021 FUCC Meeting, which was a virtual meeting. These minutes serve to summarize the discussions held on Wednesday, 4/7/2021 during the 9:45 to 10:45 am block, which designated for the Planning Committee, Membership/Promotions Committee and Banquet Planning Committee. Since the meeting was virtual, all people on the call were in attendance.

- Mrs. Melonie Schwartz advised that the calendar of events that had been developed for the industry events that FUCC is planning to attend throughout the year has been posted to the FUCC Website graciously by Mrs. Lori McLaughlin.

She advised that Ms. Jodi Rano will be providing an FUCC Update at the D5 Utility Liaison Conference on April 21, 2021 and Ms. Karen Ellzey will be providing an FUCC Update at the D7 Utility Liaison Conference on May 14, 2021. Ms. Schwartz advised that she had reach out to D2 and D3 to get scheduling information for their next Utility Liaison Conferences, as well as reaching out to Mrs. Pam Young on the D1 Utility Liaison Conference. The goal would be to have an FUCC Update given at those meetings as well.

Mrs. Schwartz noted that there are a few other events upcoming that FUCC would look to participate in like FTBA on August 5-8th in Orlando and ACEC-FL on August 4-6th in Palm Beach. She noted that DBIA is coming up in November; however, it is located in Colorado this year, so it is outside the She noted that the membership group has been given a budget to attend some events as exhibitors, but wanted to see if any other existing members where attending and exhibiting at these meetings. The hope being that there might be an opportunity to be economical in table sharing at the event to continue our efforts to spread the word about FUCC. Mr. Eugene Khashper with Keith and Associates advised that Keith would be in attendance at FTBA. Mrs. Schwartz inquired with Mr. Khashper on whether they were going to be an exhibitor and he advised that there are no exhibitors as this time. Mrs. Schwartz advised that she would reach out to Mr. Khashper as the event get closer to see if they would be an exhibitor.

Mrs. Schwartz inquired if there were any other events that folks are aware of like water/sewer associations and electric/other industry specific groups that we can reach out to do a presentation or send information to please email Melonie Schwartz (mdschwartz@horizoncivil.com), so she can reach out.

Membership / Promotions

FUCC Standing Subcommittee

- Mrs. Schwartz noted that the current FUCC Brochure has been updated to the FUCC website graciously by Mrs. McLaughlin. It is available online, so please check it out. We will look to do updates annual on the brochure to keep it current.
- Mrs. Schwartz noted that if there are any updates that folks see are needed to the website or can't find certain information, please let Mrs. McLaughlin or myself know.
- Mrs. Schwartz noted that the letter drive will be preceding, as she got with Karen Ellzey today to get her signature for the membership letter, so this can proceed with distribution.
- Mrs. Schwartz requested if anyone had any ideas for increasing membership and engaging new members to please let her know. She wants to be able to engage new members so they understand what FUCC has to offer and done over the last 80 years and why they should join and participate.
- Finally, Mrs. Schwartz encouraged long standing members, past chairs, past Farkas and Yancey Award winners and any other folks interested should attend the membership committees in the future. Their commitment and experience with the organization will help greatly.
- With these discussions complete, Melonie thanked the group for their time and inquired if there were any questions or requests for more information. With no comments/questions received, she closed the membership section of the discussion.

Action Items:

- Mrs. Schwartz to maintain the calendar of events for the FUCC website.
- Mrs. Schwartz to continue letter drive efforts.
- Mrs. Schwartz to reach out to Mr. Khashper regarding FTBA.

Attachments:

- 2021 Spring Agenda

The following notes set forth the understanding of the writer. The parties shall rely on the contents unless the writer receives notice of specific discrepancies for the proposed revised wording within five business days of the transmittal date of this document.

Spring 2021 Agenda

Chairman: Melonie Schwartz, Horizon Engineering Group

- Self-Introductions
- Fall 2020 Meeting Re-Cap
- Industry Events for FUCC to Attend
 - Posted Calendar of Events to Website
 - Coverage for events planned to date
- FUCC Brochure
 - Posted New Brochure to Website
- FUCC Website
 - Any updates to the Website – Let myself and Lori know
- Membership Drive
 - What is hindering attendance and membership
 - Ways to engage new membership
 - Ways to help to get managers to understand benefits of FUCC
- Engagement of Advocates
 - Past Chairs
 - John J. Farkas Award Winners
 - Malcolm Yancey Award Winners

Membership / Promotions

FUCC Standing Subcommittee

-
- Promotions
 - No new promotional materials and sufficient supply available
- Other

Power Interest Group meeting Minutes

Spring 2021 Virtual

Attendance: 98

- Introductions
- Reviewed meeting Minutes from Fall Virtual mtg.
 - o Greg Coker of FPL mast arm install presentation, low profile use success.
- Storm Restoration Hurricanes:
 - o Thanked the FDOT for their patience with FPL & other utilities while we were either out of state for Mutual Assistance or working in State on storm restoration efforts which caused planned work to be placed on hold until crews returned. I also explained the commitment we have for restoration either in our own service territory, State or out of state on Mutual assistance. Patrick of the FDOT thanked us utilities for our commitment to help the communities & understood the planned work being placed on hold.
- Mast Arm Install & Mast Arm Street Lights:
 - o Covered typical info that was in Greg Cockers presentation last year with a couple added slides showing a hybrid lower profile mast Arm & a st light on the arm install that was on the side instead of on the top of the vertical support arm which kept the light from encroaching into the power line clearances.
- Sidewalks ADA:
 - o Discussed that had a couple reps during the design phase believe the ADA clearance changed to 48" or more. Simply cleared up that it is still labeled at 36" with a 32" exception for the utility pole if needed. Brought up a concern for a comment about vehicle clearance requirements for a shared use path which is normally aprox 10-12' wide. The FDOT would follow up to clarify.
- Discussed resource concerns with manpower & equipment.
 - o Just a FYI that our industry is overwhelmed with amount of demand for utility equip such as conduit, TX's, poles & so on due to amount of construction.
- Round Table:
 - o No discussion came up at this point of the meeting, we had taken all the time allotted with our agenda items.

- Input for upcoming Summer meeting PIG agenda:

Mast Arm installs & removal discussion: Any recent success in low profile use.

Clearance requirements for a shared use path, FDOT Patrick to get info on that subject.

Selection of a Chair & Co Chair for this interest group planned for the upcoming Summer meeting. Need recommendations & or volunteers.

Presenter: Co-Chair Chair: Rob Morris FPL (rob.morris@fpl.com)

Chair: Steve Maniaci KCI Technologies (stephen.maniaci@kci.com), not present.