

Established 1932



FLORIDA UTILITIES COORDINATING COMMITTEE

Coordination Through Cooperation

MINUTES NOVEMBER 3, 1990 WEST PALM BEACH, FLORIDA

The Fall meeting of the Florida Utility Coordinating Committee was called to order at 8:40 a.m. by Chairman Tom Duggar with 81 attendance.

Mr. Roswell Sherling offered the invocation and Chairman Duggar led the group in the Pledge of Allegiance to the flag.

Chairman Duggar introduced himself to the group, called for self-introductions and thanked all in attendance.

Chairman Duggar asked if there were any corrections to the minutes of the Summer meeting in Ft. Myers, Florida, August 3, 1990. Chairman Duggar requested that the minutes be amended to include the names of the new officers which were elected at the last meeting as follows:

Chairman - Thomas Duggar Vice-Chairman - Carlos Solis Secretary - Mark Sweet

Jack Ridella requested that the minutes be amended with regard to his appointment to the Awards Subcommittee (last name misspelled Dillard). Chairman Duggar asked if there were any further corrections, there being none, a motion was made and seconded to approve the August 3, 1990 minutes as amended and the motion was passed. A second motion was made and seconded to waive the reading of the minutes of the August 3, 1990 meeting and the motion was passed.

HISTORIAN'S REPORT

Chairman Duggar called on Mr. Bill Garrett to give the Historian's report.

Fifty-Four Years Ago - Happy Anniversary! The Florida Utility Coordinating Committee adopted its first Charter, however the F.U.C.C. was actually started in 1932, fifty-eight years ago. November 6, 1936, Peninsular Telephone Company Tampa. There were twelve members present and four absent. Mr. L. S. Terrel, Western Union in Atlanta, was late because of his train, but he brought with him a copy of the by-laws of the South Carolina Utilities Coordinating Committee with him. The twelve members made a few changes in these S. C. by-laws to suit their needs, then adopted them. The chairman was W. F. Girtman, Florida Telephone Company. The Vice-Chairman was R. W. Shriner, Peninsular Telephone Company, and the Secretary was C. B. McCartney, Florida Power Corporation.

Fifty Years Ago - we do not have the minutes, but Stanley Warth, Southern Bell, was Chairman. S. O. Newsome, Riverside Telephone Company was Vice-Chairman and Mr. V. H. Street, A Charter Member, from Florida Power & Light was the secretary.

Twenty-Five Years Ago - November 12, 1965 - Thunderbird Motel, Jacksonville, Florida. Attendance: Power 9, Phone 8, Water 3, DOT 2, Gas 1, PSC 1, Consultant 1, Total 25. The Chairman was W. V. Bottorff, Gulf Telephone Company. Vice-Chairman was Jim Tinsley, Southern Bell. Secretary was Dean Broome, Tampa Electric Company. The F.H.A. will not make any loans in new subdivisions unless all utilities are placed underground. The only exception will be if the

Chairman

Vice-Chairman

Secretary

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developer can prove that underground utilities are not economically possible. Mr. Toler of American Telephone and Telegraph gave a presentation on the proposed co-axial cable that will run from the Florida - Georgia line to Miami. All cable and facilities will be underground. A report was given by Mr. Cooper, from the U.A.G. Sub-Committee. After discussion it was the committee's decision to continue working with the D.O.T. in an attempt to finalize this project. It was stressed that this should remain a guide and any attempt to make it into policy should be opposed. The Chairman, Mr. Bottorff, noted as a matter of interest that Mr. Wilkins Linhart, with the Public Service Commission, is the only remaining active Charter Member, based on the minutes dated November 6, 1936. We have only one member in our group that was in attendance at that meeting twenty-five years ago - Mr. E. M. Salley.

TREASURER'S REPORT

Chairman Duggar called on Mr. Carlos Solis to give the Treasurer's report:

Balance carried forward from August 3, 1990	\$759.55
Interest	2.66
Receipts	
August 3, 1990 meeting registration from 91 in attendance at \$5.00 each	455.00
Expenditures	
August 3, 1990 meeting room rental and awards	(250.16)
Balance as of November 3, 1990	\$967.05

D.O.T. UPDATE

Chairman Duggar requested a D.O.T. Update from Mr. Paul Kaczorowski, who addressed the following five items:

1. Utility Accommodation Guide (U.A.G.) - The U.A.G. has been marked up with basically five changes which will have to go back to rule-making. Paul will submit the changes in draft to Dennis LaBelle's committee immediately prior to proceeding through the Chapter 120 hearings, however all changes are non-controversial and have been discussed previously. Two additional areas remain to be addressed beyond this revision to the U.A.G., the treatment of asbestos and the abandonment of utilities within the right-of-way. Paul requests that the F.U.C.C. take these issues up for review with D.O.T. participation.
2. Commentary on Seven Seminars Conducted Throughout the State - The commentary should be out very quickly, and will be reviewed internally by District Engineers by the end of the month, prepared in draft for interval review and released very quickly thereafter.
3. Use of Retro-Reflective Cones By Utilities in lieu of Barricades in Nighttime Emergency Work Zones - Paul stated that the D.O.T. has already made the decision to permit their use by utilities as an exception to D.O.T. Index 600 and that they are acceptable as such at this time. Paul stated further that the method of implementation had not been determined but that a revision to the standard Index, a revision to the U.A.G., a memorandum to functioning offices, or implementation by other means is under consideration and will be forthcoming.
4. Training - Paul reported to the State Maintenance of Traffic Committee that the utilities have responded well to the need for intensified training for safer work zones, and that he is trying to convince the committee to leave training in the utilities' hands. Paul feels that the training is going well, and requests utilities to notify him by letter if they believe their training meets or exceeds the requirements of the Guide.

5. Waiver of Corporate Seal - Paul distributed a blank "Certificate of Incumbency and Authority" form (attached) to be completed by all utilities and returned to the D.O.T. for the purpose of compiling a directory for the use of D.O.T. Permit Offices and other functioning offices who require them. Paul requested that all utilities return their completed forms to his office, with a copy to each D.O.T. District Office within which the utility operates, by January 31, 1990. Dennis LaBelle questioned when new form contracts would be available to which Paul replied that D.O.T. comments would be finalized by November 28, 1990 and sent to legal with final forms to be out within three months. Paul stated further that he was sure that major forms requiring no further project by project legal review would be out by January 1, 1990.

Paul then requested Mr. Reginald Bell, representing the City of Titusville, Florida, to characterize his city's traffic safety training program. Mr. Bell addressed the group on the problem of inadequate employee traffic control safety training by utility subcontractors and the need for formal training programs to ensure worker and public safety on traffic control work projects. In response, the City of Titusville has developed an eight-hour employee training program and quiz based on the "Manual of Uniform Traffic Control Devices" which is available on video cassette to other utilities upon request.

Chairman Duggar announced a deviation from the scheduled agenda to permit Mr. Tom Kennedy to give the following reports in order to meet scheduled travel arrangements.

District VII - Tom Kennedy

The District meeting was held on September 27, 1990 with 74 in attendance. Presentations were made by Bill McDaniel, District Secretary, on the future of the District and John Temple, Director of Production, on the 5 year plan and project priorities. Nick Zembillas, District Utility Engineer, explained administrative changes in policies and procedures. Edward Dunstan gave a presentation and demonstration on FLO-ABLE-FILL. The District Committee is looking at adding an afternoon technical session to the semi-annual meeting. The District is making an effort to increase communication, resolve issues of regional impact and provide a better tie between local groups and the F.U.C.C. The District Steering Committee, which includes all the local group chairmen, will be meeting bi-monthly to examine issues of local, regional or state impact. Where warranted, subcommittees will be formed to explore these issues and give reports and/or recommendations at the semi-annual meetings and/or the local group meetings. Where time is of the essence the steering committee will act for the District, thus allowing timely response to issues, especially legislative issues. The district has also written a letter to Tom Duggar, Chairman of the F.U.C.C., concerning conflicts created where driveways are installed over underground utilities in the D.O.T. right-of-way. These installations are permitted without notification to utilities and can cause damage, reduced cover and access problems for the utilities. The next semi-annual meeting is scheduled for March 1, 1990 rather than the last Thursday of March to avoid holiday conflicts.

City/County Participation Subcommittee - Tom Kennedy

Thirty-six responses of the membership survey, handed out at the August F.U.C.C. meeting, were returned. Some of the many meeting topics mentioned include: legislative activities, environmental, issues, a history of the F.U.C.C./I.R.W.A. Chapter 26, new technology affecting operations in the R.O.W., utility location technology, overview of utility operations, new technologies affecting utility operations, talks on "visions of the future" by utility presidents or vice-presidents, joint project agreement problems and successes, efforts by governmental entities to improve advance planning and improve utility coordination, major projects state-wide, relocation and permitting procedures around the state, specific cases of utility relocation problems and their resolutions, G.I.S. systems, neighborhood redevelopment projects and impact on utilities, space requirements for utilities in R.O.W. (i.e. standard construction practices). Data on the State-wide liaison structure has been compiled. The data includes the officer's names, addresses, telephone numbers, meeting dates and election dates for all local groups and district liaison committees in the state. An overview of the state liaison structure has been prepared along with a historical perspective of the F.U.C.C. Self-awareness presentations within the state liaison structure utilizing the information above should take place between now and the February F.U.C.C. meeting. The data base of Public Works Directors within the state will be updated and used for a January mail-out encouraging attendance at F.U.C.C. meetings as well as at local district meetings.

Tom Kennedy stated that his subcommittee is interested in working with cities and counties to improve coordination with utilities on driveway construction permitting, and asked Mr. Michael Fahnestock, to head up a task group within the subcommittee to review the problem. Tom requested all in attendance who have experienced difficulty with driveway construction and who have specific examples of such, to contact Mike with the details and further extended an invitation to anyone interested in working on this problem to contact Mike. Paul Kaczorowski, D.O.T., stated that Access Management Rule 14-86 is subject to appeal during the first year and suggested that the subcommittee examine it further during this time.

SPEAKERS

Chairman Duggar returned to the scheduled meeting agenda and called on the following three speakers to make their presentations.

Mr. Ron Worley, Liaison Specialist, Florida Power Corporation, addressed the group on the Florida Department of Natural Resources "Rails to Trails" Program and the problem that he is experiencing in obtaining utility easements through the Division of State Parks. Mr. Worley stated that six months to one year is typically required to obtain an easement at present and that D.N.R. policy on "Incompatible Use of State Lands and Resources" establishes the criteria for review of utility easement permit requests. Mr. Worley felt that the inordinate length of review time and the D.N.R.'s "Net positive gain payable for easement rights" criteria, which often requires the utility to pay for road improvements, purchase land or provide other services in exchange for easement rights, in lieu of monetary payment, has created a situation which is unmanageable at present. Mr. Worley recommends the establishment of a new D.N.R. policy to provide for the execution of a General Agreement between utilities and the D.N.R. to provide terms for subsequent submittal of individual permits for specific easement requests. Mr. Worley further advised that the D.N.R. is planning to form a Task Force prior to the end of the year, to include several utility representatives, to review the problem and develop recommendations for resolution. Mr. Paul Kaczorowski, D.O.T., recommended that the F.U.C.C. forward a letter to the D.N.R. requesting a resolution to the problem.

The second guest speaker was Mr. Charles Nickerson, Manager of the D.O.T. Southeast Rail Corridor. Mr. Nickerson reviewed the D.O.T.'s ownership of the former CSX Railroad Right-of-Way from Palm Beach to downtown Miami, acquired to provide tri-rail commuter service to relieve traffic on I-95. Mr. Nickerson stated that he is responsible for maintaining the Southeast Rail Corridor property, including existing easements; update leases, ensure environmental integrity of the corridor, and develop a computerized data base of Rail Corridor assets. He stated that the Southeast Rail corridor has its own staff and procedures for permitting utility easements and reviewed these with the group. Mr. Nickerson stated that he has no problem with utility permit requests, provided that such requests do not encroach on a 100 foot wide by 26 high area which is reserved for future commuter rail expansion. Mr. Nickerson further stated that underground crossing requests should present no problem and that most of the rail spurs off the CSX railroad right-of-way were purchased by the state, with maps available upon request from his office. Mr. Nickerson closed by encouraging utilities interested in obtaining crossing permits to contact his office directly for assistance.

Our third speaker was Mr. Michael Cheney, Safety and Insurance Administrator, United Telephone Company, who addressed asbestos safety regulations, specifically related to the handling and disposal of Transite pipe. Mr. Cheney reviewed the nature and composition of asbestos, the means by which industrial employees are exposed to asbestos fibers in the work place and United Telephone's experience with regulatory agencies regarding the removal of transite pipe from underground telephone ducts from the standpoint of worker safety and hazardous material disposal. Mr. Cheney recommended that all utilities: (1) inform workers of the presence and dangers of asbestos in the work place; (2) engineer around the problem to avoid disturbing transite pipe which results in airborne exposure of asbestos fiber and potential health hazards; (3) develop procedures for the safe handling and disposal of asbestos wastes; (4) and establish emergency response procedures to guide the utility in future scenarios involving potential exposure to asbestos materials encountered in the restoration of essential utility services to the public. Mr. Cheney further recommended that utilities begin conducting monitoring studies to determine asbestos exposure levels in the workplace.

BUSINESS SECTION

Chairman Duggar called the F.U.C.C. to order for the business portion of the meeting and asked for reports from the seven D.O.T. Districts.

District I - Walt Childs

Announced that the last meeting was held September 13, 1990 in Port Charlotte, Florida with 86 in attendance. The next meeting will be held March 14, 1990.

District II - Buddy Dees

Announced that the last meeting was held October 18, 1990 in Lake City, Florida with 66 in attendance. A District II subcommittee is organizing plans for "Utility Awareness Week" to educate the public on the problem of damage to utilities. The next meeting will be held in April of 1991.

District III - Tom Duggar

Announced that the last meeting was held August 23, 1990 in Chipley, Florida with 100 in attendance. Discussion included reports from the six local groups, a presentation of the D.O.T. five-year plans and the election of Officers. A presentation was made by Southern Bell on "Information Age Services" and the meeting was followed by a review of the U.A.G. by Paul Kaczorowski of the D.O.T. The next meeting will be in February of 1991.

District IV - Jim Wright

Announced that the last meeting was held August 29, 1990 in West Palm Beach with 75 in attendance. Discussion focused on the changes to the U.A.G. and the D.O.T.'s five-year plans. The steering committee will meet in January to set future meeting dates.

District V - No report

District VI - No report

District VII - Tom Kennedy (presented earlier)

Chairman Duggar requested an update from Mr. Jim Haynie on the development of the Florida Turnpike Authority's U.A.G. Mr. Haynie advised that the Turnpike's U.A.G. is currently under development. He agreed to keep the F.U.C.C. informed as more information becomes available.

INTEREST GROUP REPORTS

POWER - Lew Garfield

Lew reported 22 members in attendance at the November 1, 1990 meeting. Tom Sanders reported on the work of the Joint Use Subcommittee. (See Joint Use Subcommittee Report) Dennis LaBelle reported that he had talked to Paul Kaczorowski about the results of the U.A.G. meetings. Nine new revisions were identified and other changes and corrections were noted. Tom Kennedy reported on the work being done by his subcommittee to increase participation by local and county personnel and the work being done on the newsletter. (See City/County Participation Subcommittee Report)

Special Presentation - Larry Claxon talked to the group about the use of reflective traffic cones and showed a short video on their use.

Round Table - Mark Sweet asked if anyone has had a problem with General Telephone mounting large fixed equipment on their power poles. He also passed out a present list of participants who have accepted the guidelines for foreign attachment identification and showed a special tag to identify FPC's own fiber optic cable. Jim Gibbs asked if other companies were experiencing high charges for parallelism and encroachments of railroad right-of-ways. Larry Claxon said that TECO was avoiding railroad right-of-ways where possible. Tom Kennedy asked if the utilities were being notified when driveway permits were issued. Dennis LaBelle stated that he had been told that the tumpike authority was developing it's own U.A.G.

TELEPHONE/TELECOMMUNICATIONS INTEREST GROUP - Karl Froling

Karl reported 23 members in attendance at the November 1, 1990 meeting.

Old Business - CSX Railroad Subcommittee - Tallahassee is working on permitting procedures. Trail system for hiking and horseback riding is under active development. Pole ownership identification - reported that the Joint Use Subcommittee is compiling a directory to assist various agencies/companies in identifying pole ownership. Abandoned facilities in R/W - the question was raised on the status of this requirement.

New Business - Survey of existing facilities - Discussion of different methods of surveying the location of existing facilities and the advantages of doing these surveys in the initial design stage of projects. Relocation reimbursement - Jim Bates of GTE solicited support for a legislative effort to amend Florida Statue 337 to include specific language protecting the right of utilities to be reimbursed for relocation of facilities when required by someone other than right-of-way owners. GTE is also proposing language that would extend the time allowed for these relations from the current 30 day limit to 120 days.

UNDERGROUND - Carlos Solis for Scott Boggs

Carlos announced that 18 attended the meeting of the previous day. Carlos discussed the new Trenching Safety Act and the additional liability concerns presented to all utilities for subcontractor safety. Jeff Rogers addressed the group on "Right to Control" legal precedents where Texas courts have held utilities liable for accidents involving subcontractor employees. Further discussion followed on the abandonment of underground utilities within the right-of-way and the need for the F.U.C.C. to develop policy recommendations on this issue.

UTILITY NOTIFICATION CENTER - Chuck Sprouse

Chuck reported that during the last quarter, two new members joined the Utility Notification Center, the City of Auburndale in Polk County and Florida Power and Light Company in Manatee, Sarasota and Charlotte Counties.

COMBINATION INTEREST GROUP - Tom Duggar

Tom announced that for the first time a joint meeting of all Interest Groups was held the previous day and was well-attended. Although Tom chaired this first meeting, future meetings will be chaired by other Interest Group Chairmen on a rotating basis throughout the year.

Tom opened the meeting to the Interest Group Chairmen for discussion of issues of mutual interest. (See Interest Group Reports)

Michael Cheney, United Telephone Safety and Insurance Administrator, presented an overview of United Telephone's experience with asbestos - related work safety and environmental regulations and distributed a Transite Overview Outline to the group.

Paul Kaczorowski recommended that the F.U.C.C. establish a subcommittee to work with the D.O.T. in the review and development of policies addressing the abandonment of underground utilities and the disposition of asbestos-containing facilities within the right-of-way.

Larry Claxon presented a video tape on the use of retro-reflective cones by utilities in nighttime emergency work zones and stated that present D.O.T. requirements for Class 2 Barricades exceed M.U.T.C.D. requirements and should not apply to utilities performing night-time emergency service work. Larry requested clarification of D.O.T. policy on this matter and further, an exception to utilities in the form of an amendment to the U.A.G. Paul Kaczorowski responded that the use of retro-reflective cones by utilities in nighttime emergency work zones is acceptable to the D.O.T. as referenced in Mr. Greg Xanders letter of May 31, 1989. Paul stated that further written implementation of D.O.T. policy in this regard would be forthcoming.

Paul Kaczorowski reviewed briefly the status of changes and corrections to the U.A.G.

STEERING COMMITTEE

Chairman Tom Duggar announced that the Steering Committee approved the Combined Interest Group meeting concept, provided that topics of discussion are of general interest to all in attendance. In order to allow additional time for joint discussion, future meetings will be scheduled as follows:

Interest Groups	1:00 - 2:00 p.m.
Combined Interest Group	2:15 - 4:00 p.m.
Steering Committee	4:15 - 6:00 p.m.

Chairman Duggar brought the following Steering Committee recommendations to the floor of the F.U.C.C. for consideration:

- 1.) A recommendation that a letter be sent from the F.U.C.C. to Secretary Ben Watts and Paul Kaczorowski of the D.O.T., that the F.U.C.C. requests a change in the Driveway Permit form and procedure to provide notification of proposed driveway construction to all utility companies in the right-of-way in the same manner as provided in the Utility Use Permit procedure, whereby a copy of the permit is forwarded to all utility companies in the right-of-way and a seven day review period is provided for utilities to respond to potential conflicts. Motion made and seconded to approve recommendation as presented. Motion passed.
- 2.) A recommendation to form a subcommittee to review and develop recommendations to the D.O.T. pertaining to the abandonment of utilities and the disposition of asbestos containing facilities in the right-of-way. Motion made and seconded to approve recommendation as read. Motion passed.

Chairman Duggar appointed the following members to the new subcommittee.

Chairman - Gene McMath, United Telephone
Members: Rocky Deprimo, Metric Engineering
Ray Raburn, Pinellas County Engineering
Mike Cheney - United Telephone
Jeff Rogers - Peoples Gas
Carlos Solis - Pinellas County Water System
Nick Zembillas - F.D.O.T.
Jim Wright - F.D.O.T.
Larry Claxon - TECO
Karl Froling - Southern Bell
Michael Fahnstock - Polk County
Billy Lewis - City of Lakeland

SUBCOMMITTEE REPORTS

UTILITY ACCOMMODATION GUIDE - Dennis LaBelle

Dennis advised that his subcommittee has no further information to report at the present, will update F.U.C.C. on progress of changes/revisions to the U.A.G. as more information from D.O.T. becomes available.

JOINT USE SUBCOMMITTEE - Tom Sanders

Tom reported that the Joint Use Subcommittee met in Orlando on October 25, 1990 with 13 members in attendance. Mark Sweet updated the committee on the progress of the program for the tagging of pole attachments. At the present time 30 companies have adopted the recommendations for tagging and reserved their tags. (24 CATV, 3 Telephone, 1 Telecommunication, 2 Power) There was a discussion concerning the identification of poles by pole owners. Each company agreed to furnish the specifications they use for pole identification. Three Members agreed to help gather this information. Gene McMath - Telephone, Betsy Becker - Cable TV, Mark Sweet - Power. Agreements for the transfer of facilities was discussed. Some companies have them but they are seldom used. Most cable companies have dispatchers on duty 24 hours a day and crews on call. They prefer to be called out during emergencies to avoid damage to their facilities. Everyone agreed that simple transfers were no problem. The need for a directory containing the emergency numbers, FAX numbers and contact person for all joint pole users was discussed. Some companies already have this information in a directory. It was suggested and discussed that meetings be held with the power company, phone company, cablevision company and anyone else who used poles. These meetings would involve future jobs, poles that should be relocated and poles that should be vacated so they can be removed. These meetings would help eliminate return trips to pull poles and expedite relocation work. The next meeting was scheduled for Wednesday, January 9, 1991 at the Orlando Utilities Commission Building.

CSX/DOT RIGHT-OF-WAY - Tom Duggar

On September 4, 1990 C.J. Branton and Tom Duggar had a meeting with Ms. Mary Ann Koos, Trails Planning Manager, Division of Recreation and Parks, Dept. of Natural Resources. At the present time D.N.R. owns two (2) corridors 1) Gainesville - Hawthorne and 2) Gulf Junction - Inverness - Trilby. D.N.R. is seeking to acquire two (2) more corridors, 1) Polk County - Makel (SR50) and 2) Sante Fe River - Branford. The best and easiest way to make a crossing is to get it from the CSX or railroad before it is transferred to D.N.R. For a utility to cross the right-of-way D.N.R. said that this is an incompatible use, so it comes under D.N.R. incompatible use policy. The utility has to go through a long process to get an easement. The permit has to be revised by the Park Department Staff then it is reviewed by the Park Ranger then back to Park Dept. then the Park Dept. takes it before the Governor and Cabinet for them to approve. The cost of the easement is by type, crossing - aerial - underground parallel. Rail banking is a term or a means that the railroad can own the right-of-way and the right-of-way is set up and maintained by D.N.R. or other group. I have talked with Scott Allbritton, D.O.T. He has not made much headway with the procedures. I will stay in touch with him. If you are receiving bills from the CSX Railroad for permits that were on segments of railroad right-of-way that has been sold to the Florida Department of Transportation or some other government agency, these bills should be returned to CSX with a statement as to where the segment is located, point to point, to the following: Ms. Mary Ann Scheler, CSX Rail Property, 6737 South Point Drive South, Suite 100, Jacksonville, FL 32216, (904) 279-4550.

AWARDS SUBCOMMITTEE - Tom Duggar for Abby Dasher

In recognition of the pending retirement of two long time members of the F.U.C.C., Chairman Duggar presented Certificates of Recognition and Appreciation to Mr. Charles Andrews and Mr. Roswell Sherling. Mr. Andrews will retire from the F.D.O.T., District II, Chipley, Florida on January 25, 1991 and has been an F.U.C.C. member since 1968. Mr. Sherling will retire from the Lee County Electric Cooperative, Ft. Myers, Florida on January 3, 1991 and has been a member of the F.U.C.C. since 1971. Chairman Duggar thanked these two fine gentlemen for their participation and contributions to the F.U.C.C.

FUTURE MEETINGS

Chairman Duggar announced the following F.U.C.C. meeting schedules:

Winter Meeting
February 7-8, 1991
Altamonte Springs Hilton
Altamonte Springs, Florida

Spring Meeting
May 2-3, 1991
Pensacola Hilton
Pensacola, Florida

Summer Meeting
August 1-2, 1991
Howard Johnson Hotel & Conference Center
Daytona Beach, Florida

Fall Meeting
November 7-8, 1991
Sheraton Yankee Trader Beach Resort
Ft. Lauderdale, Florida

With no further business, the meeting was adjourned by Chairman Duggar at 12:15 p.m.

Respectively Submitted,


Mark Sweet
Secretary