

Florida Utilities Coordinating Committee

<http://www.fucc.org>

Coordination through Cooperation
Coordination, Cooperation, Communication, & Commitment

Chair
Scott Baird

Vice Chair
Jeanna Dean

Secretary
Karen Lund

Treasurer
Jodi Rano

Fall Meeting Location:
Doubletree Jacksonville Riverfront, Jacksonville, FL

Wednesday, November 7, 2018

7:45am - Registration

8:30am - 10:00am - Steering Committee

St. Johns Meeting Room

Jeanna Dean, FUCC Vice-Chair

Jeanna opened the meeting at 8:30am.

Introduction of members.

By-Laws (Brian Dean & Chris McLaughlin)

Existing and Red-Lined Proposed were passed out (attached).

Proposal to open up membership to all attending the FUCC, not just utilities. Robb Brown commented on page 4, item 2: member to attend a minimum of 2 FUCC meetings. Suggested to add within a certain amount of time, ex. Within the last 2 years. Discussion over the last 24 months or the last 2 calendar years. The last 2 calendar years was selected. Continued discussion regarding one type of member vs member/associate member. Suggestion to eliminate associate members and make all full members.

Steering Committee - member organizations. Contractors cannot represent the utility currently – possibly institute a proxy so a utility can have a contractor represent them.

Voting takes place within the Steering Committee prior to membership votes (provision within bylaws regarding steering committee votes, pg 7 item 1a).

Added Treasurer and Historian can be elected for multiple terms.

Deleted “Other Subcommittees” and included those in the “Subcommittee” section.

Various minor updates were itemized.

Please send comments to Brian Dean. Both versions (existing and draft) will be added to the website for comments. Membership to vote at next meeting in Ocala. Cutoff date for comments will be March 1. Jeanna to mention during the steering committee report.

Presentations (Robb Brown)

Handout from APWA as an example.

FUCC presenters will have an online application form to create a database of presenters. They will go to the website and submit the form. The form will go to Robb and the planning committee. This allows for proper review of presentations for the message being presented. It adds structure. It was proposed to add to the website. The question came up regarding who would determine/prepare the form or items on the form. Lori will develop for the website.

FUCC Training

It was voted to abolish at the last meeting. Erik Brueningsen would like to do it as workshops. Idea is to use pieces and parts to put together a presentation or workshop vs a formal training program. This would be for knowledge only with no formal certification. A subcommittee will not be necessary. Jeanna suggested to make a formal announcement that it is abolished and Scott agreed.

District Liaison Groups

Some confusion arose in one of the local District Liaison Groups. The FUCC created the District Liaison Groups through Sunshine 811. The purpose of the District Liaison Groups is to bubble up issues for the FUCC to address. A suggestion was made to have each District Liaison Chair present a report to the FUCC, perhaps adding the District Chair reports after the FDOT District reports. Robb clarified there is a difference between the local UCC meetings, which consist of the local cities and counties, and the District Liaison meetings, which are the local FDOT groups.

Suggestion to add an org chart to the website. Need to vote on it. Voting members are the Utility reps (Fred Valdes, Art Gilmore, and Kris Hayes). Fred Valdes made a motion to put the org chart on our website, Art Gilmore seconded. All 3 voted in favor.

Hospitality Room

FUCC has contracted the room. It is not insured. May be possible to do by sponsorship, but this has not been pursued due to liability issues. A policy needs to be created for this.

Robb suggested taking insurance under consideration. We need this protection.

Jodi said that we need to pursue not profit status first.

Example was given: tripping over projector cord. Hotel says it's not my projector.

Suggestion: would it be possible to sign a waiver or have a check box regarding "terms and conditions" when registered? Determined that this would be inadequate.

Kris mentioned that obtaining insurance could potentially put a target on our backs. Jeanna countered with the point that we would not advertise the fact that we have insurance.

It could be possible for a consultant to rent a room.

IRS

Jodi will hear back from them between 90-180 days. We are right at 90 days now. Need to operate under either a calendar year or August to August. Currently operating on calendar year. Chris registered FUCC on SunBiz. He is a registered agent.

Membership and Promotions combined with Planning

It was discussed combining Membership & Promotions with Planning, as the duties overlap, but they are currently 2 different groups. Decided that it was a lot to do for one person and should remain how it currently is.

Policies and Procedures

Robb mentioned that if Planning is seeking sponsors or attending trade shows to promote the FUCC, we would need to create a set of Policies and Procedures to cover items that aren't (and shouldn't be) in the By-Laws.

Robb suggested that there should also be policies and procedures that help with officer transitions.

It was suggested that a group be formed to put these together. The group would need to work with the By-Laws Committee. Maybe find a template to start with.

Jodi motioned to create a non-standing subcommittee, with Jeanna as chair, composed of past board members. Robb seconded. Motion passed unanimously.

Scott to create the non-standing subcommittee at the Friday Business meeting.

Motion Log

Scott suggested adding a running motion log to the website. This should be added to the duties of the Secretary in our By-Laws.

Adjourn

Jodi motioned to adjourn, Art seconded. Motion passed unanimously. Meeting adjourned at 9:52am.

10:00am - 11:30am - FUCC Officers Planning Meeting/Membership & Promotions and Banquet Planning

St. Johns Meeting Room

Scott Baird, FUCC Chair and Robb Brown, Planning Committee Chair

Gifts for Presenters/Committee Chairs

Pullover shirt with logo as gifts, can add polo shirts for purchase. Need to get Jodi the pricing. Logo different for shirts. Limit on color choices. Discussion on screen print vs embroidery. Screen printing allows more colors and may be better. Dri-Fit material is preferred for polo/fishing shirts. The shirts are cheaper if more are ordered. Looking at around \$30-\$35 per shirt. Shirts would be for officers, subcommittee chairs (not interest group chairs), gold sponsors (1 shirt), and emeritus sponsors (2 shirts). Would order L, XL, 2X. Would sell shirts at cost (no profit). See them in April, and sell the leftovers in August. If successful, can do a second order.

Planning (Robb Brown)

Discussed current meeting costs

Discussed presentations for this meeting/next meeting

Discussed involving past officers' involvement with the transition for new officers/orientation. Possibly adjust meeting time on Wednesday, meet at lunch Wednesday, or stay for lunch on Friday. Would like to start planning for this at next meeting. Possible By-Law change that past chair acts as advisor on

current board and steering committee. It was stated that these comments can be submitted within the 60 day window when the By-Laws are posted for review.

Discussion regarding FUCC hosted dinner. Will see how it goes this meeting and review if we should continue. If it doesn't go well, can consider Thursday hot breakfast instead.

Discussed creating criteria/guidance for the afternoon educational workshops hosted by the Interest Groups. Idea is that they are not just presentations, but more educational/workshop type content. Per the By-Laws, each interest group is responsible for their component at the August meeting. Proposed starting 2019-2020, Interest Groups to present what was learned through your interest group during the year at the August meeting (in depth). Combined Interest Group presentation in August (8:45a – 10:00a slot on Thursday) should be educational slot per By-Laws. We need to build an expectation of what is desired. Plan to finish this year out with UG presentation in November and Telcom in April. None in August, but inform new Interest Group Chairs of expectations.

Banquet Planning (Kelsey Ramnauth)

Putting together a list of past banquet themes: Tacky Prom, Sports, Comicon, 20's/Casino, 80's, 70's, Beatles, Mardi Gras, Around the World, 50's.

Possible new: Toga (Sorority/Fraternity), Wild Wild West

Plan to keep the cost under \$1000, not including the DJ. Kelsey will put together ideas/decoration plans so Scott can choose. Will finalize theme by April meeting.

Meeting Locations

Last scheduled meeting at Melbourne is 2019, Jacksonville is 2019, and Ocala 2020. The Ocala meeting will complete all current contracts. We are scoping other locations for all meetings. Checking into Government rates as well.

11:30am -1:00pm Lunch on Your Own

1:00pm - 1:15pm Opening Comments from the FUCC Chair

1:15pm –2:15pm Complete Streets and Utilities (Duval BCDE Ballroom)

Presented by Daniel Checchia, Vice President Location Services and Lori Treviranus, Vice President of Transportation with Keith Engineering Moderated by: Kelsey Ramnauth, Pike Engineering

2:15pm - 2:30pm Break

2:30pm - 3:45pm Interest Group Meetings

Power Interest Group - Duval BCDE Ballroom

Chair: Rob Morris, FPL; Co-Chairs: Stephen Maniaci, KCI and Larry Blair, Pike Engineering

41 in attendance

Larry Blair to take over as chair.

Utility responsibility to rate payers

Mast Arm deep shaft removal

UWS, not for tariff work

Streetlighting concerns, use of conflict lights

Access issues to facilities, such as drainage ditches

Underground Interest Group - St. Johns Meeting Room

Chair: Trish Miller, Cardno; Co-Chair: Brian Dean, Sunshine 811

18 in attendance

How to show service lines/out of service lines

Grout filling of lines (not in 2017 UAM?)

Record drawings not indicating actual locations

Telcom structures (manholes) being located

Request to have 811 mandate marking standards

Color to be used for survey is pink, but then there is too much pink to tell what is what

“Protect and support” in UWS (Dist 1 wants more than that)

Telecommunication Interest Group - Amelia Meeting Room

Chair: Stephen Waidley, Frontier

8 in attendance

Municipalities requiring Construction and insurance bond

Municipalities requiring signed and sealed as-builts

3:45pm –4:00pm Break

4:00pm –5:15pm FUCC Subcommittee Meetings

Joint Use - St. Johns Room

Chair: Paula Perry, SECO; Co-Chair: Nichole Bates, TECO Electric

20 in attendance

Joint use audit for SECO

Transfers not being done in time to close permits

Small cell discussion/presentation

SECO alternative system for notification (not NJUNS)

Design Build - Duval BCDE

Chair: Chris Stermer, WGI

19 in attendance

UWS importance

Need agreement

Not all districts allow FDOT form for use on DB projects

Minimum requirements for schedule (what, when, how long)

Having more utility/consultant participation in Design Build meeting

TTC/MOT Committee - Amelia Room

Chair: Alan Boaz, WGI; Co-Chair: Chad Swales, Gulf Power

13 in attendance

Better processes for notification

Streamline 48 hour notification

Index changes, FDOT to properly notify utilities of the changes

Notify FDOT to set up discussion of concerns

Most in attendance were Power personnel, need others to participate

Will add section on website for comments

Daytime lane closures

Thursday, November 8, 2018

8:00am - 8:30am - Registration, Continental Breakfast, Networking

8:30am - 8:45am - Opening Comments

8:45am - 10:00am

Combined Interest Group, Subcommittee and Standing Subcommittee Updates and Announcement of 2018-2019 Chairs

Awards/Nominations, *Chaired by Robb Brown, Duke Energy*

Both awards will be given in August

Past recipients make up the committee

They need to submit nominations

Planning Committee, *Chaired by Robb Brown, Duke Energy*

Ocala in April

Presentation topics – Let Robb Brown know or submit via email or website

Tonight for dinner, cash bar opens at 6pm. Cannot bring outside food or beverage in. Once you sit, please place dinner ticket on place setting so the servers know what meal to give you.

Presentation starts at 6pm, bar should open early, meals served at 6:45pm.

Power Interest Group, *Chaired by Rob Morris, FPL*

See notes above

Underground Interest Group, *Co-Chaired by Brian Dean, Sunshine 811 and Trish Miller, Cardno*

See notes above

Telecomm Interest Group, *Chaired by Stephen Waidley, Frontier*

See notes above

Joint Use, *Chaired by Paula Perry, SECO*

See notes above

Design Build, *Chaired by Chris Stermer, WGI*

See notes above

TCC/MOT Committee, *Chaired by Alan Boaz, WGI*

See notes above

Steering Committee, *Chaired by Jeanna Dean, Harbor Coordination Solutions*

By-laws – rewriting (Chris McLaughlin, Brian Dean, & Scott Baird), will place on website for review and comment

Updating Policies and Procedures

Presentations – can fill out info on website to be considered

Mentorships – have former chairs be available

Creating Org Chart to put on website

Chair of UCC groups

Chair of Liaison groups

Reporting to the FUCC

10:00am –10:15am - Break

10:15am –11:30am - FEMA Storm Preparation, Planning and Response

11:30am - 1:00pm FUCC Lunch (Included in Registration - Ticket Required)

1:00pm –1:15pm - FUCC Announcements

1:15pm –2:15pm

FDOT Forum & District Reports

Walt Childs presiding, as FDOT unable to attend.

1. Bryan Lantz brought up an issue that came up in the District 1 meeting regarding changes that have been made to the One Stop Permitting (OSP) system at the state level, affecting all districts. FDOT Maintenance has now taken over control of OSP.

Changes include:

- A large number of new permit types were added to the system via a drop down list creating confusion over which is the correct permit type to choose.
- UAOs are having issues logging in
- The login screen is different and confusing
- When changing between permits, need to go through the whole process again (many screens)
- The system requires either IE 13 or Chrome to use, does not function with older versions of IE. This presents problems with UAOs IT, creating the need to upgrade when may not be feasible.
- Not user friendly in its current state/user interface issues

These changes are causing a 2 week delay in permitting, per the discussion at the District 1 meeting.

The main issue is that Tom Bane/Central Office assured the FUCC that we would be informed of changes. FDOT IT (or Maintenance) is not communicating their proposed changes and they are not aware of how their changes affect the UAOs, creating unforeseen problems/difficulties. We were not notified this time; there was no communication with the internal staff nor the UAOs. We are requesting better communication. They need to understand how the changes they make affect can affect the UAOs (negatively).

The suggestion was made for the FUCC Chair to write a letter to FDOT addressing these concerns.

The suggestion was made to have some of the permit coordinators or FDOT IT/Maintenance to come talk or present at FUCC. We request additional training. Training was supposed to be rolled out but was not (promised, but not delivered). Proposed training is needed yesterday. April is too long to wait.

Tim Allen is the FDOT Maintenance contact regarding OSP/Permits.

2. Chris Stermer wants a Design Build work schedule. This is not required.
3. FUCC would like more FDOT participation from Maintenance, IT, Permitting. We would like Tom's replacement to attend in April. The last letter sent regarding participation was sent 2 years ago to Brian Blanchard. We need to send a new letter to the new "Tom" and/or the new Secretary.
4. TTC/MOT group will be sending a letter to FDOT regarding the index changes and to request a meeting. Alan Boaz is working on the draft of this letter.

2:15pm – 2:30pm - Break

Educational Workshop

2:30pm-3:30pm - Placed Out of Service Facilities

All members are encouraged to attend this interactive workshop.

- Presented by Darlene Y. Callender, TECO Peoples Gas

- Moderated by Trish Miller, Cardno, Underground Interest Group Co-Chair

3:30pm-4:00pm - FUCC Open Mic/Moderated Networking Forum

1. Comment regarding the 2017 UAM. Contractors supporting FDOT are trying to enforce “new” rules that existed already, but were not previously enforced.
2. Requesting a profile view of proposed streetlight conduit. This is not required by the UAM, but is being requested by permit approvers.
3. Requesting us to locate FOT fiber in the LARW. Not giving permit without it. Permit being “held hostage”.
4. FDOT permitting issues:
 - Decentralized permitting, Central Office sets the policy that the districts need to follow.
 - Central Office – get with the districts that they cannot require more than what is in the UAM, trying to apply other specs/standards on the utility that is not in the UAM.
 - Permits are being reviewed by embedded FDOT contractors (issue statewide).
 - Asking for where rig is to be set up (at first believed not to be in UAM, but it is in the trenchless installation section)
 - FDOT requesting scaled plans, when UAM states “when available”.
 - Permits with conditions that the utility doesn’t agree with, need to contest prior to starting work. Once work starts, you agree to permit requirements.
5. FDOT pressuring attendance at the 60% Utility Design Conference with full RGB markups with final disposition. Happening in Districts 3, 4, & 1. FDOT is asking, but UAO’s not providing. 60% is the time to discuss conflicts and to change FDOT design to avoid conflicts. The UAO’s do not want to go through the RGB process unnecessarily, as it is time consuming. This time spent preparing RGB’s too early is wasted when a conflict is subsequently avoided.

4:00pm-5:30pm - Steering Committee (If needed, per Steering Committee)

Chaired by Jeanna Dean, FUCC Vice-Chair, Seminole Meeting Room

Meeting called to order by Jeanna Dean at 2:38pm.

Day rate is \$50 for Wednesday and \$50 for Thursday. Some folks registered for both days individually instead of registering for the whole meeting.

Motion to increase the day rate to \$75 (Chris McLaughin moved, Art Gilmore seconded, voters: Fred Valdes and Art Gilmore, Fred – motion to approve the daily rate increase to \$75/day, Art seconded again, vote unanimous to approve)

Motion to adjourn (Trisha Miller moved, Chris McLaughin seconded, unanimously approved).

Meeting adjourned at 2:42pm

6:00pm - Social Networking (Cash Bar Available) Duval BCDE Ballroom

6:30pm - Dinner (Dinner begins promptly at 6:30pm)

Friday, November 9, 2018

8:30am - 9:00am FUCC Networking

9:00am - 11:30am FUCC Business Meeting

Meeting called to order at 9:00am by Scott Baird.

Opening Invocation & Tribute to Flag - *Robb Brown/All*

Reading of the Minutes – *Karen Lund*

Motion to approve meeting minutes (moved by Bill Case, seconded by Jeanna Dean, unanimously approved)

Historian's Report – *Chris McLaughlin*

Chris misplaced this meetings report, but offered to re-read the August report.

Motion not to read August report (moved by Robb Brown, seconded by Betsy Becker, unanimously approved)

Treasurer's Report – *Jodi Rano*

Attached

Business Session

Sunshine 811 Report

Attached

FDOT District Reports

Not in attendance

Steering Committee Approved Motions for Membership Vote

Steering Committee - *Jeanna Dean, FUCC Vice-Chair*

Updated By-Laws on website by end of the month for comments. Comments open until March 1st.

Update Policies and Procedures.

Presentation form on website.

Mentorship for new board members.

Org Chart update.

Update daily meeting rate from \$50 to \$75.

Business Reports

Awards/Nominations– *Robb Brown*

Both awards given this year. Past recipients to nominate. Criteria is available.

Need nominations for incoming Secretary. Cannot be a power rep nor a consultant. Can nominate self or someone else. It is a 4 year commitment.

Program/Conference Planning - *Robb Brown*

April in Ocala. May not stay in the future because the night rate is to go up above \$150. We like Ocala and want to stay, but we are open to other suggestions. Email Lori McLaughlin.

Some hotels have a cap on rooms, and have a food and beverage minimum.

Facebook Page - *Robb Brown*

If you have utility related events, Robb can put it on the page.

E-Business/Web Page – *Lori McLaughlin*

Working with a group on improvements to have more capacity available.

Lori will update site for Ocala meeting in a couple weeks once room block opens.

Looking into other hotels:

Need breakout rooms/ballroom space.
Need no food and beverage minimum.
Need a good per night rate.

Send in any suggestions for the website.

UAM/Standards Review – *Bryan Lantz*

No update

Bylaws Review – *Chris McLaughlin*

2 meetings were held with Chris McLaughlin, Brian Dean, and Scott Baird. The changes were reviewed in steering committee Wednesday and will be posted on the website for review and commenting.

Railroad – *Vacant*

Membership/Promotions – *Kelsey Ramnauth*

Working on draft of letter to send to companies to promote the FUCC (Jeanna Dean and Kelsey Ramnauth)

Banquet Planning – *Kelsey Ramnauth*

Theme for the August Banquet will be Wild, Wild West.

New Business/Old Business - none

Motion to adjourn (moved by Robb Brown, seconded by Jeanna Dean, unanimously approved).

Meeting adjourned at 9:54am.

BYLAWS

OF THE

FLORIDA UTILITIES

COORDINATING COMMITTEE



Adopted: November 9, 2012

Amended:

February 7, 2014

October 16, 2014

February 5, 2015

Proposed: April 5, 2019

Revised and approved by the Florida Utilities
Coordinating Committee at Ocala,
Florida on February 5, 2015

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BYLAWS OF THE FLORIDA UTILITIES COORDINATING COMMITTEE

SECTION I: NAME

The name of this Committee shall be the FLORIDA UTILITIES COORDINATING COMMITTEE, hereinafter referred to as the Committee.

SECTION II: MISSION STATEMENT

To promote coordination and cooperation for co-habitation of utility facilities and travel ways within public right-of-ways, for the mutual benefit of all users.

SECTION III: PURPOSE

- 1) The Committee was formed in 1932 to act as the liaison between Utility Owner Agencies and the federal, state, and municipal stewards of the public's right-of-way.
- 2) The purpose of the Committee shall be to promote the effective and equitable coexistence of utilities to create a successful working relationship among and between utilities, and other entities, through coordination, cooperation and communication. It is the intent of this Committee to achieve this purpose through frank and impartial consideration of all matters referred to it with full recognition of the respective rights and obligations of the organizations concerned. It is the further intent of the Committee to act as a liaison between the utility industry and government entities in reviewing, meeting, and providing comments when rules, practices, and policies are being developed that may affect utility work.
- 3) The Committee shall support and give aid to district and local utility coordinating groups by providing a forum for local and district groups to coordinate on a statewide level. The Committee shall strive to provide a benefit to the local coordinating groups by actively providing educational update programs, provide communiqué in the form of newsletters, notices, and minutes that are distributed through the local groups.
- 4) The Committee shall establish a liaison with national and statewide organizations that can impact utilities or reach other entities involved in the utility industry.
- 5) Information, decisions, policies, procedures and instructions from the Committee to the utilities and other entities will be disseminated through the minutes of Committee Meetings via mailing or other electronic communication.

SECTION IV: MEMBERSHIP

- 1) MEMBER: Membership is considered voluntary and is comprised of individual representatives of stakeholders interested in promoting a free exchange of

information within the utility, transportation and construction industries and to promote cooperation between these industries to the overall good of the members and public in general throughout the state of Florida.

Commented [BD1]: Membership is changed from utility representatives only to include all stakeholders the utility coordination. This membership change reflects the reality of the current industry.

2) A Member is defined as an individual who is part of the General Membership who has attended a minimum of two (2) state-wide meetings of the Organization within the past 2 calendar years.

Commented [BD2]: This provides that membership rights, such as voting and filling of officer positions, be exclusive to those that have attended previous meetings and have a basic understanding of the organization's goals and operations.

3) Member Organization: Members shall be divided into Member Organizations that represent the type of stakeholder group the member is employed by or represents. The following table lists the Member Organizations of the Committee.

Member Organizations	
Telephone/CATV/Data Provider	Governmental Non-Utility
Power	Design Consultant
Gas	Utility Notification Center
Water	Geospatial Consultant
Sewer	Consultant Utility Coordinator
Governmental Utility	Contractor

SECTION V: FEES & SPONSORSHIPS

1) A registration fee will be charged to every person attending each Committee Meeting.

Commented [BD3]:

2) All fees will be established as approved by two-thirds majority vote of the Steering Subcommittee.

3)

4) Sponsorships help to offset Committee Meeting costs and allow the Committee to increase the value of attendance to its Members. Sponsorships also provide tangible benefits to the Sponsor in the form of advertising and special recognition in print and during these meetings. The fees and specific benefits pertinent to each Sponsorship Level will be established as approved by two-thirds majority vote of the Steering Subcommittee as defined in Section VIII.

- a) Sponsorship Levels
 - i) Member Emeritus
 - ii) Platinum
 - iii) Gold
 - iv) Silver
 - v) Bronze

b) Special Contributions – organizations may sponsor specific activities (e.g. refreshments, meeting rooms, demonstrations) associated with Committee Meetings.

- c) In-Kind Sponsors – organizations may share their resources in the form of goods and/or services to help offset costs to the Committee (e.g. website hosting, bank fees, computer and audio/visual (AV) equipment). The Steering Subcommittee will determine the organization's In-Kind sponsorship level attained by establishing a value to these goods and/or services.
- d) Sponsorship Levels and Sponsorship Amounts shall be reviewed and renewed annually at the Annual Meeting.

SECTION VI: OFFICERS

- 1) The Officers of the Committee shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, and Historian and the immediate Past Chairperson who will be selected from among the membership as defined in Section IV of these Bylaws. The terms of office for the Chairperson, Vice-Chairperson, and Secretary shall be for one year and shall begin with their elections during the Annual Meeting. The Treasurer and Historian term of office will be three years, and each may be reelected to serve multiple terms. The Immediate Past Chairperson will serve until replaced by the outgoing Chairperson.
- 2) The offices of Chairperson, Vice-Chairperson and Secretary shall be so distributed that no type of Member Organization will be represented in more than one office at any given time. It is preferred that no one type Member organization shall be represented in the office of Chairperson, Vice-Chairperson, or Secretary for a continuous period longer than one year.
- 3) Vacancies created by the expiration of the one-year terms of the Chairperson, Vice-Chairperson, and Secretary will be accomplished in the following manner. The outgoing Secretary will automatically become the nominee for incoming Vice-Chairperson and the outgoing Vice-Chairperson will become the nominee for incoming Chairperson. An incoming Secretary will be nominated by the Steering Subcommittee as defined in Section VIII. Additional nominations from the floor may be received for any of the above offices.
- 4) Vacancies created during any organizational year shall be filled by advancement of the remaining officers in accordance with Paragraph 2 above. Vacancies remaining after such advancement shall be filled by persons appointed by the Chairperson. Such appointments shall conform to the rules set forth in Paragraphs 1 and 2 above and will be presented for ratification at the next Committee Meeting.
- 5) Any officer may be removed from office before their term has expired by majority vote of the Steering Subcommittee if ratified by a two-thirds vote of the Membership.

- 6) Nomination for vacancies and election of the Historian and Treasurer will be made by the Steering Subcommittee once every three years and/or as the position becomes open.

SECTION VII: DUTIES OF OFFICERS

- 1) The Chairperson shall have the following responsibilities:
 - a) General supervision and jurisdiction over the affairs of the Committee,
 - b) Preside at all Committee Meetings,
 - c) Establish or abolish the non-standing subcommittees as necessary, and appoint a chairperson to the established subcommittees,
 - d) Conduct Business Meetings of the Committee,
 - e) Be a standing member of each subcommittee or taskforce.
- 2) The Vice-Chairperson shall have the following responsibilities:
 - a) Assist the Chairperson as desired in the performance of their duties,
 - b) In the absence of the Chairperson or the inability to serve, shall act in the stead of the Chairperson,
 - c) Preside as Chairperson over all meetings and functions of the Steering Subcommittee and convene such meetings as needed with the approval of the Chairperson,
 - d) Act as Parliamentarian, correlating the parliamentary procedures of the Committee with established rules of order,
 - e) Report to the Committee at each of the Business Meetings the activities of the Steering Subcommittee,
 - f) Perform Treasurer's audit once every six months,
 - g) Preside over the Combined Interest Group Meeting,
 - h) Be in charge of various subcommittees as required by the Chairperson.
- 3) The Secretary shall have the following responsibilities:
 - a) Prepare minutes of all meetings and send copies to all Members and Associate Members,
 - b) Maintain a Motions Log of key motions to provide a record of Committee Actions,
 - c) Prepare correspondence as directed by the Chairperson,
 - d) In the absence of the Chairperson and the Vice-Chairperson or their inability to serve, shall act in their stead,
 - e) Oversee or conduct the oversight of the Committee Meeting notices, program booklets, newsletter, web-page, and other correspondence required by the Committee,
 - f) Prepare minutes of the Steering Subcommittee meeting and distribute with the minutes of the Business Meeting,
 - g) At the end of the term in office, the Secretary will turn all records over to the Historian.

4) The Treasurer will have the following responsibilities:

- a) Collect all fees and donations from Committee activities,
- b) Coordinate with conference planning and make payment of all costs associated with meetings and mailings,
- c) Maintain accurate accounting records of the Committee's expenses and revenues,
- d) Manage the Committee's bookkeeping system, accounts, and financial affairs,
- e) Assist and cooperate with occasional external audits as well as the bi-annual internal audits performed by the Vice-Chairperson,
- f) Submit reports to the Internal Revenue Service and Florida Department of State, or as required, to maintain the organization's not-for-profit status.
- g) Prepare and provide Treasurer's report at the Business Meeting.

5) The Historian will have the following responsibilities:

- a) Maintain all the past records from 1932 to present,
- b) Accept the records turned over by the Secretary and keep them in chronological order,
- c) Provide copies of past records as requested by any of the other officers,
- d) At the end of the term in office, all records will be turned over to the successor,
- e) Prepare and present the historian's report during the Business Meeting.

6) Immediate Past Chairperson

- a) Support the current officers
- b) Attend the Steering Subcommittee Meetings
- c) Chair the Awards/Nominations Subcommittee

SECTION VIII: SUBCOMMITTEES

A Standing Subcommittee is that which is a permanent subcommittee and is not dissolved by an action of the Chairperson. Any other subcommittee is non-standing and may be assembled and disbanded by the Chairperson.

Standing Subcommittees:

- 1) Steering Subcommittee: The Steering Subcommittee shall be established. This Subcommittee shall be chaired by the Committee Vice-Chairperson and shall consist of one member from each of the Member Organizations listed in Section IV. That member will represent that member organization. |
- a) Members of the Steering Subcommittee will be appointed by the Committee Chairperson and ratified by a majority vote of the Membership at the Annual Meeting and will serve a one-year term. If there are no representatives present from a particular Member Organization, the Steering Subcommittee Chairperson

Commented [BD4]: Moved to Section 4 – Membership Organizations

may appoint a person from that Member Organization in the absentia to serve as a member of the Steering Subcommittee. Such appointee will be approved by the majority vote of those present at the current Steering Subcommittee Meeting.

- b) Members of the Steering Subcommittee shall represent their respective member organizations and shall assist the Chairperson as requested.
 - c) The power of the Steering Subcommittee shall be limited to:
 - i) Making recommendations for the formation of other Subcommittees,
 - ii) Gathering of information,
 - iii) Establishing the registration fees, sponsorship annual contribution amounts, and sponsorship benefits,
 - iv) Preparation of studies necessary to formulate recommendations to the Chairperson,
 - v) Nomination of the incoming secretary, based on the recommendation of the Awards/Nominations Committee, at the Annual Meeting,
 - vi) In case of emergency when prompt action is mandatory this Subcommittee may act for the entire Committee.
 - d) Recommendations presented by the Steering Subcommittee will be governed by a majority vote of the members of the Steering Subcommittee. All officers and members will have a vote.
- 2) Awards/Nominations Subcommittee: An Awards/Nominations Subcommittee shall be established. This Subcommittee shall consist of previous winners of the Malcolm Yancey and the John J. Farkas Liaison Person of the Year award winners. The most recent past Committee Chairperson shall preside over this subcommittee. The Subcommittee will keep formal minutes of each meeting and a copy will be sent to the Secretary.
- a) The Awards/Nominations Subcommittee will develop a list and verify the availability of potential candidates for the incoming Secretary, Historian and Treasurer.
 - b) This Subcommittee shall make recommendations for the following awards based on these standards:
 - i. Malcolm Yancey Award: This is the most prestigious award presented by the Florida Utilities Coordinating Committee, and is subject to the following:

- a) The recipient must receive the unanimous approval of the Awards/Nominations Subcommittee.
 - b) The recipient must have been an active member of the Florida Utilities Coordinating Committee for at least five years.
 - c) Must have provided outstanding leadership during the previous years and the year under consideration.
 - d) This award may not be awarded more than once during a two-year period.
- ii. Chairperson Recognition Award: This award is intended to be given to the outgoing Chairperson for recognition of their outstanding leadership. This award shall be considered by the Awards/Nomination Subcommittee only upon recommendation by the Vice-Chairperson and must receive a majority approval of the Awards/Nominations Subcommittee.
 - iii. John J. Farkas Liaison Person of the Year Award: This award is presented to a member who demonstrates commitment to the betterment of utility coordination through actions and leadership.
 - a) The recipient of this award must receive approval by a majority vote of the Awards/Nominations Subcommittee.
 - b) The recipient must also receive the approval of the Chairperson.
- 3) Programs Subcommittee: This subcommittee is formed to assist the Chairperson and Vice Chairperson with the contents of the Business Meeting and Combined Interest Group Meetings. The Programs Subcommittee will be responsible for at least the following:
- a) Assembling a database of programs and speakers for meetings.
 - b) Arranging programs, speakers and the general content of the Business Meeting and Combined Interest Group Meeting in coordination with the Chairperson and Vice-Chairperson, respectively,
 - c) Acting as host to the speakers, arranging all audio/visual equipment and other speaker requirements,
 - d) Establishing and organizing the annual educational program.

- e) Coordinating with the Secretary for program promotions and with the conference planner for speaker requirements,
 - f) Keeping formal minutes of each meeting with a copy sent to the Secretary along with an agenda for the next meeting.
- 4) Conference Planning Subcommittee: This subcommittee is formed to assist the Chairperson in handling the logistics of the Committee Meetings. The Conference Planning Subcommittee will be responsible for at least the following:
- a) Creating defined bidding documents and soliciting bids from qualified conference planner contractor/subcontractor,
 - b) Presenting bids and recommendations to the Steering Subcommittee for final vote and acceptance,
 - c) Assisting the Chairperson in executing contracts for the conference planner contractor/subcontractor,
 - d) Providing direction, overseeing, and evaluating the conference planner contractor/subcontractors.
 - e) Keeping formal minutes of each meeting with a copy sent to the secretary along with an agenda for next meeting.
- 5) Memberships/Promotions Subcommittee: This subcommittee is formed to assist the Chairperson in developing new membership and exposure of the Committee throughout the State. The Memberships/Promotions Subcommittee will be responsible for at least the following:

Promoting the participation of all utilities in the Committee and its subcommittees,

- a) Seeking out new members by developing and distributing promotional materials,
- b) Making recommendations to the Steering Subcommittee for advertising, promotions or other membership building or publicity related activities,
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Other Subcommittees:

- 6) The Chairperson may appoint such other subcommittees as deemed necessary. The personnel of such subcommittees need not be confined to the membership of the

Committee. The Chairperson of each subcommittee will attend the meetings of the Steering Subcommittee as long as their subcommittee is active.

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SECTION IX: UTILITY INTEREST GROUPS

1. The purpose of the Interest Groups is to provide a forum for like utilities to discuss issues, problems and concerns. The Interest Groups may develop solutions or present other recommendations to the Steering Subcommittee.
2. There shall be three individual Utility Interest Groups: Power, Telecommunication, and Underground.
3. The chairperson of each Interest Group shall be elected from the attending members of each interest group at the Annual Meeting and will serve a one-year term.
4. The groups will be responsible for discussing, resolving and making recommendations to the Steering Subcommittee on their Interest Group problems and issues.
5. Each Interest Group will be responsible for participating in developing their component of an annual educational seminar. The purpose of the educational seminar is to disseminate information that will aid committee members in their coordination and develop working relationship with other Interest Groups. The educational seminar will be scheduled for the Annual Meeting.
6. Each Interest Group Chairperson will attend and participate in the Steering Subcommittee meeting. Each Chairperson will be responsible for providing minutes of their meeting to the Secretary along with an agenda for future meetings.

SECTION X: MEETINGS

1. Regular meetings of the Committee shall be held at least twice annually and will be called "Committee Meetings". One of these Committee Meetings will be designated as the Annual Meeting.
2. The Committee Meetings will consist of the Educational Workshop, Utility Interest Group Meetings, Combined Interest Group Meeting, and the Business Meeting.
3. The Chairperson may call a special meeting of the Committee, by notification to all Members, at any time with adequate notification. Calls for special meetings shall be accompanied by a statement of the matter or matters to be considered.

4. If requested by at least a majority of Member Organizations, the Chairperson must call a special meeting of the Committee. The matter or matters to be considered must be clearly stated in notification of the meeting.

SECTION XI: ACTION BY THE COMMITTEE

1. A voting quorum shall consist of any three of the five Officers (Chairperson, Vice-Chairperson, Secretary, Treasurer, or Historian) along with representatives of at least six (6) Member Organizations and shall have the power to transact business and make decisions that shall be binding upon the Committee.
2. If any vote is contested, each Member Organization will be entitled to a single vote. In the case of a contested vote, the representative vote of each Member Organization cannot be a member of the Steering Subcommittee. The Chairman may choose to table the vote until the Steering Subcommittee can reconvene at the next meeting.
3. Final action by the Committee on recommendations and amendments to these By-Laws shall be taken by two-thirds consent of the Members present.
4. Elections of Officers shall be decided by a simple majority vote of the Members present at the Annual Meeting.

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Commented [BD7]: This is completely unclear.

BYLAWS

OF THE

FLORIDA UTILITIES COORDINATING COMMITTEE



Adopted: November 9, 2012

Amended:

February 7, 2014

October 16, 2014

February 5, 2015

Proposed: April 5, 2019

Revised and approved by the Florida Utilities
Coordinating Committee at Ocala,
Florida on February 5, 2015

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BYLAWS OF THE FLORIDA UTILITIES COORDINATING COMMITTEE

SECTION I: NAME

The name of this Committee shall be the FLORIDA UTILITIES COORDINATING COMMITTEE, hereinafter referred to as the Committee.

SECTION II: MISSION STATEMENT

To promote coordination and cooperation for co-habitation of utility facilities and travel ways within public right-of-ways, for the mutual benefit of all users.

SECTION III: PURPOSE

- 1) The Committee was formed in 1932 to act as the liaison between Utility Owner Agencies and the federal, state, and municipal stewards of the public's right-of-way.
- 2) The purpose of the Committee shall be to promote the effective and equitable coexistence of utilities to create a successful working relationship among and between utilities, and other entities, through coordination, cooperation and communication. It is the intent of this Committee to achieve this purpose through frank and impartial consideration of all matters referred to it with full recognition of the respective rights and obligations of the organizations concerned. It is the further intent of the Committee to act as a liaison between the utility industry and government entities in reviewing, meeting, and providing comments when rules, practices, and policies are being developed that may affect utility work.
- 3) The Committee shall support and give aid to district and local utility coordinating groups by providing a forum for local and district groups to coordinate on a statewide level. The Committee shall strive to provide a benefit to the local coordinating groups by actively providing educational update programs, provide communiqué in the form of newsletters, notices, and minutes that are distributed through the local groups.
- 4) The Committee shall establish a liaison with national and statewide organizations that can impact utilities or reach other entities involved in the utility industry.
- 5) Information, decisions, policies, procedures and instructions from the Committee to the utilities and other entities will be disseminated through the minutes of Committee Meetings via mailing or other electronic communication.

SECTION IV: MEMBERSHIP

~~MEMBER: The membership of this Committee shall consist of public, private, and governmentally owned utility systems; and may also include those entities that provide pipeline, telecommunication, and cable television transmission or distribution as a utility~~

~~product or service. Representatives of participating utility organizations shall be known as Members of the Committee.~~

~~ASSOCIATE MEMBER: Non-utility organizations (those which do not own or operate utility systems); such as, governmental agencies, design consultants, railroads, contractors, one-call systems, etc., who have an interest in liaison with utilities may affiliate with the Committee. Representatives of those non-utility organizations shall be known as Associate Members of the Committee.~~

~~Membership in and affiliation with the Committee by the organizations in (1) and (2) above is voluntary whether regular attendance is recorded or not. Organizations with Member status shall be known as Member Organizations and organizations with Associate Member status shall be known as Associate Member Organizations.~~

~~4) MEMBER: Membership is considered voluntary and is comprised of individual representatives of stakeholders interested in promoting a free exchange of information within the utility, transportation and construction industries and to promote cooperation between these industries to the overall good of the members and public in general throughout the state of Florida.~~

~~2)
1)~~

~~3)2) A Member is defined as an individual who is part of the General Membership who has attended a minimum of two (2) state-wide meetings of the Organization within the past 2 calendar years.~~

~~3) Member Organization: Members shall be divided into Member Organizations that represent the type of stakeholder group the member is employed by or represents. The following table lists the Member Organizations of the Committee.~~

Member Organizations	
Telephone/CATV/Data Provider	Governmental Non-Utility
Power	Design Consultant
Gas	Utility Notification Center
Water	Geospatial Consultant
Sewer	Consultant Utility Coordinator
Governmental Utility	Contractor

SECTION V: FEES & SPONSORSHIPS

~~1) A registration fee will be charged to every person attending each Committee Meeting. All fees will be established as approved by two-thirds majority vote of the Steering Subcommittee.~~

Commented [BD1]: Membership is changed from utility representatives only to include all stakeholders the utility coordination. This membership change reflects the reality of the current industry.

Commented [BD2]: This provides that membership rights, such as voting and filling of officer positions, be exclusive to those that have attended previous meetings and have a basic understanding of the organization's goals and operations.

Commented [BD3]:

2) All fees will be established as approved by two-thirds majority vote of the Steering Subcommittee.

3)

4) Sponsorships help to offset Committee Meeting costs and allow the Committee to increase the value of attendance to its Members. Sponsorships also provide tangible benefits to the Sponsor in the form of advertising and special recognition in print and during these meetings. The fees and specific benefits pertinent to each Sponsorship Level will be established as approved by two-thirds majority vote of the Steering Subcommittee as defined in Section VIII.

a) Sponsorship Levels

i) Member Emeritus

ii) Platinum

iii) Gold

iv) Silver

v) Bronze

a)b) Special Contributions – organizations may sponsor specific activities (e.g. refreshments, meeting rooms, demonstrations) associated with Committee Meetings.

b)c) In-Kind Sponsors – organizations may share their resources in the form of goods and/or services to help offset costs to the Committee (e.g. website hosting, bank fees, computer and audio/visual (AV) equipment). The Steering Subcommittee will determine the organization's In-Kind sponsorship level attained by establishing a value to these goods and/or services.

c)d) Sponsorship Levels and Sponsorship Amounts shall be reviewed and renewed annually at the Annual Meeting.

SECTION VI: OFFICERS

~~a) The Officers of the Committee shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, and Historian who will be selected from among the membership as defined in Section IV of these Bylaws. The terms of office for the Chairperson, Vice-Chairperson, and Secretary shall be for one year and shall begin with their elections during the Annual Meeting. The Treasurer and Historian duration in term of office will be three years, and each may be reelected to serve multiple terms.~~

1) The Officers of the Committee shall be the Chairperson, Vice Chairperson, Secretary, Treasurer, and Historian and the immediate Past Chairperson who will be selected from among the membership as defined in Section IV of these Bylaws. The terms of office for the Chairperson, Vice-Chairperson, and Secretary shall be for one

year and shall begin with their elections during the Annual Meeting. The Treasurer and Historian term of office will be three years, and each may be reelected to serve multiple terms. The Immediate Past Chairperson will serve until replaced by the outgoing Chairperson.

2) The offices of Chairperson, Vice-Chairperson and Secretary shall be so distributed that no type of Member Organization ~~or Associate Member~~ will be represented in more than one office at any given time. It is preferred that no one type Member organization ~~or Associate Member~~ shall be represented in the office of Chairperson, Vice-Chairperson, or Secretary for a continuous period longer than one year.

~~1) There may be only one (1) Associate Member holding office at any given time that Associate Member alone will have full voting privileges.~~

~~2)~~

3) Vacancies created by the expiration of the one-year terms of the Chairperson, Vice-Chairperson, and Secretary will be accomplished in the following manner. The outgoing Secretary will automatically become the nominee for incoming Vice-Chairperson and the outgoing Vice-Chairperson will become the nominee for incoming Chairperson. An incoming Secretary will be nominated by the Steering Subcommittee as defined in Section VIII. Additional nominations from the floor may be received for any of the above offices.

4) Vacancies created during any ~~administrative-organizational~~ year shall be filled by advancement of the remaining officers in accordance with Paragraph 2 above. Vacancies remaining after such advancement shall be filled by persons appointed by the Chairperson. Such appointments shall conform to the rules set forth in Paragraphs 1 and 2 above and will be presented for ratification at the next Committee Meeting.

5) Any officer may be removed from office before their term has expired by majority vote of the Steering Subcommittee if ratified by a two-thirds vote of the Membership.

6) Nomination for vacancies and election of the Historian and Treasurer will be made by the Steering Subcommittee once every three years and/or as the position becomes open.

SECTION VII: DUTIES OF OFFICERS

1) The Chairperson shall have the following responsibilities:

- a) General supervision and jurisdiction over the affairs of the Committee,
- b) Preside at all Committee Meetings,
- c) Establish or abolish the non-standing ~~s~~Subcommittees as necessary, and appoint a chairperson to the established subcommittees,
- d) Conduct Business Meetings of the Committee,
- e) Be a standing member of each subcommittee or taskforce.~~s~~

2) The Vice-Chairperson shall have the following responsibilities:

- a) Assist the Chairperson as desired in the performance of their duties,
- b) In the absence of the Chairperson or the inability to serve, shall act in the stead of the Chairperson,
- c) Preside as Chairperson over all meetings and functions of the Steering Subcommittee and convene such meetings as needed with the approval of the Chairperson,
- d) Act as Parliamentarian, correlating the parliamentary procedures of the Committee with established rules of order,
- e) Report to the Committee at each of the Business Meetings the activities of the Steering Subcommittee,
- f) Perform Treasurer's audit once every six months,
- g) Preside over the Combined Interest Group Meeting,
- h) Be in charge of various subcommittees as required by the Chairperson.

3) The Secretary shall have the following responsibilities:

- a) Prepare minutes of all meetings and send copies to all Members and Associate Members,
- a)b) Maintain a Motions Log of key motions to provide a record of Committee Actions.
- c) Prepare correspondence as directed by the Chairperson,
- d) In the absence of the Chairperson and the Vice-Chairperson or their inability to serve, shall act in their stead,
- e) Oversee or conduct the oversight of the Committee Meeting notices, program booklets, newsletter, web-page, and other correspondence required by the Committee,
- f) Prepare minutes of the Steering Subcommittee meeting and distribute with the minutes of the Business Meeting,
- g) At the end of the term in office, the Secretary will turn all records over to the Historian.

4) The Treasurer will have the following responsibilities:

- a) Collect all fees and donations from Committee activities,
- b) Coordinate with conference planning and make payment of all costs associated with meetings and mailings,
- c) Maintain accurate accounting records of the Committee's expenses and revenues,
- d) Manage the Committee's bookkeeping system, accounts, and financial affairs,
- e) Assist and cooperate with occasional external audits as well as the bi-annual internal audits performed by the Vice-Chairperson,

~~e)f)~~ Submit reports to the Internal Revenue Service and Florida Department of State, or as required, to maintain the organization's not-for-profit status.

~~f)g)~~ Prepare and provide Treasurer's report at the Business Meeting.

5) The Historian will have the following responsibilities:

~~a)~~

~~b)a)~~ Maintain all the past records from 1932 to present,

~~e)b)~~ Accept the records turned over by the Secretary and keep them in chronological order,

~~e)c)~~ Provide copies of past records as requested by any of the other officers,

~~d)~~ At the end of the term in office, all records will be turned over to the successor,

~~e)~~ Prepare and present the historian's report during the Business Meeting.

6) Immediate Past Chairperson

a) Support the current officers

b) Attend the Steering Subcommittee Meetings

c) Chair the Awards/Nominations Subcommittee

SECTION VIII: ~~STANDING~~ SUBCOMMITTEES

A Standing Subcommittee is that which is a permanent ~~s~~Subcommittee and is not dissolved by an action of the Chairperson. Any other ~~s~~Subcommittee is non-standing and may be assembled and disbanded by the Chairperson.

Standing Subcommittees:

1) Steering Subcommittee: ~~The~~A Steering Subcommittee shall be established. This Subcommittee shall ~~consist of~~chaired by the Committee Vice-Chairperson and shall consist or one member from each of the Member ~~and Associate Member~~ Organizations listed ~~below if available in~~ Section IV. That member will represent that ~~member organization for the entire term.~~

~~NOTE: (M) = Member and (AM) = Associate Member Organizations~~

~~Telephone (M)~~

~~Power (M)~~

~~Gas (M)~~

~~Water (M)~~

~~Sewer (M)~~

~~GATV / Data Provider (M)~~

~~}~~

~~Governmental Utility (M)~~

~~Governmental Non-Utility (AM)~~

~~Railroad (AM)~~

~~Contractor (AM)~~

~~Design Consultant (AM)~~

~~Utility Notification Center (AM)~~
~~Public Service Commission (AM)~~
~~Geospatial Consultant (AM)~~

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- a) Members of the Steering Subcommittee will be appointed by the Committee Chairperson and ratified by a majority vote of the Membership at the Annual Meeting and will serve a one-year term. If there are no representatives present from a particular ~~Member~~Member ~~or Associate Member~~ Organization, the Steering Subcommittee Chairperson ~~Elect~~ may appoint a person from that ~~Member or Associate Member~~ Organization in the absentia to serve as a member of the Steering Subcommittee. Such appointee will be approved by the majority vote of those present at the current Steering Subcommittee Meeting.
- b) Members of the Steering Subcommittee shall represent their respective member organizations and shall assist the Chairperson as requested.
- c) The power of the Steering Subcommittee shall be limited to:
 - i) Making recommendations for the formation of other Subcommittees,
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 - iii) Establishing the registration fees, sSponsorship annual contribution amounts, and sSponsorship benefits,
 - iv) Preparation of studies necessary to formulate recommendations to the Chairperson,
 - v) Nomination of the incoming secretary, based on the recommendation of the Awards/Nominations Committee, at the Annual Meeting,
 - vi) In case of emergency when prompt action is mandatory this Subcommittee may act for the entire Committee.
- d) Recommendations presented by the Steering Subcommittee will be governed by a majority vote of the members of the Steering Sub- committee. All officers and members will have a vote: ~~Associate Members will not be able to vote.~~

2) Awards/Nominations Subcommittee: An Awards/Nominations Subcommittee shall be established. This Subcommittee shall consist of previous winners of the Malcolm Yancey and the John J. Farkas Liaison Person of the Year award winners. The ~~outgoing most recent past Committee~~ Chairperson shall preside over this Subcommittee, ~~and subcommittee shall not serve two consecutive terms as Chairperson.~~ The Subcommittee will keep formal minutes of each meeting and a copy will be sent to the Secretary.

a) The Awards/Nominations Subcommittee will develop a list and verify the availability of potential candidates for the incoming Secretary, Historian and Treasurer.

e)b) This Subcommittee shall make recommendations for the following awards based on these standards:

i. Malcolm Yancey Award: This is the most prestigious award presented by the Florida Utilities Coordinating Committee, and is subject to the following:

a) The recipient must receive the unanimous approval of the Awards/Nominations Subcommittee.

b) The recipient must have been an active member of the Florida Utilities Coordinating Committee for at least five years.

c) Must have provided outstanding leadership during the previous years and the year under consideration.

d) This award may not be awarded more than once during a ~~two-year~~ two-year period.

ii. Chairperson Recognition Award: This award is intended to be given to the outgoing Chairperson for recognition of their outstanding leadership. This award shall be considered by the Awards/Nomination Subcommittee only upon recommendation by the Vice-Chairperson and must receive a majority approval of the Awards/Nominations Subcommittee.

iii. John J. Farkas Liaison Person of the Year Award: This award is presented to a member who demonstrates commitment to the betterment of utility coordination through actions and leadership.

a) The recipient of this award must receive approval by a majority vote of the Awards/Nominations Subcommittee.

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b)c) Acting as host to the speakers, arranging all audio/visual equipment and other speaker requirements,

e)d) Establishing and organizing the annual educational program.

e)e) Coordinating with the Secretary for program promotions and with the conference planner for speaker requirements,

e)f) Keeping formal minutes of each meeting with a copy sent to the Secretary along with an agenda for the next meeting.

3)4) Conference Planning Subcommittee: This subcommittee is formed to assist the Chairperson in handling the logistics of the Committee Meetings. The Conference Planning Subcommittee will be responsible for at least the following:

a) Creating defined bidding documents and soliciting bids from qualified conference planner contractor/subcontractor,

b) Presenting bids and recommendations to the Steering Subcommittee for final vote and acceptance,

c) Assisting the Chairperson in executing contracts for the conference planner contractor/subcontractor,

d) Providing direction, overseeing, and evaluating the conference planner contractor/subcontractors.

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a) Seeking out new members by developing and distributing promotional materials,

- b) Making recommendations to the Steering Subcommittee for advertising, promotions or other membership building or publicity related activities,
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~~OTHER SUBCOMMITTEES~~ Other Subcommittees:

~~6) The Chairperson may appoint such other subcommittees as deemed necessary. The personnel of such subcommittees need not be confined to the membership of the Committee. The Chairperson of each subcommittee will attend the meetings of the Steering Subcommittee as long as their sSubcommittee is active.~~

~~Each subcommittee will keep formal minutes of each meeting and send a copy to the Secretary and agenda for next meeting.~~

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- 2. There shall be three individual Utility Interest Groups: Power, Telecommunication, and Underground.
- 3. The chairperson of each Interest Group shall be elected from the attending members of each interest group at the Annual Meeting and will serve a one-year term.
- 4. The groups will be responsible for discussing, resolving and making recommendations to the Steering Subcommittee on their Interest Group problems and issues.
- 5. Each Interest Group will be responsible for participating in developing their component of an annual educational seminar. The purpose of the educational seminar is to disseminate information that will aid committee members in their coordination and develop working relationship with other Interest Groups. The educational seminar will be scheduled for the Annual Meeting.
- 6. Each Interest Group Chairperson will attend and participate in the Steering Subcommittee meeting. Each Chairperson will be responsible for providing minutes of their meeting to the Secretary along with an agenda for future meetings.

~~SECTION X~~

~~OTHER SUBCOMMITTEES~~

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~~Each subcommittee will keep formal minutes of each meeting and send a copy to the Secretary and agenda for next meeting.~~

SECTION X: MEETINGS

MEETINGS

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2. The Committee Meetings will consist of the Educational Workshop, Utility Interest Group Meetings, Combined Interest Group Meeting, and the Business Meeting.
3. The Chairperson may call a special meeting of the Committee, by notification to all Members ~~and Associated Members~~, at any time with adequate notification. Calls for special meetings shall be accompanied by a statement of the matter or matters to be considered.
4. If requested by at least a majority of Member ~~and Associated Member~~ Organizations, the Chairperson must call a special meeting of the Committee. The matter or matters to be considered must be clearly stated in notification of the meeting.

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2. If any vote is contested, each Member Organization will be entitled to a single vote. ~~In the case of a contested vote, the representative vote of each Member Organization cannot be a member of the Steering Subcommittee. The Chairman may choose to table the vote until the Steering Subcommittee can reconvene at the next meeting. Associate Member organizations will have no vote.~~

~~If any vote of this Committee is by any Member Organization, the Chairperson shall remove that vote from the floor and shall direct it to a vote by the Member Organizations. If any Member Organization has not designated its spokesperson, the~~

Commented [BD6]: The intent here is to prevent the steering committee from making a change the general membership does not agree to.

~~Members or Alternates from that Member Organization who are present shall caucus and select a spokesperson who will cast the single vote of that Member Organization.~~

3. Final action by the Committee on recommendations and amendments to these By-Laws shall be taken by two-thirds consent of the Members ~~and or their Alternates~~ present.

4. Elections of Officers shall be decided by a simple majority vote of the Members ~~or their Alternates~~ present at the Annual Meeting.

Commented [BD7]: This is completely unclear.

FUCC Fall Meeting
11/7/2018

Telecom Interest Group Meeting Minutes

Meeting commenced at 2:20pm

8 attendees

Stephen Waidley, Chair – Frontier Communications – stephen.waidley@ftr.com – (941) 266-9218
Jeanna Dean – Harbor Coordination Solutions – jdean@harborcoordination.com – (813) 781-5787
Larry Hill – Badger Daylighting – lhill@badgerinc.com – (407) 408-5355
David Byrnes – CenturyLink – david.r.byrnes@centurylink.com – (407) 814-5379
Kevin Harder – Terra Tech – kharder@terratechllc.net – (815) 451-1668
Matt Phillips – WGI – matthew.phillips@wginc.com – (561) 254-2762
Marilyn Pineau – UC/Synergetic – pineaume@yahoo.com – (352) 873-8230
Bill Case – Ayres Associates – caseb@ayresassociates.com – (813) 558-3303

Stephen asked if the group would like to hear the last meeting's minutes.

Jeanna motioned to skip the reading of the minutes

Marilyn 2nd the motion

Stephen brought up the fact that a municipality was requiring Bonds (Construction and Performance) for all work done within their Right-of-Way. Jeanna suggested looking at the Permit verbiage and the Franchise Agreement between the utility company and the municipality.

Stephen brought up the fact that another municipality was requiring as-built surveys, signed and sealed by a P.E. for all work done within their Right-of-Way. Jeanna stated she had the understanding that if the survey was done in-house, with the utility company's border on them, they shouldn't need a P.E. to sign off on it. But if it's an outsourced survey, the contractor's P.E. must sign off on it. The utility company would either need to higher their own survey team or expect to pay to have a P.E. sign off on it. Jeanna stated that it has actually been a state requirement since about 2013/2014, but there is has been a precedent of not requiring as-built surveys for a long time. Larry mentioned he was able to sway a municipality from requiring such as-built surveys when he worked for AT&T. He said he brought all the plats to the municipality and asked them how they expected him to put all of this data on one drawing. He said they then rolled back up the plats, handed them back to him, and said, "Nevermind."

It was discussed that as an industry, we are moving toward having 3D locates and municipalities need to know the horizontal and vertical locations of all lines.

For the rest of the time we had, we exchanged past unique work experiences.

Larry shared a story of when he was contacted by the Orlando International Airport to lower a section of 12-4" conduits 6' for the new light rail. With enough slack, it should have been feasible. At the first of 2 meetings, it was revealed that the conduits were encased in concrete 4" thick all the way around. Still seemed doable. At the second of the 2 meetings, when explaining why he didn't want any splicing done or cutting in slack, the airport representative said something along the lines of, "We must be careful. If a cable gets cut, we'll all be out of jobs." According to him, all of the different cables going through these concrete-encased conduits were the only feeds going into the airport, there were no circuits. Apparently the only window that a cutover was possible is 2am-4am. Larry said the airport staff seemed unversed in telecom. Larry told them to add a second path to make it a circuit, then call him back.

David, from CenturyLink, made the comment, "Florida Hospital knows our fiber is cut before we do, they monitor it that close."

Matt mentioned he was on a project splicing a trunk fiber that feed the FAA and that their window to cutover was 2am-4am and they were only able, or allowed, to make 2-3 cuts per night.

There was a short discussion about really old telecom facilities.

Matt mentioned the use of wooden manholes in Phoenix, AZ

David mentioned wooden conduits with lead cables

Matt told a story of a time when he was wheeling off a fiber run along some railroad tracks. He said that he and his colleagues had fashioned the measuring wheel to attach to the train tracks so that the measurement would be smooth, rather than bumpy and inaccurate along the rocks and railroad ties. When passing under some ~500kV transmission power lines, and touching the metal parts of the wheel's handle, he felt a little shock of electricity.

Larry told a story of back when he was working in Illinois. He got a call from a homeowner that said every time her phone rings, her dog barks like crazy in the back yard. He didn't where to even begin trying to wrap his head around this one, so he made a site visit. When he got there, the woman again explained that every time her phone rang, her dog would go crazy in the backyard, barking like mad. Larry made his way to the backyard to find the dog on a leash, stretched up and clipped to the aerial telephone drop to the house. She had been using the aerial drop as a cable run for her dog, however its leash had worn down the sheathing of the drop, causing metal-to-metal contact. Therefore, every time the phone rang, the dog would get a little bzzzz!

Matt made the comment that when he was on a project at the Luke Air Force Base, in order to get a civilian contractor pass, they needed fingerprints, "the whole 9", just to get clearance to do utility work on the grounds.

Meeting was adjourned at 3:15pm.

Minutes from Design Build Subcommittee

Fall FUCC Meeting, Jacksonville, Florida

November 7, 2018

Meeting was called to order at 4:00 PM by Chris Stermer, WGI, Chairman

A total of 19 were in attendance (4 utility members & 15 consultants- see attached completed sign-in sheet) were in attendance. The Chris Stermer, WGI opened the meeting with a warm welcome. All attendees did a self-introduction to include which FDOT District they primarily work in. Mr. Stermer stated the reason he asked for what districts everyone works in is because although the FDOT tries to be consistent across different Districts, each District still handles design builds differently. Mr. Stermer shared with the committee a phone conversation he had with Mr. Tom Bane, FDOT State Utility Engineer. HE wanted to confirm the a Utility Work Schedule (UWS) is required on Design builds because it is "An Agreement" between both the Utility Agent Owner (UAO) and the Design build Contractor. The UWS must be signed by both parties for it to be legally binding by either party. There are minimum components of a UWS and it really doesn't matter what form if any is used (some districts allows using the FDOT UWS and some do not allow it). The minimum information on a UWS is:

1. What utility relocations are required
2. A utility relocation completion date by line item on the UWS
3. Any dependent activities
4. Who will complete the relocations
5. Who is paying for the relocations

Mr. Stermer reminded the utilities, that this is the document that protects them if a contractor attempts to file a delay claim against the utility. If the contractor changes the terms after a UWS is executed, the UAO's must agree in writing. The UWS also protects the Design Build Contractor if the UAO does not complete the relocations where agreed upon on time.

Mr. Stermer stated he was looking for topics to discuss and issues that would benefit the group. It should be about what this group needs, not just one person fulfilling his or her own agenda. So please providing any suggestions to Chris Termer @ Chris.stermer@WGINC.com

Meeting was adjourned at 4:50 PM



Name	Representing	Email
Chas Stern	CGI	Chas.Stern@WGINC.com
David Byrnes	CenturyLink	david.byrnes@CenturyLink.com
ARON VALES	Fraction	ARON.VALES@FTR.COM
Walt Chubb	Cardno	Walt.Chubb@Cardno.com
Ray Mercer	WGI	Ray.Mercer@WGINC.COM
Betsy Beuler	WFO	ebecke@fiberop.com
Thomas Bridgen	Cardno	Thomas.Bridgen@Cardno.com
Erik Brueningsson	WGI	erik.brueningsson@wgiinc.com
Jorge Maiguel	Duke Energy	jorge.maiguel@duke-energy.com
Wayne A Guido SR	Mekin + Creed	wguido@mekinreed.com
ALBERT TAYLOR	ETM / RMA	TAYLORA@RMANGIAS.COM
Palak Barot	KEITH	Palak@keithteam.com
Rebecca Green	Keith	RGREEN@keithteam.com
DAN CHECCHIA	KEITH	dcheccia@keithteam.com
DANIEL RODRIGUEZ	PBC-TRAFFIC ITS	Dxrodri@pbc.gov.org
MIKE ZEILY	KCI TECHNOLOGIES / DUKE ENERGY	MICHAEL.ZEILY@KCI.COM
JAY HELMS	GEORGE F. YOUNG, INC.	JHELMSC@GEORGEFYOUNG.COM
PRESTON MCCREADY	USA ENGINEERING	PRESTON.MCCREADY@USA-ENGINEERING.COM
Bill Deal	Cardno	William.Deal@Cardno.com

11-7-18

TTC/MOT COMMITTEE

ATTENDANCE: 13

TOPICS:

- BETTER PROCESS FOR NOTIFICATION (IE; APPS, WEB, ETC.)
- 48 HOUR NOTICE; TWO WEEK REVIEW FROM FDOT
NEED TO STREAMLINE; LCIS; DAYTIME LANE CLOSURES
- INDEX CHANGES/REVISIONS FROM FDOT (2019); SAFETY;
DOES FDOT ~~NEED~~ NEED TO NOTIFY PRIOR TO REVISIONS

ACTION ITEMS:

- NOTIFY FDOT TO SET UP MTG TO DISCUSS INDEX CHANGES, NOTIFICATION ISSUES, 48 HR NOTICE
- IMPLEMENT NOTIFICATION ON FUDC WEB PAGE FOR ALL UAD IMPACT CONCERNING TTC INCLUDE SHORT LIST OF PROBLEMATIC ITEMS
- BRYAN LANTZ TO DISCUSS W/ INTERNAL FPL WHO HANDLES FDOT INDEX FOR FPL

FDOT → TIM ALLEN, ED CASHMERE, DAVID MCGAVIN

FTC / NOT

~~Power Interest Group~~ - Sign in sheet (Fall 2018 - Jacksonville)

Name:	Company	Email	Comments
Chad Swails	Gulf Power	ceswails@southfla.com	
Scott Lee	Gulf Power	gsclee@southfla.com	
Matt Phillips	Weg	matt@weg.com	
Ponyoung	Horizon	ponyoung@horizondiv.com	
Byron Sample	FPL	byron.a.sample@fpl.com	
Cierra Yalkin	SunTech Solutions	cyalkin@suntech-solutions.com	
Stephen Waidley	Frontier	stephen.waidley@ftr.com	
Rob Morris	FPL	rob.morris@fpl.com	
Bryan Lentz	FPL	bryan.lentz@fpl.com	
Robb Brown	Duke Energy	robb.brown@duke-energy.com	
Jennifer Harper	Duke Energy	jennifer.harper@duke-energy.com	
April Madison	FPL	April.Madison@fpl.com	
Jorge Sanchez	FPL	Jorge.i.sanchez@fpl.com	

FUCC 2018 Fall Treasurer's Report	
Assets	As of September 30, 2018
Checking /Savings	
• BOA/PayPal/Petty Cash	\$47,801.86
Fixed Assets	
• Furniture/Equipment	\$953.14
Total Assets	\$48,755.00
Income (Meeting Registrations/Sponsorships/Booth Rental)	\$61,149.11
Total Expenses	\$42,747.96
Net Income	\$18,401.15



November 2018 Report

Visit sunshine811.com for more information on items in this report, to keep up with safe digging news, and invite a liaison to provide education at your company or event.

811 PROCESS

1 Investigation is planned when a utility owner, contractor, or excavator has received a ticket. A ticket is issued within 24 hours of the request.

2 Contact Sunshine 811 at 811 or visit the website. A ticket is issued within 24 hours of the request.

3 If the member does not call, the member must call the member to request the dig site. The member must call the member to request the dig site. The member must call the member to request the dig site.

4 Utilize and use these locate techniques to mark and locate underground facilities. Utilize and use these locate techniques to mark and locate underground facilities.

5 When a utility doesn't respond, a 556.105(a) F.S. ...the excavator may proceed with the excavation, if the excavator does so with reasonable care and if detection equipment or other acceptable means to locate underground facilities are used.

6 Check for any other utilities that may be present in the area. Check for any other utilities that may be present in the area.

7 All utilities have responded. They did what the utility owner asked you to do. Now you can proceed to the site and excavate. If you don't receive a response from the utility, contact the utility for assistance.

8 Once it's safe to dig, excavate the site. Once it's safe to dig, excavate the site.

9 Once excavation is complete, the member must call the member to request the dig site. The member must call the member to request the dig site.

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SUNSHINE 811 MEETINGS

<p>November 15 Operations, Damage Prevention, Finance, Legislative Ad Hoc, and Executive Committee Meetings</p> <p>November 16 Board Meeting</p>	<p>November 22 and 23 Closed for Thanksgiving</p> <p>December 24 and 25 Closed for Christmas</p>
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EXTRAORDINARY CIRCUMSTANCES: WHAT'S AN EXCAVATOR TO DO?

1. Follow normal procedures by waiting and checking positive response. Some members (**utility owners**) may continue to locate, mark and update their responses. It's not an excuse to not wait.
2. After the legal waiting time expires and there is no response or locates, proceed the same as a non-response. The statute outlines the following:
 - a. Contact the member directly using the information on your ticket
 - b. 556.105(6)(a) ...the excavator may proceed with the excavation, if the excavator does so with reasonable care and if detection equipment or other acceptable means to locate underground facilities are used.

There is no time limit on extraordinary circumstances. Following numbers one and two above is always the standard procedure. In cases like Hurricane Michael, everyone is working hard to get facilities back online. We all just need to practice a little patience.

WHAT TO DO WHEN YOU CAN'T GET LOCATES

Sunshine 811 does not enforce Chapter 556, F.S. Rather, the law gives enforcement authority to the State.

Sunshine 811 also does not locate or mark underground facilities. This is done either by the member or contract locator hired by the member. It is the member's responsibility to monitor how their locators are performing.

When you cannot get locates or some type of response about locates at your job site, please contact the member listed on your locate ticket.

POSITIVE RESPONSE VALIDATION

Sunshine 811 is investigating a validation mechanism for the Positive Response System within the new 4iQ Exactix software platform. The software, scheduled for early 2020 implementation, is currently being developed by 4iQ Solutions. With positive response validation, excavators will be able to agree or disagree with the positive response code provided by a member. Watch our website for more information on the new system implementation: sunshine811.com/hot-topics

SEPTEMBER 2018 STATS

Incoming ticket volume was up 29% from September last year.

Outgoing transmission volume was up 27% from September last year.

Positive Response system late notice transmissions totaled 25,939 (3% late) for September and 148,737 (4% late) fiscal.

Incoming ticket volume was approximately 75% ITE and 25% phone for September and the fiscal year.

Update emergency contact information

This phone won't do much good in an emergency...

...neither will this phone if a member's contact information is incorrect.

Excavators rely on accurate information to conduct storm restoration and emergency operations. Please update your member contact information. Reaching the right person at the right time could help save the life of an excavator digging near your buried facilities.

sunshine811.com/forms

Questions... about 556? Looking for something to talk about at a tailgate meeting? Contact a Sunshine 811 liaison! Click for contact information.