



Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation
Coordination, Cooperation, Communication & Commitment

Chair	Vice Chair	Secretary	Treasurer
Robb Brown	Scott Baird	Jeanna Dean	Jodi Rano

**Summer Meeting Location:
Hilton Ocala, FL
August 1-3, 2018**

Wednesday, August 1, 2018

7:45am – Meeting Registration

8:30 – 10:00 am - Steering Committee – Chaired by Scott Baird FUCC Vice Chair

Please see attached.

9:45 – 11:00am - FUCC Officers Planning Meeting – Chaired by Robb Brown, FUCC Chair

Please see attached.

11:00 – 11:30am - Membership/Promotions Chaired by Jeanna Dean FUCC Secretary

Please see attached.

11:30 – 1:00 – **Lunch on your own**

Please note see the groups meeting minutes for:

- Power Interest Group
- Underground Interest Group
- Telecommunication Interest Group
- Joint Use Committee
- Design/Build Committee

Afternoon Session

1:00 – 1:25 – **Opening comments from Officers**

1:00 –2:30pm **FUCC Interest Group Meetings (see individual reports)**

- **Power Interest Group Chaired** by Rob Morris, FP&L
- **Underground Interest Group Chaired** by Mike Hamlin, Emerald Coast Utilities
- **Telecommunication Interest Group Chaired** by Fred Valdez, Frontier

2:30 – 2:45 – **Break**

2:45 – 3:45 – **FUCC Subcommittees** – (see individual reports)

3:45 – 4:00 – **Break**

4:00 – 5:00 – **Utility Conflict resolution workshop** – Larry Hill Badger

Comments from General memberships felt this was a sales pitch.

5:00 – 5:30 – **Banquet Planning** – Chaired by Karen Lund FPL

Everyone assisted in the decorations for the upcoming banquet.

Thursday August 2, 2019

8:00 – 8:30 - **Registration**

8:30 – 8:45 - **Opening Comments**

8:45 – 10:00 - **Combined Interest Group, Sub-Committee and Standing subcommittee Updates and Announcements of 2018-2019 Chairs. Each group gave an update.**

Awards/Nominations Chaired by Jodi Rano

Joint Use Chaired by Nicole Bates TECO

Design/Build Chaired by Vinnie Lavallette (Cardno)/Chris Stermer, WGI

UCC Certification Chaired by Lenore Horton - No Report, No meeting

Power Interest Group Chaired by Rob Morris, FP&L

Underground Interest Group Chaired by Mike Hamlin, Emerald Coast Utilities

Telecommunication Interest Group Chaired by Fred Valdez, Frontier

10:00-10:15 – **Break**

10:15 – 11:30 - **Presentation Coordinating Underground Infrastructure Construction**
by Sarah Matin, Materials Engineer Rinker Materials

11:30 – 1:00 - **Lunch with members by FUCC**

Afternoon Session

1:00 – 1:15 - **FUCC Announcements**

Utility Procedures Manual (UPM)

Mr. Bane stated that about 4 years ago the State General Counsel was reviewing how the Department reimburses utilities and why the utilities don't pay the claims. We did an audit to find out what exactly was happening throughout the state. This was a very painful task. Once this was completed the general counsel wrote recommendations, which required Mr. Bane to respond to those comments.

The results showed a major lack of conformity. So, the decision was made to create a manual that would help all disciplines to know how to work with the utility's office. Each discipline in the Department has a manual. Years ago, the Utilities office had a manual, but it became obsolete and was removed from our website. This manual is to replace that one and it is called the Utility Procedures Manual (UPM). It is currently under legal review. Some example of items it will provide:

- The UPM shows both sides how to coordinate Roles and Responsibility
- An overview of procedures that help each discipline work with the District utilities office based on any given subject.
- Nothing in the UPM shows you how to fix a mistake.
- Gives guidance to Maintenance on how to handle utility permits during the construction phase
- This is prevalent in the construction phase and with design/builds.
- What documents are used for a design/build vs. a Design/Bid/Build.

Design/Bid/Build

- Fed government requires executed agreements and UWS must be in place before bid.

Design/Build

- The FDOT does not require utility certification for design build. It is up to the firms to obtain agreements.
- D/B agreements executed before working in area affected by the project
- If in an email it is agreed by all parties about a subject matter, that it is okay to use the email as an agreement.
- However, the letter of commitment is critical if you do not have an email showing an agreement.
- How D/B firms – get relief when there if a problem with a UAO responding.
- A signed UWS is not required on design/build projects.
- A UWS is not required for a permit obtained in a design/build

The 2017 UAM has its specific items, but the UPM will bring both documents together.

Some of the District Utilities Administrators are already implementing these changes but may have to change what they are implementing due to possible comments from legal.

Will the Department be providing training on the UPM?

The Department will be training their staff and consultant staff only. This is a procedure not a legislated document, so the Department is not required to provide this document to you. But in the interest of transparency we would like for you to know what is coming so when our utility

coordinators and other staff start asking you to provide things you don't normally provide, you know why.

How long does Legal have to review the UPM?

As long as they like.

Many UAOs use vendors to do the data entry and CADD work for a UAO. The UAO is still designing/approving the design. Where is it that a P.E. is required to sign off?

Mr. Bane explained that this goes back several years about a P.E. signing the design. Unless you are a full time XYZ UAO designing the relocation, you are exempt. Here is the requirement:

Keep in mind if a full time UAO employee is providing oversight and approval for that design then a P.E. to sign and seal is not required.

If continue to get an argument from a Maintenance office, bump it up to me or tell them to report you to the State Board of Professional Engineers.

However, if the designer uses his title block on the utility design – then you must have it signed and sealed. – Why because it shows it is his/her design and not the UAOs.

Keep in mind we assume you are following the law. But if the UAP pulls it back and then corrects it with their title block you may get an aha!

FDOT does not want to be an enforcer, we just want you to follow the law.

Can the common utility them issues be on the FDOT utility site?

There is a frequently asked Question section already in place.

The Fucc will put a link to the FDOT Utilities site on our website so it is there to reference.

Lighting and the UWS:

Are we to show lighting service drops in a UWS?

It is totally inappropriate to put lighting service drops in a UWS. The UWS is tied to the F.S. 401 – 404

For utilities to be placed in the STATE right of way.

A service drop is just that, a service. Which is a service to be provided by a UAO

FDOT has no authority to order you to provide a service. That is customer driven work and must be paid in advance. A date must be established of when the work will be completed. We cannot do that.

How do you consider construction days for the UAO based on phasing of MOT? For example:

FPL 23
FTR 100
BHN 75

1. Does it Increase my contract time – if so = Push back because your days are too long
2. Project overall time = time is money, so we break it up based on construction activities and historical data.
3. Construction always look at these days as increase days and construction.

Example with resolution:

They try to figure it by using their Historical documents How much time for instance if you include 5 weeks' notice as a dependent activity and you only show putting in 1 pole = 5 weeks' time = confusion

But use Section B for a note

5 weeks section b - note = need notification.
In Section C show 1-days work for pole relocation

Or

In section C for dependent activity notification
5 weeks
Actual work in the Days = 1 day

It's important to discuss at the design meeting those items that are dependent activity

**Small cell sites – Letters of Authorization of request from different authorities to obtain a permit:
Is requiring the letter from each entity an official process?**

The permits engineer cannot make that determination if the UAO is meeting the separation requirement. So, he is asking the cell tower owner to obtain authorization from that utility to provide it before he approves the permit.

2:15 – 3:30 - **FUCC Members Open Mic/Networking**

No comments from the general membership

3:30 – 4:30 - **Educational Works shop – Utility RGB's Best Practices**

By Larry Blair, Kelsey Ramnauth – Pike Engineering (Formerly UC Synergetic) and Rob Morris, FP&L

4:30 – 5:30 - **Steering Committee** - see report

6:00 – 10:00 - **Annual Banquet** – Tacky Prom theme

FUCC Business Meeting

Friday August 3, 2018

Business Session:

8:30 – 9:00 - **Registration/FUCC Networking**

9:00 – 11:30 – **FUCC Business Meeting**

Opening Invocation & Tribute to Flag

Chair Robb Brown called the FUCC Business meeting to order at 9:00 am

Reading of the meeting minutes – Jeanna Dean

Motion to approve - Chris Stermer

Seconded – Karen Lund

Historian's Report – Chris McLaughlin – presented by Jodi Rano
See Attached

Treasurer's Report – Jodi Rano

Began - \$34,189.00

Currently - \$23,479.59

** IF you want to sponsor for next year, please request an invoice from Jodi Rano

IRS – Not for Profit Status – Ms. Rano has been working diligently with the IRS.
She filed the paperwork for not for profit on July 15, 2018.

Sunshine 811 Report – Cheryl Ritter and Brian Dean

The CGA annual conference will be held in Tampa Conference 3/26-28-2019 Please plan to attend.

- Ms. Ritter noted that the national 811 phone number has been around for 10 years
 - 811 day is August 11th
 - On the Sunshine 811 website is a tool box for promoting 811, please visit and order as many items as you need.
- We are here to work with your staff to ensure your employees know to call 811. We are always happy to provide training.

Please update all your contact information including the new damage reporting contact.

Interesting Dates:

Board meeting begins	8/15
Committee meeting	8/16
Board meeting ends	8/17

PHMSA informed the Governor that Florida is one of 14 states who are Inadequate in enforcement. This is a current topic with our board members.
The issue - we had not enforced before now.

Recent action \$15,000 settlement on a contractor who hit a gas main excavating without a ticket

New Sunshine 811 app

Sunshine has a new app for your cell phone. This helps with the ticket management and makes it convenient for ticket management

FDOT District Reports:

Central Office – Shawn Lewis

- PSEE – Enhancing to make it more user friendly, hopefully funding available by end of 2019
- ISA account Please do not create a second account for the same person

D-1 -Shirley McCrary

- D-1 liaison is schedule for 9/27/18 in Bartow at the Stuart Center
- UPM – discussing it with the District Construction and Maintenance
- I-75 at SR 951 is a large design/build project in scoping
- will be letting in January 2020

D-2 Shawn Lewis for John McCarthy

- Flowable fill for pipe, will be reviewed on a case by case basis where there are drilled shafts – no flowable fill.

D-3 Shawn Lewis for Jonathan Harris

No comments

D-4 Eugen Khashper

No Comments

D-5 Staci Nester

- D-5 Liaison was May 8, 2018 had 130 in attendance

D-6 In process of interviews for District Utilities Administrator

D-7 Dan Hunter

No Comments

Turnpike Mr. Joe Bitar

- Introduced himself as the new turnpike Utility Administrator

Steering Committee (Vice Chair Scott Baird)

Approved Motions for Membership Votes for incoming Secretary.

The steering committee nominated Karen Lund, FP&L for incoming secretary.

Subcommittee Reports –

Awards / nominations – Will be chaired by Robb Brown. All nominees are to be sent to Mr. Brown.

UAM – Chair Bryan Lantz, Vice Chair Kris Hayes
Is placed on standby mode. Mr. Lantz stated that he was willing to chair for one more year. If nothing happens in that year, he would step aside, and the vice chair Kris Hayes would become chair.

By-Laws – Chair Chris McLaughlin -

In progress should have a preliminary draft at Winter 2018 meeting. Mr. Brian Dean has agreed to assist Chris as Co-Chair to help with the by-laws.

Web Page – Lori McLaughlin

FDOT Link: Will add link FAQ from FDOT Utility office

Winter Meeting - Room block open for Jacksonville– by Monday 8/6/18
Book room early -Lori explained about the over flow, add more rooms here, so book early!

Conference planning (Chair Robb Brown)

New group created and chaired by Robb Brown. This chair position will change every year. The outgoing chair will become the new chair for this committee.

If you have suggestions please provide them, we want educational speakers NOT sales pitches. Please send to Robb Brown, cc chair Scott Baird any new ideas for speakers and presenters. The Committee and officers will review.

Conference Location and status of Agreement:

- Jacksonville 2018 & 2019
- Ocala 2019 & 2020
- Melbourne 2019

GOAL: Hope to have a decision on future hotels for the conference by April meeting

lunch and Dinner included at the winter meeting hoping to offset some of the meals cost for members since registration went up.

Facebook page – Check it out and like it.

Membership Report Chaired by Jeanna Dean.

- Two members were in attendance.
- Reviewed and approved membership letter created by committee at the last meeting.

- Ms. Kelsey Servann volunteered to be the incoming chair.
- This group will be combined with Promotions.

Banquette –Chair Karen Lund FP&L

Great job Karen!! The theme was Tacky Prom

Robb Brown outgoing Chair’s farewell message

Mr. Brown stated he appreciated his team, and all the chairs. We tried some different things, some worked some different.

Will be supporting Scott Baird and his team by being the chair for the planning committee.

It's an important job to be chair.

Thank you message to outgoing chair from the committee and membership at large:

Robb, you have tirelessly given your time and resources to the FUCC. By all measures we have improved our overall meetings, membership and had some fun along the way. Thank you for your dedication and service.

New Business:

New Chairman Scott Baird’s incoming message:

Mr. Baird stated that he looked forward to service as our chair can continuing the work of my predecessors by furthering our mission. Mr. Baird said he worked diligently with Ms. Dean to ensure Ms. Dean had a full steering committee. This was an important goal of mine and one that is needed to ensure we stay on track. Mr. Baird thanked all of those who volunteered and wants to add in two more positions for the steering committee.

Steering committee nominee for incoming Secretary

Karen Lund FP&L

Move – Brian Dean, Sunshine 811

Seconded – Fred Valdez Frontier

Motion moved unanimously

New Chairs for Steering Committee:

Chair – Jeanna Dean FUCC Vice Chair

Telephone - Fred Valdes, Frontier

Power – Art Gilmore Duke Energy Distribution

Gas – Joe Sanchez, FL Gas Transmission

Water – Vacant

Sewer - Mike Hamlin, Emerald Coast Utility Authority

CATV - Vacant

Gov. Utility - Kris Hayes, Lakeland Electric

Railroad - Vacant
Contractor - Larry Badger Daylighting
Design
Consultant - Bill Case, Ayres & Associates
Utility Notification
Center - Brian Dean, Sunshine 811
Public Service – Vacant
Geospatial Consultant – Chris McLaughlin, MacDriller, MacSurvey Inc.

New Interest Groups Chairs:

Power - Rob Morris, FP&L
Telecom - Stephen Waidley, Frontier
Underground - Brian Dean Sunshine 811 / Trish Miller Cardno

Standing Subcommittees Chairs:

Award Nominations – Chair Robb Brown, Duke Energy Distribution
Program/Conference Planning – Chair Robb Brown
Membership/Promotions – Chair Kelsey Ramnauth

Other Subcommittees Chairs:

Banquet Planning – Chair Kelsey Ramnauth
Design/Build – Chris Stermer, WGI
By-Laws, - Chris McLaughlin, Macdriller, MacSurvey
TTC/MOT - Chair Alan Boaz, WGI
UAM – Chair Bryan Lantz FP&L – on hiatus
UCC training – voted to abolish

Motion to ratify the steering committee

Motion - Brian Dean,
Second - Robb Brown

**** Chair Baird stated that he will work with the by-laws committee to add two positions on the steering committee:

Consultant Utility Coordinator

Motion to adjourn

Robb Brown, Duke Energy Distribution
Second Chris Stermer, WGI

Meeting Adjourned 10:10 a.m.

FUCC Joint Use Subcommittee

Summer 2018

Sign in - 37 in attendance

- Reviewed attendees' diverse employers and job responsibilities
- **Permitting** seemed to be a reoccurring hot topic among the group. Throughout the state permitting agencies are cracking down on site restoration and closing out permits. Double poles hold up both situations.
- The group discusses potential ways to satisfy the permitting agencies.
 - Revamping internal procedures to better track the life cycle of the job. From pole installation, transfer coordination (NJUNS), then site restoration.
 - Centralizing the NJUNS Ticket creation to the Joint Use Department for better training and controls on how the tickets are created & tracked.
 - There are companies that will handle the Double Pole Process. One company in attendance was Davey Resources.
- The group discussed the difference between IOU & Co-Op or Municipality owned Electric Utilities. Co-Op & Muni pole owners have more flexibility with their Joint Use Contracts and can hold the attachers more accountable for transfers and maintenance of their facilities. Investor Owned Utilities in the State of Florida are regulated by the FCC.
- **Clear Zone Requirements.**
- The group discussed a few situations where Electric Utilities were asked to relocate poles, siting Clear Zone as the cause.
 - One was in response to a permit of replacing an existing line.
 - One was based on a drive by at an existing location where no construction was planned.
 - Currently this is only happening in one jurisdiction (FP&L, only effected IOU).
- It was discussed that most municipalities are looking to the IOU to Underground as many of their new & current facilities as possible. It looks like they might start using Clear Zone as a vehicle to get their way.
- Transfer of Pole Ownership. Majority of the pole owners no longer are comfortable with transferring ownership of poles, unless the new owner permits the pole with the permitting agency. This provides a clear transfer of ownership and the former/new pole owner will be held to bring the pole up to "code".
- Discussed new Chair for The Joint Use Subcommittee. Paula Perry volunteered. Nichole Bates volunteered to be co-chair.

**FUCC SUMMER MEETING
Design/Build Committee**

20 people in attendance,

The main discussion was when a utility maybe delaying a contractor or when is a utility financially responsible to a design build contractor for alternate plans to minimize impacts to the utilities. This included instructions from Tom Bane, State Utility Engineer as to what agreements would have to be agreed upon by both the design build contractor and the utility themselves for this action to be valid.

Power Interest Group meeting Minutes

FUCC Summer 2018 Melbourne

Attendance: 47

- **Introductions**
- **Invoicing:** Rob Morris of FPL discussed previous issues with receiving payments for Bill Actual (BA) invoices submitted. The FDOT was requesting vendor payment info & we the UAOs explained it's in house records that we aren't able to share externally. The issue was that it was labeled in a 1972 master agreement along with salvage value. There was a meeting with FPL leads & Tom Bane of the FDOT to discuss & they came to an agreement to forgo the requirements & pay the invoices for the time being while negotiations continued which part of that is to adjust items in the 1972 master agreement to reflect the discussed current process for submitting invoices for BA projects, that process is under way.
- **Mast Arms:** Reviewed a presentation from Greg Coker of FPL that showed the typical concerns/conflicts of working near energized lines & the process of utilizing a telehandler that has been successful in a few projects he has been involved with. The Telehandler enabled the site contractor/s to perform the work without needing the lines to be energized, that piece of equip is able to work under energized power lines (exempt from the under energized power lines OSHA rule) & not encroach the 10' clearances. He asked the group to continue to solicit the use of this low profile construction process and send him any success stories & pictures of projects that utilized the equipment. He also showed a shaft drilling piece of equip that was low profile that was able to dig the support shaft without needing the lines de-energized. The goal is to have enough physical examples of the use of low profile equipment for mast arm work & be able to present that info to the FDOT that this is a construction method that works & lessens the need for the utilities to be involved which speeds up the construction of the mast arms.
- **UWS preparation & execution (prior & during):** Rob Morris of FPL began the discussion with labeling the concern that many UAO's have of giving a specific date for prior projects or even the ability to perform work as prior. Prior work has issues due to any needed site work to include clearing, grading staking & any other work that would be the responsibility of the awarded road contractor which isn't able to begin their site work until after the let date which then would be considered during work for the UAO.

After plenty of discussion between the DOT & utilities it was agreed that the best method of performing prior work that the UWS include during work to allow for any delays in relocation efforts. Another item's to add in the UWS would be dependent needs in section B & C to explain if not meet the work would move to during.

- **Street Lighting Concerns:** Rob Morris of FPL brought up the concern with customer owned street lighting being planned to be installed near our energized power lines. The concern is that they would encroach the 10' table A clearances & the install contractor would request an outage. Rob advised it's not commonly possible to be able to de-energize so therefore there has to be planning to mitigate that issue which is to either ask the UAO to install lights on existing on existing utility poles or it be planned that conflict lights will be installed which will stay clear of the energized power lines. Rob explained that the use of conflict lighting is going very well & it's avoiding the energized lines clearance & doing away with a need to de-energize the lines or relocate.
- **PSEE Use:** Rob Morris of FPL discussed briefly the benefits of PSEE which is the storage & viewing ability for a specific project that has begun in PSEE. Sean of the FDOT advised there will be follow up updates with the program which he will advise of, also that the system has an on line tutorial for learning how to use PSEE.
- **Group Business, Chair & Co-Chair selections:** Rob Morris of FPL current Chair advised the group he will continue as the Chair for the upcoming 2018-2019 term. The existing co-chair Steve Maniaci would remain as Co. There was a nomination to add Larry Blair of Pike Engineering as an additional co-chair which was 2nd & accepted.
- **Round Table:** No discussion came up at this point of the meeting, we had taken all the time allotted with our agenda items.

- Input for upcoming Fall meeting PIG agenda:

RGB process update – design handoff & change in design discussions

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

FDOT Project Suite (PSEE) usage & update.

FUCC top 10 list review

UAO responsibility to their rate paying customers.

Group Chair: Rob Morris FPL (rob.morris@fpl.com)

Co-Chair: Larry Blair Pike Engineering (lblair@pike.com)

Co-Chair: Steve Maniaci KCI Tech (stephen.maniaci@kci.com)

FUCC SUMMER MEETING
8/1/2018

Telecom Interest Group Meeting Minutes

Meeting commenced at 1:30pm

?? attendees

Alan suggested that a new chairman be nominated.

Fred agreed and nominated Steve Whaidley; motion carried; Bruce agreed to serve as co-chair for the next year.

Robb came in and took a few pictures and explained that the F.U.C.C. website has been updated along with the new booklet.

Fred read the minutes from the 4.4.18 TIG meeting.

Alan asked for clarification of the policy of pole owners not transferring ownership.

General discussion about pole issues – liabilities, permits, ownership after pole is topped, etc.

Main issue is telecom still attached to topped pole and pole needs to be moved. Shirly explained that ownership of a pole, according to FDOT, is whoever was permitted to place the pole.

Cynthia cited the UAM to clear up any confusion of pole ownership, according to FDOT.

Nichole mentioned Tampa Electric receiving authorization requests from Frontier for attachments through DOT, wondered if anyone else had received any.

Nichole also mentioned the case of one company e-lashing to another company's strand. Group discussed this topic and seemed to all agree that this was a bad idea.

Alan explained that a license agreement could be written to allow the practice.

Nichole said it created inventory problems when trying to ensure proper billing for J.U.

Nichole asked pole owners in the group how they processed permits for small cell applications for attachments, stated that permitting thru DOT was easier.

General discussion about small cell permits, attachments (pole vs strand), etc.

Aaron stated that he knew of one telecom that bypassed FDOT by using County R/W.

Nichole asked if Frontier was setting poles for small cell companies. Fred didn't think so.

Nichole asked if anyone had cracked the permit code.

Discussion about small cell equipment being disguised to blend in with the local surroundings.

Nichole asked if anyone has seen where a small cell co had used the strand rather than the pole for equipment mounting?

Alan suggested the small cell co using strand versus pole for equipment may be an effort to avoid needing an FDOT permit.

Nichole mentioned Tampa Electric's pilot light metering system over cell network; only one small cell co per pole.

Fred said last meeting had a lot of discussion about small cell companies.

Discussion about whether a small cell classified as a utility.

Alan said it depends on which government agency regulated it.

Alan asked if TIG made their scheduled education presentation. Fred and Bruce explained that no, TIG did not, but Robb was notified ahead of time and he arranged for that time slot to be filled.

Alan the suggested that TIG contact a company from Oregon or Washington that can move a duct bank about making a presentation.

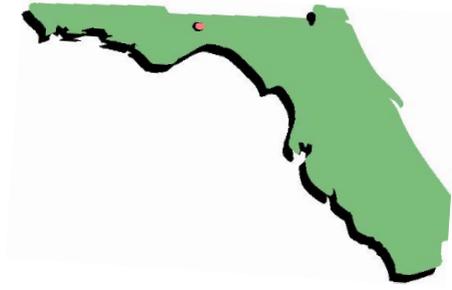
Alan also mentioned the J.U. trench idea that Jan Ash came up with that had plenty of sponsors, but it didn't go anywhere.

Nichole mentioned a large Tampa Electric contract that consisted of 4000 poles. She asked if other pole owners have softened their stance on maintenance.

Plenty of general discussion on maintenance and why its not done as it should – no money for it.

Alan mentioned the FTTH network in Boca Raton where the copper system still exists, and subscribers are reluctant to switch to the more expensive fiber network. Questions about forced migration were asked, but no definitive answers were provided.

Meeting was adjourned at 2:30pm



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Chair	Vice Chair	Secretary	Treasurer
Robb Brown	Scott Baird	Jeanna Dean	Jodi Rano

***FUCC Officers Meeting
Hilton Ocala, FL
Wednesday, August 1, 2018***

**Officer Meeting Rob Brown
8/1/2018**

Chair Robb Brown called the meeting to order at 10:00 am.

Design Consultant – discussion was held for Whom to nominate for this position. The 2 candidates are:

Eric B
Bill Case
Trish Miller

Treasurer Jodi Rano Term 2017 – 2020
Historian Chris McLaughlin Term 2017-2020

Possibly a Spring Retirement Party for:

Cheryl Ritter
Tom Bane

Discussion on what we should provide as a gift was had but no decisions were made. This is Delma Wright's last meeting – just found out she is retiring before the November meeting. So, it was agreed a cake would be provided at Friday's business meeting and wish her well. Delma has been a part of the FUCC for years and always has been supportive.

Business meeting idea:

Open the mic to the floor for people to discuss new business.

Planning – Presentation suggestions:

The committee stated that they did not want any sales presentations. The fact that they have come in to train should be enough of advertisement. So, the presentations are to be scanned before they go out.

Chair Rob Brown suggested the following for Presentations to the incoming board:

- **Terra Tech - Denied**

After discussion consider it too much sales and after response from Badger

- **AT&T Conduit system - Approved**

Depends on the content. But sounds good. Would like to review the presentation.

- **Doug Ketels – US Department of Energy - Approved**

Alternative fuel corridors

Charging stations

“clean cities program”

- **SUE providers - More discussion needed**

The committee stated they did not want any SUE providers. Too many and everyone would want to be represented. A vote of No for this presentation.

- **Vivax Metro Tech – Spar – more discussion needed before moving forward.**

They don't really market – requested to see a presentation or discuss more with committee.

- **FDOT Diverging diamond – Approved as a possibility**

Kevin Ingle – Robb Brown to contact. Kevin may consider Ocala since it is closer.

Present at FUCC

Note: it was noted that certain presenters have presented many times and we have had many complaints from the membership about them selling more than educating. It was agreed that the presentations are to be screened by the officers before being voted on by the committee and approved by the officers.

Concerns for possible new task team:

MOT – A member discussed the fact that the County and City has some issues of continuity for MOT. The FDOT refuses to acknowledge using the MUTC for MOT. This creates problems with the UAOS.

It was suggested Mr. Chad Swales chair this task team if we vote to create it.

Lane Closures are an issue and getting more difficult.

Perhaps bring this up at the FDOT forum before we create a task team.

FUCC Training:

Approved to abolish this task team. – approved

Website Update:

Add a section for a list of past chairs - approved
go back as far as we can
Link to past chairs under the organization tab
"our org."

Attendance:

At this venue 137 registered now 143
Last year 115 at this venue
This year 143 Right now
Concerns regarding the possibility of outgrowing our venue. This is something the new chair will need to be thinking about and working with Lori on it.

Banquette

142 (Cut off for banquette) currently have 121 due to space.

Banquette \$30, kids \$10
Late registration \$50
12 and under \$10 kids
Kids are 12 and under

Meet and greet room:

There has been a lot of discussion since last year about allowing companies to sponsor a meeting a greet room. It was noted that since the FDOT could not attend one of ours, then we should open it up so the consultants who want to have a room should be allowed to have the room.

There are legal concerns and this needs to be fleshed out. But it was agreed by the majority that this is not a bad idea. The free room that we have in our contract now could be used for Fucc steering committee, officer meeting and planning. IT would then open a room for perhaps training or other task teams if needed.

The cost for the room if we were to obtain it for example could be \$202.00. The concern is, if we obtain the room but someone else is running what happens in that room, who is liable. More discussion on this topic will be at the Jacksonville meeting. For now, perhaps we bring in pizza/food, so people aren't leaving after drinking and driving. What is the safest idea.

Booklets:

Sub-committee chairs need to get pictures and put contact info

Budget

We are in good shape but still in need of funds. This should improve now that registration has been brought up today for us to be self-sustaining.

Sponsorship

Emeritus: (\$3,000)

Sunshine 811, Cardno and Ash have been an Emeritus sponsors for years. We appreciate them and perhaps we should look at giving something more to this group of sponsors. This may bring in other sponsors as well. Pike Engineering is considering becoming an Emeritus sponsor.

General:

For each meeting change the Name badge and book cover

Review of the agenda

Promotions – Kelsey Servann –

UCC is not a standing committee and will be abolished – contact Lenore Horton

MOT sub-committee – possibly need

FDOT MOT Presenter – in Ocala

Kick off MOT Subcommittee

Retirements:

Delma wright Sarasota County retiring – go to Publix and pick ups a cake.

Tom Bane retires in May

Cheryl Ritter retires in May

Discuss ideas for gifts at Jacksonville.

Venue contracts:

2019 Melbourne

2019 Jacksonville

2019 & 2020 Ocala

Meeting adjourned at 11:30 a.m.



Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation
Coordination, Cooperation, Communication & Commitment

Chair	Vice Chair	Secretary	Treasurer
Robb Brown	Scott Baird	Jeanna Dean	Jodi Rano

Summer Steering Committee Meeting
Hilton Ocala, FL
Wednesday, August 1, 2018

Steering Committee (Vice Chair Scott Baird)

Mr. Baird called the meeting to order at 8:30 am. Ms. Dean will run the meeting since Mr. Baird was called out by the Chair for other meeting issues.

By-laws:

Bylaws re-written draft will be reviewed in Jacksonville's meeting. The committee had informed the committee at the last meeting that the FUCC would need policy and procedures to be created as well. The By-laws committee will work with the officers.

Below are some suggestions:

1. Meeting set up/agenda
2. Presentations/Work Shops
3. Bank account for the local utility groups
4. Proper meeting format/etiquette
5. Storage of files
6. What Pictures can be used of meetings, staff, membership at meetings and on the website
7. Facebook and Web management
8. Passing of files
9. Procedures for Annual meeting for changing of the guard
10. Computer use
11. Sign-in sheets for all meetings
12. Nominations for Malcolm Yancy and John J. Farkas award and presenting them

Nomination for Secretary:

First it was established that we did have a quorum to be able to vote.

Cheryl Ritter stated that Sunshine 811 should have a vote on the steering committee since Sunshine was one of the founders for this meeting. Many agreed and would talk with the chair to get this resolved.

Ms. Trish Miller stated she was the proxy for Vinnie LaVallette, since Vinnie could not make the meeting.

Steering Vice Chair Jeanna Dean asked for the nominations.

Treasurer Jodi Rano stated only one nomination and that is:
Karen Lund – FPL

Motion to approve Jodi Rano

Second by Mike Kamlin

- Nominate Karen Lund for Secretary
- Will open to the floor for nominations from the floor.

FUCC Marketing:

The committee discussed that the FUCC does have a brochure and we should be sending it out, printing some up – but it really needs to be updated. Ms. Dean will work with the chair and the membership committee to discuss this issue.

It was suggested that we look at other groups brochures to get an idea of what changes we would like to make.

IRS – Tax situation Non-profit

July 19, 2018 Jodi filed for IRS non-profit

Lost it in 2006 and the IRS has been working with us to help re-establish us since 2016. We have been moving slowly through this process.

Ms. Dean suggested that the FUCC should obtain legal representation as a group as well as accounting service for various issues that come up that we are not qualified to respond and need professional consulting/representation. It was agreed that this item would be taken to the chair for further discussion.

Laptop for Treasurer

Ms. Dean inquired if the FUCC had purchased the separate lap top for the treasurer and Ms. Rano stated this task had been completed.

Meeting adjourned at 10:00 a.m.